

## PSYC 100 Online Course Syllabus

Download a full PDF version of the syllabus here.

### Term Dates

Fall Term: Sept 12 – Dec 2, 2016

Midyear Examination Period: Dec 7 – 21, 2016

Winter Term: Jan 9 – Apr 7, 2017

Examination Period: Apr 13 – 29, 2017

### Course Introduction

Welcome to the fascinating world of psychology: the science of behaviour and the mind! Using a combination of online lessons and activities, you will explore research in key areas of psychology, including perception, cognition, learning, motivation, 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.

The course material will be available in the form of weekly online lessons and quizzes with opportunities to further explore and discuss this material in small group discussion conducted on the discussion forum. We have included these components to help you keep up with the reading, and to promote deeper thinking and better learning through working with your classmates. The discussions and quizzes require your active participation throughout the course.



Unlike other distance courses you may have taken, this is **not** a self-paced course and online activities **must be completed at specific times**. (See [course timeline](#) for due dates.)

We expect that you will be available via high-speed internet on these key dates (see Course Timeline). It is your responsibility to get in touch with us at [PSYC100D@queensu.ca](mailto:PSYC100D@queensu.ca) by **Sept 30th, 2016** if you have a conflict with any of these dates or we cannot guarantee accommodation. During the year, should you experience an illness or serious personal problem, it is your responsibility to contact [PSYC100D@queensu.ca](mailto:PSYC100D@queensu.ca) as soon as possible (see [Accommodations](#) for more information).

For students who will be out of Canada for the duration of the term, please note that we have had instances in the past where certain Web sites that are required to complete the online courses, including onQ, have been blocked intermittently in some countries (e.g. China). We do not make accommodations based on the lack of reliable Internet access. It is your responsibility to make sure that you will have adequate high speed Internet coverage for the entirety of the term.



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



## Learning Outcomes


1. Summarize the major areas and themes of psychology.
2. Demonstrate an understanding of the role of genes and environment in determining behaviour and mental processes.
3. Describe the major psychological theories and the empirical evidence upon which they are based.
4. Apply the scientific method to the formulation and answering of questions related to psychology.
5. Assess the validity of, and provide accurate interpretations of, psychological findings.


## Key Dates

<b>September 1</b>	Fall tuition due
<b>September 12</b>	Fall Term classes start
<b>September 23</b>	Last day to add courses Last day to drop courses without financial penalty
<b>November 4</b>	Last day to change Mid-Term exam centre location Last day to submit accommodations to CDS
<b>December 2</b>	Fall Term classes end
<b>December 7-21</b>	Mid-Term Examinations
<b>January 9</b>	Winter Term classes begin
<b>January 10</b>	Winter tuition due
<b>January 20</b>	Last day to add Winter courses
<b>March 3</b>	Last day to change exam centre location Last day to drop Fall-Winter courses without academic penalty
<b>April 7</b>	Winter Term classes end
<b>April 13-27</b>	Examinations

Dates	Course Material	Assessments and Activities
	<b>Unit 1: Foundations</b>	
<b>Week 1</b> September 12 - 18	<ul style="list-style-type: none"> <li>• <a href="#">Introduction and History</a></li> </ul>	<ul style="list-style-type: none"> <li>• None this week</li> </ul>
<b>Week 2</b> September 19 - 25	<ul style="list-style-type: none"> <li>• <a href="#">Research Methods and Statistics</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Syllabus Quiz</a> <ul style="list-style-type: none"> <li>◦ Due September 23 by 2:00 PM</li> </ul> </li> <li>• <a href="#">Lesson 1-2 Quiz</a> <ul style="list-style-type: none"> <li>◦ Due September 26 by 2:00 PM</li> </ul> </li> </ul>
<b>Week 3</b> September 26 - October 2	<ul style="list-style-type: none"> <li>• <a href="#">Genetics and Evolution</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Discussion 1A: Evaluating Research Proposals</a> <ul style="list-style-type: none"> <li>◦ First post due September 28 by 2:00 PM</li> <li>◦ Closes October 2 @ 11:55 PM</li> </ul> </li> </ul>
<b>Week 4</b> October 3 - 9	<ul style="list-style-type: none"> <li>• <a href="#">Learning</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Lesson 3-4 Quiz</a> <ul style="list-style-type: none"> <li>◦ Due October 11 by 2:00 PM</li> </ul> </li> </ul>
	<b>Unit 2: Neuroscience</b>	
<b>Week 5</b> October 10 - 16	<ul style="list-style-type: none"> <li>• <a href="#">The Neuron</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Discussion 1B: Design a Study</a> <ul style="list-style-type: none"> <li>◦ First post due October 12 by 2:00 PM</li> <li>◦ Closes October 16 @ 11:55 PM</li> </ul> </li> </ul>

