

**Course: PSYC 100 BL FW Principles of Psychology
2014_2015**

Course Description

Welcome to the fascinating world of psychology, the science of behaviour and the mind. The purpose of this course is to introduce you to the broad range of topics that we study in the field of psychology, including perception, cognition, learning and motivation and their biological bases. Also reviewed are child development, individual differences, social psychology and abnormal (clinical) psychology. In the process you will hopefully gain some insight into what makes people think, feel, and behave the way that they do. This course is **not** intended to help you solve behavioural or emotional problems requiring professional attention.

The course follows a 'blended model', meaning that course material will be available in weekly online lessons and in the text, with opportunities to further explore and discuss this material in the hour--long lecture and hour --long learning lab each week.

Please note: Updates concerning your course will be sent to your Queen's NetID account **ONLY**.

Learning Objectives

1. Summarize the major areas and themes of psychology.
2. Demonstrate how topics in psychology can be fruitfully addressed at different levels of analysis and with different perspectives (e.g., developmental, clinical, comparative).
3. Demonstrate an understanding of the role of genes and environment in determining behaviour and mental processes.
4. Describe the major psychological theories and the empirical evidence upon which they are based.
5. Apply the scientific method to the formulation and answering of questions related to psychology.
6. Assess the validity of, and provide accurate interpretations of, psychological findings.
7. Communicate the relevant and potential contributions of psychology to everyday life and society as a whole.

Term Dates and Exam

Fall Term: Sept 8 – Nov 28, 2014

Winter Term: Jan 5 – Apr 2, 2015

Examination Period: Apr 9 – 25, 2015

Key Dates

Sept 1	Tuition payment due in full
Sept 8	Fall Term classes begin
Sept 19	Last day to add courses Last day to drop courses without
Oct 31	Last day to drop courses without
Nov 28	Fall Term classes end
Jan 5, 2015	Winter Term classes begin
Jan 16	Last day to add Winter courses Last day to drop Part B of Fall-
Feb 27	Last day to drop Part B of Fall-
Apr 2	Winter Term classes end
Apr 9 – 25	Examinations

Course Components

The weekly checklists will guide you through what is required each week. Please use the checklists to stay on top of what is required weekly.

How will I learn?

1. Weekly on--line lessons available through the Moodle e--learning environment (See Pearson Media Card Access Code in the “[What to Buy](#)” section).
2. A weekly live lecture. These lectures will also be made available **online** so that you can review them at your leisure. We will use mobile devices for class activities/surveys in this class so please bring yours if you have one.
3. Small--group ‘Learning Labs’. The Learning Labs are led by an upper year undergraduate student or graduate student facilitator. (Learning Labs are described in detail in a separate section.) For this large course to run smoothly, we rely on all students to attend their assigned sections. If you need to change your lecture section or learning--lab section, please use the 'swap' function on SOLUS. If you run into difficulties swapping sections, please see Allison Horwood (ugpsyc@queensu.ca), our Undergraduate Assistant, in Humphrey Hall, Room 225.
4. Quizzes (each open for 2 week periods).
5. Textbook readings. In general, the textbook is intended to supplement the on--line lessons. Do the online lessons **FIRST** and use the textbook for clarification, to deepen your understanding, and if you wish to know more about a topic.

What do I need to buy?

Required Materials: Available from Queen's Campus Bookstore (<http://www.campusbookstore.com>):

Pearson Media Card Access Code

This gives you access to the Online lessons for PSYC100 – the core content of the course. The media card is available at the bookstore, and will be bundled with your textbook, if you bought it new. **If you bought a used textbook, you will need to buy this separately so be sure to check out the cost of it as a standalone item.** This is required to access the weekly on--line lessons through Moodle. You will first have to register your access code: **See ‘Pearson Help’ on Moodle for instructions.**

Textbook

Krause, Corts, Smith & Dolderman. *An Introduction to Psychological Science Canadian Edition*. This is available at the Campus bookstore in 3 different versions -- you can choose whether you want hardcover (ISBN13: 9781269959179), looseleaf (ISBN13:9781269959162) or electronic (e--text)

Lab Pages

Pages in which to do your learning lab preparatory work. The pages have duplicates such that you handwrite your assignment on a page, hand that in, and keep the copy in your notebook. These can be purchased at the Campus Bookstore.

