

PSYC 100 Course Syllabus

Download a full PDF version of the syllabus here.

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.

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



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

Course 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 PSYC100@queensu.ca and our coordinating TA will either respond or will forward your message to the appropriate person. This email will be monitored daily from Monday - Friday and emails will be answered within 24-48 hours. When writing an e-mail, please include your full name and lab section to help us find your record.

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.

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

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

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](#) as soon as possible about any confusing concepts.
4. Contribute answers to the [Class Cafe](#) discussion 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.


Copyright

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Dates	Course Material	Assessments and Activities
	Unit 1: Foundations	
Week 1 September 12 - 18	<ul style="list-style-type: none"> • Introduction and History 	<ul style="list-style-type: none"> • Lab: prescreening for subject pool (NOT A MARKED LAB)
Week 2 September 19 - 25	<ul style="list-style-type: none"> • Research Methods and Statistics 	<ul style="list-style-type: none"> • Syllabus Quiz <ul style="list-style-type: none"> ◦ Due September 23 by 2:00 PM • Lesson 1-2 Quiz <ul style="list-style-type: none"> ◦ Due September 26 by 2:00 PM • Lab: Introduction to Psyc 100 & Research
Week 3 September 26 - October 2	<ul style="list-style-type: none"> • Genetics and Evolution 	<ul style="list-style-type: none"> • Lab: Design a Research Study
Week 4 October 3 - 9	<ul style="list-style-type: none"> • Learning 	<ul style="list-style-type: none"> • Lesson 3-4 Quiz <ul style="list-style-type: none"> ◦ Due October 11 by 2:00 PM • Lab: Cooperating vs Defecting
	Unit 2: Neuroscience	
Week 5 October	<ul style="list-style-type: none"> • The Neuron 	<ul style="list-style-type: none"> • Lab : Critical thinking (<i>note: Students with a Monday lab will complete online</i>)

10 - 16		<i>version of this lab).</i>
Week 6 October 17 - 23	<ul style="list-style-type: none"> • Neuropsychology and Cognitive Neuroscience 	<ul style="list-style-type: none"> • Lesson 5-6 Quiz <ul style="list-style-type: none"> ◦ Due October 24 by 2:00 PM • Lab: Learning Lab
Week 7 October 24 - 30	<ul style="list-style-type: none"> • Consciousness and Sleep 	<ul style="list-style-type: none"> • Lab: Explore the Brain
	Unit 3: Sensation and Perception	
Week 8 October 31 - November 6	<ul style="list-style-type: none"> • Psychophysics and Transduction 	<ul style="list-style-type: none"> • Lesson 7-8 Quiz <ul style="list-style-type: none"> ◦ Due November 7 @ 2:00 PM • Lab: Don't spill your drink
Week 9 November 7 - 13	<ul style="list-style-type: none"> • The Visual System 	<ul style="list-style-type: none"> • Lab: The Adaptive Brain
Week 10 November 14 - 20	<ul style="list-style-type: none"> • Other Senses 	<ul style="list-style-type: none"> • Lesson 9-10 Quiz <ul style="list-style-type: none"> ◦ Due November 21 @ 2:00 PM • Lab: The Eye and Illusions
	Unit 4: Cognitive Psychology	
Week 11 November 21 - 27	<ul style="list-style-type: none"> • Memory 	<ul style="list-style-type: none"> • Lab: Practicing Short Answers

<p>Week 12</p> <p>November 28 - December 2</p>	<ul style="list-style-type: none"> • Language 	<ul style="list-style-type: none"> • Lesson 11-12 Quiz <ul style="list-style-type: none"> ◦ Due December 5 @ 2:00 PM • Midyear Exam Review Quiz <ul style="list-style-type: none"> ◦ Closes December 6 at 11:55 PM • Lab: Discovering Memory
<p>Proctored Midterm Exam will be held during the Examination Period: December 7 - 21</p>		
<p>Week 13</p> <p>January 9 - 15</p>	<ul style="list-style-type: none"> • Intelligence, Reasoning, and Decision Making 	<ul style="list-style-type: none"> • Lab: Language Development
	<p>Unit 5: Developmental Psychology</p>	
<p>Week 14</p> <p>January 16 - 22</p>	<ul style="list-style-type: none"> • Physical and Lifespan Development 	<ul style="list-style-type: none"> • Lesson 13-14 Quiz <ul style="list-style-type: none"> ◦ Due January 23 by 2:00 PM • Lab: Genetics and Intelligence: The Great Debate
<p>Week 15</p> <p>January 23 - 29</p>	<ul style="list-style-type: none"> • Cognitive Development 	<ul style="list-style-type: none"> • Lab: Developmental Theories
<p>Week 16</p> <p>January 30 - February 5</p>	<ul style="list-style-type: none"> • Social Development 	<ul style="list-style-type: none"> • Lesson 15-16 Quiz <ul style="list-style-type: none"> ◦ Due February 6 by 2:00 PM • Lab: Theory of Mind
	<p>Unit 6: Personality and Social Psychology</p>	
<p>Week 17</p> <p>February 6 - 12</p>	<ul style="list-style-type: none"> • Personality 	<ul style="list-style-type: none"> • Lab: Developmental Psychology: Dear Doctor

