**University of Alberta, Faculty of Science, DEPARTMENT OF Psychology**

**2020 - 2021 *PSYCO: 275 – (Winter Term): Brain and Behaviour***

**Time**: *asynchronous lecture delivery* **Place**: *Online* **Course Website***: eClass*

**Instructor:** Claire Scavuzzo **Office**: electronic-on zoom **E-mail**: scavuzzo@ualberta.ca

**ELECTRONIC Office Hours**: Thursday 9AM (password: 275)

**ELECTRONIC OFFICE HOURS PLAN B**: IF CANNOT ACCESS ELECTRONIC OFFICE HOURS PLEASE CONTACT ME BY EMAIL AND I CAN VIRTUALLY CONNECT WITH YOU BY INVITING YOU TO A GOOGLE HANGOUT

**ELECTRONIC OFFICE HOURS PLAN C**: EMAIL ME, WE CAN SET UP ALTERNATIVE TIME FOR VIRTUAL APPOINTMENT

**TA**: **Email**: **Office Hours**: Thursdays from 2:00 pm-3:00 pm (via Zoom link: password: 275)

**TA**: **Email**: **Office Hours**: make an appointment for zoom meeting

**Course Prerequisite:** Successful completion of **PSYCO 104 or SCI 101** or consent of department

**Course Description and Objectives**:

 This course is an introduction to physiological psychology. Students will have a working understanding of the physiological processes underlying basic brain functions such as: sensation, movement, learning, psychiatric disease, and sleep and the experimental methods used to study these processes. The course will be taught online. Content lectures will be available online at the beginning of each week. [Faculty of Science]

**Required (\*Free\*) Online open textbooks:**

There is no required hard copy textbook for this course.

No purchase necessary.

All readings are open access and will Include selected readings\*\* from the following online resources:

* [Neuroscience: Canadian 1st Edition Open Textbook – Simple Book Production](http://neuroscience.openetext.utoronto.ca/)
* [Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/)
* [Introduction to Psychology – 1st Canadian Edition – Open Textbook](https://pressbooks.bccampus.ca/introtopsychologykpu/)
* See supplemental (less up to date, more digestable) textbook available for free online: Martin, G. Neil, and G Neil Martin. *Essential Biological Psychology*, Taylor & Francis Group, 2003. ProQuestEbookCentral, https://ebookcentral.proquest.com/lib/ualberta/detail.action?docID=675668. <https://ebookcentral.proquest.com/lib/ualberta/reader.action?docID=675668&ppg=31>

\*\*See syllabus for reading links related to lecture. **You will only be tested on lecture content**. That being said, *lecture content is closely matched to related readings*. Often I will skip sections of the readings in lecture, in which case it is not expected knowledge for exams. I will do my best to let you know of these skipped sections in the lecture notes, and information that are not directly assessed in your readings.

**Technology Requirements/Recommendations for Remote Learning:**

For an optimal online learning experience, please review the University guidelines for [Technology for Remote Learning](https://www.ualberta.ca/campus-life/technology-requirements.html). If a student has any questions or concerns about these requirements/recommendations, it is highly recommended to contact the instructor at the beginning of term.

**Grade Evaluation (see “Explanatory Notes”):**

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| --- | --- | --- |
|  assessment | * Due Dates (and expectations)
 | Worth |
| Quizzes | 6 dates available on eclass (open on Thursdays for 1 week):* Jan 28
* Feb 11
* Feb 25
* March 11
* March 25
* April 8

non cumulative will cover content that was in lecture since the previous quiz. | 10% each; 60% total |
| Final Exam |  Cumulative;Delivered via eclass See eclass for date and timing (will be updated as per Bear Tracks Final exam schedule) | 40% |

**Explanatory Notes:**

 Assessments are to be submitted on eClass and will only be accepted within the deadlines indicated on eClass. See syllabus for dates; also verify due date and time indicated on eClass. All exams and quizzes have a single attempt, will be timed and taken online. All will be accessed on eclass. To accommodate time zones, quizzes will be made available for 1 week windows on the dates indicated. Once the quiz/exam is opened you will have a single attempt to complete the assessment within a 30-120 min time limit. Please review instructions on eclass prior to opening to prepare for the time limit. If you open a quiz close to the deadline it will kick you off if the deadline hits before your time limit is up. Be sure to give yourself time to complete the work within the window available. In the event eclass has a problem during a quiz , just hit refresh on the page.