How much time do I need to spend on this course weekly?

Full-time university study is like a full-time career: you should expect to spend 8--10 hours a day, five days a week on it. This course is one of your five courses. Therefore we expect you to be spending 8--10 hours per week on PSYC100. We suggest the following breakdown of those hours:

Completing/reviewing online lessons	3 hours every week
Reading/reviewing the text	2 hours every week, as required
Preparing for the learning lab	1 hour
Learning Lab participation	1 hour
Lecture	1 hour
Quizzes	2 hours every 2 weeks

Total: Approximately **9** hours/week

Schedule for Learning Labs: Psyc 100 Fall/Winter 2014--2015

Week	Content	Graded Lab?
Week 1 (Sep 8 - 14)	Foundations I: Introduction and History LAB: Subject pool	
Week 2 (Sep 15 - 21)	Foundations II: Research Methods & Statistics LAB: Introduction & Research Design	X
Sept 19	Last day to add courses Last day to drop courses without financial penalty	
Week 3 (Sep 22 - 28)	Foundations III: Genetics and Evolution LAB: Design a Study	X
Week 4 (Sep 29 - Oct 5)	Foundations IV: Learning LAB: Risk taking	X
Week 5 (Oct 6 - 12)	Neuroscience I: The Neuron LAB: Genetics and Intelligence: Great Debate	X

Week 6 (Oct 13 - 19)	Neuroscience II: Neuropsychology and Cognitive Neuroscience	No Lab This Week
Week 7 (Oct 20 - 26)	Neuroscience III: Consciousness and Sleep LAB: Explore the Brain	X
Week 8 (Oct 27- Nov 2)	Sensation & Perception I: Psychophysics and Transduction Lab: TBD	X
Oct 31	Last day to drop courses without academic penalty	
Week 9 (Nov 3 - 9)	Sensation & Perception II: From Sensation to Perception LAB: Size Weight Illusion	X
Week 10 (Nov 10 - 16)	Sensation & Perception III: Perception LAB: The eye and illusions	X
Week 11 (Nov 17 - 23)	Cognitive Psychology I: Memory LAB: Memory	X
Week 12 (Nov 24 – Nov 30)	Cognitive Psychology II: Language LAB: Short Answer practice	X
December Break – Winter term begins January 5, 2015		
Week 13 (Jan 5 - 11)	Cognitive Psychology III: Intelligence, Reasoning & Decision Making LAB: Short Answer practice	X
Week 14 (Jan 12 - 18)	Developmental Psychology I: Physical and Lifespan Development LAB: Language Development	X X
Jan 16	Last day to add Winter courses Last day to drop Part B of Fall-winter courses without financial penalty	
Week 15 (Jan 19 - 25)	Developmental Psychology II: Cognitive Development LAB: Developmental Theories	X
Week 16 (Jan 26 – Feb 1)	Developmental Psychology III: Social Development LAB: Theory of Mind	X

Week 17 (Feb 2 - 8)	Personality LAB: Developmental Psychology : Dear Doctor	X
Week 18 (Feb 9 - 15)	Social Psychology I	No lab this week
February 16 - 22	Reading Week	
Week 19 (Feb 23 – Mar 1)	Social Psychology II LAB: Personality scales	X
Feb 27	Last day to drop Part B of Fall-Winter courses without academic penalty	
Week 20 (Mar 2 - 8)	Motivation and Emotion LAB: The Pairing Game	X
Week 21 (Mar 9 - 15)	Clinical Psychology I: Mental Disorders LAB Cooperating vs defecting	X C
Week 22 (Mar 16 - 22)	Clinical Psychology II: Schizophrenia and Mood Disorders LAB: Diagnosis of Mental Disorders	X
Week 23 (Mar 23 - 29)	Clinical Psychology III: Treatment of Mental Disorders LAB: Treatment of Mental Disorders	X
Week 24 (Mar 30 – Apr 5)	Health, Stress and Coping LAB: Review	X

