Course Description and Goals
Students acquire research experience working under the supervision of a faculty member. Students will be assigned duties that may include literature search, materials preparation, data collection, data organization and management, and data analysis (an average of 6 hours of work per week for 13 weeks). This is a quarter course (1.5 HCE) and graded “pass” or “fail”. (Note: courses graded pass/fail are not included in the calculation of GPA.) Students can complete PSYC 499 twice and use the half-course equivalent credit toward the requirements of the Psychology degree program.

Prerequisites
Psychology 300 & 301 (or PSYC 312), completion of 3.0 full-course equivalents in Psychology, and consent of the Department. Only open to students in the Psychology program.

Research Supervisor
The research supervisor will evaluate the student’s activities throughout the session and will assign the final grade. It is the student’s responsibility to secure a research supervisor. Only full-time and adjunct faculty in Psychology may supervise students.

Researcher Activities
Research supervisor: please use the table below to indicate the types of activities the student will be engaged in.
(Double click the box and select ‘checked’ under default value)

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>literature review</td>
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<tr>
<td>identification of new research directions</td>
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<tr>
<td>assisting in the design of new research</td>
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<tr>
<td>planning of new research</td>
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<tr>
<td>preparation of ethics application</td>
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<tr>
<td>creation and preparation of stimuli and materials</td>
</tr>
<tr>
<td>scoring of surveys and questionnaires</td>
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<tr>
<td>pilot testing of materials/procedures</td>
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<tr>
<td>recruitment of participants (including creation of recruitment materials)</td>
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</tbody>
</table>
use of Research Participation System (RPS)

- data collection (humans)
- data collection (animals)
- data collection (off-campus)
- data management
- data coding and organization
- data entry
- statistical analyses
- participation at weekly/bi-weekly meetings
- assisting graduate student research
- assisting undergraduate student research
- other (please describe here):
- other (please describe here):

Evaluation
Students receive a final grade of “pass” or “fail” for this course. Students will receive a mid-session evaluation six (6) weeks after the first day of classes (“pass” or “fail”). Supervisors will use the Mid-Session Evaluation form for this purpose. If the mid-session evaluation is “fail”, the supervisor will provide a remediation plan (i.e., what the student will need to accomplish to receive a final grade of “Pass”). Students will receive a final evaluation one (1) week after the last day of classes. Supervisors will use the Final Evaluation form for this purpose. If the final evaluation is “Fail”, the supervisor will provide explicit reasons for the failing grade.

<table>
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<tr>
<th>Course Component</th>
<th>Percentage of Final Grade</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Mid-Session Evaluation</td>
<td>40%</td>
<td>October 18, 2019</td>
</tr>
<tr>
<td>Final Evaluation</td>
<td>60%</td>
<td>December 13, 2019</td>
</tr>
</tbody>
</table>

Note: Evaluations must be sent to the Psychology Undergraduate Director (psychdir@ucalgary.ca) to have the grades entered into the PeopleSoft system.

Reappraisal of Graded Term Work [http://www.ucalgary.ca/pubs/calendar/current/i-2.html](http://www.ucalgary.ca/pubs/calendar/current/i-2.html)
A student who feels that a piece of graded term work (term paper, essay, test, etc.) has been unfairly graded, may have the work reappraised as follows. The student shall discuss the work with the instructor within ten business days of being notified about the mark or of the item's return to the class. If not satisfied, the student shall take the matter to the head of the department offering the course within 2 business days of receiving the decision from the instructor, who will arrange for a reappraisal of the work within the next ten business days. The reappraisal will only be considered if the student provides a detailed rationale that outlines where and for what reason an error is suspected. Students in faculties without a departmental structure should take the matter to the dean, or designate, of the faculty offering the course. The result of that reappraisal will be given to the student in writing along with information about appealing the reappraisal.
The reappraisal of graded term work may cause the grade to be raised, lowered or to remain the same. There is no limit to the number of pieces of graded work that a student may request be reappraised, however a single piece of work may only be reappraised once.

Reappraisal of Final Grade [http://www.ucalgary.ca/pubs/calendar/current/i-3.html](http://www.ucalgary.ca/pubs/calendar/current/i-3.html)

In the reappraisal of a final grade, the only element that will be considered is the grading of the final assessment that makes up the final mark (e.g., final examination, final project, final paper). An exception may occur when the Instructor of Record evaluates a piece of graded term work at the end of the term; that grade may also be considered in a reappraisal of final grade.

A student seeking a reappraisal of a final grade should first attempt to review the final assessment with the department or faculty offering the course. After which, the student shall obtain a Reappraisal of Final Grade form from [ucalgary.ca/registrar](http://ucalgary.ca/registrar) (under Student Forms). The student must indicate exactly what error was made in marking the final assessment and/or in computing the final grade. The reappraisal will only be considered if the student provides a detailed rationale that outlines where and for what reason an error is suspected.

Students requesting a reappraisal of a final grade must submit their request by the following dates:

- **Fall Term** – March 1
- **Winter Term** – June 30
- **Spring Intersession** – August 15
- **Summer Term** – October 15

*Supplemental Examinations: 30 calendar days from the date the examination was written*

For information relating to Law, Veterinary Medicine and the Cumming School of Medicine (MD) courses, please refer to the faculty section.

