

PSYC02-L01/L02: SCIENTIFIC COMMUNICATION IN PSYCHOLOGY

University of Toronto Scarborough – Winter 2021



I. COURSE OVERVIEW

- Course Description
- Prerequisites
- Learning Outcomes

II. STRUCTURE & SCHEDULE

- Sequence/Pace of Course
- Tutorials & TAs
- Syllabus Changes

III. READINGS

- Required Readings
- Recommended Texts

IV. ASSESSMENTS

- Research Review Project
 - Presentation (20%)
 - Term Paper (35%)
- APA Quiz (15%)
- Weekly Tasks (30%)
 - Project Milestone tasks (12%)
 - Skill Building tasks (18%)

V. COURSE-SPECIFIC POLICIES

- Communications & Updates
- Office Hours & Meeting Times
- Late/Missed Work in PSYC02
- Acknowledgments

VI. GENERAL POLICIES

- Equity, Diversity, & Inclusion
- AccessABILITY
- Copyright & FIPPA Notice
- Netiquette
- Turnitin & Grading Issues
- Testing & Work Policy
- Academic Integrity
- Time Zone Conflicts
- Dept Missed Term Work Policy

VII. COURSE CALENDAR

Instructor

Andrew Cooper, PhD (he/him)

aa.cooper@utoronto.ca


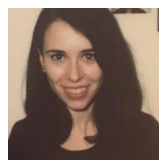





1:1 Office Hours FRI 11:30 – 13:00

Book via <https://calendly.com/meet-prof-cooper>

Course email: psych.c02.uts@gmail.com

TAs

Rob Aidelbaum rob.aidelbaum@mail.utoronto.ca	
Nicole Cosentino nicole.cosentino@mail.utoronto.ca	
Ivana Dewi ivana.dewi@mail.utoronto.ca	
Tahira Gulamani tahira.gulamani@mail.utoronto.ca	
Trenton Johanis (he/him) trenton.johanis@mail.utoronto.ca	

I. COURSE OVERVIEW

Course Description

The purpose of PSYC02 is to introduce students to conventions and strategies for scientific communication, with an emphasis on APA style and formatting guidelines. The course will help students build skills necessary to acquire, organize, critically review and synthesize information from the academic research literature, and to communicate their findings in a clear, effective fashion.

Prerequisites & Enrolment Limits

[PSYB01H3 or PSYB04H3 or PSYB70H3] and [PSYB07H3 or STAB23H3 or STAB22H3]. Typically limited to students in Specialist Programs in Psychology, Mental Health Studies, and Neuroscience (Cognitive Stream)

Learning Outcomes

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

1. Demonstrate skillful application of the formatting and style guidelines of the 6th Edition of the Publication Manual of the American Psychological Association
2. Develop a schema and set of strategies for effective scientific communication in terms of key principles of argumentation, organization and style
3. Conduct a systematic, focused literature review for scholarly articles using major research databases
4. Summarize and synthesize academic research to produce clear, concise and context-sensitive forms of scientific communication
5. Critically evaluate the presentation of psychological science in the popular press, both in general and in comparison to peer-reviewed scientific research
6. Demonstrate the ability to work effectively and respectfully with peers, including both providing and responding to constructive feedback

The PSYC02 team is committed to making sure this course provides a valuable, challenging, and engaging experience. In response to COVID-19, we have modified the course to increase flexibility without compromising your ability to achieve core learning outcomes via active learning and digital interactions with your peers. We have asked for and listened to feedback from prior cohorts of students completing the online course, and have modified the class in response to their input as well as the experiences of our team.

Everyone is facing a different set of circumstances at this time, so we hope you will be transparent and open when it comes to providing feedback on how the course is going for you. If your circumstances change (e.g., losing reliable access to internet at home), please let us know so we can work together on strategies to adapt and respond. Likewise,

II. SCHEDULE & STRUCTURE

Sequence / Pace of Course Elements

PSYC02 will require more of your time than many other C-level courses: it is based on a 2 hrs lecture + 2 hrs tutorial structure. To maximize flexibility, this online asynchronous version of the course shifts many tutorial elements to “tasks” (described below), but you should account for extra time in your own planning, as you will need to work independently on your major term projects across the semester.

