

**SOCIAL PSYCHOLOGY 1Z03:
INTRODUCTION TO SOCIAL PSYCHOLOGY
Spring 2021**

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Learning content: Asynchronous learning content organized into three Modules (Module 1: May 3-May 26; Module 2: May 27-June 14; and Module

3: June 15-June 18). Please see [class format](#) below for more details.

Office Hours: Please see [description](#) below for more details about online office hours

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Course Description

This course offers an introduction to social psychology from a social sciences perspective. The course will explore the various ways people think about, affect, and relate to one another. The course is divided in three parts. In the first part of the course, we will learn about the dominant perspectives and theories in social psychology; examine the processes of socialization and the development of self; as well as learn about social cognition and perception. The second part of the course will examine explore attitude development; aggression and altruism; study group processes; and finally, explore how social psychology understands social problems and social deviance. The last part of the course will provide an opportunity to learn about social psychology from alumni of the Social Psychology Program, including information about career paths, research the former students have undertaken, and post-graduation opportunities and experiences.

Program and Course Learning Objectives

- The Honours Social Psychology Program has 6 program learning objectives. This course meets the following 4 objectives in the following ways at the introductory level:
 - Appreciate the interdisciplinary nature of Social Psychology and evaluate the contributions that different disciplines contribute to the field. Students will:
 - Gain a critical understanding of social psychology as a field of study
 - Understand the dominant perspectives and theories within social psychology
 - Understand critically the major theoretical perspectives and debates in the field and be able to articulate a position. Students will:
 - Explore how the socialization process impacts how we think, act and feel about others
 - Examine the theories and perspectives on self and identity development
 - Learn about cognitive development and how perceptions and attitudes are formed
 - Explore how aggression and altruism are understood through a social psychological lens
 - Learn about group processes, such as group influence, conformity and resistance
 - Learn how social psychologists understand and study social problems and deviance
 - Demonstrate effective oral and written communication skills through participation in class discussions, debates, activities, presentations, course papers and assignments. Students will:
 - Improve critical reflection skills, as well as research and writing skills through completion of the written assignment

- Value the importance of professional conduct to promote inclusivity, respectful debate & collaboration and ethical behaviour. Students will:
 - Engage in inclusive, respectful and professional conduct with classmates, the TA and the professor through all forms of communication and interaction
 - Have the opportunity to collaborate with classmates on a group assignment
 - Respect academic integrity policies and the student code of conduct

Materials and Texts

Required Text

- Delamater, John. D., and Collett, Jessica L. (2019). *Social Psychology*. New York: Routledge.

Recommended Text

- Haig, J., MacMillan, V., Raikes, G. (2021). *Cites & sources, An APA documentation guide*, (6th ed.). Toronto: Nelson.

Both course textbooks are available for purchase through the McMaster University bookstore website. Please see the links in the announcements section of Avenue for links to purchase the books.

The Delamater course text is available freely online in the McMaster library as an e-copy download for registered McMaster users.

Class Format

This is an online course that is held asynchronously – meaning that other than scheduled [test dates/times and assignment due dates](#) and optional synchronous [drop-in chats and office hours](#), students will self-direct their learning of the three modules at their own pace within the given time frame set aside for each module. The class is organized in this way to ensure equitable access to course materials without needing to be online at a given time or date (other than scheduled tests and assignment due dates). The class is organized into three modules: Module 1 runs from May 3-May 26, 2021 (introduction to the course and Module 1, Parts 1-4, with an assignment and Test 1 due during this Module); Module 2 runs from May 27-June 14, 2021 (Module 2, Parts 1-4, with Test 2 due during this Module); and finally, Module 3 (Part 1) runs from June 15-June 18, 2021. Please review the [course schedule](#) below for more information.

Each Module will be made available at 9am on the first day in which it begins in the content section of Avenue. For example, Module 1 will be available at 9am on Monday May 3, 2021, while Module 2 will be available at 9am on Thursday May 27, 2021, with Module 3 available at 9am on Tuesday June 15, 2021. Each part of each Module (not including the Introduction) will contain: (1) PowerPoint slides, along with an identical PDF

document, containing lecture slides that are discussed in the lecture recording; (2) a Word (and identical PDF document) containing additional notes to compliment the content in the PowerPoint (and PDF) slides and lecture recording; (3) A closed-captioned lecture recording that discusses the lecture slide content for each part of each respective Module. MacVideo lecture files are closed-captioned, and a transcript is provided for those who cannot access the file. In addition to the course content for each Module, students are required to read the assigned textbook readings. Please review the [course schedule](#) below for more information on the assigned readings.