**EXAM**s will consist of multiple choice and true/false questions. The Final Exam is cumulative.

**Quiz :** Questions have matching, multiple choice, true/ false .

**Late/Missing quiz Penalty**: If an quiz is not submitted within eClass dates you will get a zero and the weight will be moved to the final exam. I will defer the weight of **up to** 2 missed quizzes, after missing more than 2 quizzes you will not be able to make up or defer the lost weight, it will just be counted as a zero. *Please do not contact the instructor or TA* for missed quizzes, the weight will be transferred automatically at the end of semester. There will be no make up quizzes.

**Missed Term Exams and Assignments:**

For an excused absence where the cause is religious belief, a student must contact the instructor(s) within two weeks of the start of Fall or Winter classes to request accommodation for the term (including the final exam, where relevant). Instructors may request adequate documentation to substantiate the student request.

A student who cannot write a term examination or complete a term assignment due to incapacitating illness, severe domestic affliction or other compelling reasons can apply for a deferral of the weight of the missed term work. *FYI: Deferral of term work to exam will increase the weight of the exam for that student, but does not change the ‘syllabus weight’ of the exam and does not qualify a student for re-examination, if the syllabus weight of the final lecture exam was <40%.* In all cases, instructors may request adequate documentation to substantiate the reason for the absence at their discretion.

Deferral of term work is a privilege and not a right; there is no guarantee that a deferral will be granted. Misrepresentation of Facts to gain a deferral is a serious breach of the *Code of Student Behaviour*.

**Deferred Final Examination:** A student who cannot write the final examination due to incapacitating illness, severe domestic affliction or other compelling reasons can apply to their Faculty for a deferred final examination. Students who failed at the start of term to request exam accommodations for religious beliefs are expected to follow the normal deferred final examination process. Such an application must be made to the student’s Faculty office within two working days of the missed examination and must be supported by appropriate documentation or a Statutory Declaration (see Calendar for information on [Attendance](https://calendar.ualberta.ca/content.php?catoid=33&navoid=9816&hl=%22academic+regulations%22&returnto=search#attendance)). Deferred examinations are a privilege and not a right; there is no guarantee that a deferred examination will be granted. Misrepresentation of Facts to gain a deferred examination is a serious breach of the *Code of Student Behaviour*.

### **Scheduled Final Exams**

The *Calendar* states that where there is a final examination in a course, it will be held at the end of the term. Students are advised to review their personalized exam schedules on Bear Tracks in November for Fall Term and March for Winter Term.  [Exam Planners](http://www.registrarsoffice.ualberta.ca/Examinations.aspx) are available at the same time registration opens. These planners are very reliable and at this time, changes are rare. There is no reason for a student to not be aware of the time, date and location of a final exam. WE WILL TAKE THE REMOTE ELECTRONIC FINAL EXAM ON THE DATE AND TIME INDICATED ON BEAR TRACKS.

**Lecture Schedule:** Lecture materials will be made available by Tuesday at 12 pm each week.

**\*\*\*Lecture Notes Posted on eClass as Google Slides**

**\*\*\* Lecture Recordings posted on eClass as Youtube links (with closed captioning) or Google drive links (for those without YouTube access)**