Final exam to be scheduled during Exam Period, April 9-25, 2015

The shading indicates the two-week periods tested in each quiz. The quiz will open on the first day of that two-week period (i.e., Monday). The last time you can take the quiz and have it count towards your mark is always 2 pm on the Monday FOLLOWING the shaded week. For example, for the last two-week period, the 12th quiz will open by 2pm on March 23rd, and the deadline to have it count towards your mark will be April 6th at 2pm.

Communication

The university communicates with students by **Queen's email ONLY**. Please check your Queen's email regularly to ensure you do not miss out on important information.

PSYC 100 E--mail: If you have questions or concerns that you don't want to post on a discussion board, you are welcome to write to PSYC100@queensu.ca and our coordinating TA will either respond or will forward your message to the appropriate person. When writing an e--mail, please include your full name and student number to help us find your record. Please do not write to your TAs or Instructors using the Moodle "Send Message" option, because your e--mail address is not available and the respondent has to login to Moodle to reply, which wastes time.

If you have specific enquiries for your instructor that cannot be address by the coordinating TA, they can be referred to one of the 2 course coordinators Jill.Atkinson@queensu.ca, or Cheryl.Hamilton@queensu.ca. We are here to help and have set up a number of ways that questions can be asked and answered.

[Course Announcements](#) will be used to post news to the class. Copies of the announcements are also sent to your Queen's email account.

You are encouraged to use the "[Questions about the course?](#)" forum to post questions of general interest to the class. The TAs and other students in the class can reply to the posts in this forum. Copies of the forum posts are also sent to your Queen's email account.

Attendance Policy:

See Academic Regulation 6 *Attendance, Course Work and Conduct* in the Arts & Science Calendar:

<http://www.queensu.ca/artsci/academic--calendars/regulations>

Students are expected to be present at all lectures, learning labs, and examinations, and they are required to complete quizzes and submit lab preparatory work at the prescribed time

Please note that failure to attend a full 15 of the graded labs (See Key Dates for the 21 graded labs) **will mean that you fail the course, even if you pass all the other components.** (See [Learning Lab Attendance Policy](#)). *This attendance requirement pertains even if you have documented and excused absences.*

What are the Learning Labs and do I have to attend them?

You will have been assigned to a small group (approximately 25 students) who will meet together once a week all year, in HUM 131 or HUM 132. In the learning lab, you will be further divided into groups of 5--7 students. In your groups, you will engage in activities designed to extend and broaden your understanding of psychology. Details of each week's learning lab will be posted on the Weekly Checklist. Most weeks, you will be expected to complete some preparatory work **prior** to the learning lab: you must come to the lab with this work complete (on your lab duplicate pages), so that you can work with your colleagues. Usually your group will be required to complete an assignment in the lab. The 20% mark for learning labs will come from completing preparatory work on time, and your participation in the groups and group assignments.

Please note that, regardless of your mark, failure to attend a full **15** of the graded labs will mean that you **fail the course** (see [Schedule for Learning Labs](#) for the dates of graded labs). Even if you pass all the other components, you cannot pass the course if you do not attend a minimum of 15 of the labs. (see [Learning Lab Absence Policy](#))

Most labs require prep work (from a few lines to a page) to be completed in advance and handed in on the lab pages at the beginning of your lab. This work is worth 0.5% (10% over the whole course) and will be graded according to the rubrics contained in the lab guides.

In general, you will receive the 0.5% if your prep work meets minimum expectations and 0.25% if it does not, or 0 if not completed at all or handed in after the lab as begun.