<p><b>Week 6</b> October 17 - 23</p>	<ul style="list-style-type: none"> <li>• <a href="#">Neuropsychology and Cognitive Neuroscience</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Submit Assignment 1B: Design a Study or Experiment</a> <ul style="list-style-type: none"> <li>◦ Due October 21 by 2:00 PM</li> </ul> </li> <li>• <a href="#">Lesson 5-6 Quiz</a> <ul style="list-style-type: none"> <li>◦ Due October 24 by 2:00 PM</li> </ul> </li> </ul>
<p><b>Week 7</b> October 24 - 30</p>	<ul style="list-style-type: none"> <li>• <a href="#">Consciousness and Sleep</a></li> </ul>	<ul style="list-style-type: none"> <li>• None this week</li> </ul>
	<p><b>Unit 3: Sensation and Perception</b></p>	
<p><b>Week 8</b> October 31 - November 6</p>	<ul style="list-style-type: none"> <li>• <a href="#">Psychophysics and Transduction</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Discussion 2: Visual Effects</a> <ul style="list-style-type: none"> <li>◦ First post due November 2 by 2:00 PM</li> <li>◦ Closes November 6 @ 11:55 PM</li> </ul> </li> <li>• <a href="#">Lesson 7-8 Quiz</a> <ul style="list-style-type: none"> <li>◦ Due November 7 @ 2:00 PM</li> </ul> </li> </ul>
<p><b>Week 9</b> November 7 - 13</p>	<ul style="list-style-type: none"> <li>• <a href="#">The Visual System</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Submit Assignment 2: Visual Effects</a> <ul style="list-style-type: none"> <li>◦ Due November 11 @ 2:00 PM</li> </ul> </li> </ul>
<p><b>Week 10</b> November 14 - 20</p>	<ul style="list-style-type: none"> <li>• <a href="#">Other Senses</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Lesson 9-10 Quiz</a> <ul style="list-style-type: none"> <li>◦ Due November 21 @ 2:00 PM</li> </ul> </li> </ul>
	<p><b>Unit 4: Cognitive Psychology</b></p>	
<p><b>Week 11</b> November 21 - 27</p>	<ul style="list-style-type: none"> <li>• <a href="#">Memory</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Discussion 3: Midyear Short Answers</a> <ul style="list-style-type: none"> <li>◦ Opens November 23 @ 2:00 PM</li> <li>◦ Closes November 27 @ 11:55 PM</li> </ul> </li> <li>• <a href="#">Midyear Exam Review Quiz</a> <ul style="list-style-type: none"> <li>◦ opens Nov 25 @ 2:00 PM</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ closes Dec 7 @ 2:00 PM</li> </ul>
<b>Week 12</b> November 28 - December 2	<ul style="list-style-type: none"> <li>• <a href="#">Language</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Lesson 11-12 Quiz</a> <ul style="list-style-type: none"> <li>○ Due December 5 @ 2:00 PM</li> </ul> </li> </ul>
<b>Proctored Midterm Exam will be held during the Examination Period: December 7 - 21</b>		
<b>Week 13</b> January 9 - 15	<ul style="list-style-type: none"> <li>• <a href="#">Intelligence, Reasoning, and Decision Making</a></li> </ul>	<ul style="list-style-type: none"> <li>• Log in to <a href="#">Peer Scholar</a> by Wednesday January 11</li> </ul>
	<b>Unit 5: Developmental Psychology</b>	
<b>Week 14</b> January 16 - 22	<ul style="list-style-type: none"> <li>• <a href="#">Physical and Lifespan Development</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Assignment 4: The Great Debate</a> <ul style="list-style-type: none"> <li>○ Upload draft to <a href="#">Peer Scholar</a> due January 18 by 2:00 PM</li> <li>○ Complete Peer Review on <a href="#">Peer Scholar</a> due January 23 by 2:00 PM</li> </ul> </li> <li>• <a href="#">Lesson 13-14 Quiz</a> <ul style="list-style-type: none"> <li>○ Due January 23 by 2:00 PM</li> </ul> </li> </ul>
<b>Week 15</b> January 23 - 29	<ul style="list-style-type: none"> <li>• <a href="#">Cognitive Development</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Submit Assignment 4: The Great Debate Link</a> <ul style="list-style-type: none"> <li>○ Due January 27 by 2:00 PM</li> </ul> </li> </ul>
<b>Week 16</b> January 30 - February 5	<ul style="list-style-type: none"> <li>• <a href="#">Social Development</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Lesson 15-16 Quiz</a> <ul style="list-style-type: none"> <li>○ Due February 6 by 2:00 PM</li> </ul> </li> </ul>
	<b>Unit 6: Personality and Social Psychology</b>	

