

Brightspace limits how I can structure things online. It is very important always to be looking ahead. Note the wording in the paragraph above: “completed by.” Typically, there will not be enough time to do everything during a class period for which an agenda is listed, so you will need to do a fair bit of the work (ideally all of it) BEFORE that class period. Textbooks on how to do well in university recommend putting in two hours outside of class for every hour in class. So, if you were to follow this rule, that would entail an additional six hours per week devoted to this course, on top of the three hours per week of designated class time. Those additional hours factor into the agenda (workload) for any given class. (That is also true for the lab—yet two more hours per week devoted to this course, on top of the one hour per week of designated lab time.)

A test is scheduled after every unit, so there are six tests in total. Unlike the Chapter Quizzes, which can be written at any time prior to their deadlines, you must write the tests during our designated class period. Feedback will be provided on the Chapter Quizzes (as well as on almost all other course components), but NOT on the tests themselves. The tests are for assessment purposes only.

There is a lab each week. You must be registered for one of the four lab sections (B06 or B07 or B08 or B09) for this section (A02) of PSYC 201. There is a separate lab outline, detailing the various lab activities and requirements.

Should you have questions throughout the semester, begin by posting them at the Q&A forum, to be answered by your peers (and if not by them, then publicly by me). Do not reflexively email your questions directly to me; there are just too many students for me to correspond efficiently and effectively in this manner. (Last semester, many days I was receiving dozens of student emails, and it bordered on unmanageable.) Should you ever need to talk to me about a pressing concern, take advantage of my office hours and/or schedule an appointment. Interacting with your peers is strongly encouraged in this course and posting (and answering) questions at the Q&A forum is a great way to do so; not only will it be a more efficient means of getting your questions answered, but ALL students in the class can potentially benefit by seeing those answers; cherry on top, participating in the forum can earn you bonus points. For concerns related to the grading of your quizzes and tests, email your TA (Sabrina) directly, as it is she who will be marking that work. For concerns related to the grading of your lab assignments, email your lab instructor (Sam) directly, as it is he who will be marking that work. Should you ever directly email me, the TA, or the lab instructor, your email must be respectful (e.g., Dear Dr. Polson..); you will then receive a respectful email in reply.

Course Components

Study Guide. The *Study Guide* lists pertinent study questions for each textbook chapter in this course. The study questions are important because they are the focus of the PowerPoint presentations, and thus many of the quiz and test items are based on them. Be sure to use the study questions to direct your reading of the textbook, ideally writing out the answers to them. The *Study Guide* also recommends specific end-of-

course website. I recommend printing them and writing your notes on the printed pages while viewing the corresponding presentations

and open-ended items. Generally, tests will be more challenging than the Chapter Quizzes. While there are six tests, only your best 5 test scores will count; in other words, your lowest test score will be dropped. Overall, this component counts 625 points toward your final grade, with each test weighted equally.

- Currently, as planned, all tests will be written online outside of class, wherever you like. However, each test will be available to write only during our assigned class time on the day on which it is scheduled. Before writing each test, you will be asked to agree to an Academic Integrity Pledge.
- Should the mode of instruction switch from online to face-to-face starting January 24, as currently planned, then I reserve the right to require students to write the tests in class, depending on how things progress. So, again, keep our assigned class hours free each week, just in case.

Unlike the Chapter Quizzes, on which feedback will be provided, feedback will NOT be provided on the tests. After writing a test, you will have no further access to the test items. The tests are for assessment purposes only. Upon request, though, the TA, who graded your test, would be willing to provide you with some general feedback (e.g., perhaps your answers to the open-ended items were too vague, perhaps you completely misunderstood a certain concept, etc.), as well as to checking the scoring of your test if you think that it might have been marked incorrectly or that there might be some other problem.

- If you miss a test for whatever reason (i.e., regardless of the extenuating circumstance), it will count as the one test score that you will be dropping.

Laboratory. The labs are mostly focused on a self-research project you will be conducting over the course of five weeks. Most weeks there will be a lab assignment (worth 120 points in total) and/or a self-research update assignment (worth 35 points in total). At the end of the semester, you will submit an APA-styled report based on your self-research project (120 points). Details are provided in a separate lab outline.

- The labs have been structured so that everything can be done online throughout the semester. As it currently stands, with one exception, you are not required to attend any lab sessions, be it face-to-face or via Zoom. However, as with lectures, I do reserve the right to schedule mandatory events during your assigned lab hours that may require your attendance, depending on how things progress. So, keep your assigned lab hours free each week, just in case. Of course, should that happen, you will be given ample advanced notification.

Bonus

Q & A Forum. Interacting with your fellow students in this course is encouraged, but it is not required. There is a Q & A forum at the course website set up for this purpose. As an alternative to emailing your questions to me (or to your TA or lab instructor), you can post your questions to this forum, hopefully to be answered by your peers. If you make a valuable contribution to this forum, you will earn 4 bonus points. That might entail answering your peers' questions, or perhaps taking the initiative and posting some valuable information of your own related to the course material. You can earn up to 20 bonus points this way. You will earn credit for only one valuable contribution per week (even if you make more than one that week). At the end of the course, you will need to copy

and paste your contributions (along with the dates) into a Word document and submit it at the course website for consideration. To encourage peer interaction, my contributions to this forum will be minimal, intervening only if need be.

