

POLICY ON PSYC 499 COURSES

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This document establishes policies for Research Experience in Psychology courses (PSYC 499).

Supervision and Evaluation

1. Students must be supervised by a Department of Psychology faculty member or adjunct faculty member. Cosupervision is permitted, but one person shall be designated the primary supervisor. Unless approved by the Head of Psychology, **the maximum number of 499 research courses that can be supervised by an individual faculty member in a given term is four.**
2. Graduate students and postdoctoral fellows may assist with supervision duties, but they cannot be the primary supervisor.
3. Students may repeat PSYC 499 twice for credit and use the resulting 400-level half-course equivalent credit toward the requirements of the Psychology degree program.
4. The research supervisor is responsible for assigning the student appropriate research duties (eg. Conducting a literature search; preparation of materials; data collection, organization, management and/or analysis; assisting another student in his/her ongoing research etc.). These research duties must be documented in the course outline submitted for approval to the Director of Undergraduate Studies.
5. Supervisors must complete two progress reports (a mid-session evaluation and a final evaluation) using the appropriate forms and submit them to the Director of Undergraduate Studies by the dates specified on the course outline. In the case of a “fail” on the Mid-Session Evaluation, the supervisor must provide a remediation plan and discuss this plan with the student. Students must receive a copy of the Final Evaluation no later than one week after the last day of classes.
6. Students will receive a final grade of “pass” or “fail” for this course. Their grade will not be included in the calculation of their GPA.

Course Requirements

1. These courses are expected to permit students to acquire research experience working under the supervision of a faculty member.
2. Students are expected to perform an average of 6 hours of work per week for 13 weeks.