<p><b>Week 17</b> February 6 - 12</p>	<ul style="list-style-type: none"> <li>• <a href="#">Personality</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Discussion 5: Dear Doctor</a> <ul style="list-style-type: none"> <li>◦ First post due February 8 by 2:00 PM</li> <li>◦ Closes February 12 by 11:55 PM</li> </ul> </li> <li>• <a href="#">Fluid Survey Questionnaire for Assignment 6</a> <ul style="list-style-type: none"> <li>◦ Due February 13 by 2:00 PM</li> </ul> </li> </ul>
<p><b>Week 18</b> February 13 - 19</p>	<ul style="list-style-type: none"> <li>• <a href="#">Social Psychology I</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Assignment 5: Dear Doctor</a> <ul style="list-style-type: none"> <li>◦ Due February 17 by 2:00 PM</li> </ul> </li> <li>• <a href="#">Lesson 17-18 Quiz</a> <ul style="list-style-type: none"> <li>◦ Due February 27 by 2:00 PM</li> </ul> </li> </ul>
<p><b>Reading Week: February 20 - 26</b></p>		
<p><b>Week 19</b> February 27 - March 5</p>	<ul style="list-style-type: none"> <li>• <a href="#">Social Psychology II</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Assignment 6: Self-Esteem Enhancement</a> <ul style="list-style-type: none"> <li>◦ Upload draft to <a href="#">Peer Scholar</a> due March 1 by 2:00 PM</li> <li>◦ Complete Peer Review on <a href="#">Peer Scholar</a> due March 6 by 2:00 PM</li> </ul> </li> </ul>
<p><b>Week 20</b> March 6 - 12</p>	<ul style="list-style-type: none"> <li>• <a href="#">Motivation and Emotion</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Submit Assignment 6: Self-Esteem Enhancement</a> <ul style="list-style-type: none"> <li>◦ Due March 10 by 2:00 PM</li> </ul> </li> </ul>
	<p><b>Unit 7: Mental Health</b></p>	
<p><b>Week 21</b> March 13 - 19</p>	<ul style="list-style-type: none"> <li>• <a href="#">Mental Disorders</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Lesson 19-20 Quiz</a> <ul style="list-style-type: none"> <li>◦ Due March 13 by 2:00 PM</li> </ul> </li> </ul>
<p><b>Week 22</b> March 20-26</p>	<ul style="list-style-type: none"> <li>• <a href="#">Schizophrenia and Mood Disorders</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Discussion 7: Mental Disorders and Treatment</a> <ul style="list-style-type: none"> <li>◦ First post due March 22 by 2:00 PM</li> <li>◦ Closes March 26 @ 11:55 PM</li> </ul> </li> <li>• <a href="#">Lesson 21-22 Quiz</a> <ul style="list-style-type: none"> <li>◦ Due March 27 by 2:00PM</li> </ul> </li> </ul>

