

**DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES  
COURSE OUTLINE — FALL 2025**

**PY1040 (EC): BASIC PSYCHOLOGICAL PROCESSES - 3 (3-0-0) 45 Hours for 15 weeks**

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land. We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Connie Korpan PhD                      **PHONE:** Office (780) 539-2032  
**OFFICE:** C312    **E-MAIL:** [ckorpan@nwpolytech.ca](mailto:ckorpan@nwpolytech.ca)  
**OFFICE HOURS:** Mondays 10:00-11:00, Tuesdays 1:00-2:00, or by appointment

**CALENDAR DESCRIPTION:** This first introductory course in psychology gives students an understanding of themselves and other people through the study of basic concepts, principles, theories, and methods used in the scientific study of behavior. The course covers research methods in psychology, the biological basis, neurophysiology, sensation, perception, learning, states of consciousness, memory, and cognition. This course is a prerequisite for most other psychology courses and is normally followed by PY1050.

**PREREQUISITE(S)/COREQUISITE:** None

**REQUIRED MATERIALS:**

- **Textbook:** OER (Open Education Resource) Textbook Chapters 1- 8. Chapters of this open-source textbook are posted on the *myClass*. This textbook is free.
- **Lecture Materials (Student Notes (PowerPoint slides/PDFs) and Recordings):** The lecture materials will be posted in myClass. For each chapter, there is one PowerPoint presentation (PDF version is also posted) and multiple audio recordings. **Note: These student notes are not complete; you must listen to the recordings to fill in the notes.**

**ProctorU:** Students enrolled in the EC section of PY1040 will write the Midterm and Final exams using "ProctorU", a live proctoring service for online exam. Note: This does not apply for Accommodated Students (see page 7 of this course outline). Non-accommodated Students are responsible for all fees associated with ProctorU. Please be advised that there will a fee for each exam. Exam fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

- 60 minutes or less - \$16 USD
- 61-120 minutes - \$25 USD
- 121 - 180 minutes - \$31 USD

Please refer to the last page of this outline for more information about ProctorU.

**DELIVERY MODE(S):** Self Study (Online)

**LEARNING OUTCOMES:** As a result of taking this course, students will be able to

- demonstrate fundamental knowledge and comprehension of major concepts, theoretical perspectives, and empirical findings in the areas of evolutionary psychology, brain and behavior, sensation and perception, consciousness, learning, memory, and cognition
- discuss how principles discussed in these areas enable the understanding of psychological phenomena
- incorporate sociocultural factors in their explanations of psychological phenomena
- demonstrate a basic level of understanding of various research methods used in scientific investigations of psychological phenomena
- apply their knowledge of basic research methodology to critically evaluate psychological research

## TRANSFERABILITY

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <https://transferalberta.alberta.ca/>

**NOTE:** Grades of D or D+ may not be accepted for transfer to most other post-secondary institutions. In other words, most institutions will not accept your course for transfer credit if your grade is **less than C-**. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

## EVALUATIONS:

- Midterm Exam = 40 %
- Final Exam = 40%
- 8 Chapter Assignments-total = 10%
- 8 Chapter Reflections-total=10%

**PLEASE NOTE:** In order to preserve an evaluation system that is fair to ALL students, requests for additional/substitute work will NOT be granted to students wishing to compensate for missed or undesirable grades on chapter assignments, reflections, midterm exam or final exam.

### Midterm and Final Exams:

The midterm and final exams will be based on material covered in both the textbook and lectures. They will be closed-book exams. Access to any materials (whether in print or online) while writing the exams is prohibited. THE FINAL EXAM WILL NOT BE CUMULATIVE. The midterm and final exam are worth 40% each. The date of the midterm is posted on page 4 of this outline. The final exam date is to be determined by Student Services (note that the final exam period is from December 13 & 20, inclusive).

Both exams will be administered online via ProctorU (unless you are an accommodated student; please refer to page 7 of this course outline re: exam accommodations through Accessibility Services). Also, please refer to page 7 of this outline for information on missing the midterm exam or final exam.