Other ways of earning bonus points may be announced later in the course.

Optional

THINK FAST. In order to think critically about research methods in psychology, you need to be fluent with the basic facts and concepts. *THINK FAST* is a computerized flashcard program designed to help you in this regard. It includes six decks of cards, one deck per unit. Deck size varies from about 20 to 40 cards. In *THINK FAST*, after you select a deck, a session begins: the program presents the cards one at a time and gives you two minutes to provide the answers to as many cards as possible. While there are several response options for learning the cards, I recommend working in the Type Keyword mode. In this mode, flashcards are presented that are missing either the answer or a keyword or phrase, and you are required to type in the missing word(s). For more detailed information about *THINK FAST*,

N grades

Students who have completed the following elements will be considered to have completed the course and will be assigned a final grade:

- 3 or more tests attempted
- 3 or more lab assignments submitted
- self-research report submitted

Failure to complete any one or more of these elements will result in a grade of "N" regardless of the cumulative percentage on other elements of the course. An N is a failing grade, and it factors into a student's GPA as 0. The maximum percentage that can accompany an N on a transcript is 49.

Notes

- The answers to the quiz items will be revealed (to help you prepare for the tests), but the answers to the test items will not be revealed. The tests are for assessment purposes only.
- Final grades that end with a decimal point of 0.5 or above will be rounded to the next higher whole number, and grades that end with a decimal point below 0.5 will be rounded to the next lower whole number. For example, if a final percentage grade is 89.5–89.9, the grade will be rounded to 90. The rounding criteria will only be used on the final assignment of the letter grade.
- Assignments are due, and tests must be taken, on the date indicated in the Class Schedule. It is not fair for some students to do work later than others, unless there is a valid excuse. Therefore, except in cases meeting the criteria for an academic concession (see below), there will be zero credit and no make-up for any assignments or quizzes not turned in on time. Travel plans will not be accepted as an excuse.
- Students who do not complete requirements on schedule due to extenuating circumstances (i.e., personal illness or accident, family affliction, official university activities) must contact me immediately upon their return to discuss the situation.
- Note that for both the Chapter Quizzes and tests, should you miss one of these for whatever reasons (i.e., regardless of the reason), you will receive a grade of N. This policy is in place to ensure that all students are held to the same standards and to maintain the integrity of the course. If you have any questions, please contact me at [redacted] or [redacted].

CLASS SCHEDULE

Jan 10 (M)

Feb 7 (M)

Chapter 14: Graphic and Descriptive Techniques

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BE WELL



A note to remind you to take care of yourself. Do your best to maintain a healthy lifestyle this semester by eating well, exercising, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress. All of us benefit from support during times of struggle. You are not alone.

Social Life, Friends, & Community at UVic:

Having a social network is an extremely important foundation for positive mental health. There are lots of benefits to joining clubs, course unions, intramurals and teams on campus.

<https://www.uvic.ca/mentalhealth/undergraduate/connecting/index.php>

Counselling Services:

Counselling Services can help you make the most of your university experience. They offer free professional, confidential, inclusive support to currently registered UVic students. www.uvic.ca/services/counselling/

Health Services:

University Health Services (UHS) provides a full service primary health clinic for students, and coordinates healthy student and campus initiatives.

www.uvic.ca/services/health/

Centre for Accessible Learning

The CAL staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations www.uvic.ca/services/cal/. The sooner you let us know your needs, the quicker we can assist you in achieving your learning goals in this course.

Elders' Voices:

The Office of Indigenous Academic and Community Engagement (IACE) has the privilege of assembling a group of Elders from local communities to guide students, staff, faculty and administration in Indigenous ways of knowing and being.

www.uvic.ca/services/indigenous/students/programming/elders/

UNIVERSITY OF VICTORIA
Department of Psychology

Important Course Policy Information
Winter 2022

Prerequisites

Students who remain in courses for which they do not have the prerequisites do so at their own risk. Students who complete courses without prerequisites ARE NOT exempt from having to complete the prerequisite course(s) if such courses are required for the degree program.

Program Requirements

For more information see the UVic Calendar January 2022.

Registration Status

Students are responsible for verifying their registration status. Registration status may be verified using My Page, View Schedule

What to do if you miss the final exam scheduled during the formal exam period

Apply at Records Services for a "Request for Academic Concession", normally within 10 working days of the date of the exam. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation (for example, a deferred exam). Where a concession is not applied for or where such application is denied, an N grade will be entered on the student's academic record.

OR, you can download the Request for Academic Concession form here:
<http://www.uvic.ca/registrar/assets/docs/record-forms/rac.pdf>

- ***What to do if you miss an exam other than one scheduled during the formal exam period***

Do not apply at Records Services for a "Request for Academic Concession". Instead submit documentation of the illness, accident or family affliction directly to your course instructor (or designated teaching assistant).

- ***What to do if you require additional time to complete course requirements***

Apply at Records Services for a "Request for Academic Concession", normally within 10 working days of the end of the course. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation (for example, a deferred exam). Where a concession is not applied for or where such application is denied, an N grade will be entered on the student's academic record.

OR, you can download the Request for Academic Concession form here:
<http://www.uvic.ca/registrar/assets/docs/record-forms/rac.pdf>