<p><b>Week 23</b></p> <p>March 27 - April 2</p>	<ul style="list-style-type: none"> <li>• <a href="#">Treatment of Mental Disorders</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Submit Assignment 7: Mental Disorders and Treatment</a> <ul style="list-style-type: none"> <li>◦ Due March 31 by 2:00 PM</li> </ul> </li> <li>• <a href="#">Final Exam Review Quiz</a> <ul style="list-style-type: none"> <li>◦ opens March 31 @ 2:00 PM</li> <li>◦ closes April 13 @ 2:00 PM</li> </ul> </li> </ul>
<p><b>Week 24</b></p> <p>April 3 - 7</p>	<ul style="list-style-type: none"> <li>• <a href="#">Health, Stress and Coping</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Lesson 23-24 Quiz</a> <ul style="list-style-type: none"> <li>◦ Due April 10 by 2:00 PM</li> </ul> </li> </ul>
<p><b>Final Exam will be held during the Examination Period: April 13 - 27</b></p>		



## Copyright

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## 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.

**Course Announcements** will be used to post announcements to the class. Copies of the announcements are also sent to your Queen's email account.

**Course Questions:** You are encouraged to use the "[Class Cafe](#)" forum to post questions and comments 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. Note that TAs will not answer right away, in order to give your peers an opportunity to answer.

**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 [PSYC100D@queensu.ca](mailto:PSYC100D@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 onQ "Send Message" option, because your e-mail address is not available and the respondent has to login to onQ 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](mailto:Jill.Atkinson@queensu.ca), or [Cheryl.Hamilton@queensu.ca](mailto:Cheryl.Hamilton@queensu.ca). We are here to help and have set up a number of ways that questions can be asked and answered.

**Office Hours:** May be arranged by appointment, by writing to [PSYC100D@queensu.ca](mailto:PSYC100D@queensu.ca). We can hold in person or online (e.g., Skype) office hours by appointment.

## Required Materials

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

**Pearson Student Access Code Card:** The Pearson Student Access code (which contains your online lessons) is required. It comes bundled with an e-text (Krause, Corts, Smith & Dolderman. *An Introduction to Psychological Science Canadian Edition*). You have the option to buy a looseleaf or hard copy version of the e-text along with the code if you wish.

You have 3 options:

- Pearson Student Access code (incl. e-text) please visit <http://www.campusbookstore.com/Textbooks/AccessCodes/> to purchase the stand alone access code, or pick one up on the shelf, beside the textbooks.
- Pearson Student Access code (incl. e-text) + looseleaf printed text (<http://www.campusbookstore.com/Textbooks/Course/B02970-PSYC100-FW16>)
- Pearson Student Access code (incl. e-text) + hard copy bound text (<http://www.campusbookstore.com/Textbooks/Course/B02970-PSYC100-FW16>)

## Course Components

1. Weekly on-line lessons (See Pearson Media Card Access Code).
2. Asynchronous small group discussions/assignments approximately every 3-4 weeks.
3. Quizzes (each open for 2 week periods).
4. Textbook readings. In general, the textbook is intended to supplement the online 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.