**Note:** The Midterm exam will be 80 minutes long and the Final exam will be 120 minutes long.

Whether you take the exam through ProctorU or via Accessibility Services, you must schedule each exam in advance. ProctorU requires at least 3 business days (72 hours) notice and Accessibilities requires at least 5 business days notice. If you miss this deadline, you cannot take the exam and will receive a zero for that missed exam. The weight of a missed exam will not be transferred.

**Chapter Assignments.** There will be 8 multiple-choice chapter assignments, each comprised of 10 multiple-choice questions taken from the textbook material. These chapter assignments will be posted on *myClass* (under the *Chapter Assignments* widget). You will answer the questions of each assignment by clicking the relevant link.

Each chapter assignment will be graded out of ten (10) points. Your marks across all the assignments will be averaged; the average mark of all the assignments is worth 10% of your overall grade. These are open-book assignments to be completed on your own. You get 2 attempts for each assignment; myClass records the highest grade for each chapter assignment.

- Deadlines for each chapter assignment are noted in 3 ways: this course outline (page 4), the PDF Chapter Assignment booklet posted on *myClass*, as well as on the assignment links found on *myClass*. **Please write these deadlines on your calendar; it is your responsibility to know the deadline of each assignment. These chapter assignments will not be reopened for students who miss the deadline.**
- **Reflections.** As part of the course requirements, students will complete a reflection activity for each chapter covered. For every chapter, two reflection questions will be provided, and students will choose **one**. These questions are designed to encourage personal engagement with the material, promote critical thinking, and help students connect psychological concepts to real-life experiences. Responses should be thoughtful and demonstrate an understanding of the chapter's key ideas.

These reflections will be posted on myClass (under the *Reflections* widget). You will answer each reflection by clicking the link and uploading a file that includes your reflection.

**You must upload each file as a PDF file**

**You must name each file as follows: Lastname\_Firstinitial\_Chapter#\_Option#**

Ex: Chapter 3 reflection where option 2 was selected: Smith\_J\_Chapter3\_Option2

Each Reflection will be graded out of five (5) points according to the posted rubric. Your marks across all the Reflections will be averaged; the average mark of all the assignments is worth 10% of your overall grade. Deadlines for each Reflection are noted on the course outline (page 4) and on the links found on *myClass*.

## GRADING CRITERION

Reminder: Grades of D or D+ may not be accepted for transfer to most other post-secondary institutions. In other words, most institutions will not accept your course for transfer credit **if your grade is less than C-**. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	90-94	C	2.0	63-66
A-	3.7	85-89	C-	1.7	60-62
B+	3.3	80-84	D+	1.3	55-59
B	3.0	75-79	D	1.0	50-54
B-	2.7	70-74	F	0.0	00-49

Note: The grading criterion outlined in the NWP calendar is a guideline and may vary from class to class. The grading criterion described above is an adjustment of the one outlined in the NWP calendar (specifically for grades ranging from B- to A+).

## COURSE SCHEDULE/TIMELINE

TOPIC	EXAM DATE	REQUIRED READINGS (Textbook & Lecture Notes)	*Chapter Assignment Deadline (11:59 P.M.)	*Reflection Deadline (11:59 P.M.)
Course Overview	-	Course Outline	-	-
Introduction to Psychology	-	CHAPTER 1	SEPT 14	SEPT 21
Research Methods in Psychology	-	CHAPTER 2	SEPT 28	OCT 5
Biopsychology	-	CHAPTER 3	OCT 12	OCT 19
States of Consciousness	-	CHAPTER 4	OCT 26	OCT 31
<b>MIDTERM</b>	<b>OCT 29</b>	<b>CHAPTERS 1 - 4</b>	-	-
Sensation and Perception	-	CHAPTER 5	NOV 2	NOV 12
Learning	-	CHAPTER 6	NOV 9	NOV 16
Thinking & Intelligence	-	CHAPTER 7	NOV 23	NOV 30
Memory	-	CHAPTER 8	DEC 7	DEC 7
<b>FINAL EXAM</b>	<b>**BETWEEN DEC 13 &amp; 20</b>	<b>CHAPTERS 5 - 9</b>	-	-

\* The deadlines listed are the dates when the *myClass* chapter assignments and reflections will be closed (at 11:59 p.m.—i.e., one minute before midnight). The chapter assignments and reflections will **NOT** be reopened after the deadlines have passed.