Rather than tutorials, your teaching assistants (TAs) will be **available via email** and will **host weekly office hours in the chat in Avenue to Learn**. **Please note, these are not private discussions**. Furthermore, there will also be **one additional scheduled tutorial** drop-in Avenue chat session with your teaching assistants in the ***Avenue to Learn chat in each of these weeks (listed below) before an upcoming course evaluation component for any questions you may have***: the written assignment (Week of May 10), Test 1 (Week of May 22), and Test 2 (Week of June 7) – these are in addition to the weekly office hours in the Avenue chat. Your TAs will also have one **by appointment only Zoom** office hour during the week. You must contact your TA the evening prior to the office hour (by 4:30pm) to make an appointment with your TA, who will send you a Zoom link for the virtual office hour. Requests received after 4:30pm will be moved to the following week of office hours; additionally, if all time slots fill up in one week, you may be asked to join the office hours in the following week. Appointments are taken on a first come, first-served basis. **Please note, these are not private discussions**. Information on TA office hours and times for the additional optional scheduled virtual drop-ins will be provided on Avenue to Learn in May. Please allow up to 48 hours for a response from your TA, excluding weekends, evenings, and any holidays or university closures.

It is strictly prohibited to post, distribute, transmit, copy, etc., lecture material/notes/recordings in any shape or form (electronically, audio, etc.,) outside of Avenue to Learn and the SAS notetaking program. This includes but is not limited to: online note sharing sites, Facebook, YouTube, Google documents, etc.,.

McMaster University is committed to an inclusive and respectful community. These principles and expectations extend to online activities including email communication, electronic chat groups, video calls and other learning platforms. It is the expectation of this course that all members of the SOC PSY 1Z03 community (students, faculty, and staff) are respectful, inclusive, considerate and professional in all course related activities and communication with one another. Please see [here](#) for the full policy.

Course Evaluation – Overview

1. Understanding Goffman's Dramaturgy and Impression Management Individual or Group Written Assignment - 25%, due by 11:59pm on Friday May 14, 2021 to Avenue dropbox (can be completed individually or in a group of 2 to 3 individuals)

1. Test 1 - 35%, on Wednesday May 26, 2021
2. Test 2 - 40%, on Monday June 14, 2021

Course Evaluation – Details

Understanding Goffman's Dramaturgy and Impression Management Individual or Group Written Assignment - 25%, Due by 11:59pm on Friday May 14, 2021 to dropbox on Avenue

For this written assignment, as part of the continued commitment to accessible learning in the class, all students will have the option of virtually working in small groups (groups of 2 or 3) or working on the assignment individually. Regardless of the method selected, all submissions will be marked using the same rubric. For this written assignment, you will be exploring real-life examples of Goffman's dramaturgy and impression management. You can use the Internet or other resources to find and locate 2 examples to analyze through an application of Goffman's dramaturgical framework. Each individual or group (max. of 3 students) must identify the different components of impression management, as it applies to the **two** selected examples. **Articles must be written/published between February 10, 2021 and May 2021.** A marking rubric and handout will be provided on Avenue, as well as a video discussing the assignment. As the assignment is worth 25%, if the due date is missed, students must visit their respective Faculty office with appropriate documentation for the Faculty to review as the assignment is not eligible for an online MSAF.

Test 1 - 35%, on Wednesday May 26, 2021: 70-minute time-test with two different times to choose from to write the test (Access from 10-10:30am or 4-4:30pm EST)

This test may consist of the following style of questions, such as but not limited to: multiple choice & multiple selection questions, true and false questions, matching questions, and application/conceptual questions that will test your knowledge of both course lecture material and assigned readings. This test will be written online in Avenue to Learn and will be a **timed test of 70 minutes** in length.