## Suggested Time Commitment

Activities	Time
Complete/review online lesson	4-6 hours every week
Discussion participation	2 hours approximately every third week
Writing Assignment	4-5 hours approximately every third week
Complete Quizzes	2 hours every 2 weeks

Refer/review the text	As needed
Total	Approximately <b>10</b> hours/week

## Assessment

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](#):

### Course Components

Component	Description	Weight (%)
Quizzes	Average of 10 highest marks out of 12 quizzes	10%
Assignment Activities	<ul style="list-style-type: none"> <li>• 4 Written Individual Assignments (2 x 4%, 2 x 5% each)</li> <li>• 5 Discussion Participation (5 x 2%)</li> <li>• 2 PeerScholar Assignments (6% each)</li> </ul>	40%
Midyear Exam	Proctored Midyear Exam	20%
Final Exam*	Final 3-hour Proctored Exam	30%

### Queen's Official Grade Conversion Scale

Grade	Numerical Course Average (Range)
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



\*Students must write and pass the final exam to pass the course.

**Note:** The late penalty for assignments is 0.5 marks (out of 5) for each day late. Assignments that are more than 1 week late will not be accepted and/or marked unless documentation is provided (see [Special Accommodations](#)). Please note that all times are in Kingston local time (EST).

## Quizzes

There are 12 quizzes, each open for two weeks. The quizzes will be made up of 20 multiple-choice questions based on the online lessons 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 2 pm 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 during that time period will be recorded as your mark on the quiz.

Of the 12 quizzes, 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](#)).

If you leave your quiz to the last minute and experience problems such as internet outage, you will not be accommodated. Please attempt the quizzes well in advance of the deadline and repeat as often as you wish right up to the deadline.

## Discussions

You will receive an email from your TA assigning you to a discussion group. For each of the 5 discussions, you will need to: (1) access your group's Discussion forum on the first day of each Discussion to submit your preparatory work, and (2) participate in the Discussion periodically over the next four days. Within the Discussion week, the Discussion board will open at 2 pm on the Wednesday and close at midnight on Sunday (see [timeline](#)). During this 5 day period, you will be expected to actively participate in that week's discussion topic by contributing at least 4 quality posts in addition to your initial preparatory post. Information on the discussion topics will be posted under the corresponding week and will relate to the assignment.

Your discussion activity will be assessed according to the following rubric:

Criterion	Accomplished	Developing	Needs Improvement
<b>Frequency</b>	Initial post submitted on time; at least 4 posts in the 5-day window of the discussion	Participates somewhat	Does not participate
<b>Initial Post</b>	Posts well developed; work that addresses all aspects of the task.	Posts adequate work. Minimal thought and preparation; doesn't address all aspects of the task	No initial post

<b>Discussion board posting</b>	Demonstrates analysis of other people's initial post (ie comments and requests for feedback). Extends discussion by building on previous posts	Contributions are superficial (e.g. just agrees or disagrees). Does not enrich discussion	Posts no follow-up comments or questions
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## Assignments

Assignments have submission deadlines (see [timeline](#)). You will need internet access to submit your assignments electronically on or before the due date. Some of the assignments are coupled with the Discussions such that participation in the latter should help you with the former. Each assignment is due on the Friday after the Discussion ends at 2 pm.

## Academic Integrity (how to reference other people's work)

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 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.
- Once you've completed your assignment it is okay to have someone else read it over to help edit your language

<b>Criterion</b>	<b>Accomplished</b>	<b>Developing</b>	<b>Needs Improvement</b>
<b>Development of Ideas/Completeness and Accuracy of Explanation/Justification</b>	<ul style="list-style-type: none"> <li>• Addresses all of the relevant issues.</li> <li>• Good understanding of the concepts and demonstrates critical thinking about the material.</li> </ul>	<ul style="list-style-type: none"> <li>• Adequately addressed the issues and shows some understanding of the concepts but without much demonstration of critical thinking.</li> </ul>	<ul style="list-style-type: none"> <li>• Does not address all relevant issues.</li> <li>• Lacks understanding of the concepts and does not demonstrate use of critical thinking.</li> </ul>
<b>Organization, Structure and Writing</b>	<ul style="list-style-type: none"> <li>• Well organized;</li> </ul>	<ul style="list-style-type: none"> <li>• Some structure</li> </ul>	<ul style="list-style-type: none"> <li>• Weak and unclear</li> </ul>