\*\*The date of the final exam will be set by Student Services during the final exam period (December 13 to 20, inclusive). The final exam will **not** be scheduled early for students who plan their holidays or other activities during the final exam period.

## OTHER IMPORTANT DATES

Sept 12	Last day to add courses or drop courses for a full refund (in most programs) Last day to pay Fall semester fees (except for students on an approved payment plan) Last day to opt-out of Student Health/Dental Plan
Sept 30	National Day for Truth and Reconciliation—No Class
Oct 13	Thanksgiving Day—No Class
Nov 10-14	Fall Break (GP)—No Classes
Nov 28	Last day to withdraw from classes (most programs) with a “W”
Dec 11	Last day of classes in Fall semester for most programs
Dec 13-20	Final exam period of Fall semester for most programs



## STUDENT RESPONSIBILITIES:

1. **TALK TO ME IF YOU HAVE CONCERNS OR IF YOU ARE EXPERIENCING DIFFICULTIES THAT MAY HAVE A NEGATIVE IMPACT ON YOUR ACADEMIC PERFORMANCE.**

These concerns may include personal challenges or class-related issues (e.g., difficulty with material, confusion about chapter assignments or reflections). Please know that I will keep your concerns confidential. You can reach out to me via email or phone (email is best, however). I check my emails regularly. If you wish to meet with me in person or virtually, please reach out via email to schedule a meeting (or drop by my office during office hours if you are on campus).

2. **LEARN THE COURSE SCHEDULE BY REVIEWING THIS COURSE OUTLINE:**

There are various dates that you should be writing down in your student calendar, including:

- when you should have completed reading each of the textbook chapters, and when you should have downloaded the student notes/fill them in using the posted recordings. It is strongly suggested that you follow the schedule so as not to fall behind.
- the deadlines for each chapter assignment and the deadlines for each reflection. These are hard deadlines—that is, the chapter assignments and reflections will not be reopened for students who miss a deadline.
- the dates for the midterm exam and final exam. The midterm exam date is included in this course outline. The final exam is scheduled by Students Services. Note that the final exam period is between December 13 and December and that the exact date of the final exam for this course will be announced sometime in October.

3. **FOR EACH OF THE 8 CHAPTERS: READ THE TEXTBOOK, DOWNLOAD THE STUDENT NOTES, LISTEN TO THE CORRESPONDING RECORDINGS & FILL IN THE STUDENT NOTES:**

The textbook chapters are posted on myClass under the “Book Chapters” widget. You can download these onto your device(s) or read them on myClass. If you wish to print the textbook chapters, you must first download them to your device. To do so, click the down arrow (V) after each link and then chose “download”. Note that the textbook will cover some topics that are not included in student notes (and vice versa).

Student notes (in both PowerPoint and PDF format) are posted on myClass under the “Student Lecture Notes—PowerPoint and PDF Versions” widget. It is your choice as to whether you download/print the PowerPoint version, the PDF version, or both. THESE NOTES ARE NOT COMPLETE; students are to fill them in by listening to the recordings, which are also found under this widget. Again, if you wish to print the notes, you must first download them to your device. To do so, click the down arrow (V) after each link and then chose “download”. If you wish to fill

in the PowerPoint version on your device, you will need to download each PowerPoint onto your device first.

You will discover that the PowerPoint slides that are covered in the recordings are similar, but not exactly the same as the student version of the notes. The recordings use PowerPoint slides that include the missing information (e.g., missing terms, missing examples).