All content for this course is presented via the PSYC02 Quercus page. Modules corresponding to specific content areas are organized into weeks which arbitrarily “begin” at **TUESDAY at 00:01 (one minute past midnight)** using Toronto local time. Most assignments are due on MONDAYS by 23:59. A typical weekly module will include:

- a required or recommended reading (with a URL link if applicable)
- two “lecture” videos and corresponding lecture slides
- one skill-building exercise and one project milestone task, with one of these being required
- optional assignments and active learning tasks

Most weeks, the C02 team will post a short update video with reminders about upcoming events and strategies for course work. Occasionally, there will be additional (optional but highly recommended) videos providing context on project milestones or upcoming assessments. Most lecture content will be available “early”, but some elements (e.g., weekly tasks) are sequential and require feedback from your TAs before you can proceed.

Tutorial Sections & Primary TAs

To facilitate a sense of consistency and community, you will be assigned to a tutorial group led by one of the stellar TAs. Think of your TA as your most important contact, providing pivotal opportunities for feedback, discussion, and consultation across the term by email and consultation meetings. Your TA will also help curate and promote engagement between students on your tutorial’s discussion board. Building a sense of connection and community with others in your tutorial can provide valuable motivation, encouragement, and structure.

Syllabus Changes

I will notify you ASAP of any minor changes to the course syllabus; major changes will be given to class vote.

Many students find that online classes present a steep challenge in terms of keeping pace and assessing their own progress. The many changes we’ve faced due to a global pandemic and other ongoing world events amplify this difficulty. The major term project in PSYC02 can seem deceptively straightforward --- but absolutely requires considerable time and sustained work to complete. Early and regular feedback with your TA will improve your odds of achieving a positive outcome on the project and in the course. Your outcome and experience of the assignment (and the course) can be enhanced by early and regular feedback from your TA. If you find yourself falling behind the schedule of assignments or in making progress on your assignment, reach out to us ASAP so we can help get you back on track.

III. READINGS

Required Readings

There are only a few required readings for this course, reflecting a mix of articles, guidelines, and resources to improve your writing. You can find abbreviated citations for lecture-related readings in the Master Calendar above, and a full set of references is posted on Quercus. However, you will do considerably more independent reading across the semester as you find and review articles for your major term assignments.

(Strongly) Recommended Texts

You will be trained and evaluated on the basis of your ability to understand and apply APA 7th edition. The APA Manual is a valuable reference resource for students who expect to need to do more academic writing at UTSC and beyond. For students who are interested in a more engaging discussion of processes and best practices, I also strongly recommend the text by Landrum (2020) – note this is the NEW edition.

American Psychological Association (2019). *Publication Manual of the American Psychological Association* (7th ed.). American Psychological Association.

Landrum, R. E. (2020). *Undergraduate writing in psychology: Learning to tell the scientific story*. (3rd ed.). American Psychological Association.

IV. ASSESSMENTS

Your final mark in PSYC02 is based on a number of assessments. These are described below in brief, organized by type/topic, with further description and detail provided on Quercus later in the term. **There is no final exam for this course, but your term paper MUST be submitted to pass the class (or your max grade will be 45).**

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
90%+	85-89	80-84	77-79	73-76	70-72	67-69	63-66	60-62	57-59	53-56	50-52

Research Review Project

This project provides the foundation for two specific products connected to all learning outcomes for PSYC02. You will develop a specific research question based on two assigned topic areas related to contemporary forms of technology and entertainment and domains of human psychology. Your question should be broad and non-technical enough to be of public interest, with some representation in the popular press. You have many options to choose from (with practice and support in doing so), so long as your work connects to concepts and research findings from human psychology or very closely related disciplines (e.g., neuroscience). You will conduct a rigorous review of the scientific literature on this topic, synthesizing findings from relevant studies into a clear, comprehensible summary.

