

## DUTIES OF THE DIRECTOR OF UNDERGRADUATE STUDIES

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The Director of the Undergraduate Studies is appointed by the Head. The Director chairs the Undergraduate Committee, and serves as a member of the Psychology Department Executive Committee (DEC). The Director is responsible for the Department's undergraduate programs. This includes meeting with undergraduate students to answer questions and resolve problems, directing the Honours program (via PSYC 596/598), and administering the program (timetabling, approval of course outlines, overload requests, transfer credit approvals, etc.).

### Specific Duties:

1. Primary Faculty Contact Person for Undergraduate Students
  - respond to all email sent to [psychdir@ucalgary.ca](mailto:psychdir@ucalgary.ca)
  - make announcements via email to all psychology majors
  - be available to meet with students in main office for appointments
  - be familiar with the requirements of the Psychology major for advising purposes
  - deal with requests for course overloads, prerequisite waivers, and registration issues
  - point of first contact for students with complaints
  - liaison between faculty and students in difficult situations
  - work with office staff on issues related to undergraduate students and programs
  - work with office staff to keep the undergraduate information on the web up to date
2. Contact Person for Other Administrators and Academics
  - liaison with academic administrators and academics at Red Deer College, Mt. Royal College, St. Mary's University
  - department contact person for Associate Deans, Faculty of Arts (Student Affairs and Academic Programs) on undergraduate matters
  - contact person for undergraduate program directors in other departments
  - contact person for Career Services at the U of C
  - contact person for Admissions Office, Int' Student Centre, University Programs Office
  - main faculty contact for PSYCHs student club
  - represent the Department in meetings and functions related to undergraduate studies (e.g., UC 101, Arts Orientation)
3. Regular Meetings to Attend
  - weekly DEC meeting
  - ARPC meeting (Academic Review and Program Committee)
  - Student Academic Appeals Committee
4. Instruct PSYC 569 (BA Honours Seminar) and PSYC 598 (BSc Honours Seminar)
  - seminar meets once a week for 2 hours
  - give lectures/tutorials on how to give a research presentation
  - give lectures on how to write an honours thesis

- arrange for guest speakers on research ethics, graduate programs, and scholarships
  - schedule student presentations (one for the fall session and one for the winter session)
  - provide written feedback on each student's presentation
  - refer to a recent course outline for more information
5. Timetabling
- timetable undergraduate courses (Fall/Winter session and Spring/Summer session), in conjunction with the Departmental Administrator and the Head
  - for Fall/Winter sessions, the Administrator invites faculty to identify which courses they wish to teach, pointing out what needs to be offered in the upcoming year
  - create a draft timetable
  - ensure that enough 300-level and 400-level courses are offered for our majors to meet program requirements
  - also need to be sure to offer enough PSYC 205 sections to meet student demand
  - for Spring/Summer sessions, Pat first sends out an email asking who would like to teach; this information is used to put together a timetable (no requirements to offer anything during these sessions)
6. Chair the Undergraduate Committee
- meet to review and approve calendar changes
  - adjudicate Undergraduate Research Award
  - adjudicate Jock Abra Scholarship in Psychology and the Arts
  - meet on an ad hoc basis over undergraduate matters
7. Approval of Course Outlines
- office staff sends requests out for course outlines well in advance of the start of classes
  - course outlines are first emailed to office staff person, who checks them for proper formatting and information and adherence to the course outline template
  - office staff person then emails the course outlines to the Director, who approves them or requests additional information or modifications
  - course outlines for research courses also approved and receive special attention (goals and dates of assignments clearly laid out, credit distributed across the project)
8. Calendar Changes
- Department Administrator sends out a request for calendar changes once the Department receives request from the Faculty
  - prepare calendar change submission using standard format
  - work with faculty members to prepare their calendar changes
  - incorporate your own calendar changes you have noted would be useful
  - discuss calendar changes with Head and the Undergraduate Committee
  - bring the calendar changes to the Department to be voted on during a Dept. meeting
9. Academic Misconduct
- work with faculty member to report academic misconduct to the Associate Dean (Student Affairs); prepare documentation for report
  - meet with student if necessary, taking notes
  - write report to Associate Dean, append materials, if any (e.g., lab assignment)
  - make a recommendation, if necessary
  - work with Associate Dean throughout until resolved
10. Transfer Credit Requests
- rule on transfer credit requests from the Admissions Office and the Int'l Student Centre
  - e.g., "Is this course equivalent to PSYC 205 at the U of C?"

- e.g., “Is this a psychology course, and can it be transferred for credit?”
  - e.g., “If a student takes a specific course at another institution, how will it transfer here?”
  - students studying in other countries will want you to approve their course choices
  - the International Student Centre will want you to determine what a student’s courses will transfer as before they leave the country
11. U of C 101
- receive emails about UC 101 activities from the Faculty in late July of every year
  - all undergraduate directors from the Faculty attend the Social Sciences presentation
  - give a short (2 minute) introduction to the Psychology program to undergraduates
  - give two one-hour presentations to new students, and be available to answer questions
  - office staff person attends the presentations to help answer questions
  - typical UC 101 day begins at 8:30 and ends sometime after 12:00
12. Master of Ceremonies for the Department of Psychology Awards Ceremony
- typically held first week of May, office staff make arrangements (date, food, room booking, contacting students, etc.)
  - introduce Head at the beginning of the ceremony
  - give short speech highlighting importance of awards
  - give out a few awards, including the Undergraduate Research Award
  - invite Jock Abra to ceremony to present Jock Abra Scholarship
  - explain adjudication procedures for awards you present (e.g., the Research Award)
13. Undergraduate Research Conference
- conference typically held last week of April; office staff make arrangements
  - solicit requests for spoken presentations and poster presentations in honours seminar (PSYC 596/598)
  - decide who will give a spoken presentation and who will give a poster presentation if demand exceeds capacity
  - email faculty alerting them to the day of the conference well in advance, and invite their undergraduate research students to give poster presentations
  - find and introduce a keynote speaker for the conference
  - serve as master of ceremonies for remainder of conference
14. Presentations
- give a presentation on the honours program each year, organized by PSYCHs
  - give a presentation on the psychology major each year, organized by PSYCHs
  - give a presentation on graduate studies in psychology, at Mt. Royal
  - present to the Department each year on the state of the undergraduate program