

Psychology 4842E-530 Honours Thesis in Psychology School of Behavioural and Social Sciences

General Information

Course #: Psychology 4842E

Section #: 530

Term: Fall-Winter Year: 2022-2023

Course Day & Time: Mondays 9:30 – 11:30 am, as scheduled below

Course Location: Ursuline Hall 256

This is an in-person course. There is no online or hybrid version of the course. If there is a COVID-19 resurgence and closure of the university the course will

move online, but otherwise this course is on campus and in person.

Instructor Information

Name: Dr. John Mitchell E-mail: jbmitche@uwo.ca

I will do my best to reply to your email within 24 hours Monday - Friday. Note that I do not check work email Friday evenings and check only infrequently on weekends and holidays. If you email Friday after 4:00 pm or during the weekend, do not an

expect a reply until Monday afternoon at the earliest.

Office: UH 255

Office hours: The timing of scheduled office hours will be posted on the course OWL site and start

the first week of September. Office hours are also available by appointment. Please

email me to schedule an appointment in-person and via Zoom.

Course Description

Independent research under the direction of a faculty member.

Antirequisite(s): Psychology 4850E.

Prerequisite(s): Psychology 3800F/G and registration in 4th year of Honours Specialization in

Psychology module at Brescia University College.

Required Course Materials

American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th edition). Washington, DC: American Psychological Association.

Hardcopy available in the UWO bookstore, Indigo, Amazon.ca, etc. Also available as an E-book for rent or purchase: https://www.vitalsource.com/en-ca/products/publication-manual-of-the-american-psychological-v9781433832185.

There are also a number of good online guides available, such as from <u>Purdue University</u>, <u>APA</u>, and our very own <u>Beryl Ivey Library</u>.

Learning Outcomes

By the end of this course, students should be able to:

- Synthesize the background literature for a topic in psychology and create a logical narrative demonstrating a clear gap in current knowledge
- Create, revise and gain approval for an ethics protocol
- Design and implement a research study in psychology
- Plan and conduct data analyses appropriate to a study's design and hypotheses
- Present research background and findings in written and oral form appropriate to the field of psychology, including via oral presentations of various lengths, in a research poster, and in a formal written thesis document.

Brescia Competencies

The Honours Thesis also contributes to the Brescia Competencies of:

- *Communication*: You will be developing a compelling argument and synthesizing background research. You will articulate your ideas and findings with skillful use of scientific language.
- *Critical Thinking*: You will identify key concepts and findings and evaluate the logical strength of existing interpretations. You will consider how your data relate to existing findings.
- Inquiry and Analysis: You will develop an original research study that incorporates appropriate concepts and methods. You will gather data and develop a logical conclusion and consider wider implications of your findings.
- *Problem Solving*: You will create an original argument that your study is an important component in addressing a specific gap in knowledge within the psychological research literature.

Teaching Methodology and Expectations of Students

We will have five mandatory classes each term, plus a number of optional consultation meetings, as outlined below. On the Owl website, you will find the syllabus, slides from class meetings, ethics approval forms, and all other course-related materials and links. Along with our class meetings, you will meet regularly with your thesis supervisor, typically at least once a week on the specifics of your thesis project.

It is important to note that the primary form of contact for thesis students outside of scheduled class meetings will be announcements on Owl. On the course OWL site you can opt out of receiving announcements by email; I strongly advise that you do not opt out of email notifications. You must, therefore, make sure that your UWO email account is functioning and that you check it regularly. If you opt out of receiving OWL announcements by email, it is your responsibility to regularly and frequently check the course OWL site. That you did not receive information because you did not check the course OWL site is not grounds for an extension or other accommodation.

You are responsible for checking Owl and your UWO email on a regular basis for information, including dates and times of class meetings, deadlines, format requirements, presentation schedules for the poster session, marks for various assignments, and other course and thesis information.

Students **must** follow relevant sections in *Publication Manual of the American Psychological Association* (2020; 7th Ed.) when preparing all course work, including the preliminary introduction, the Ethics Protocol and the final written thesis.

Copyright and Intellectual Property

PowerPoint lecture slides and notes, lists of readings, in-class activities, assignment guidelines, and other components of the course materials are typically the intellectual property of the instructor. Unauthorized reproduction through audio-recording, video-recording, photographing, sharing on social media, or posting on course-sharing websites is an infringement of copyright and is prohibited. Such action may be considered a Code of Conduct violation and lead to sanctions.