I. **Slideshow Presentation (video presentation / PDF of slides + reference list) [20%]**

→ due March 29 by 23:59 Toronto time

You will create a short presentation to summarize the process and main findings of your research project, using slides (e.g., Powerpoint) accompanied by your spoken summary. You will submit a video file along with your slides and a complete APA-formatted reference list, and a short oral summary (that you will record and submit electronically). We will review formatting guidelines and presentation strategies later in the term

II. **Term Paper (35%*)**

→ due April 12 by 23:59 Toronto time ***If you do not submit a term paper, you cannot pass the class***

Your paper is a written summary of your research review project, with an emphasis on the overall findings as well as the process of completing your investigation. As a demonstration of what you have learned during your review, you must also identify a specific gap issue in the empirical literature on your chosen research question, and provide a thoughtful potential remedy to this issue. You will receive a detailed assignment guide later in the term, including guidelines on formatting, structure and specific required elements.

III. **APA Style & Scientific Writing Quiz [15%]**

→ 60 minutes, online – **date/time will be scheduled by Registrar - expected around Week 7**

This quiz will assess your knowledge and application of APA style guidelines (per v7 of the Publication Manual) with an emphasis on scientific writing as well as formatting of citations and references.

IV. **Weekly Tasks [30%]**

→ “required” tasks are due by the following Monday at 23:59 unless otherwise noted

Most weekly lectures are paired with two small tasks, where one of these assignments will be designated as *required* and must be completed to receive credit; the other assignment is optional and entirely for your benefit.

Project Milestone tasks provide scaffolded support in developing skills and executing critical steps necessary to complete your final presentation and paper, while offering a structured method of tracking your own progress and receiving timely feedback on your work from your TAs. For some required milestone tasks, you will need to arrange a time to virtually meet with your TA, based on instructions they provide to you. If you anticipate any problems with meeting this requirement, please contact Dr. Cooper as early as possible. Alternative arrangements may be possible but require approval in advance. [4 required @ 3% each]

Skill Building tasks provide opportunities for advanced training in tools and techniques that underlie several important course learning outcomes. Required skill tasks are similar to exercises you would have completed during in-person, synchronous tutorials, and typically involve reading an article and/or some instructional materials before constructing a short, written response that will be evaluated by your TAs. In the second half of the term, you have some choices in how you earn “skill points” by choosing from a variety of different tasks and domains. [5 “skill points” required @ 3% each + pre- and post-class skills surveys @1.5% each]

V. COURSE-SPECIFIC POLICIES

Communications & Updates

All course-related materials will be posted to Quercus, including *syllabus*, *additional readings*, *assignments & grades*. Please make sure to monitor announcements and check your Quercus-linked email regularly.

Please do not use Quercus messaging to contact the C02 Team. Course or content-related questions you have that are not of a personal nature should be posted to the course discussion boards or discussed during office hours. This may help students who have similar questions, and also gives your peers a chance to attempt an answer to your question. The C02 team will monitor these boards and respond to questions there.

If you have questions tied to you specifically (e.g., questions about feedback on an assignment), please use the course email (PSYCH.C02.UTSC@GMAIL.COM). The C02 team will try to answer your emails within 4 business days unless you receive an automatic reply that suggests otherwise. Emails regarding missed work or AccessAbility accommodations should always be sent to Dr. Cooper's email and cc'd to the course email.

The volume of emails we receive during busy stretches of the course can be quite overwhelming. Please keep your emails professional, concise, and clear: start with an informative title that includes the course name and some detail on your question. Short, focused emails that demonstrate some effort on your part to explain your understanding or where you are stuck are most effective. If you are not familiar with writing academic emails, you may find this resource helpful: <https://goo.gl/ik1iw7>

Virtual Office Hours & Meeting Times

- **Dr. Cooper's office hours** will be 1:1 and by appointment on **Fridays between 11:30 and 13:00 Toronto time**. Visit <https://calendly.com/meet-prof-cooper> where you can use your U of T email address to book on a first come, first served basis. Please check your email to confirm ahead of time and in case of unexpected cancellation, and allow a little buffer room to set up video calling options. Inquiries about confidential matters should always be handled with 1:1 meetings with Dr. Cooper. If you are unable to book an appointment due to a scheduling conflict, please email to inquire about an alternative time, which you can facilitate by listing your availability weekdays between 08:00 and 16:00 Toronto time.
- **TA office hours** will also be 1:1 consultations that need to be booked in advance by appointment. Once tutorials are assigned, TAs will provide updated information about availability and their preferred method for booking meetings.