Volunteer Research Participation

Students in PSYC 100 have the option of volunteering in psychological research being conducted by faculty and advanced students in the Psychology Department. This is a voluntary activity that is acknowledged by substituting up to 5% on the final exam with up to 5 hours of research participation (see “*Assessment Framework*” above). Although participation is not a requirement, we do consider it to be an integral part of the course and expect that students will contribute up to 5 hours of their time throughout the Fall--Winter Session, ending on the last day of classes. Students gain valuable direct experience in methods of psychological investigation, and contribute to research.

Some of the material in PSYC 100 that you are required to learn and think about has to do with the many pitfalls in psychological experimentation. For example, how can you ensure that you are measuring what you think you are measuring? Research questions such as these are not easily answered by textbook examples. Participation as a research subject will help you see some of the methodological problems of psychology, and some of the solutions to those problems.

Each study in which your help is solicited has been reviewed in detail and cleared by the Department’s Ethics Review Committee. Nevertheless, you may decline to participate, **for any reason at all**, in any study for which you sign up. You may also direct any ethical concerns to the researcher or Subject Pool Officer.

At the conclusion of each study in which you participate, you should be provided with information about the purpose of the study and other relevant details. The idea is to ensure that your participation will benefit your education, as well as add to the fund of knowledge in psychology. You are warmly encouraged to ask questions about the research in order that you understand fully why the study is being conducted, and what your role is, as a participant.

HOW TO USE THE SUBJECT POOL

- For each ½ hour, or portion thereof, of participation in a study, students will receive a ½ percent credit toward their final exam mark.
- Full instructions will be included in an email directed to your Queen’s email account for using the on-line Subject Pool sign--up system. You **must** have your student number and the password assigned by the Department to sign up for studies. (*Note that this is NOT your Queen’s email account password*).
- After you are in the Subject Pool, to sign up for particular studies, go to <http://www.queensu.ca/psychology> and then click on the “Subject Pool Info” link found under the main links heading on the left. From here you will then click on the “Sign up for a study!” link under Information for Students section. There is a facility to change your password – if you forget it, click on the link “*forgot your password?*” and follow the instructions.

- There will be an electronic sign--up system via the internet for booking participation in the subject pool. (If you have completed the voluntary Subject Pool prescreening, you may be contacted by researchers.) Each student will receive an email containing instructions and a password to book appointments. Students will also be able to cancel appointments electronically up to 3 hours prior to their appointment. Please note that students must contact the researcher via email if they need to cancel an appointment 3 hours prior to the appointed time. Students who do not cancel the appointment and fail to show up will be penalized. The penalty is equal to the credit value for the study that is missed. You will never lose credits already accrued, regardless of the penalty. For example, you could have 3 credits in penalties, but if you have already earned 4 prior credits, you will still receive your 4 marks. You will only have to make up the time for a missed study before additional credits can be earned.
- Students will be able to track their current appointments, cancelled appointments, penalties assessed and their mark to date, by logging onto the subject pool website.

If you have any questions or concerns regarding your **subject pool marks**, or should you have any **ethical or procedural concerns regarding the conduct of an experiment or experimenter**, please contact the Subject Pool Officer, Dr. Daryl Wilson by email at daryl.wilson@queensu.ca or 613.533.261

Assessment

There are 5 assessment components.

1. Average of 10 highest marks out of 12 participation quizzes:	10%
2. Learning Lab Attendance	pass/fail
3. Learning Labs	20%
4. December 3-hour examination_:	30%
5. April 3-hour examination:	40%

*NOTE: Students may substitute up to five hours of research participation (at a grade of 100%) for up to 5% of the value of the final exam (1 hour for each percentage point). For example, if a student fulfilled all 5 hours of research participation, and received 75% on the final exam, their final exam mark (out of 40) would be: $.75 * (35) + 1.0 * (5) = 31.25/40$, or 78.13%. For more information, see Volunteer Research Participation .

