

**Department of Psychology**  
**University of Prince Edward Island**  
**Policies for Students, 2009-2010**

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**PSYCHOLOGY LABORATORY, MEMORIAL HALL ROOM 101.**

***Policy Issues***

The Psychology laboratory located in room 101 is a standard psychology laboratory setting. As such, it should operate according to standard laboratory procedures in order to maintain the proper use of the room and the equipment security and maintenance. Like other laboratory settings, there are also potential Health and Safety issues that must be addressed, including:

- 1) That improper use of the equipment could result in electrocution;
- 2) That there must be some type of monitoring and restriction due to issues of working alone.

The computers located in this room are purchased and maintained by the Psychology Department from the Psychology budget. They are not general university/computer services purchased computers and this room is not a university computer lab designed for general usage. The room, located in the basement of Memorial, is on a secure floor, with the other departmental teaching laboratories (***General access 8:30 am - 4:00 pm, maintained by the Department of Psychology Laboratory Technician***). Additionally, these computers have been provided with programs purchased (and site licensed) for the specific use in specialized laboratory courses and/or course exercises. As such, their use is for such course work.

***Psychology Laboratory Usage Priorities***

1. Scheduled course laboratories and meetings;
2. Faculty-conducted class exercises;
3. Unscheduled time-laboratory or course exercises (students needing access to computers with specialized Psychology course-related software available only on these computers). Students come when the room is open and scheduled courses not in session;
4. Honours students working on theses (Access codes to the room and the basement will be provided to the student by their supervisor & a list of those students given access to the basement area and the computer laboratory will be

maintained by the Department Administrative Assistant). Students will be clearly informed as to their responsibility and expected conduct. This includes:

- 1) the responsibility to lock the door when finished
- 2) to use the access privilege only for their OWN access, and not to use this privilege to provide access to the room to others.

Other issues regarding after-hours access by Honours students may be subject to change to accommodate the new University Working Alone Policy (in the development phase).

### ***Psychology Laboratory Restrictions***

1. **Only for use by** Psychology students needing access to Psychology course-related software or for Psychology-course group work;
2. Not for general word-processing, email use, or web surfing;
3. Not to be used for non Psychology course- work;
4. Printer use restricted to laboratory data from specialized software. All other printer needs are the responsibility of the student. (Work can be stored on a jump drive and taken to another printer; whereas work done with specialized software cannot easily be transferred and printed on other printers).

## **ADMINISTRATIVE ASSISTANCE IN THE DEPARTMENT OF PSYCHOLOGY**

The responsibility of the Department of Psychology Administrative Assistant is to provide administrative assistance for the Chair and for departmental course related issues. To enable the Department of Psychology Administrative Assistant to complete ongoing duties associated with the long-term and effective functioning of the Department, ***Psychology Department Office will be closed from 10:30a.m. – 12:00p.m. Monday to Friday.*** The Department of Psychology Administrative Assistant will therefore be ***available to address student requests at the following times:***

***Monday to Friday, 8:00a.m. – 10:30a.m and 1:00p.m. – 4:00pm.***

If you are looking for the Psychology Department Administrative Assistant for support and he/she is not in his/her office, there is a message board attached to the office door that will note where you will be able to find him/her. If you still cannot locate the Administrative Assistant, please leave him/her a message noting:

- 1) The date and time that you called;
- 2) Your name and Student Identification Number;
- 3) A brief explanation of your request;
- 4) Details where you can be contacted.

## LABORATORY TECHNICIAN ASSISTANCE IN THE DEPARTMENT OF PSYCHOLOGY

The responsibility of the Department of Psychology Laboratory Technician to attend to departmental course related issues. After departmental course-related issues have been addressed, in his remaining possible time, the Department of Psychology Laboratory Technician is able to assist with research related work and technical support issues. To enable the Department of Psychology Laboratory Technician to complete ongoing duties associated with the long-term and effective functioning of the Department, the Department of Psychology Laboratory Technician will be **available to address student requests at the following times:**

***Monday to Friday, 8:00a.m. – 2:00pm.***

If you are looking for the Psychology Department Laboratory Technician for support and he/she is not in his/her office, there is a message board attached to the office door that will note where you will be able to find him/her. If you still cannot locate the Laboratory Technician, please leave him/her a message noting:

- 1) The date and time that you called;
- 2) Your name and Student Identification Number;
- 3) A brief explanation of your request;
- 4) Details where you can be contacted.

## SCHEME FOR MARKING WORK IN PSYCHOLOGY

The following scheme is used for the marking of all assignments submitted in this course.

