

Evaluation

Fall Term		Winter Term	
iClicker participation	11%	Test 4	16%
Test 1	13%	Test 5	17%
Test 2	13%	Test 6	17%
Test 3	13%		

Tests assess students' knowledge of the course material, which includes everything covered in class and all assigned readings in the textbook. The tests are *not* cumulative, meaning that material from the previous test will not be on subsequent tests. Tests will consist of multiple-choice questions only. The chapters covered in each test are specified in the Schedule below. Students must bring their UW student ID card, pencils, and erasers to examinations. The instructor will not provide pencils. No additional equipment (such as notes, smart phones, tablets, or computers) is permitted in examinations. Tests 1, 2, and 3 are 40 minutes in duration. For these three tests, students who submit their tests to the instructor within the allotted 40 minutes (and 0 seconds) will receive a 10% bonus on that test. Note that there being a line-up of students to hand in the test close to the 40 minute mark will not be considered a legitimate excuse for missing the deadline. To be confident that they will earn the bonus, students should submit their tests at least 2 minutes early. Tests 4, 5, and 6 are also 40 minutes in duration but do not have a 10% bonus for turning in tests on time.

iClicker. During the Fall Term only, students earn credit through iClicker, a response system that allows students to express their views without having to speak publicly. iClicker will be a regular part of lecture activities, with credit being determined by whether or not students click, and not whether students get the correct answer. Grades will be determined by the percentage of polls to which a student responds within the allotted time.

Exam Weighting Points. During the Fall Term only, students can earn "Exam Weighting Points" (EWPs) in class. EWPs do not earn course credit directly. Rather, EWPs change the *weighting* of the three test grades during the fall term in a way that *always* favors the student. In this way, EWPs are like an insurance policy against the possibility of a low score on a test. Here's how it works. Every 1000 EWPs that a student earns will cause the student's highest test score (on tests 1, 2, and 3) to be weighted 1% more and the other two exams to be weighted 0.5% less each. If, for example, a student earns 10,000 EWPs, the exam with the highest score will be worth 23% of the total grade (13% + 10%), with the lower two scores being worth 8% each (13% - 8%). Students can earn EWPs via iClicker only. Students who register their iClickers after September 18th need to email Dr. Frimer to let him know in order to receive EWPs.

Letter Grade Cut-Offs

These cut-offs are tentative until approved by the Psychology Department and the UW Senate. If need be, these cut-offs can be adjusted by the Instructor, the departmental DRC, or Senate.

Letter	Minimum %
A+	90%
A	85%
A-	80%
B+	76%
B	68%
C+	64%
C	55%
D	50%
F	0%

Schedule

Sept. 4	First Lecture in Fall Term
Oct. 4	TEST 1 (Chapters 1-4 only)
Oct. 14-18	No Lectures (Reading Week)
Nov. 13	TEST 2 (Chapters 5-9 only)
Dec. 3	Last Lecture in Fall Term
TBA	TEST 3 (Chapters 10-13 only)
Jan. 6	First Lecture in Winter Term
Feb. 5	TEST 4 (Chapters 14-17 only)
Feb. 14	Voluntary withdrawal (VW) date**
Feb. 17-21	No Lectures (Reading Week)
Mar. 9	TEST 5 (Chapters 18-21 only)
Apr. 3	Last Lecture in Winter Term
TBA	TEST 6 (Chapters 22-25 only)

* date may change

** withdrawing before the VW date does not necessarily result in a fee refund.

*** No make-up classes scheduled.

Holidays

Sep. 2, 2019	Labour Day
Oct. 14, 2019	Thanksgiving
Nov. 11, 2019	Remembrance Day
Dec. 23, 2019-Jan. 1, 2020	December break
Feb. 17, 2020	Louis Riel Day
April 10, 2020	Good Friday

Policies

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- **Emailing Policy.** Emails to the instructors must be professional. That means they need to...
 1. ... have an informative subject line (e.g., "PSYC1000 missed test")
 2. ... identify the author and how the author knows the professor (e.g., My name is *your name* and I am a PSYC1000 student).
 3. ... be formal (e.g., Hello/Dear/Good afternoon Dr. Frimer or Ms. Lemoine; Sincerely, *your name, your student number*).
 4. ... use correct spelling and grammar. Slang, abbreviations, emojis, and emoticons are unacceptable.
 5. ... ask a question that is not clearly answered in the course outline.

Emails that do not follow the above criteria will receive the following response: "Dear *your name*, Please refer to the course outline regarding the email policy. Sincerely, *the instructor*"

The reason for this policy is to educate students about and prepare students for the professional world beyond university.

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- **Students' Questions.** The instructor encourages questions before, during, or after lectures, or during office visits. Email is also an acceptable means of asking questions only if the query can be answered in a few sentences. If questions require a longer response, the professor may encourage an office visit. Students are reminded that they have a responsibility to regularly check their uwinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.
 - **Religious Holidays.** Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide a concession. A list of religious holidays can be found at: <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>.
 - **Concessions.** The instructor may grant concessions to students who have conflicting responsibilities (e.g., religious holidays, competitive sports) or unforeseen events (e.g., physical or emotional illness). If these circumstances befall you, please notify the instructor by email as soon as possible. If the instructor grants a concession, the test will be excused and the student's grade will be determined by performance on all of the other assignments. If the student provides acceptable documentation from an appropriate authority within 7 days of the due date, the instructor will approve the concession. Otherwise, approval is at the instructor's discretion. If a student fails to complete an assignment on time and does not receive a concession, the student will receive a 0 for that assignment.
 - **Examinations.** Students may not use books, calculators, electronic devices (including smart phones) or any other aids tests, except their UW student card, pens, pencils, and erasers. Drinking containers are also permitted. Students need to bring pens, pencils and erasers to examinations. The instructor will not provide pencils or erasers to students. Students must have their UW student card available during exams for identification. No work in this course need be text-processed.
 - **Subject Pool Requirement.** All students are required to fulfill the subject pool requirement (see subject pool document on NEXUS). Failure to do so will result in a grade reduction (e.g., from an A- to a B+). At the start of term, students should receive an email from _____ about how to register for a SONA account. The SONA website lists credit opportunities and tracks subject pool credits. Students who do not receive an e-mail with a user ID by the end of September should contact k.barkhouse@uwinnipeg.ca.
 - **Lecture Cancellation.** When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform you via uwinnipeg email, as well as the departmental assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms. Class make-up days are scheduled at the end of term for courses that conflict with holidays.
 - **Misconduct and Appeals.** Students should be familiar with the Regulations and Policies section of the Course Calendar dealing with academic regulations and policies, including Senate appeals and academic misconduct (e.g. plagiarism, cheating) <http://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>.
 - **Avoiding Academic Misconduct.** Uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) involves "aiding and abetting" plagiarism. Students who do this can be charged with Academic Misconduct.
 - **Avoiding Copyright Violation.** Course materials are owned by the instructor who developed them. Examples of such materials are course outlines, assignment descriptions,
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lecture notes, test questions, and presentation slides. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor /presenter before photographing or recording slides, presentations, lectures, and notes on the board.

- **Respect.** All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect
 - **Disabilities.** Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential <http://www.uwinnipeg.ca/accessibility>
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