Quizzes

There are twelve quizzes, each open for two weeks. The quizzes will be made up of 20 multiple--choice questions based on the online lessons (and text) covered in that two--week period. Quizzes will test **ONLY** the relevant two weeks of material;; they are not cumulative. The quizzes can be written from any computer with high--speed internet access. Each quiz will be open for a **full two weeks** from Monday at 2pm until the Monday 14 days later at 2 pm, during which time **you can take the quiz as often as you like**. The highest mark you achieve in that two--week period will be recorded as your mark on the quiz. Although each quiz will remain accessible after the two--week window, your participation will no longer be counted towards your mark.

Although you can work together on the quizzes, and use aids like the text, notes and the internet, it is in your own best interest to a) do the quiz by yourself;; and b) do it both before you begin to learn the material for a section, and then again, **after** you have completed the relevant online lessons and related textbook reading. That way, you can assess how well you are doing. The December and April exams will have very similar questions, so it is essential that you understand, for each quiz question, why the right answer is right, and why the other

answers are wrong. If you do the quiz on your own and without aids, this will give you valuable feedback about your own learning.

There are 12 quizzes in total and your best 10 will count towards your final grade. You may choose to miss or forego the results of two quizzes, without documentation.

After that, you will receive '0' for a missed quiz and quiz grades are final. The only exception to this rule is if there are documented serious extenuating circumstances (see [Special Accommodations](#)).

Learning Labs

You will have been assigned to a small group (approximately 25 students) who will meet together once a week all year, in HUM 131 or HUM 132. In the learning lab, you will be further divided into groups of 5--7 students. In your groups, you will engage in activities designed to extend and broaden your understanding of psychology. Details of each week's learning lab will be posted on the Weekly Checklist. Most weeks, you will be expected to complete some preparatory work **prior** to the learning lab: you must come to the lab with this work complete (on your lab duplicate pages), so that you can work with your colleagues. Usually your group will be required to complete an assignment in the lab. The 20% mark for learning labs will come from completing preparatory work on time, and your participation in the groups and group assignments.

Please note that, regardless of your mark, failure to attend a full **15** of the graded labs will mean that you **fail the course** (see [Schedule for Learning Labs](#) for dates of the graded labs). Even if you pass all the other components, you cannot pass the course if you do not attend a minimum of 15 of the labs. (see [Learning Lab Absence Policy](#))

Most labs require prep work (from a few lines to a page) to be completed in advance and handed in on the lab pages at the beginning of your lab. This work is worth 0.5% (10% over the whole course) and will be graded according to the rubrics contained in the lab guides.

In general, you will receive the 0.5% if your prep work meets minimum expectations and 0.25% if it does not, or 0 if not completed at all or handed in after the lab as begun.

Minimum expectations:

1. Academic Integrity

- In general, informally acknowledge where you got information (“according to the text/on line lessons”, “based on this figure from Wikipedia”, “according to [url] on [date]...” unless it is common knowledge and comes from your head.
- There is no need for formal referencing in these informal assignments (date, publishers, and authors information is NOT required).
- No cutting and pasting information from Wikipedia or any other webpage or source even if that source is acknowledged -- put everything in your own words.
- You can work on your lab with another student, but you must write up your prep work on your own in your words.
- Failure to submit your work on the PSYC 100 lab pages will result in a '0' starting in Week 4. You must maintain a copy of your lab work until your final grade is posted.

2. Completing assignment as instructed

- Follow instructions carefully and ask for clarification on Moodle if you don't understand. For example, if you're asked to critique, don't just summarize, give your opinion about the strengths and weaknesses (make an evaluation) of the work. If you're asked for
- a definition, be sure to put it in your own words and provide examples if appropriate. If you do not complete the lab prep work as outlined in the lab guide, you may receive only part marks for your work.

In sum, read the instructions carefully and follow them. Put the answer in your own words, and refer to any source from which you used information that isn't common knowledge.

Exams

Midyear and Final exams are held in December and April during the official exam period and these dates are announced later in the term by the Registrar's office. The midyear and final exams are each three hours in length and include multiple-choice questions as well as short and long-answer questions about the course material. The December exam will cover the first 12 weeks of the course. The April exam will focus on the last 12 weeks of the course, but about 10% will be 'integrative' requiring you to combine material you've learned in both terms.

