Instructor: Student Name:
Phone: Student ID:
Email: Student Email:
Office: Weekly Meeting:

Course Description and Goals
Provide a brief description of the research project and the student’s role in it. Specify what the student is expected to accomplish during the course; this can be presented in a bulleted list.

Course Learning Outcomes
The Department of Psychology is committed to student knowledge and skill development. The table below lists the key learning outcomes for this course, the program-learning outcomes they facilitate (see psyc.ucalgary.ca/undergraduate/program-learning-outcomes), and the expected level of achievement.

<table>
<thead>
<tr>
<th>Course Learning Outcomes</th>
<th>Assessment Methods</th>
<th>PLO(s)</th>
<th>Level(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct and interpret statistical calculations by hand and using statistical software</td>
<td>For each CLO, identify at least one way in which it is formally assessed (e.g., multiple choice exams, thought paper, debate, etc.)</td>
<td>1, 2</td>
<td>C, I</td>
</tr>
<tr>
<td>Multiple choice exams, lab assignments, research paper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Notes. PLOs = Program-Learning Outcomes: 1 = demonstrate knowledge of psychological sciences, 2 = think critically and solve problems, 3 = conduct research and analyze data, 4 = communicate effectively, 5 = demonstrate information literacy, 6 = understand and implement ethical principles, 7 = apply psychological knowledge and skills. Level of PLO achievement facilitated by this course: I = introductory, C = competency, A = advanced.

Prerequisites
Course numbers and names (e.g., Psyc 200 – Principles of Psychology)

Evaluation
Revise as needed (Please note: there should be at least 3 reasonably independent components evaluated. Drafts of sections are not considered independent of the final paper. Any components that will be graded pass/fail should be accompanied by a brief explanation concerning what a pass requires)

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Percent of Grade</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final complete manuscript</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Late course components will be penalized 10% per day including weekends.

Notes:
- explicitly indicate the following for each course component: a description of the component, the weighting, the due date, and how late course components will be handled
- staggering the due dates keeps the student on task and allows the supervisor to determine if there are problems meeting deadlines
- course components should be tangible (i.e., written work) to prevent misunderstandings about expectations and perceptions of subjectivity in grading (particularly in the case of an appeal)
- all written work (drafts of method sections, final manuscript/paper) must have a page limit or page range specified (e.g., “The final manuscript should be no more than 30 pages in length, double–spaced, including references, tables, and graphs.”)
- if you include less-tangible components (e.g., participation, independent thought), be sure they represent only a small portion of the overall grade and that your expectations are clearly described in this section
- be sure to include at least 3 components in the evaluation (e.g., research proposal, introduction, final manuscript)

Second Reader
Identify the name of the second reader here, then include the following text:
The second reader will evaluate all of the written work completed by the student. The student’s final grade will be negotiated between the supervisor and the second reader.

Notes:
- it is the supervisor’s responsibility to secure a second reader before submitting the outline
- the second reader must be a faculty member in the Department of Psychology, an adjunct faculty member in the Department of Psychology, or an emeritus professor
- if the supervisor is an adjunct faculty member then the second reader must be a faculty member in the Department of Psychology

**Department of Psychology Criteria for Letter Grades**

Psychology professors use the following criteria when assigning letter grades:

**A+ grade:** *Exceptional Performance.* An A+ grade indicates near perfect performance on multiple choice and short answer exams. For research papers/essays/course projects/presentations, an A+ grade is awarded for exceptional work deserving of special recognition and is therefore not a common grade.

**A, A- Range:** *Excellent Performance.* Superior understanding of course material. Written work is very strong in terms of critical and original thinking, content, organization, and the expression of ideas, and demonstrates student’s thorough knowledge of subject matter.

**B Range:** *Good Performance.* Above average understanding of course material. Written work shows evidence of critical thinking and attention to organization and editing but could be improved in form and/or content.

**C Range:** *Satisfactory Performance.* Adequate understanding of course material. Knowledge of basic concepts and terminology is demonstrated. Written work is satisfactory and meets essential requirements but could be improved significantly in form and content. Note: All prerequisites for courses offered by the Faculty of Arts must be met with a minimum grade of C-.

**D range:** *Marginally meets standards.* Minimal understanding of subject matter. Written work is marginally acceptable and meets basic requirements but requires substantial improvements in form and content. Student has not mastered course material at a level sufficient for advancement into more senior courses in the same or related subjects.

**F grade:** *Course standards not met.* Inadequate understanding of subject matter. Written work does not meet basic requirements. Student has not demonstrated knowledge of course material at a level sufficient for course credit.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>96-100%</td>
</tr>
<tr>
<td>A</td>
<td>90-95%</td>
</tr>
<tr>
<td>A-</td>
<td>85-89%</td>
</tr>
<tr>
<td>B+</td>
<td>80-84%</td>
</tr>
<tr>
<td>B</td>
<td>76-79%</td>
</tr>
<tr>
<td>B-</td>
<td>72-75%</td>
</tr>
<tr>
<td>C+</td>
<td>67-71%</td>
</tr>
<tr>
<td>C</td>
<td>63-66%</td>
</tr>
<tr>
<td>C-</td>
<td>59-62%</td>
</tr>
<tr>
<td>D+</td>
<td>54-58%</td>
</tr>
<tr>
<td>D</td>
<td>50-53%</td>
</tr>
<tr>
<td>F</td>
<td>0-49%</td>
</tr>
</tbody>
</table>

*Your outline must include a statement about your policy for rounding final grades. Include the following statement in your course outline:*

As stated in the University Calendar, it is at the instructor’s discretion to round off either upward or downward to determine a final grade when the average of term work and final examinations is between two letter grades.

*And also include either this:*

In this course there will be no rounding up of final grades, especially in light of the opportunities students have to increase their final grade via research participation.

*Or this:*
To determine final letter grades, final percentage grades will be rounded up or down to the nearest whole percentage (e.g., 89.5% will be rounded up to 90% = A but 89.4% will be rounded down to 89% = A-).

**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 paper re-graded as follows. The student shall discuss the work with the instructor **within fifteen days** of being notified about the mark or of the item's return to the class. If not satisfied, the student shall **immediately** take the matter to the Director of Undergraduate Studies who will arrange for a reassessment of the work **within the next fifteen days**. Students in faculties without a departmental structure should take the matter to the dean or the associate/assistant dean (Academic/Student Affairs) of the faculty offering the course. The result of that reassessment should be given to the student in writing. **The reappraisal of term work may cause the grade to be raised, lowered or to remain the same.**

**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 wishing 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 (under Student Forms). Students 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 wishing a reappraisal of a final grade (excluding Law courses) 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

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. Reapraisals 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 grade only twice 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. 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](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](https://www.ucalgary.ca/wellnesscentre/services/mental-health-services)) and the Campus Mental Health Strategy website ([http://www.ucalgary.ca/mentalhealth/](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](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 Friday, May 10, 2019. Last day for registration/change of registration is Friday, May 10, 2019. The last day to withdraw from this course is Monday, June 17, 2019.