The reappraisal form shall be submitted to Enrolment Services who will forward it to the department head or dean of the faculty offering the course. Reappraisals of final grades are dealt with by the head of the academic unit in consultation with members of academic staff. Normally, the department/faculty will respond to a reappraisal request within thirty calendar days of its initiation. After the reappraisal is completed, the department shall return the form to the Registrar's Office who shall inform the student in writing of the decision.

Students should be aware that the grade being reappraised may be raised, lowered or remain the same. A student may request a reappraisal of final for a maximum of two courses in one academic year (September 1 – August 31).

Plagiarism and Other Academic Misconduct

Intellectual honesty is the cornerstone of the development and acquisition of knowledge and requires that the contribution of others be acknowledged. Consequently, plagiarism or cheating on any assignment is regarded as an extremely serious academic offense. Plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Students should examine sections of the University Calendar that present a Statement of Intellectual honesty and definitions and penalties associated with Plagiarism/Cheating/Other Academic Misconduct.

Academic Accommodations

The student accommodation policy can be found at: [ucalgary.ca/access/accommodations-policy](http://ucalgary.ca/access/accommodations-policy).
Students needing an Accommodation because of a Disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities ucalgary.ca/policies/files/policies/student-accommodation-policy. Students needing an Accommodation based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the instructor.

**Seating During Exams**
Instructors and exam invigilators are free to ask students to move seats before an exam begins or even during an exam. Students must comply with this request and refusal to do so may warrant a charge of academic misconduct.

**Absence From A Test/Exam**
Makeup tests/exams are NOT an option without the approval of the instructor. A student may be asked to provide supporting documentation for an exemption/special request for a make-up exam https://www.ucalgary.ca/pubs/calendar/current/n-1.html. Students who miss a test/exam have up to 48 hours to contact the instructor to ask for a makeup test/exam. It’s the instructor’s discretion if they will allow a make-up exam. Students who do not schedule a makeup test/exam with the instructor within this 48-hour period forfeit the right to a makeup test/exam. At the instructor’s discretion, a makeup test/exam may differ significantly (in form and/or content) from a regularly scheduled test/exam. Once approved by the instructor a makeup test/exam must be written within 2 weeks of the missed test/exam during exam make-up hours provided by the department http://psychology.ucalgary.ca/undergraduate/exam-and-course-information#mues.

If a student cannot write their final exam on the date assigned by the Registrar’s Office, they need to apply for a deferred exam https://www.ucalgary.ca/registrar/exams/deferred-exams.

**Travel During Exams**
Consistent with University regulations, students are expected to be available to write scheduled exams at any time during the official December and April examination periods. Requests to write a make-up exam because of conflicting travel plans (e.g., flight bookings) will NOT be considered by the department. Students are advised to wait until the final examination schedule is posted before making any travel arrangements. If a student cannot write their final exam on the date assigned by the Registrar’s Office, they need to apply for a deferred exam https://www.ucalgary.ca/registrar/exams/deferred-exams. Students with an exceptional extenuating circumstance (e.g., a family emergency) should contact the Department of Psychology (psyugrd@ucalgary.ca).

**Freedom of Information and Protection of Privacy (FOIP) Act**
The FOIP legislation disallows the practice of having student’s retrieve tests and assignments from a public place. Therefore, tests and assignments may be returned to students during class/lab, or during office hours, or will be made available only for viewing during exam review sessions scheduled by the Department. Tests and assignments will be shredded after one year. Instructors should take care to not link students’ names with their grades, UCIDs, or other FOIP-sensitive information.

**Acknowledgments and Respect for Diversity**
Our classrooms view diversity of identity as a strength and resource. Your experiences and different perspectives are encouraged and add to a rich learning environment that fosters critical thought through respectful discussion and
inclusion. The Department of Psychology would also like to acknowledge the traditional territories of the people of the Treaty 7 region in southern Alberta. The City of Calgary is also home to Métis Nation of Alberta, Region III.

Wellness and Mental Health Resources
The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre, https://www.ucalgary.ca/wellnesscentre/services/mental-health-services) and the Campus Mental Health Strategy website (http://www.ucalgary.ca/mentalhealth/).

Evacuation Assembly Point
In case of an emergency evacuation during class, students must gather at the designated assembly point nearest to the classroom. The list of assembly points is found at http://www.ucalgary.ca/emergencyplan/assemblypoints Please check this website and note the nearest assembly point for this course.

Student Organizations
Psychology students may wish to join the Psychology Undergraduate Students’ Association (PSYCHS). They are located in Administration 130 and may be contacted at 403-220-5567.

- **Student Union VP Academic:** Phone: 403-220-3911 suvpaca@ucalgary.ca
- **Student Union Faculty Rep.:** arts1@su.ucalgary.ca

Student Ombudsman’s Office
The Office of the Student Ombudsmen provides independent, impartial and confidential support for students who require assistance and advice in addressing issues and concerns related to their academic careers. The office can be reached at 403-220-6420 or ombuds@ucalgary.ca (http://www.ucalgary.ca/provost/students/ombuds)

Safewalk
The safewalk program provides volunteers to walk students safely to their destination anywhere on campus. This service is free and available 24 hrs/day, 365 days a year.
Call 403-220-5333.

Important Dates
The last day to drop this course with no “W” notation and still receive a tuition fee refund is Thursday, September 12, 2019. Last day add/swap a course is Friday, September 13, 2019. The last day to withdraw from this course is Friday, December 6, 2019.