







**Important University Dates**

Date	Event
Jan 9	Classes start
Jan 20	Last day to add courses
Jan 20	Last day to drop courses without financial penalty
Mar 3	Last day to drop without academic penalty
Apr 5	Classes end
Apr 14-29	Exam period

**Assessment of Learning Outcomes** Your grade in this course will be calculated based on your performance on the assessments as documented in this syllabus. Grades on assessments are allocated based upon demonstrated mastery of the materials and skills as evaluated by the instructor and/or TA.

**Grading Method** All components of this course will receive numerical percentage marks. The final grade you receive for the course will be derived by converting your numerical course aver-

Grade	Numerical Course Average (Range)
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	67-69
C	63-66
C-	60-62
D+	57-59
D	53-56
D-	50-52
F	49 and below

**Attendance:** Lecture and lab attendance is required for successful completion of this course. Important information by working with your peers (e.g., request notes from your fellow students). It is not recommended to miss the lab components, as these will cover important instructions for completing the lab assignments and provide guidance for the research proposal.

**Labs:**Labs are divided into 2 phases. During the first half of the term, labs will focus on developing skills using software: acoust

Students who miss the midterm exam and have been excused from the exam (such as by an approved academic consideration or accommodation) will write a deferred midterm exam, anticipated to be during regularly scheduled lab time on March 8<sup>th</sup> (subject to change). Requests for individualized deferred midterm scheduling will not normally be accommodated. Students will not be permitted to write a deferred midterm exam after grades have been returned for the midterm exam.

**Assignment submission & late assignments** All assignments are submitted through the course on Q in .doc(x) format. Emailed assignments are not accepted and will not be graded. Students may access MS word via Microsoft 365: <https://www.queensu.ca/its/software/available-software/microsoft-365-apps-enterprise/tutorials/office-windows>

Unreadable/corrupt/empty/incomplete files or files that are not in the required format will be considered late and penalized accordingly until the assignment is properly submitted. Students are not permitted to revise their submissions in any manner once the deadline is passed. It is in .doc(x) format.

In the interest of Universal Design for Learning, students are allotted a 72-hour grace-period for submission of all assignments (except the midterm and final exam). Submissions after these deadlines are not eligible for credit.

**Timing of Final Examination** The final exam is cumulative and will cover all course materials, including lectures, class discussions, and assigned readings. The exam dates for each Term are posted on the course website. Students are advised to delay finalizing any travel plans until after the examination schedule has been posted. **Exams will not be moved or deferred to accommodate employment, travel/holiday plans or flight reservations.** See <https://www.queensu.ca/psychology/undergraduate/current-students/departamental-policies> for departmental policies regarding missed final exams. In the case that students defer their final exam, such as in the case of an approved request for academic consideration, a deferred exam period (dates TBA). Requests for individualized final exam scheduling is not available in this course.

**Course Feedback** At various points during the course, I may ask you to take part in a variety of feedback activities, such as surveys, questionnaires, and exit tickets. This feedback enables my teaching team and

1. Praat: <http://www.fon.hum.uva.nl/praat/>

Praat is downloadable software for conducting acoustic analysis and manipulation. Ensure you are running the latest version of Praat. Praat has versions for Windows, MacOS, and Linux.

2. lab.js: <https://lab.js.org/>

Labs.js is a browser-based experimental program and therefore works well across multiple machines with a modern browser. The best performance is using the latest version of Chrome. Avoid using Windows Edge or Linux-run Firefox.

**External Software:** This course makes use of lab.js for experimental programming. Be aware that by logging into the site, you will be leaving onQ, and accessing lab.js. Your independent use of that site, **beyond what is required for the course**, is subject to lab.js terms of use and privacy policy. You are encouraged to review these documents, using the link below, before using the site: <https://lab.js.org/>

Students are encouraged to work with the most recent versions of software, including web browsers, Java, Flash, and Adobe Reader.

**Web Browsers:** onQ performs best when using the most recent version of the web browsers, Chrome or Firefox. Safari and Edge are strongly discouraged as these web browsers are known to cause issues with onQ.

For technology support ranging from setting up your device, issues with onQ or to installing software, contact ITS Support Centre <https://www.queensu.ca/its/itsc>

**Discussion Guidelines:** University is a place to share, question and challenge ideas. Each student brings a different lived experience from which to draw upon. To help one another learn the most we can from this experience please consider the following guidelines.

1. Make a personal commitment to learn about, understand, and support your peers.
2. Assume the best of others and expect the best of them.
3. Acknowledge the impact of oppression on the lives of other people and make sure your writing is respectful and inclusive.
4. Recognize and value the experiences, abilities, and knowledge each person brings.
5. Pay close attention to what your peers write before you respond. Think through and re-read your writings before you post or send them to others.
6. Do not make personal attacks.
7. Be open to being challenged or confronted on your ideas and to challenging others with the intent of facilitating growth. Do not demean or embarrass others.
8. Encourage others to develop and share their ideas.

Accommodations for Disabilities

becomes apparent and to contact their professor as soon as possible once consideration has

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**Expectations** Students in this course are expected to attend (in both body **and** mind) lecture and labs, be prepared to learn, participate, and contribute productively to the course environment. Students can help prepare themselves by reading the assigned material before class (recommended) and keeping up to date on materials e.g., via onQ. Students must take personal responsibility for their learning and actions