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| Dates  | **Topic** | **Readings references** |
| Jan 12 | Watch Syllabus ReviewWatch COVID and the brain | This documentReview eclass |
| Jan 14, 19 | Introduction to Biopsychology | [2.1 Biological Psychology – Introduction to Psychology – 1st Canadian Edition](https://pressbooks.bccampus.ca/introtopsychologykpu/chapter/2-1-biological-psychology/)[3.2 Psychologists Use Descriptive, Correlational, and Experimental Research Designs to Understand Behaviour – Introduction to Psychology – 1st Canadian Edition](https://pressbooks.bccampus.ca/introtopsychologykpu/chapter/3-2-psychologists-use-descriptive-correlational-and-experimental-research-designs-to-understand-behaviour/)[2.4 Humanist, Cognitive, and Evolutionary](https://pressbooks.bccampus.ca/introtopsychologykpu/chapter/2-4-humanist-cognitive-and-evolutionary-psychology/) See lecture for relevant points of discussion related to these readings [Epigenetics of discordant monozygotic twins: implications for disease](https://genomemedicine.biomedcentral.com/articles/10.1186/s13073-014-0060-z)[How humans evolved bigger brains | eLife Science Digests](https://elifesciences.org/digests/41250/how-humans-evolved-bigger-brains)[Evaluation of animal models of neurobehavioral disorders](https://behavioralandbrainfunctions.biomedcentral.com/articles/10.1186/1744-9081-5-11)* Use [this link](https://docs.google.com/document/d/1_eXQaGVKme1MUVwifg9iGxUh85Bs1iLG8vI4rMqYb0Y/edit?usp=sharing) to read the relevant clips of each of above readings