According to 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 except under extraordinary circumstances. Students are advised to wait until the final exam schedules are posted before making any travel arrangements.

How can I see my exam?

- We will have midyear and final exams marked approximately three weeks after you write. We will announce on Moodle when the December exam will be handed back to you.
- You will **not** receive back the multiple-choice section of your December exam because it is confidential.
- If you have any questions about your exam grades, please email PSYC100@queensu.ca **You will have 21 calendar days (3 weeks) from the date on which marks are posted to do this.** After this time, exams will not be handed back nor remarked.

Academic Integrity

Academic integrity is constituted by the five core fundamental values of honesty, trust, fairness, respect and responsibility (see www.academicintegrity.org).





These values are central to the building, nurturing and sustaining of an academic community in which all members of the community will thrive. Adherence to the values expressed through academic integrity forms a foundation for the "freedom of inquiry and exchange of ideas" essential to the intellectual life of the University.

Students are responsible for familiarizing themselves with the regulations concerning academic integrity and for ensuring that their assignments conform to the principles of academic integrity. Information on academic integrity is available in the Arts and Science Calendar (see Academic Regulation 1), on the Arts and Science website (see <http://www.queensu.ca/artsci/academic--calendars/regulations/academic--regulations/regulation-1>), and from the instructor of this course. For current policy updates visit: <http://www.queensu.ca/artsci/about/academic--integrity>

Departures from academic integrity include plagiarism, use of unauthorized materials, facilitation, forgery and falsification, and are antithetical to the development of an academic community at Queen's. Given the seriousness of these matters, actions which contravene the regulation on academic integrity carry sanctions that can range from a warning or the loss of grades on an assignment to the failure of a course to a requirement to withdraw from the university.

In PSYC100, this means that while you can and should discuss your readings, on line lessons, and lab prep work with your peers, you must write up and hand in your own lab prep work **IN YOUR OWN WORDS**, not work copied verbatim from someone else. You may complete your quizzes with a friend, or look up answers, but remember that the midyear and final exam are written individually without any aids. The quizzes are intended to prepare you for these exams, so be sure that you understand which answer is correct and why. If you rely on a friend or the Internet for your answers all year, you may not pass the exams, which are worth 70% of your final grade.

Instructional Team

<p>Coordinating Professor</p>  <p>Jill Atkinson, Ph.D. jill.atkinson@queensu.ca</p>	<p>I am an Associate Professor in the Dept of Psychology here at Queen's. I completed my undergraduate degrees in Music and Psychology at Queen's and, after a brief sojourn to the University of Waterloo to do my Master's, I returned to Queen's where I completed my PhD in Clinical Psychology. I worked for 10 years providing psychological services (assessment, case planning, treatment, and consulting) for the Correctional Service of Canada, spending most of my time inside the walls of the Prison for Women. I also worked for community mental health organizations, in rural schools and women's shelters, and as the site researcher for a large, multi-site, community--based, prevention project "Better Beginnings, Better Futures". I joined the faculty at Queen's as Undergraduate Chair which means that I am responsible for overseeing the undergraduate program; including helping coordinate the large PSYC 100 course. My favourite part of the job, hands down, is teaching and advising students! I look forward to working with the instructors and our many wonderful lab facilitators. Together we will guide you through the fascinating world of psychology.</p>
<p>Administrative Coordinator</p>  <p>Cheryl Hamilton, M.A. psyc100.coord@queensu.ca</p>	<p>I am the administrative coordinator for the Psyc 100 course. I have a long history at Queen's, receiving both my undergraduate and Master's degrees here in the Dept of Psychology. I spent over 20 years doing research in the Touchlab at Queen's, working with Susan Lederman. Then in 2010, I began working in the CoNCH lab at Queen's with Ingrid Johnsrude. Now I'm switching gears and excited to be involved in the PSYC 100 program. When I'm not at work, I can usually be found at a hockey rink watching one of my 3 boys on the ice!</p>
<p>Lecturer</p>  <p>Jordan Poppenk, Ph.D.</p>	<p>Thanks to an exciting Introduction to Psychology course at UWO, I switched out of a business program to take a degree in Psychology, and completed my graduate studies at the University of Toronto. After my Ph.D., I flew to Vancouver with a bicycle and a tent, and rode across Canada to Halifax. I moved to New Jersey to do a post--doc at Princeton University, where I acquired my three chickens, Walnut, Puffy and Chicken Little. Because of Kingston's new backyard chicken bylaw, I was able to bring them back to Canada with me. Here at Queen's, I use brain imaging in my research on human memory. One goal is to learn about what happens when we remember: to our old memories, to how we make new ones, and to cognition more broadly. Another is to learn what it is about our brains that causes some of us to have better memories than others.</p>
<p>Lecturer</p>  <p>Ada Mullett, M.A.</p>	<p>I am originally from Montreal and have lived in Kingston for 8 years. I love neuroscience, psychology, teaching, travelling, long walks and board games. I completed a Master's in Psychology in the Center for Studies in Behavioural Neuroscience at Concordia University. In graduate school I studied pleasure and the brain;; conducting experiments designed to identify the primary neurons responsible for reward. When I am not teaching or reading Psychology textbooks I work in a neuropsychology office administering psychometric tests to clients with brain injuries. As an associate in the office I also provide counselling services and working memory training.</p>