	<p>arguments well integrated into coherent structure that pushes explanation forward.</p> <ul style="list-style-type: none"> <li>• Writing is appropriately concise.</li> </ul>	<p>apparent, but ideas do not build or follow in a logical order; rambling in places.</p> <ul style="list-style-type: none"> <li>• Writing is clear for the most part, with some problems in wording and style.</li> </ul>	<p>organization makes argument difficult to follow.</p> <ul style="list-style-type: none"> <li>• Quality of writing makes arguments difficult to follow.</li> </ul>
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### Proctored Midyear Exam

The midyear exam is 3 hours in length and includes multiple choice as well as short answer questions based on the online lessons, discussions and assignments. It is held in December during the official exam period.

### Proctored Final Exam

The Final exam is three hours in length and includes multiple-choice and short answer questions based on the winter term material, and 2 longer answer questions which require you to provide some theory or evidence from material covered in both terms.

Exam dates: The specific dates for each exam will be announced later in the term by the Registrar's office. Once the exam schedule has been finalized the exam date will be posted on your SOLUS account.

### Arts and Science Calculator Policy (If Applicable)

Calculators acceptable for use during quizzes, tests and examinations are intended to support the basic calculating functions required by most Arts and Science courses. For this purpose, the use of the **Casio 991** series calculator is permitted and is the **only approved calculator for Arts and Science students**. This inexpensive calculator sells for around \$25 at the Queen's Campus Bookstore, Staples and other popular suppliers of school and office supplies.

### Exam Location

When you register for the course, you will indicate the exam centre location you will use for the exams. Students living in the Kingston area will write the exams on Queen's campus. Students writing off campus will receive an email to their Queen's email account with full details of date/time/location of their exams.

**Please note:** Off campus exams will be held on the same day as Kingston exams, but the **start time** may vary slightly due to the requirements of the off-campus exam centre. When you registered for the course, you indicated the exam centre location. If you do not remember the exam location you chose, or if you wish to change your exam location, please email: [cdsexams@queensu.ca](mailto:cdsexams@queensu.ca) or call 613-533-3322.

[Click here](#) for the deadline for changing your exam centre. You must request the change prior to this deadline or you will be subject to a non-refundable administrative fee of \$100.00 per exam.

## Location and Timing of Final Examinations

As noted in Academic Regulation 8.2.1, “the final examination in any class offered in a term or session (including Summer Term) must be written on the campus on which it was taken, at the end of the appropriate term or session at the time scheduled by the Examinations Office.” The exam period is listed in the key dates prior to the start of the academic year in the Faculty of Arts and Science Academic Calendar and on the Office of the University Registrar’s webpage. A detailed exam schedule for the Fall Term is posted before the Thanksgiving holiday; for the Winter Term it is posted the Friday before Reading Week, and for the Summer Term the window of dates is noted on the Arts and Science Online syllabus prior to the start of the course. Students should delay finalizing any travel plans until after the examination schedule has been posted. Exams will not be moved or deferred to accommodate employment, travel /holiday plans or flight reservations.

### **Exam Accommodations**

All students requiring accommodation should contact CDS immediately following registration to inform them of any arrangements which may be required for proctored exams. [Click here](#) for further information regarding exams,

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.



## Academic Integrity

Academic integrity is constituted by the six core fundamental values of honesty, trust, fairness, respect, responsibility, and courage (see [www.academicintegrity.org](http://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/students-at-queens/academic-calendar>), and from the instructor of this course. For current policy updates visit: <http://www.queensu.ca/artsci/students-at-queens/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.

## Accessibility/Accommodation

Queen's University is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities.