Covid related reading: [Sudden and Complete Olfactory Loss of Function as a Possible Symptom of COVID-19](https://jamanetwork.com/journals/jamaotolaryngology/fullarticle/2764417) (example of a case study) |
| Jan 21, 26 | Anatomy of nervous system | * [Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/introduction.html)
* [Overview of the Nervous System (Section 2, Chapter 1) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter01.html)
* [Anatomy of the Spinal Cord (Section 2, Chapter 3) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter03.html)
* [Organization of Cell Types (Section 1, Chapter 8) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter08.html)
* [Blood Brain Barrier and Cerebral Metabolism (Section 4, Chapter 11) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s4/chapter11.html)
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| Jan 28 | Quiz 1 opens for 1 week on eclass | Covers content from first 2 weeks |
| Feb 2, 4, 9,11 | Neural Conduction and Synaptic Transmission | * [Resting Potentials and Action Potentials (Section 1, Chapter 1) Neuroscience](https://nba.uth.tmc.edu/neuroscience/s1/chapter01.html)
* [Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter01.html)
* [Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/introduction.html)
* [Ionic Mechanisms and Action Potentials (Section 1, Chapter 2) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter02.html)
* [Propagation of the Action Potential (Section 1, Chapter 3) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter03.html)
* [Synapic Transmission at the Skeletal Neuromuscular Junction (Section 1, Chapter 4) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter04.html)
* [Mechanisms of Neurotransmitter Release (Section 1, Chapter 5) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter05.html)
* [Mechanisms of Neurotransmitter Release (Section 1, Chapter 5) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter05.html)
* [Transport and the Molecular Mechanism of Secretion (Section 1, Chapter 10) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter10.html)
* [Acetylcholine Neurotransmission (Section 1, Chapter 11) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter11.html)
* [Biogenic Amine Neurotransmitters (Section 1, Chapter 12, Part 1) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter12.html)
* [Amino Acid Neurotransmitters (Section 1, Chapter 13) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter13.html)
* [Neuropeptides and Nitric Oxide | Section 1, Chapter 14 | Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter14.html)
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| Feb 11 | Quiz 2 opens for 2 weeks  | Covers content from past 2 weeks |
| Feb 18, 20  | reading | week |
| Feb 23, 25 | Methods | These links have everything you need in 3 simpler readings:<https://www-cambridge-org.login.ezproxy.library.ualberta.ca/core/books/behavioural-neuroscience/neuroscientific-methods/39745FF4600F98454BCABD5CFA0D365C/core-reader><https://www-cambridge-org.login.ezproxy.library.ualberta.ca/core/books/behavioural-neuroscience/examination-of-animal-behaviour-general-principles-and-techniques/79605BCC8AE44F2C5BF7B20FBBEB2D1A/core-reader>[1.6 The Neurological Exam](http://neuroscience.openetext.utoronto.ca/chapter/anatomy-physiology-the-neurological-exam/)Also see the Human Brain Mapping Reading on eclass |
| Feb 25 | Quiz 3 opens for 1 week | Covers content from methods section |
| March 2,4 | Visual System | * [Visual Processing: Eye and Retina (Section 2, Chapter 14) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter14.html)
* [Visual Processing: Cortical Pathways (Section 2, Chapter 15) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter15.html)
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| March 9,11 | Auditory system  | * [Auditory System: Structure and Function (Section 2, Chapter 12) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter12.html)
* [Auditory System: Pathways and Reflexes (Section 2, Chapter 13) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter13.html)
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| March 11 | Quiz 4 opens for 1 week | Covers content from last 2 weeks |
| March 16,18 | Somatosensory Systems and chemical senses  | * [Somatosensory Systems (Section 2, Chapter 2) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter02.html)
* [Somatosensory Pathways (Section 2, Chapter 4) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter04.html)
* [Chemical Senses: Olfaction and Gustation (Section 2, Chapter 9) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter09.html)
* Covid related reading: <https://jamanetwork.com/journals/jamaotolaryngology/fullarticle/2764417> (case study)
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| March 23, 25 | Pain Higher cortical functions | * [Pain Principles (Section 2, Chapter 6) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter06.html)
* [Pain Tracts and Sources (Section 2, Chapter 7) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter07.html)
* [Pain Modulation and Mechanisms (Section 2, Chapter 8) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s2/chapter08.html)
* [Higher Cortical Functions: Association and Executive Processing (Section 4, Chapter 9) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s4/chapter09.html)
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| March 25 | Quiz 5 opens for 1 week | Covers content from past 2 weeks |
| March 30, April 1, 6 | Sensorimotor system  | * [Motor Units and Muscle Receptors (Section 3, Chapter 1) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s3/chapter01.html)
* [Spinal Reflexes and Descending Motor Pathways (Section 3, Chapter 2) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s3/chapter02.html)
* [Motor Cortex (Section 3, Chapter 3) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s3/chapter03.html)
* [Basal Ganglia (Section 3, Chapter 4) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s3/chapter04.html)
* [Cerebellum (Section 3, Chapter 5) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s3/chapter05.html)
* [Disorders of the Motor System (Section 3, Chapter 6) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s3/chapter06.html)
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| April 8 | Quiz 6 opens for 1 week |  |
| April 13 | Learning and Memory   | * [Learning and Memory (Section 4, Chapter 7) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s4/chapter07.html)
* [Synaptic Plasticity (Section 1, Chapter 7) Neuroscience Online: An Electronic Textbook for the Neurosciences](https://nba.uth.tmc.edu/neuroscience/s1/chapter07.html)
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| April 15 | Topic of interest: gut-brain axis | Gut brain axis: [4.1 The Gut Microbiome and its Impact on the Brain](http://neuroscience.openetext.utoronto.ca/chapter/chapter-1-the-gut-microbiome-and-its-impact-on-the-brain/)[4.2 Gut Microbiome and the Brain](http://neuroscience.openetext.utoronto.ca/chapter/4-2-gut-microbiome-and-the-brain/)[Gut-Brain Psychology: Rethinking Psychology From the Microbiota–Gut–Brain Axis](https://www.frontiersin.org/articles/10.3389/fnint.2018.00033/full) |
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| See eclass for dates  | Final Exam available for 3 days | cumulative |
|  |

**Past or Representative Evaluative Course Material will be made available** for sample test questions within 1 week of exam dates and posted to eClass.

**Technology for Remote Learning:**

To successfully participate in remote learning in this course, it is recommended that students have access to a computer with an internet connection that can support the tools and technologies the University uses to deliver content, engage with instructors, TAs, and fellow students, and facilitate assessment and examinations. Please refer to [Technology for Remote Learning - For Students](https://www.ualberta.ca/campus-life/technology-requirements.html) for details. If you encounter difficulty meeting the technology recommendations, please email the Dean of Students Office (dosdean@ualberta.ca) directly to explore options and support.