Where To Go for Help

Email: PSYC100@queensu.ca

- **Course Content Discussion Board:** TAs will answer questions on the Course Content Discussion Board on Moodle – although they will not answer right away, in order to give your peers an opportunity to answer. To encourage you to post questions on this board, and answer questions, we will award a highly coveted PRIZE to two marvellous students at the end of the year. This prize, recognizing Most Excellent and Meritorious Service to the Cause of Psychology, will be given to the person who in our judgement has asked the most and best questions;; and to the person who has given the best answers to the most questions.
- **Course Administration Discussion Board:** As will answer questions on the Course Administration Discussion Board on Moodle.
- **Learning Labs:** Facilitators can often answer your questions in labs. If they cannot, you can post your question on the Course Content Discussion Board if it's about course content, or on the Course Administration Discussion Board if it's about course administration (exams, learning labs, quiz policies, etc).
- **PSYC 100 E--mail:** If you have questions or concerns that you don't want to post on a discussion board, you are welcome to write to PSYC100@queensu.ca and the coordinating TA will either respond or will forward your message to the appropriate person.
- **Office Hours:** May be arranged by appointment, by writing to PSYC100@queensu.ca.
- **Exam Review:** A number of TAs will mark each of your exams. If you wish to review your exam, there will be a schedule of exam review times posted. Note that once marks are posted on Moodle, you have 21 days (3 weeks) ONLY to review your exam. Short--answer questions will be reviewed in a Learning Lab in the Winter term.

Grading Method

All components of this course will receive numerical percentage marks. The final grade you receive for the course will be derived by converting your numerical course average to a letter grade according to [Queen's Official Grade Conversion Scale](#):

Queen's Official Grade Conversion Scale

Grade	Numerical Course Average
A+	90--100
A	85--89
A--	80--84

B+	77--79
B	73--76
B--	70--72
C+	67--69
C	63--66
C--	60--62
D+	57--59
D	53--56
D--	50--52
F	49 and below

Special Accommodations

Accommodations will be granted for the following reasons:

Disabilities

If you are **registered with Disability Services** (Lasalle Bldg, 533--6467;; <http://www.queensu.ca/hcds/ds/>) **special accommodations** are allowed under the following conditions:

1. The student notifies the Coordinating TA (PSYC100@queensu.ca) of their need for accommodation in advance. If such contact has not been made, it may not be possible to provide the accommodations in a timely fashion. ***Please note that it is important to contact Disability Services as early as possible in Fall Term to allow time for you to be registered for special needs consideration.***
2. The student provides documentation to the UG office (Hum 225: ugpsyc@queensu.ca).