If you are a student with a disability and think you may need accommodations, you are strongly encouraged to contact the Queen's Student Accessibility Services (QSAS) and register as early as possible. For more information, including important deadlines, please visit the QSAS website at: <http://www.queensu.ca/studentwellness/accessibility-services/>

## Students Traveling Overseas

For students who will be out of Canada for the duration of the term, please note that we have had instances in the past where certain Web sites that are required to complete the online courses, including onQ, have been blocked intermittently in some countries (e.g. China). If the course you enroll in requires the completion of online quizzes or exams, this may pose an impediment to you successfully completing the course. We do not make accommodations based on the lack of reliable Internet access. It is your responsibility to make sure that you will have adequate high speed Internet coverage for the entirety of the term.

## Tips for Success

1. Be sure to use the weekly checklists to keep on top of all of your work and refer to the [Timeline](#) so that you do not miss any deadlines.
2. Complete your online lessons *before* you participate in the discussions.
3. Seek clarification on the [Class Cafe forum](#) as soon as possible about any confusing concepts.
4. Contribute answers to the [Class Cafe forum](#).
5. Be proactive – do not leave work until the last minute. Computer problems and technical glitches happen and sometimes life just gets in the way! Despite this, you are still responsible for meeting your deadlines.
6. Contact [Student Academic Support Services](#) for help in preparing for and writing essays and multiple-choice exams. They are located in the Learning Commons at Stauffer Library. [Click here](#) for learning strategies workshops and study tips.

**Note** that there are *no* copies of previous final exams available. However, the quizzes are excellent preparation for the multiple-choice portions. If you stay on top of the material, do the quizzes as described above, and practice short-answer questions, you will be well prepared.

## Resources Available to You

**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.

- [The Library](#)
- [Queen's Learning Commons](#)

### Student Academic Success Services

- [The Writing Centre](#)
- [Learning Strategies](#)

**Student Wellness Services** supports the personal, academic and social development of students at Queen's University by providing a range of programmes and services appropriate to their needs, and by participating in associated activities.

- [Student Wellness Services](#)
- [Counselling Services](#)
- [Accessibility Services](#)
- [Health Services](#)

**Career Services** offers students, faculty, employers and alumni various services including workshops.

- [Career Services](#)

### IT Support

- [IT Support](#)

### Outlook 365 Email

- [Outlook Web Interface](#)

## onQ Announcements and News

The instructor will use the Course Announcements located on the Course Home page to post news to the class. Please remember to active news notifications in your settings, otherwise you might miss important announcements.

## onQ Question and Answer Forum

You are encouraged to use these forums to post questions of general interest to the class. The instructor, TA (if any), and other students in the class can reply to the posts in this forum.

## Timeline and Calendar

The link to the Course Timeline is located in the navigation bar below to course banner and shows the dates for all of the assessments used in this course as well as provides links to other important course information. Please check the Timeline each time you enter the course.

The calendar located on the Course Home page shows important course dates, such as assignment due dates and quiz due dates. Please check the calendar frequently.

If there are discrepancies between dates in the course onQ site, the Timeline will be considered accurate.

All times used in the course are Kingston local times (UTC -05:00).

## Computer Requirements

<b>Microsoft Windows Client</b>  Vista/Windows 7/Windows 8 Intel Core 2 Duo processor 2GB RAM Soundcard with speakers and microphone or preferably a headset Webcam  <b>Mac Client</b>  OS X 10.8 or higher Intel i5 processor 2 GB RAM Internal, USB or external iSight microphone or preferably a headset Webcam	<b>Supported Browsers</b>  Firefox (latest version) Safari (latest version on 64-bit Intel processors only)
	<b>Java</b>  Latest version
	<b>Internet Connection</b>  Wired high speed access: ADSL, Cable or better
	<b>Media Player</b>  Flash (latest version)
	<b>Adobe Reader</b>  Latest Version

## Queen's Email

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

## Email and onQ Help - Monday To Friday

Contact CDS: [cds@queensu.ca](mailto: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.