Please contact the instructor by the add/drop deadline January 15, 2021 if you do not have access to the minimum technology recommended. The instructor will make arrangements for accommodating students who contact the instructor before this date. Failure to do so may result in a zero in any assessment that depends on the minimum technology.

**Student Resources for Remote Learning:**

Online learning may be new to you. Check out tips for success and find out more about online learning on the Campus Life page, and specifically on the Student Resources for Remote Learning page.

 **Policy about course outlines can be found in the “**[**Evaluation Procedures and Grading System**](http://calendar.ualberta.ca/content.php?catoid=20&navoid=4939)**” section of the University Calendar.**

**COVID-19 Updates:** Updates pertaining to university-related activities can be found on the [COVID-19 Information website](https://www.ualberta.ca/covid-19/index.html).

**Student Services and Resources:** General information about various services, including academic, financial, health, safety, and career development, can be found on the website for [Current Students](https://www.ualberta.ca/current-students/).

**Academic Integrity and Honesty**

“The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at [www.governance.ualberta.ca](http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx)) and avoid any behaviour that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”

**All students** should consult the information provided by the [Student Conduct & Accountability Office](http://www.osja.ualberta.ca/) regarding avoiding cheating and plagiarism in particular and academic dishonesty in general (see the [Academic Integrity Undergraduate Handbook](http://www.deanofstudents.ualberta.ca/en/AcademicIntegrity/UndergraduateHandbook.aspx) and [Information for Students](http://www.deanofstudents.ualberta.ca/en/AcademicIntegrity.aspx)). If in doubt about what is permitted in this class, ask the instructor.

The [Code of Student Behaviour](http://www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx) should be reviewed since ignorance is not acceptable as a defence in cases of academic offences. Students should be informed that when cheating and/or plagiarism has been determined to have occurred, a number of sanctions can be imposed, such as lowering a grade or expulsion from the University (outlined in [Section 30.4.2](http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour/304SanctionsandTheirImpact/3042TypesofSanctions.aspx) of the Code).

All forms of dishonesty are unacceptable at the University. Any offence will be reported to the Associate Dean of Science who will determine the disciplinary action to be taken. Cheating, plagiarism and misrepresentation of facts are serious offences. Anyone who engages in these practices will receive at minimum a grade of zero for the exam or paper in question and no opportunity will be given to replace the grade or redistribute the weights. As well, in the Faculty of Science the sanction for **cheating** on any examination will include **a disciplinary failing grade** (NO EXCEPTIONS) and senior students should expect a period of suspension or expulsion from the University of Alberta*.*

**Recording of Lectures:**

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

**Attendance(THERE IS NO REQUIREMENT TO ATTEND CAMPUS FOR THE PURPOSES OF THIS COURSE) , Absences, and Missed Grade Components**:

Lectures for the week will be released by Tuesdays at 12 pm. Regular attendance is essential for optimal performance in any course. Luckily this class is taught remotely. Try to set aside time 2ce a week to go through each lecture for the week, this class was set originally for Tuesday and Thursday afternoons, try to make time for this course, so you don’t fall behind.

In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult the Calendar regarding [Attendance](http://calendar.ualberta.ca/content.php?catoid=20&navoid=4939#Attendance) and [Examinations](http://calendar.ualberta.ca/content.php?catoid=20&navoid=4939#Examinations_(Exams)) sections of the University Calendar. Be aware that unexcused absences will result in partial or total grade deductions for any assignments that are not handed-in or completed as a result.

See [*Calendar*, Attendance](http://calendar.ualberta.ca/content.php?catoid=20&navoid=4939#Attendance). Students may miss a term exam, or an assignment deadline for a number of reasons. Acceptable reasons include incapacitating illness, severe domestic affliction, or religious reasons. Excused absences are not granted automatically. Approval for an excused absence from term work . . . or term exams is at the discretion of the instructor.

