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 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.

<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>
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<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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<tr>
<td>use of Research Participation System (RPS)</td>
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</tbody>
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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>
<thead>
<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>TBD</td>
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<tr>
<td>Final Evaluation</td>
<td>60%</td>
<td>TBD</td>
</tr>
</tbody>
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Note: Evaluations must be sent to the Psychology Undergraduate Director (psychdir@ucalgary.ca) to have the grades entered into the PeopleSoft system

Reappraisal of Grades
A student who feels that a piece of graded term work has been unfairly graded may have the work re-graded as follows. The student shall discuss the work with the instructor within 15 days of being notified about the mark or of the item's return to the class; no reappraisal of term work is permitted after the 15 days. If not satisfied, the student shall immediately take the matter to the Head of the department offering the course, who will arrange for a reassessment of the work within the next 15 days. The reappraisal of term work may cause the grade to be raised, lowered, or to remain the same. If the student is not satisfied with the decision and wishes to appeal, the student shall address a letter of appeal to the Dean of the faculty offering the course within 15 days of the unfavourable decision. In the letter, the student must clearly and fully state the decision being appealed, the grounds for appeal, and the remedies being sought, along with any special circumstances that warrant an appeal of the reappraisal. The student should include as much written documentation as possible.

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.

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 via the Department Office (Admin 275), 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.

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 170 and may be contacted at 403-220-5567.

Student Union VP Academic: Phone: 403-220-3911 suvpaca@ucalgary.ca
Student Union Faculty Rep.: Phone: 403-220-3913 socialscirep@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 fee refund is TBD. The last day to withdraw from this course is TBD.