PSYC02-Specific Policies for Late/Missed Work

If you (plan to) submit a Missed Term Work extension, please notify me ASAP -- failure to do so may result in your request being denied. In general, submitted graded assignments are subject to 20% penalty for each 24hr period late, up to 48hr max, then scored as a 0.

Most assignments and tasks are eligible for extensions but a few are not, or may affect related subsequent tasks. For some assignments, you may be asked to submit work-in-progress to be considered for an extension. Alternative assignments or assessments may be offered as make-ups at my discretion for eligible cases. Your Term Paper must be submitted to pass the course. You are assessed a 50% penalty up to 24hrs late, then an automatic 0 and a max grade of 45 for the course.

Acknowledgments

My sincere thanks to Dr. Jessica Dere, Dr. Anthony Ruocco, and Dr. Connie Boudens for generously sharing their ideas and materials, and to my collaborator Dr. David Chan, who helped redesign, pilot and refine PSYC02 in 2018. Finally, I want to thank many past TAs who have helped shape the course into its current form, including those involved in adapting the course to online asynchronous format in 2020.

VI. GENERAL POLICIES & STATEMENTS

Equity, Diversity, and Inclusion

The University of Toronto welcomes and includes students, staff, and faculty from a wide range of backgrounds, cultural traditions, and spiritual beliefs. The PSYC02 team proudly supports U of T's commitment to equity, human rights and respect for diversity, and we aspire to uphold these values as priorities in this course. All members of the learning environment in PSYC02 should strive to create an atmosphere of mutual respect where all members of our community can express themselves, engage with each other, and respect one another's differences. We stand with U of T against discrimination or harassment against any persons or communities.

AccessABILITY Accommodations

Students with diverse learning styles and needs are welcome in this course! In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach Dr. Cooper and/or the AccessAbility Services as soon as possible. AccessAbility Services staff (located in Rm SW302, Science Wing) are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations 416-287-7560 or email ability@utsc.utoronto.ca. The sooner you let us know your needs the better we can support you in achieving your learning goals!

If at any point you are experiencing difficulty in PSYC02, please contact one of us to discuss your concerns. We really want you to succeed, so the earlier you take this step, the better! While we sincerely hope this won't happen, if you are contemplating dropping the class, please notify us as soon as possible.

FIPPA Notice of video recording and sharing (Download and re-use prohibited)

Elements of this course may be recorded on video and made available to students in the course for viewing remotely. For questions about recording and use of videos in which you appear please contact your instructor.

Course videos and materials belong to your instructor, the University, and/or other sources depending on the specific facts of each situation, and are protected by copyright. Do not download, copy, or share any course or student materials or videos without the explicit permission of the instructor.

Netiquette

The University of Toronto is committed to equity, human rights and respect for diversity. Our online learning environment is a place where you should always feel safe and respected. It is also a place that is conducive to learning and intellectual curiosity. To help create this learning environment, we ask that you always use respectful language and strive to create an atmosphere of mutual respect where all members of this course can express themselves, engage with each other, and respect one another's differences.

Please adhere to the following guidelines when communicating online:

- Remember the human on the other side of the computer. Avoid doing anything online that would offend or frustrate other people.
- Recognize and respect diversity of opinions. It's okay to disagree and engage in scientific discourse, but inappropriate to disrespect or be offensive to others.
- Be considerate of others' time. Read prior replies and threads to see if your topic has already been discussed at length. Write concisely and stay on topic. Use a meaningful subject line about what your post contains.
- Be careful when using sarcasm and humor. Without face-to-face communication, your joke may be misinterpreted.
- Respect the privacy of your classmates. Never copy or distribute the contents of a discussion thread.

Turnitin and Grading-Related Issues

All major written assignments submitted through Quercus will be subject to review by Turnitin.com. These must be submitted as .doc or .docx files, and require duplicate submissions (graded and Turnitin links). Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on Turnitin.com.

Any complaint or concern about grading on an assignment, test or presentation should be made in writing to your TA within one week of receiving the graded material or as soon as is reasonably possible and should detail the point of contention.