<p>Week 18 February 13 - 19</p>	<ul style="list-style-type: none"> • Social Psychology I 	<ul style="list-style-type: none"> • Lesson 17-18 Quiz <ul style="list-style-type: none"> ◦ Due February 27 by 2:00 PM • No Lab before Reading Week
<p>Reading Week: February 20 - 26</p>		
<p>Week 19 February 27 - March 5</p>	<ul style="list-style-type: none"> • Social Psychology II 	<ul style="list-style-type: none"> • Lab: Personality Scales
<p>Week 20 March 6 - 12</p>	<ul style="list-style-type: none"> • Motivation and Emotion 	<ul style="list-style-type: none"> • Lab: The Self
	<p>Unit 7: Mental Health</p>	
<p>Week 21 March 13 - 19</p>	<ul style="list-style-type: none"> • Mental Disorders 	<ul style="list-style-type: none"> • Lesson 19-20 Quiz <ul style="list-style-type: none"> ◦ Due March 13 by 2:00 PM • Lab: The Pairing Game
<p>Week 22 March 20-26</p>	<ul style="list-style-type: none"> • Schizophrenia and Mood Disorders 	<ul style="list-style-type: none"> • Lesson 21-22 Quiz <ul style="list-style-type: none"> ◦ Due March 27 by 2:00PM • Lab: Diagnosis of Mental Disorders
<p>Week 23 March 27 - April 2</p>	<ul style="list-style-type: none"> • Treatment of Mental Disorders 	<ul style="list-style-type: none"> • Lab: Treatment of Mental Disorders
<p>Week 24 April 3 - 7</p>	<ul style="list-style-type: none"> • Health, Stress and Coping 	<ul style="list-style-type: none"> • Lesson 23-24 Quiz <ul style="list-style-type: none"> ◦ Due April 10 by 2:00 PM • Final Exam Review Quiz <ul style="list-style-type: none"> ◦ Closes April 12 at 11:55 PM • Lab: Practicing Short Answers

Final Exam will be held during the Examination Period: April 13 - 27

Learning Lab Absence Policy/FAQ

The learning lab component is integral to this course and therefore the policy is that **all students must attend 15 of the 22 learning labs to pass the course**. Therefore, if you miss more than 7 labs, you will automatically fail the course (regardless of your grade).

Note: that we take the highest 20 lab marks out of the total 22 labs when calculating your lab grade.

There may be times during the term when you will miss a learning lab. If it is an Excused Absence (EA), instead of a 0, your lab grade for that week will be prorated. If it is an unexcused absence, you will receive 0 for that week (remember that your lowest 2 labs grades are dropped).

Excused absence = extenuating circumstance + appropriate documentation

Unexcused absence = no documentation

Documentation can be provided in the form of:

- a doctor/counsellor's note to verify the timing and impact of health problems
- a death certificate, memorial service bulletin or obituary to verify a death of a close friend/family member, or
- an email from the Coordinator of Athletic Service at Queen's, Sara Ali (Sara Ali, sara.ali@queensu.ca), to verify a varsity athletic event.

If you have documentation regarding a lab absence, email Psyc100@queensu.ca with the following information: a) the lab section you are in, b) the lab section you plan to attend for this week, and c) the appropriate documentation. You should hand in your prep work at that lab (click [lab schedule](#) for the learning lab schedule). You will be marked present and have your prep work graded.

