

PSYC 499.xx	Research Experience in Psychology	Semester
<b>Research Supervisor:</b>		<b>Student Name:</b>
<b>Phone:</b>		<b>Student ID:</b>
<b>Email:</b>		<b>Student Email:</b>
<b>Office:</b>		<b>Weekly Meeting:</b>

**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.

<input type="checkbox"/>	literature review
<input type="checkbox"/>	identification of new research directions
<input type="checkbox"/>	assisting in the design of new research
<input type="checkbox"/>	planning of new research
<input type="checkbox"/>	preparation of ethics application
<input type="checkbox"/>	creation and preparation of stimuli and materials
<input type="checkbox"/>	scoring of surveys and questionnaires
<input type="checkbox"/>	pilot testing of materials/procedures
<input type="checkbox"/>	recruitment of participants (including creation of recruitment materials)
<input type="checkbox"/>	use of Research Participation System (RPS)

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

Course Component	Percentage of Final Grade	Due Date
Mid-Session Evaluation	40%	TBD
Final Evaluation	60%	TBD

**Note:** Evaluations must be sent to the Psychology Undergraduate Director ([psychdir@ucalgary.ca](mailto: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.

<b>Student Union VP Academic:</b>	Phone: 403-220-3911	<a href="mailto:suvpaca@ucalgary.ca">suvpaca@ucalgary.ca</a>
<b>Student Union Faculty Rep.:</b>	Phone: 403-220-3913	<a href="mailto:socialscirep@su.ucalgary.ca">socialscirep@su.ucalgary.ca</a>

### **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](mailto: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**.