Evaluation

Evaluation Breakdown:

Component	Weight	Date/ Deadline	Learning Outcome	Brescia Competencies
Annotated bibliography	4%	Oct. 3	Synthesize background literature	Inquiry & Analysis
Ethics protocol	10%	Oct. 14	Design, plan, and communicate an original research study in psychology	Communication, Inquiry & Analysis, Critical Thinking, Problem Solving
Thesis introduction	12%	Nov. 28	Synthesize background literature and communicate rationale for study	Problem solving, Critical Thinking, Communication
Research proposal poster and data blitz talk	12%	Jan. 30 in class	Communicate study details in various formats	Communication

Results section	optional	Mar. 13	Conduct statistical analyses and communicate results	Communication, Inquiry & Analysis
Thesis	50% (includes 10% effort mark)	Apr. 10	Communicate entire project in written form in a manner appropriate for Psychology	Critical Thinking, Problem Solving, Communication, Inquiry & Analysis
Thesis Conference Presentation	12%	April exam period, TBA	Communicate project in an oral format appropriate for Psychology	Communication

COMPONENTS OF THE 4842E COURSE MARK

1. Annotated Bibliography

Once you know your topic, it's time to do literature searches and read, read, read. Some articles will be critical to your research question and design, and you will cite them multiple times. Some articles will be helpful for a specific component, such as a measurement tool, the statistical analysis in your specific area, or evidence to support a statement. The annotated bibliography is a place for you to collect the important articles that will need to be cited and/or explained in your literature review. Details about what the annotated bibliography should look like will be discussed in class. This assignment is worth 4% of your final mark in the course.

2. Ethics Protocol

The Ethics Protocol will be graded by the course instructor, then you will edit it based on feedback from the instructor, and then you and your advisor will submit your protocol as an application to the Brescia Research Ethics Board (BREB). Expect the BREB to ask for revisions to your initial submission, so be prepared for at least one round of revisions. You will need to perform the suggested revisions quickly and resubmit the protocol application as soon as possible to ensure you can start testing participants early in January.

Please note that protocols can be submitted to Dr. Mitchell before the due date to expedite the approval process.

The Ethics Protocol consists of a completed BREB ethics form, which includes a discussion of background literature relevant for your research question, hypothesis(es), and a detailed

description of your methodology, information about the statistical analyses you intend to perform, and a copy of all materials to be used in the study, such as measurement tools and stimuli. The format and type of material required in this protocol will be discussed in class.

The Ethics Protocol **must** be approved by the BREB prior to the start of data collection. It is a serious offense to involve participants in research that has not received ethics approval. The completed ethics protocol is worth 10% of your final grade in the course.

In addition,

All students must complete the online tutorial on ethics of the Tri-Council (https://tcps2core.ca/welcome). Students must submit to the instructor the tutorial certificate that can be printed at the end of the online session.

Note: you only need to take the tutorial once. If you have already completed the tutorial, you may submit your certificate via the Assignments tool in Owl to fulfill this requirement. A copy of your tutorial certificate must be submitted before ethics for your study can be approved.

You need to exercise particular caution about the use of **deception**. If you consider using deception or partial disclosure, discuss in detail with your thesis advisor. The problem with the use of deception is the requirement for informed consent; a deceived participant cannot give informed consent.

"Researchers must demonstrate that this alteration to consent requirements is necessary to address the research question and that the lack of prior consent will not have an adverse impact on the welfare of participants. They must also demonstrate that the benefits of the research, whether direct, indirect or societal, justify any risks associated with no prior consent" (Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2018, p. 39).

Tri-Council policy allows the institutional REB to approve the use of deception if a set of specific conditions are met, but under most circumstances an REB will not approve the use of deception. Thus, you should be aware that any proposed study involving deception will result in a more complicated and time-consuming ethical approval process, and eventual approval is not guaranteed. If possible, avoid deception.

3. Preliminary Written Thesis Introduction

The preliminary APA-style Introduction will be graded by the thesis course instructor. This paper is worth 12% of your final grade in the course. We will review the type of material that should be included in the Introduction, and its organization, in class. The expectation is that the Introduction in your final thesis document will be this preliminary Introduction modified to incorporate the feedback you received when it was marked. You should also plan to have your thesis supervisor review and provide feedback on your preliminary Introduction prior to submitting it for marking.

4. Research Proposal Poster & Blitz Talk

Students will create a research proposal in poster that will be presented in a poster session in January. The Research Proposal Poster will include sections on the Introduction, Methods,

Statistical Analyses to be used and Expected Results. Details regarding poster preparation will be given in class in early January.