- A+, A, A-: A mark of **80% - 100%** denotes work of superior quality, which may be demonstrated in terms of criticism, logical argument, interpretation of material, skilful use of methods, originality and creativity, with evidence of **considerable reading** beyond the course texts.
- B+, B, B-: A mark of **70% - 79%** denotes work of predominantly good quality, demonstrating a sound grasp of content, together with efficient organisation, the capacity to make some critical appraisal of the material, and evidence of **some independent reading** beyond the Course texts.
- C+, C, C-: A mark of **60% - 69%** denotes clear pass and **satisfactory achievement** of the course objectives, with adequate

understanding of the material in the course texts

- D+, D, D-: A mark of **50% - 59%** denotes work that is ***below minimal standing***, with minimal achievement of the course objectives, and barely adequate understanding of the material in the course texts
- F: A mark of **0% - 49%** denotes that a student has ***failed to complete*** the course satisfactorily.

## ACADEMIC HONESTY

Honesty in academic work is a cornerstone of higher education. Many students may be unaware that there are rules governing good practice and academic conduct. All students and scholars are bound by these rules because all scholarly work depends in one way or another on the work of others.

Please ensure that you act with integrity when completing quizzes, labs, papers, and any other assignments. In particular, be sure during quizzes that you do not communicate with another student, or look at another student's paper, or allow another student to look at your paper. Be sure that you do not commit "plagiarism" in your written work. Plagiarism occurs when you present someone else's work as your own. It includes using the ideas of another author without citing the source. Self-plagiarism is the submission of work previously submitted for academic credit without prior approval of the professor. Consequences for academic dishonesty may include automatic course failure. Academic dishonesty can also lead to suspension or expulsion from the University. Consequences for academic dishonesty will be determined by the individual faculty member. Faculty are required to report all cases of academic dishonesty to the Dean and place a report of the incident in the student's file in the Office of the Registrar.

To maintain good academic practice, so that you may be given credit for your own efforts, and so that your own contribution can be properly appreciated and evaluated, you should acknowledge your sources and you should **ALWAYS**:

- (i) State clearly in the appropriate form where you found the materials upon which you have based your work, using the system of reference specified by the Department/Faculty in which your assignment was set;
- (ii) Acknowledge the people whose concepts, experiments, or results you have extracted, developed or summarised, even if you put these ideas into your own words;
- (iii) Avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that you

have thought about the material and understood it, but remember to state clearly where you have found the ideas.

**YOU ARE GUILTY OF PLAGIARISM** if you do any of the following in an assignment, or in any piece of work which is to be assessed, without clearly acknowledging your source(s) for each quotation or piece of borrowed material:

- (i) Copy out part(s) of any document or audiovisual material, including Computer and web based material;
- (ii) Use or extract someone else's concepts or experimental results or conclusions, even if you put them in your own words;
- (iii) Copy or take ideas from the work of another student, even if you put the borrowed material in your own words;
- (iv) Hand in material that uses many of the same words and diagrams as those used by a fellow student. On occasions, you may be encouraged to prepare your work with someone else, but the final form of an assignment that is submitted must be your own independent endeavour.

## ACADEMIC STANDING

According to Academic regulation 17, at the end of the academic year (September – April), students are assigned one of three standings, based on academic performance:

- i) **Good Standing** (*two satisfactory semesters*, i.e., no more than one course is failed and a score of 60% or more is achieved in at least half of the courses attempted);
- ii) **Academic Probation** (*one unsatisfactory semester*, i.e., more than one course is failed or a score of less than 60% in more than half of the courses attempted);
- iii) **Academic Suspension** (*two unsatisfactory semesters or one unsatisfactory semester while on academic probation*). Students on Academic Suspension are not permitted to take academic courses at UPEI for a full academic year following suspension.

## APPEALS ON GRADES

To appeal the grade received in a course, the following procedure for appeal must be followed.

- (i) An informal appeal must be made to the **instructor** of the course **within four weeks** of receipt of the grade.
- (ii) A formal appeal must be made, **in writing, within one week** of the instructor's decision. This appeal is submitted to the **Chair of the Department**, who will then consult within the Department before arriving at a decision.
- (iii) The decision made by the Chair of the Department may be further appealed, in writing, **within two weeks** of the decision being rendered to the **Dean of the Faculty**, who shall name a committee to hear the appeal.
- (iv) Decisions on final course grades may be further appealed, in writing, **within one month** of being rendered, through the **Registrar to the Senate Committee on Student Academic Appeals**.