For equity and accessibility, there are 2 test times offered on May 26, 2021. Students will only write the test at one of the times – it is up to each student to choose which time to write the test on May 26, 2021:

- 10-10:30am on May 26, 2021: Test will be accessible from 10-10:30am, with 70 minutes to complete the test from when you log in
- 4-4:30pm on May 26, 2021: Test will be accessible from 4-4:30pm, with 70 minutes to complete the test from when you log in

This test is open-book, meaning that you can use your lecture notes and text as resources while writing the test. However, you are not allowed to collaborate with peers nor are you able to take screen shots, post photos, post questions online,

access webpages for answers, or any similar behaviour/activity etc., as doing so is a form of academic dishonesty. Please see the policy [here](#) for more information. Additionally, your actions while writing the test in Avenue will be restricted as you will not be able to right-click or access other features within Avenue. Strategies are therefore in place to prevent academic dishonesty when writing the online test. Please remember that an open book testing format does not mean you do not need to keep up with class learning content or study for the tests.

If this test is missed, only Faculty-approved absences will be offered consideration for a re-write. As the test is worth 35%, students must visit their respective Faculty office with appropriate documentation for the Faculty to review as the test is not eligible for an online MSAF. If Faculty approval is obtained, the make-up date for the test is **Monday May 31, 2021 at 10am EST**. No other date or time will be offered. It is your responsibility to attend scheduled test dates. In the event of any [extreme circumstances \(see policy\)](#) that prevent the test from being held online on the scheduled test date of May 26, the test will be rescheduled to launch online on Avenue to Learn the following day (May 27) with the same two access times (10-10:30am and 4-4:30pm). While it is extremely unlikely that our test will not be held as scheduled online on May 26, it is important to have a contingency plan in place so that the test can be completed as soon as possible without disruption to your student schedule and so each student can plan in advance, accordingly.

Test 2 - 40%, on Monday June 14, 2021: 70-minute time-test with two different times to choose from to write the test (Access from 10-10:30am or 4-4:30pm EST)

This test may consist of the following style of questions, such as but not limited to: multiple choice & multiple selection questions, true and false questions, matching questions, and application/conceptual questions that will test your knowledge of both course lecture material and assigned readings. This test will be written online in Avenue to Learn and will be a **timed test of 70 minutes** in length.

For equity and accessibility, there are 2 test times offered on June 14, 2021. Students will only write the test at one of the times – it is up to each student to choose which time to write the test on June 14, 2021:

- 10-10:30am on June 14, 2021: Test will be accessible from 10-10:30 am, with 70 minutes to complete the test from when you log in
- 4-4:30pm on June 14, 2021: Test will be accessible from 4-4:30pm, with 70 minutes to complete the test from when you log in

This test is open-book, meaning that you can use your lecture notes and text as resources while writing the test. However, you are not allowed to collaborate with peers nor are you able to take screen shots, post photos, post questions online, access webpages for answers, or any similar behaviour/activity etc., as doing so is a form of academic dishonesty. Please see the policy [here](#) for more information.

Additionally, your actions while writing the test in Avenue will be restricted as you will not be able to right-click or access other features within Avenue. Strategies are therefore in place to prevent academic dishonesty when writing the online test. Please remember that an open book testing format does not mean you do not need to keep up with class learning content or study for the tests.

If this test is missed, only Faculty-approved absences will be offered consideration for a re-write. As the test is worth 40%, students must visit their respective Faculty office with appropriate documentation for the Faculty to review as the test is not eligible for an online MSAF. If Faculty approval is obtained, the make-up date for the test is **Friday June 18, 2021 at 10am EST**. No other date or time will be offered. It is your responsibility to attend scheduled test dates. In the event of any [extreme circumstances \(see policy\)](#) that prevent the test from being held online on the scheduled test date of June 14, the test will be rescheduled to launch online on Avenue to Learn the following day (June 15) with the same two access times (10-10:30am and 4-4:30pm). While it is extremely unlikely that our test will not be held as scheduled online on June 14, it is important to have a contingency plan in place so that the test can be completed as soon as possible without disruption to your student schedule and so each student can plan in advance, accordingly.

Course Schedule and Required Readings

Module 1: May 3, 2021 to May 26, 2021

Introduction to the course

Readings:

- No assigned readings

Course and lecture content in Avenue to Learn:

- PowerPoint slides (identical PDF document)
- Welcome to the course MacVideo recording
- Audio transcript

Part 1 - Introduction to social psychology

Readings:

- Text: Chapter 1

Course and lecture content in Avenue to Learn:

- MacVideo lecture recording
- PowerPoint slides (identical PDF document)
- Additional notes document (Word and PDF document)
- Audio transcript

Part 2 - Self, identity, and self-presentation

Readings:

- Text: Chapters 4 and 5

Course and lecture content in Avenue to Learn:

- MacVideo lecture recording
- PowerPoint slides (identical PDF document)
- Additional notes document (Word and PDF document)
- Audio transcript

Part 3 - Socialization

Readings:

- Text: Chapter 3

Course and lecture content in Avenue to Learn:

- MacVideo lecture recording
- PowerPoint slides (identical PDF document)
- Additional notes document (Word and PDF document)
- Audio transcript

Part 4 - Social perception and cognition

Readings:

- Text: Chapter 7

Course and lecture content in Avenue to Learn:

- MacVideo lecture recording
- PowerPoint slides (identical PDF document)
- Additional notes document (Word and PDF document)
- Audio transcript

Notes for Module 1:

- **UNDERSTANDING GOFFMAN'S DRAMATURGY AND IMPRESSION MANAGEMENT INDIVIDUAL OR GROUP WRITTEN ASSIGNMENT - 25%, WRITTEN ASSIGNMENT – DUE BY 11:59PM ON FRIDAY MAY 14, 2021 TO DROPBOX ON AVENUE (CAN BE COMPLETED IN A GROUP OF 2-3 OR INDIVIDUALLY).**
- **MAY 24, 2021 – NO EMAILS ON MAY 24 – VICTORIA DAY – UNIVERSITY IS CLOSED**
- **TEST 1 ON WEDNESDAY MAY 26, 2021, 35% OF FINAL GRADE (TESTING LECTURE AND ASSIGNED READING MATERIAL FROM MODULE 1)**

- For equity and accessibility, there are 2 test times offered on May 26. Students will only write the test at one of the times – it is up to each student to choose which time to write the test on May 26, 2021:
 - 10-10:30am on May 21, 2021: Test will be accessible from 10-10:30 am, with 70 minutes to complete the test from when you log in
 - 4-4:30pm on May 26, 2021: Test will be accessible from 4-4:30pm, with 70 minutes to complete the test from when you log in

Module 2: May 27, 2021 to June 14, 2021

Part 1 - Development of attitudes

Readings:

- Text: Chapter 8

Course and lecture content in Avenue to Learn:

- MacVideo lecture recording
- PowerPoint slides (identical PDF document)
- Additional notes document (Word and PDF document)
- Audio transcript

Part 2 -Altruism and aggression

Readings:

- Chapters 11 and 12

Course and lecture content in Avenue to Learn:

- MacVideo lecture recording
- PowerPoint slides (identical PDF document)
- Additional notes document (Word and PDF document)
- Audio transcript

Part 3 - Group processes: Cohesion and conformity

Readings:

- Chapters 15 and 16

Course and lecture content in Avenue to Learn:

- MacVideo lecture recording
- PowerPoint slides (identical PDF document)
- Additional notes document (Word and PDF document)
- Audio transcript

Part 4 -Social deviance and social problems

Readings:

- No assigned readings

Course and lecture content in Avenue to Learn:

- MacVideo lecture recording
- PowerPoint slides (identical PDF document)
- Additional notes document (Word and PDF document)
- Audio transcript

Notes for Module 2:

- **TEST 2 ON MONDAY JUNE 14, 2021, 40% OF FINAL GRADE (TESTING LECTURE AND ASSIGNED READING MATERIAL FROM MODULE 2)**
 - For equity and accessibility, there are 2 test times offered on June 14. Students will only write the test at one of the times – it is up to each student to choose which time to write the test on June 14, 2021:
 - 10-10:30am on June 14, 2021: Test will be accessible from 10-10:30 am, with 70 minutes to complete the test from when you log in
 - 4-4:30pm on June 14, 2021: Test will be accessible from 4-4:30pm, with 70 minutes to complete the test from when you log in

Module 3: June 15, 2021 to June 18, 2021

Part 1 - Social psychology in action - Learning about social psychology, career paths and research from your peers

Readings:

- Text: Chapter 2 (optional)

Course and lecture content in Avenue to Learn:

- MacVideo lecture recording
- PowerPoint slides (identical PDF document)
- Additional notes document (Word and PDF document)
- Audio transcript

Notes for Module 3:

- **Thanks for a great term! Good luck on your other spring course exams! Have a great summer break!**

Course Policies

Submission of Written Assignments

Your assignments should be typed and double-spaced in either 10- or 12-point Times New Roman or Arial font. Please submit your assignments to the drop-box on Avenue to Learn on the day that they are due. Emailed assignments will NOT be accepted. Please refer to assignment handouts for information on how, when and where to submit your assignments.