If you cannot attend another lab that week, with appropriate documentation you will receive an Excused Absence (EA) and your grade that week will be prorated. **An EA is still an absence and will count toward your total number of missed labs**. Remember: if you miss more than 7 learning labs for any reason, you are not able to pass the course.

You must attend the same lab each week (unless you have received permission to switch)

Religious observances that conflict with your lab must be declared by the end of September to Michael at psyc100@queensu.ca.

You are welcome to email psyc100@queensu.ca if you have any questions/concerns about what situations would constitute as an excused/unexcused absence and the documentation that would be considered appropriate.

FAQ (Frequently asked questions)

I'm missing my learning lab this week, but don't have the appropriate documentation. What should I do?

Feel free to attend another learning lab as a guest to catch up on the material you missed (click [here](#) for the learning lab schedule). However, without formal documentation, you will not receive credit for attending another lab. You do not need to email psyc100@queensu.ca to attend another learning lab as a guest, nor do you need to inform your TA.

I'm missing my learning lab this week. I have appropriate documentation *AND I'm able to attend another lab this week*. What should I do?

- 1) Review the days/times for the other learning labs (click [here](#) for schedule).
- 2) Scan or take a picture of the formal documentation. Make sure your full name and the date are visible on the documentation.
- 3) Email psyc100@queensu.ca with the following information: a) the lab section you are in, b) the lab section you plan to attend for this week, and c) the appropriate documentation.
- 4) Make sure to sign the attendance sheet as a guest and submit your prep work to the TA in the lab section you attend that week.
- 5) Once the appropriate documentation is received and confirmed, you will be marked Present.

I'm missing my learning lab this week. I have appropriate documentation *but I'm NOT able to attend another lab this week*. What should I do?

- 1) Scan or take a picture of the formal documentation. Make sure your name and the date are visible on the documentation.
- 2) Email psyc100@queensu.ca indicating the lab section you are in. Make sure to attach the appropriate documentation and state that you would like an excused absence from your regularly scheduled lab.
- 3) Once the appropriate documentation is received and confirmed, you will be provided with an Excused Absence and the lab you missed will be prorated (i.e., will not count towards your final learning lab grade).

I forgot to bring my prep work to my learning lab this week. Can I still submit it?

All prep work is due at the start of every learning lab, and late prep work will not be marked by your TA.

Can I still receive credit for my prep lab work if I miss my learning lab this week?

If you are unable to attend your learning lab but would like to receive credit for your prep work, you are welcome to email it directly to your TA or psyc100@queensu.ca **prior to or at the start of your learning lab**. Any prep work submitted after the start of your regularly scheduled learning lab will not be marked.

I'm not feeling well and have attached a Queen's University Declaration of Illness form. Based on this documentation, I would like to receive an excused absence from my learning lab this week.

Each student receives 2 undocumented absences that essentially act as this self-declaration form. We take your word that you are sick/ill and adjust for this at the end of the year by removing your 2 lowest learning lab grades.

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>)

Warning! *If you buy a used copy of the text, you will still need to buy your own copy of the Pearson Media card code and in the end you may spend more money than the code and e-text alone.*

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.

Course Components

1. Weekly on-line lessons (See Pearson Media Card Access Code).
2. Weekly lectures. 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" (see [lab schedule](#)). The Learning Labs are led by an upper year undergraduate or graduate facilitator. (Learning labs are described in detail in a separate section). For this large course to run smoothly, we rely on 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 Leverette (ugpsyc@queensu.ca) our Undergraduate Assistant, in Humphrey Hall, rm 225.
4. Quizzes (each open for 2 week periods).
5. Textbook readings (optional). 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	5 hours every week
Prepare for your learning lab	1 hour every week
Learning lab participation	1 hour every week
Attend Lecture and review notes	2 hours every week
Complete Quizzes	2 hours every 2 weeks
Refer/review text	As needed
Total	Approximately 10 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	Bi-weekly online quizzes	5%
Learning Lab*	<ul style="list-style-type: none">• Participation (10%)• Prep Work (10%)	20%
Midyear Exam	Proctored Midyear Exam	30%
Final Exam	Final 3-hour Proctored Exam	40%
Lecture	Answering questions using smart device move below quiz	5%



*Note: You must pass the lab portion (attend a minimum of 15 labs) to pass the course.

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 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.