Faith Observance

If you are unable to write any quiz or exam due to faith observance, please contact the Coordinating TA PSYC100@queensu.ca **early in the term**, to make alternate arrangements for all relevant dates. Last minute requests will not be accommodated.

Illness/Personal Problems

If you are too ill to complete an assignment, you must email PSYC100@queensu.ca and provide documentation.

If you are too ill to write an exam, or if you are not able to perform well due to a ***serious extenuating*** circumstance for which you can provide documentation (e.g., death in the family), you must email PSYC100@queensu.ca **prior** to the exam or by phone (533--2493) and then **do not write the exam**. Instead, please seek medical treatment or counselling as needed and provide the UG office (Humphrey 225: ugpsyc@queensu.ca) with the documentation, and with a completed *Request for an Exam Deferral* form.

Once an exam is written, **your grade stands**. You will have the opportunity to drop the course in January once you have your midyear grade, and if you are unsure about how to proceed, please e--mail PSYC100@queensu.ca. Otherwise, if you choose to continue in the course, you are considered to have made a valid attempt and your final grade stands. If something happens **after** the drop date, please email PSYC100@queensu.ca and ask to consult with one of the course instructors.

Students who cannot write an exam during the December or April exam period due to a serious, extenuating circumstance (with the supporting documentation required as outlined above) must be available to write a deferred exam during the Psychology Department's *Make up Exam period* January 9th & 10th, 2015, April 27th, 2015 or September 11/12th, 2015.

See <http://www.queensu.ca/psychology/Undergraduate/psycdepartmentalpolices.html> for more information.

Other Services and Help

Academic Support

The Library is here to help you make the most of your time at Queen's. It offers many great services to enhance your learning while at Queen's.

- General Library Services <http://library.queensu.ca>
- Writing Services <http://queensu.ca/writingcentre>

Personal Support

If you are having personal difficulties that make it hard to learn, or to keep up with the material, contact the Coordinating TA at email PSYC100@queensu.ca.

You are encouraged to contact the [Queen's counselling service](#) as they provide a range of helpful services for students.

There are several options when you run into difficulty, but you need *to tell us as soon as possible*. Do not just keep falling behind!

[Student affairs](#) supports a diverse array of programs and services to help students.

[Career Services](#) offers students, faculty, employers and alumni various services including workshops.

Technical Support

Contact CDS: cds@queensu.ca or phone 613--533--3322 OR

Submit your problem to ITS: <https://www.queensu.ca/its/forms/itsc/helpform/> or phone 613--533--6666.

Tips for Success

- Do not ignore course announcements, which are mailed to you automatically Check Moodle frequently for weekly updates to checklists, lecture slides, videocaptured lectures and learning lab requirements. Page 16 of 17
- Complete the online lessons, and read the appropriate sections of your text *before* you attend your weekly lecture and learning lab.
- Take each quiz at least twice – once before you begin the relevant set of lessons and then again after to better track your learning.
- Seek clarification as soon as possible about any confusing concepts.
- Contribute questions (and answers!) to the Question & Answer Discussion Board on Moodle.
- Complete your learning lab preparatory work on time, and participate actively in learning labs.

- Contact Learning Strategies Development for help in preparing for, and writing, short-- and long--answer and multiple--choice exams. They are located in the Learning Commons at Stauffer Library. Visit www.queensu.ca/qlc/ for learning strategies workshops and study tips.
- There are *no* copies of previous midyear and final exams available. However, the bi--weekly quizzes are excellent preparation for the multiple--choice portions, and the learning lab work will help you prepare for the short--answer questions. If you stay on top of the material, do the quizzes as described above, and practice short--answer questions, you will be well prepared. *We do not support the 'exam preparation' companies that come onto campus in the final few weeks before exams. These companies do not have sanctioned access to the PSYC100 course material and may not be working from a current, updated syllabus. Your Psyc100 team-- Instructors, TAs and Facilitators – are in the best position to help you prepare for exams!*