Testing & Work Policy

Unless otherwise noted, all assessments (quizzes, exams, assignments) will be considered “open-book, non-collaborative”. This means that you are welcome to refer to the textbooks, course materials and any of your own personal notes, but you may NOT collaborate with others. To avoid potential allegations of academic misconduct, you must adhere to the following:

- **You are the only person allowed to access, interact with, and submit your assessments.** Allowing someone else to access the questions, content, and/or answers from your assessments (other than members of the PSYC02 team) will be considered a direct violation of the Code. This includes comparing answers with other students after the deadline has passed.
- **You are NOT allowed to collaborate with anyone else by sharing your work, working together, or using someone else's work to gain an unfair advantage.** Paying for, using, or contributing to any shared material or efforts to collaborate is a direct violation of the Code.
- **You are NOT allowed to access unauthorized material pertaining to your assessments.** It is a direct violation of the Code to access any source in which someone has solicited, discussed, and/or posted assessment content, questions, or answers. This includes group chats, shared Google docs, email threads, Reddit, Chegg, and any other source that meets this description. Being a member of a group in which test materials were shared may also constitute an academic integrity offense.
- **If you see it, report it.** If you find yourself in a situation where you have stumbled upon unauthorized content accidentally, protect yourself by reporting it to the teaching team ASAP. You may be considered complicit in the offence if your digital fingerprint is there, but you failed to report it.

Academic Integrity

Academic integrity is essential to the pursuit of learning and scholarship in a university, and to ensuring that a degree from the University of Toronto is a strong signal of each student’s individual academic achievement. As a result, the University treats cases of cheating and plagiarism very seriously. The University of Toronto’s Code of Behaviour on Academic Matters

(<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf>) outlines the behaviours that constitute academic dishonesty and the processes for addressing academic offences. Potential offences include, but are not limited to:

In papers and assignments:

- Using someone else’s ideas or words without appropriate acknowledgement;
- Submitting your own work in more than one course without the permission of the instructor;
- Making up sources or facts;
- Obtaining or providing unauthorized assistance on any assignment.

On tests and exams:

- Using or possessing unauthorized aids;

- Looking at someone else's answers during an exam or test;
- Misrepresenting your identity; and
- When you knew or ought to have known you were doing it.

In academic work:

- Falsifying institutional documents or grades;
- Falsifying or altering any documentation required by the University, including (but not limited to) doctor's notes; and
- When you knew or ought to have known you were doing so.

All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If students have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, they are expected to seek out additional information on academic integrity from their instructors or from other institutional resources.

Note: You may see advertisements for services offering grammar help, essay editing and proof-reading. Be very careful. If these services take a draft of your work and significantly change the content and/or language, you may be committing an academic offence (unauthorized assistance) under the *Code of Behaviour on Academic Matters*. It is much better and safer to take your draft to the Writing Centre as early as you can. They will give you guidance you can trust. Students for whom English is not their first language should go to the English Language Development Centre.

If you decide to use these services in spite of this caution, you must keep a draft of your work and any notes you made before you got help and be prepared to give it to your instructor on request.

Time Zone Conflicts

If you are physically in a different time zone and a quiz or midterm is scheduled outside of 7:00am to midnight in your local time, you may use the following form to request special arrangements. Note that the form is only for term work. [Final exam conflicts](#) are handled by the Registrar's Office.

The form must be submitted **at least ten (10) business days before the activity.**

Form: <https://uoft.me/PSY-TimeZone>

Submit via email to: Keely Hicks, Departmental Assistant, keely.hicks@utoronto.ca

Psychology Department Missed Term Work Policy, WINTER 2021

For missed term work (assignments and term tests) due to illness, emergency, or other mitigating circumstances, please follow the procedures outlined below.

Notes:

- The following reasons are not considered sufficient for missed term work: travel for leisure, weddings, personal commitments, work commitments, human error.

- Missed Final Exams are handled by the Registrar’s Office and should be declared on eService: <http://www.utoronto.ca/registrar/missing-examination>
- Instructors cannot accept term work any later than five business days after the last day of class. Beyond this date, you would need to file a petition with the Registrar’s Office: <https://www.utoronto.ca/registrar/term-work>

Accommodations for Illness or Emergency:

For missed work due to ILLNESS OR EMERGENCY, please complete the following **two-step** process:

1. Complete the **Request for Missed Term Work Accommodations Form** (<http://uoft.me/PSY-MTW>) and email it to Keely Hicks at keely.hicks@utoronto.ca ,
and
2. **Declare your absence** on [ACORN](#) (Profile & Settings > Absence Declaration)

Deadline: You must complete the above steps **within 3 business days** of the missed work.