Assignments and exams are marked fairly and carefully. However, in the event that a student disagrees with their mark, the following procedure will be followed:

1. The student must write a detailed one-page note emailed to the TA outlining the reason for the review of the mark. This note must be attached to the original assignment and emailed to the teaching assistant
2. The teaching assistant will review the request and review the original assignment and provide the student with written feedback via email
3. Students must not submit a request for review any earlier than 2 days after the papers are returned and no later than 1 week after
4. If the student is still unsatisfied with the review given by the teaching assistant, the student may go through step 1 again and submit to Dr. Clancy. Dr. Clancy will review the request and review the original assignment and provide the student with written feedback via email
5. Please note that upon re-review, there is a chance that the new grade may be lower than the original grade received

Grades

Grades will be based on the McMaster University grading scale:

MARK	GRADE
90-100	A+
85-90	A
80-84	A-
77-79	B+
73-76	B
70-72	B-
67-69	C+
63-66	C
60-62	C-
57-59	D+
53-56	D
50-52	D-
0-49	F

Late Assignments, Late Penalties, and Flexible 3-day Past Due Date Penalty-Free Extension Paper Submission Policy (please read carefully)

Assignments are due on the date stated in the course outline and assignment handouts. However, there is a flexible 3-day past the due date penalty-free extension in place to help reduce stress and provide greater flexibility to students. For example, if a paper is due on May 14, 2021 by 11:59pm, students can have until May 17, 2021 at 11:59pm to submit the assignment without penalty. However, any papers/assignments submitted after the due date will receive a grade only, no comments. **Students do not need to contact Dr. Clancy or their TA if they choose to submit within the 3-day penalty-free window.** Any paper received outside of the 3-day penalty-free extension will receive a late penalty of 15%, with no paper accepted 10 days after the original due date.

Academic Integrity Statement

You are expected to exhibit honesty and use ethical behavior in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behavior can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](#), located at www.mcmaster.ca/academicintegrity.

The following illustrates only three forms of academic dishonesty:

- Plagiarism, e.g. the submission of work that is not one's own or for which credit has been obtained.
- Improper collaboration in group work.
- Copying or using unauthorized aids in tests and examinations.

Course Modification

The instructor reserves the right to modify elements of the course during the term. If any modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check his/her McMaster email and course websites weekly during the term and to note any changes.

Office Hours and Email Communication

I will be hosting 1 hour of office hours in the chat on Avenue to Learn once a week, as well as 1 hour of **by appointment only Zoom** office hours during the week. You must

contact me the evening prior to the by appointment Zoom office hour (by 4:30pm) to make an appointment with your me so I can send you a Zoom link for the virtual office hour. Requests received after 4:30pm will be moved to the following week of office hours; additionally, if all time slots fill up in one week, you may be asked to join the office hours in the following week. Appointments are taken on a first come, first-served basis. **Please note: office hours will be posted on Avenue to Learn in May. Please be aware: these are not private discussions.**

Alternatively, I am also available by email (clancysj@mcmaster.ca). Please use proper email etiquette when sending an email: include the course name in your subject line; provide a salutation (Dear Dr. Clancy); and include your name and student number. **Emails will be answered Monday-Friday between 8:30am and 4:30pm. You can expect a response to your email within 48 hours, excluding weekends, evenings, and any holidays or university closures.**

University Policies

Academic Integrity

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university. For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

Authenticity / Plagiarism Detection

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. **All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

Courses with an On-line Element

Some courses may use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

Online Proctoring

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

Conduct Expectations

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the "Code"). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

Academic Accommodation of Students With Disabilities

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make

arrangements with a Program Coordinator. For further information, consult McMaster University's [Academic Accommodation of Students with Disabilities](#) policy.

Requests For Relief For Missed Academic Term Work

[McMaster Student Absence Form \(MSAF\)](#): In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work".

Academic Accommodation For Religious, Indigenous or Spiritual Observances (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office *normally within 10 working days* of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Copyright And Recording

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

Extreme Circumstances

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

Faculty of Social Sciences E-mail Communication Policy

Effective September 1, 2010, it is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including TAs), and from students to staff, must originate from the student's own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student's responsibility to ensure that communication is sent to the university from a McMaster account. If an instructor becomes aware that a communication has come from an alternate address, the instructor may not reply at his or her discretion.