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. Quizzes will NOT be re-opened for any reason.

Learning Labs (see [Lab Absence Policy](#) for more details)

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 pages), so that you can work with your colleagues. Usually your group will be required to complete an assignment in the lab.

The lab grade will be equally divided between submitting accurate and complete prep work on time (10%) and actively participating (10%).

In Class quiz questions:

In addition, **lectures** will include several **questions** that check your comprehension or ask you to consider a problem or new information. You will use a smart phone, tablet or laptop to answer these questions. You are expected to come to each lecture with a fully charged device. If you do not have access to a device, please contact PSYC100@queensu.ca.

Our goal is to get you thinking actively about the material and providing the instructor with feedback about areas in which there is confusion. You will earn points therefore for answering each question regardless of whether you are correct or not. These lecture questions are worth 5% of your final grade. If you answer **at least 80%** of the lecture questions across the course, you will earn 5/5. If you answer fewer than 80% of all possible questions, your grade will be pro-rated accordingly. To ensure that your points get credited to you, make sure to log in to **Learning Catalytics** ([click here for instructions to log in](#))

Life Happens!

We anticipate that there may be times when you cannot attend a lab or lecture, accidentally miss a quiz deadline, and/or forget to charge your phone or laptop before the lecture.

We have taken this into account and, when final marks are calculated, we will

- drop your lowest two quiz marks (10 out of 12)
- drop your lowest lab grade (20 out of 22)

- set the threshold for the lecture questions at 80%

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, lectures, and learning labs. 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.

Academic Integrity

[Academic integrity](#) is constituted by the six core fundamental values of honesty, trust, fairness, respect, responsibility, and courage.

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 ([click here](#)), and from the instructor of this course. For current policy updates, visit [Arts & Science 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

Students with Disabilities:

If you are registered with [Queen's Student Accessibility Services](#) (Lasalle Bldg, 533-6467) special accommodations are allowed under the following conditions:

- 1) The student notifies the Coordinating TA (PSYC100@queensu.ca) of their need for accommodation as soon as possible. If such contact has not been made well in advance, it may not be possible to provide the accommodations in a timely fashion. Please note that it is important to contact Accessibility Services as early as possible in Fall Term to allow time for you to be registered for special needs consideration.
- 2) The Coordinating TA will let you know where to send documentation

Faith Observances:

If you are unable to write an exam due to faith observance, please contact the Coordinating TA (PSYC100@queensu.ca) early in the term, to make alternate arrangements. Last minute requests will not be accommodated.

Illness & Personal Problems:

If you are too ill to attend a lab, you must email PSYC100@queensu.ca and provide documentation. Please see "[Lab Absence Policy](#)" section for more details and FAQ.

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 Coordinating TA with the documentation. Psychology 100 make up exams will be on January 13th or 14th (Midterm) and the end of April (final).

Once an exam is written, your grade stands. You will have the opportunity to drop the course (See Key Arts and Science dates above). If you are having difficulty and are unsure about whether to drop the course, please e-mail PSYC100@queensu.ca and ask to consult with the course instructor, Dr. Atkinson. 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.

Click [Psychology dept policy](#) for more information.

Subject Pool (Volunteer Research Participation)/FAQ

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.** 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).
- If you can't find the original email sent to you about the subject pool, just click on the [Subject Pool page link](#) and follow the instructions for a forgotten password.
- After you are in the Subject Pool, to sign up for particular studies, go to the Subject Pool page . 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 613.533.2611

FAQ (Frequently Asked Questions)

I'm having difficulty logging in to the PSYC 100 Subject Pool to register for a study.

Please go to the Psyc Dept website, to to Quick Links (in the bottom right corner), click on Subject pool information and click the '[Forgot your password?](#)' option.

Once you click on this link, type in your Queen's email address and you will be sent instructions on how to reset your password so you can log in to the PSYC 100 [Subject Pool website](#).

I completed a study through the PSYC 100 Subject Pool but haven't received my credit. Who should I contact?

Please contact cheryl.hamilton@queensu.ca stating your name, student number, the name of the study, and the date you completed it.

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 activate news notifications in your settings, otherwise you might miss important announcements.

Computer Requirements

Smartphone, laptop or tablet (wifi enabled) for lecture participation. Be sure it is fully charged!

Email and onQ Help - Monday To Friday

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.