You will also create a 1-minute, high-level, "blitz" talk explaining the background to your study, your research question, and what your participants will do. It's only 1 minute, but it takes careful planning. The reason we do this is to give you practice talking about your thesis at a high level without all the details. Plus, it's fun (really) and a different kind of challenge.

Posters and the blitz talk will be graded by your thesis advisor and a second reader, with their averaged marks contributing 12% to the final grade in the course.

At a scientific conference, such as a meeting of the Canadian Psychological Association (CPA), or the Canadian Behaviour, Brain and Cognitive Science (CSNNCS), much of the work presented is presented as a poster.

Results Section [optional]

In early March, you will have the option to turn in a preliminary results section to obtain feedback to help you improve this section for your final thesis. This is completely optional and does not count toward your grade in the course. Information about writing your results section will be presented in class. Whether you turn in a preliminary draft or not, your thesis will include a results section.

5. Written Thesis

The final version of the thesis is to be uploaded to Owl on April 10. Information on the format and type of material to be included in the final thesis document will be discussed in class. Include in your Appendices only necessary materials that you created specifically for the thesis. Consult *the Publication Manual of the American Psychological Association* for details of references and headings, as well as for writing style. There are also some good online guides to APA format, see the course OWL site for links.

Your final thesis will be evaluated and marked by your advisor and second reader. Your advisor and second reader will each assign a mark out of 20 for your thesis, and your advisor will assign an additional mark out of 10 that will reflect your initiative, effort and conscientiousness in working on and completing your thesis over the course of the year. These marks will be summed to give the mark out of 50 that the thesis contributes to your grade in the course.

Late penalties will be applied, see the section outlining penalties below.

6. Psychology Honours Thesis Conference Talk

You will present a short talk (10 - 12 minutes) with PowerPoint slides summarizing your thesis project. The Thesis Talk provides an opportunity for you to gain experience in communicating your research in the manner used at scientific conferences. Your Thesis Conference presentation is marked by your advisor and second reader and is worth 12% of your course grade. The marks assigned by your advisor and second reader will be averaged.

The other way that scientific finds are communicated at scholarly conferences is through short conference talks. The Research Proposal Poster and the Honours Thesis Conference Talk will provide experience to you in the two formats used to communicate scientific finds at scholarly conferences.

Completion of All Assignments

The assignments in this course are sequential and build upon each other. Accordingly, it is expected that students will complete each on time and in the proper sequence.

Essay Course Requirements

This is a designated essay course. According to Senate Regulations, you must pass the essay component to pass the course. That is, the average mark for your written assignments must be at least 50%.

Late Penalties

All work will be submitted through Owl. Please note that all assignments must be completed by their due date.

There are no extensions of any due dates for any components of this course without formal academic accommodation arranged through an Academic Advisor.

Late penalties will be assessed for any course component not submitted on time. If you miss a deadline, ten percent (10%) of your mark for that assignment will be deducted for each 24-hour period that the assignment is late.

For example, if work is due by 5:00 pm on a Monday that is submitted:

between 5:01 pm Monday and 5:00 pm Tuesday = -10%

between 5:01 pm Tuesday and 5:00 pm Wednesday = -20%

between 5:01 pm Wednesday and 5:00 pm Thursday = -30% etc.

Academic Accommodation

For course components worth any amount of the total course grade, please see the Academic Policies and Regulations section at the end of this course outline or consult the Academic Calendar or speak with your Academic Advisor.

Course Content

Topics will be covered in the order listed and any dates listed are meant as a guideline.

Thesis students are expected to attend every course meeting unless it is marked as optional.

Schedule of In-Person class meetings

Date	Description	Assignments Due			
Sept 12	Course overview, getting started on your thesis project, working with your supervisor				
Sept 19	The annotated bibliography, research questions and hypotheses				
Sept 26	Principles of ethical research, power analysis, Qualtrics and Sona				
Oct 3	The BREB form and your ethics protocol, analysis overview	Annotated Bibliography by 5:00 pm			
October 10, Thanksgiving					
Oct 17	<i>Optional</i> : Ethics consultations, sign up in advance on Owl				
Oct 24	No class meeting but Ethics Protocol due	Ethics protocol by 5:00 pm			
October 31 – November 4, Fall Reading Week					
Nov 7	Writing your Introduction, ethics revisions				
Nov 14	<i>Optional</i> : Introduction and ethics consultations, sign up in advance on Owl				
Nov 21	<i>Optional</i> : Introduction and ethics consultations, sign up in advance on Owl				
Nov 28	No class but Introductions due. Good luck on your exams and have a wonderful break!	Introduction by 5:00 pm			
December Examination Period, December 10 – 23 Winter Break, December 24 – January 8					
Jan 16	Blitz talks and posters				
Jan 30	Research Proposal Poster session, in class	Posters by 9:00 am			
Feb 13	How to write your Results section				
February 20 – 25, Spring Reading Week					
Mar 6	<i>Optional</i> : Statistics and Results consultations, sign up in advance on Owl				
Mar 13	Writing the Discussion section and preparation of the final thesis document	[Optional] Results Section draft due by 5:00 pm			
Mar 20	<i>Optional</i> : Thesis consultation, sign up in advance on Owl				