Note: For this semester, we do not require any additional supporting documentation (ex. medical notes) to support your missed term work accommodation request.

Accommodations for Academic Conflicts:

For missed term work due to an ACADEMIC CONFLICT (i.e. two quizzes or tests scheduled at the same time), please complete the following process:

1. Complete the **Request for Missed Term Work Accommodations Form** (<http://uoft.me/PSY-MTW>), choosing “Other” as your reason for missed work and explaining the conflict in the space provided.
2. Take screenshots of your course homepages that demonstrate the conflict.
3. Email the form and screenshots to Keely Hicks (keely.hicks@utoronto.ca).

Deadline: You should report the conflict to Keely Hicks (keely.hicks@utoronto.ca) **at least two weeks (10 business days) before the date of the activity**, or as soon as possible if it was not possible to identify the conflict earlier.

Note: Multiple assignments due on the same day are not considered conflicts. Accommodations may only be possible in the case of quizzes and tests that are both scheduled during the same discrete period. Back-to-back tests/quizzes are not considered conflicts.

Note: Students are responsible for keeping their course timetables conflict-free. Students who choose to register in two synchronous courses with overlapping lecture/tutorial/lab schedules may not necessarily be accommodated.

Accommodations for Religious Conflicts:

For missed term work due to a RELIGIOUS CONFLICT, please complete the following process:

1. Complete the **Request for Missed Term Work Accommodations Form** (<http://uoft.me/PSY-MTW>), choosing “Other” as your reason for missed work and noting “Religious conflict” in the space provided.
2. Email the form to Keely Hicks (keely.hicks@utoronto.ca).

Deadline: You should report the conflict to Keely Hicks (keely.hicks@utoronto.ca) **at least two weeks (10 business days) before the date of the activity**, or as soon as possible if it was not possible to identify the conflict earlier.

Accommodations for Time Zone Conflicts:

If you are physically in a different time zone and a quiz or midterm is scheduled outside of 7:00am to midnight in your local time, please complete the following process:

1. Complete the **Time Zone Conflict Form** (<https://uoft.me/PSY-TimeZone>), and
2. Email the form to Keely Hicks (keely.hicks@utoronto.ca)

Deadline: You should report the conflict to Keely Hicks (keely.hicks@utoronto.ca) **at least two weeks (10 business days) before the date of the activity**, or as soon as possible, if it was not possible to identify the conflict earlier.

Accommodations for Students Registered with AccessAbility Services:

For missed **TERM TESTS** due to ACCESSABILITY REASONS:

- **Contact your AccessAbility consultant** and have them email Keely (keely.hicks@utoronto.ca) detailing accommodations required.

For missed **ASSIGNMENTS** due to ACCESSABILITY REASONS:

- If your desired accommodation is **within the scope** of your Accommodation Letter (ex. your letter includes “extensions of up to 7 days” and you need 3 days):
 1. Complete the **Request for Missed Term Work Accommodations Form** (<http://uoft.me/PSY-MTW>).
 2. Email the form and your **Accommodation Letter** to Keely Hicks (keely.hicks@utoronto.ca).
- If your desired accommodation is **outside the scope** of your Accommodation Letter (ex. your letter includes “extensions of up to 7 days” but you need more time than that):
 1. **Contact your AccessAbility consultant** and have them email Keely Hicks (keely.hicks@utoronto.ca) detailing the accommodations required.

After submitting your documentation:

Within approximately one to five business days, you will receive a response from your instructor detailing the accommodations to be made (if any).

You are responsible for checking your official U of T email and Quercus course announcements daily, as accommodations may be time-critical.

You should continue to work on your assignments to the best of your ability, as extension accommodations may be as short as one business day, depending on the nature of the illness/emergency.

If an accommodation has been granted but you are unable to meet the conditions of the accommodation (ex. you need a longer extension, or you missed a make-up test), you will need to repeat the missed term work procedure and submit additional forms to request further accommodation. Note that in the case of a missed make-up test, an opportunity to write a second make-up test may not be provided.