Students must apply to the instructor within two working days of the absence (or as soon as possible with due regard for the circumstances). Refer to “Missed assignments” and “missed exam” sections above for information on how to replace the missing work/exam score.

Students are no longer required to present medical documentation to support absence due to illness **and cannot be asked to do so**. Students may present a [*Medical Declaration Form* *for Students*](https://cloudfront.ualberta.ca/-/media/arts/student-services/documents/2016-forms/medical-declaration-form-for-students-feb-2016-rac.pdf) in lieu. If the absence is for non-medical reasons, appropriate documentation can be requested (e.g. police report regarding a crime; a Court Attendance form for jury duty; death certificate or obituary for bereavement).

**Deferred Final Examination (if applicable):**

 Deferred Final Exams will be retaken within 3 days of the end of the scheduled final exam period.

Date or approval from the faculty. No exceptions.

A student who cannot write the final examination due to incapacitating illness, severe domestic affliction or other compelling reasons can apply for a deferred final examination. Students who failed at the start of term to request exam accommodations for religious beliefs are expected to follow the normal deferred final examination process. Such an application must be made to the student’s Faculty office within two working days of the missed examination and must be supported by appropriate documentation or a Statutory Declaration (<http://calendar.ualberta.ca/content.php?catoid=20&navoid=4939#Attendance>). Deferred examinations are a privilege and not a right; there is no guarantee that a deferred examination will be granted. Misrepresentation of Facts to gain a deferred examination is a serious breach of the *Code of Student Behaviour*.

**STUDENTS ELIGIBLE FOR ACCESSIBILITY-RELATED ACCOMMODATIONS (students registered with Student Accessibility Services - SAS):** Eligible students have both rights and responsibilities with regard to accessibility-related accommodations. Consequently, scheduling ​exam accommodations in accordance with SAS deadlines and procedures is essential. Please note adherence ​to procedures and deadlines​ is required for U of A to provide accommodations. Contact SAS ([www.ssds.ualberta.ca](http://www.ssds.ualberta.ca/)) for further information. All quizzes and exams are designed to take an allotted period of time (see individual instructions on eclass). All quizzes and exams are provided a 2x time multiplier for all students. If a student requires time extensions or accommodations in addition to the 2x time multiplier please contact the instructor to ensure you are accommodated.

**STUDENT SUCCESS CENTRE**: Students who require additional help in developing strategies for better time management, study skills or examination skills should contact the Student Success Centre (2-300 Students’ Union Building).

**Grade Evaluation**:

Marks for assignments, tests, and exams are given in percentages, to which letter grades are also assigned, according to the table below. The percentage mark resulting from the entire term work and examination then produces the final letter grade for the course.

\*\*There will be no rounding up of percentage grades. Letter grades are non negotiable.

\*\*If students see a problem in the grading of their assessment, they must contact the TA (in case of assignments) or instructor (in case of quizzes and exam) within 2 weeks of their grade being released. Last minute (i.e. end of semester) attempts for grade changes cannot be expected to be argued after 2 weeks of receiving the grade.

|  |  |  |
| --- | --- | --- |
| Letter | % | Pts |
| A+ | 97-100+ | 4.0 |
| A | 92-96.99 | 4.0 |
| A- | 87-91.99 | 3.7 |
| B+ | 82-86.99 | 3.3 |
| B | 77-81.99 | 3.0 |
| B- | 72-76.99 | 2.7 |
| C+ | 67-71.99 | 2.3 |
| C | 62-66.99 | 2.0 |
| C- | 57-61.99 | 1.7 |
| D+ | 52-56.99 | 1.3 |
| D | 50-51.99 | 1.0 |
| F | <49.99 | 0.0 |

Instructors will mark, provide appropriate feedback, and return to students all term work in a timely manner. See the University of Alberta [Assessment and Grading Policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=101).

**Disclaimer:** Any typographical errors in this Course Outline are subject to change and will be announced in class. The date of the final examination is set by the Registrar and takes precedence over the final examination date reported in this syllabus.