Mar 27	How to prepare and present a conference talk			
Apr 3	<i>Optional</i> : Conference talk, Thesis consultation, sign up in advance on Owl			
Apr 10	Final written Honours Thesis due Optional: Conference talk consultations, sign up in advance on Owl, no scheduled class meeting	Written thesis due by 4pm		
April 13 – 30, Final Examination Period				
Apr TBA	Brescia Honours Thesis Conference (scheduled as an exam), date, time, and location TBA	Conference talk		

Note: Most class meetings will start with a quick check-in or status report on your progress, issues, questions.

Basic needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Brescia Student Life Centre (bucstudent.life@uwo.ca) for support. Furthermore, please notify me if you are comfortable doing so. This will enable me to point you toward resources at Brescia that you may not be aware of (e.g., the Brescia Care Program).

Mental health resources

The Brescia Student Life Centre maintains a number of mental health resources you can access to get help for yourself or someone else. Wondering whether you should seek help for yourself? Read more here: https://www.brescia.uwo.ca/student_life/health_and_wellness/index.php. I can also help you access the Brescia Care Program if you are comfortable speaking to me.

Are you in crisis right now? Follow this link for a comprehensive list of contacts that can help: http://brescia.uwo.ca/life/mental-health-wellness/resources/crisis-contacts/

2022-23 Brescia University College Academic Policies and Regulations

1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding Accommodation for Illness - Undergraduate Students can be found at https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page 135

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services (<a href="https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar_uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategory&Pol

Personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are **not** grounds for academic accommodation.

Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

- 1. For medical absences, submitting a **Student Medical Certificate** (**SMC**) signed by a licensed medical or mental health practitioner;
- 2. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

Request for Academic Consideration for a Medical Absence

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation.

Academic accommodation for illness will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

- 1. Students must submit their Student Medical Certificate (SMC) along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. An SMC can be downloaded from https://www.uwo.ca/univsec/pdf/academic policies/appeals/medicalform.pdf;
- 2. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their **Academic Advisor** for advice during their recovery period;
- 3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
- 4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
- 5. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.

2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor (https://brescia.uwo.ca/enrolment_services/academic advising/book an appointment.php). If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please contact your Academic Advisor or see the list of sessional dates in the Academic Calendar (<a href="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar="https://www.westerncalendar.uwo.ca/SessionalDates.cfm?"https://www.westerncalendar.uwo.ca/SessionalDates.cfm?

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility*.

3. ABSENCES

Short Absences: If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

Please note that for asynchronous online courses, attendance or participation requirements maybe different than for synchronous or in-person courses.

Extended Absences: If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work, and arrange academic accommodations if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory

 $(https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory\&PolicyCategoryID=5\&SelectedCalendar_eLive\&ArchiveID=\#Page 64).$

4. SCHOLASTIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at:

https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

Plagiarism:

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

Computer-marked Tests/exams:

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls within the jurisdiction of the SRBA. For information on academic appeals consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar

https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14.

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

6. Prerequisites

Unless you have either the prerequisites for a course or written Special Permission from the Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisite(s).

7. SUPPORT

Support Services

The Brescia University College Registrar's website, with a link to Academic Advisors, is at http://brescia.uwo.ca/academics/registrar-services/. Students can access supports through Brescia's Student Life Centre (http://brescia.uwo.ca/life/student-life/) and Learning Development & Success at Western (https://www.uwo.ca/sdc/learning/).

Mental Health and Wellness

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can obtain information about how to obtain help for yourself or others through **Health & Wellness at Brescia**,

https://brescia.uwo.ca/student_life/health_and_wellness/index.php

and Health and Wellness at Western, http://uwo.ca/health/mental_wellbeing/index.html.

Sexual Violence

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and

unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at https://brescia.uwo.ca/safe_campus/sexual_violence/index.php.

Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy, and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.