Completion of this form does not guarantee that accommodations will be made. The course instructor reserves the right to decide what accommodations (if any) will be made. Failure to adhere to any aspect of this policy may result in a denial of your request for accommodation.

Missed Accommodations

If an accommodation is granted but a continued illness/emergency prevents you from meeting the requirements of your accommodation, you must repeat the missed term work procedure to request additional accommodations.

(E.g.) If you miss a make-up midterm, you would need to submit another Request for Missed Term Work Accommodations form and declare your extended absence on ACORN.

Importance of Three Business Day window:

If you are unable to submit your documents within the three business day window, **you must email Keely (keely.hicks@utoronto.ca) within the three business day window** to explain the nature of the delay, and when you will be able to provide your documents. Exceptions to the documentation deadline will only be made under **exceptional circumstances**.

Questions?

If you have any questions about this Missed Term Work policy, please contact Keely Hicks (keely.hicks@utoronto.ca) **well before** the date of the test / assignment deadline to describe your circumstances and inquire about procedures.

VII. COURSE CALENDAR ---- v1.0					
WEEK & DATE	LECTURE / VIDEOS	READINGS (optional)	PROJECT MILESTONE TASKS		SKILL BUILDING TASKS
1 12-Jan	1.1 Class Intro & Overview 1.2 Scientific Communication Goals	Landrum Ch 1	RECOMMENDED	Digital Intros + Planning Ahead	REQUIRED 25-Jan @23:59 Pre-Class Skill Survey
2 19-Jan	2.1 Research Project Overview I 2.2 Research Project Overview II	Landrum Ch 2 & 5 <u>or</u> Siddaway et al. (2019)	REQUIRED 25-Jan @23:59	Research Project Greenlight Check	RECOMMENDED Academic Integrity Check
3 26-Jan	3.1 APA Style & Grammar Guidelines 3.2 The Mechanics of APA Style	Landrum Ch 4 & 6	RECOMMENDED	Brainstorming Worksheet	REQUIRED 01-Feb @23:59 Skill Point 1
4 02-Feb	4.1 Citations & Sources 4.2 Formatting Cites & References 4.3 Bias Free Language	Landrum Ch 7 APA v7 Supplements	REQUIRED 08-Feb @ 23:59	Research Topic Proposal	RECOMMENDED Citations & Sources Practice
5 09-Feb	5.1 Strategies for Academic Reading I 5.2 Strategies for Academic Reading II	Sheese & Graziano (2005) Landrum Ch 3	REQUIRED 22-Feb @ 23:59	TA Consult: Meeting #1	RECOMMENDED APA Practice Quiz
6 16-Feb	"READING WEEK"				
7 23-Feb	APA QUIZ (60 min, online) - DATE/TIME TBD EXPECTED TO OCCUR THIS WEEK	Lewis Jr & Wai (2020)	RECOMMENDED	Roadmap / Progress Check	REQUIRED 01-Mar @23:59 Skill Point 2
8 02-Mar	8.1 Narratives & Organization 8.2 (De)Constructing Arguments & Evidence	Engelhardt et al. (2011)	RECOMMENDED	Main Message	REQUIRED 08-Mar @23:59 Skill Point* 3
9 09-Mar	9.1 Results, Conclusions, & Limitations 9.2 Types of Scientific Communication	Landrum Ch 8 APA v7 Supplements	REQUIRED 15-Mar @ 23:59	TA Consult: Meeting #2	RECOMMENDED Understanding Limitations
10 16-Mar	10.1 Psychology in the Popular Press I 10.2 Psychology in the Popular Press II	Stemwedel (2011) (+ 1 reading mid lecture)	RECOMMENDED	Popular Understanding	REQUIRED 23-Mar @23:59 Skill Point* 4
11 23-Mar	11.1 Edits, Revisions, & Feedback 11.2 APA Formatting Essentials	UTSC Writing Centre links	PRESENTATION 29-Mar @ 23:59		
12 30-Mar	12.1 Ethical & Legal Standards in Publishing 12.2 Publication & Peer Review				REQUIRED 01-Feb @23:59 Skill Point* 5
13 06-Apr	Course Wrap-up	TERM PAPER 12-Apr @ 23:59 - must be submitted to pass class			REQUIRED 12-Apr @ 23:59 End-of-Course Reflection