4. **FOR EACH OF THE 8 CHAPTERS, COMPLETE A CHAPTER ASSIGNMENT, ANSWER ONE REFLECTION:**

As already mentioned, there are hard deadlines for the chapter assignments and reflections. Missed chapter assignments and missed reflections will be assigned a grade of zero (0); the weight will not be transferred.

5. **UNDERSTAND WHAT YOU NEED TO DO ABOUT YOUR EXAMS**

**PROCTORU:** Unless you are an accommodated student (see information on exam accommodations on the next page), you will write your exam with ProctorU. Please refer to the last page of this outline for more information about ProctorU. **NOTE: YOU MUST SCHEDULE YOUR EXAMS WITH PROCTORU AND DO SO NO LESS THAN THREE (3) BUSINESS DAYS PRIOR TO EACH EXAM.** The midterm exam must be booked no later than the end of day of October 25<sup>th</sup>, 2025. Because the midterm exam is scheduled for 80 minutes, you will be required to pay a fee of \$25 USD to ProctorU when you schedule the exam. The date of the final exam will be announced by Student Services in October. I recommend that you book the final exam with ProctorU as soon as this date is announced by Student Services (I will also add this information to the myClass announcement section once the date of the final exam is announced). Because the final exam is scheduled for 120 minutes, you will be required to pay a fee of \$25 USD to ProctorU when you schedule the final exam.

You will be using a computer to write your exam. **Your computer must be able to download the Proctor U software on your computer, you must have an operational camera/audio, and you must be in full view (from top of your desk to the top of your head) throughout your exam.** Please refer to the instructions on myClass regarding exam expectations. Note: there are times where students use a computer that is not very compatible with the ProctorU software. It is critical that you test the software on your computer and familiarize yourself with ProctorU well in advance of the exams.

**DO NOT WAIT UNTIL THE LAST MINUTE TO TEST YOUR CAMERA/COMPUTER AND TO FAMILIARIZE YOURSELF WITH PROCTORU! EXAMS WILL NOT BE REBOOKED IF YOU EXPERIENCE UNTESTED/UNRESOLVED COMPUTER/CAMERA/AUDIO ISSUES.**

**ACCESSIBILITY SERVICES/EXAM ACCOMMODATIONS:** Exam accommodations may be requested by students whose learning disabilities affect processing and comprehending printed material, learning, and/or concentration (either due to the condition itself, or the effects of the medication which is used to treat the condition). Accommodation can also be sought by students with conditions that include, but are not limited to, mental health conditions, chronic illness, neurological disorders, visual disabilities, and motor disabilities.

To determine whether you qualify for exam accommodations, you must book an appointment with an advisor at Accessibility Services. **NOTE: They will request documentation supporting your need for exam accommodation.** If you are approved, an advisor will inform me. Moving forward, I send the exams to Accessibility Services and adjust the exam according to their recommendations (e.g., extended writing time). **Therefore, if you are accepted for exam accommodations, you will write your exams with Accessibility Services, not ProctorU.**

**NOTE: YOU MUST SCHEDULE EACH EXAM NO LESS THAN 5 BUSINESS DAYS BEFORE EACH EXAM; THEY HAVE THE RIGHT TO REFUSE YOU IF YOU MISS THEIR 5-DAY DEADLINE.** For more information, check <https://libguides.nwpolytech.ca/learningcommons/AccessibilityServices>

You may write your accommodated exams via Zoom or Teams, or on the Grande Prairie campus. **Whatever option you choose, note that you must be proctored by Accessibility Services for the entire duration of each exam.**

- **ZOOM/TEAMS CHOICE:** If you choose to write online, please note that your computer must have a well functioning camera/audio and sufficient internet bandwidth. **Check your camera/audio, computer and bandwidth before the exams!** You must be in full view (from top of your desk to top of your head) throughout the entire exam.
- **ON CAMPUS CHOICE:** On the GP campus, Accessibility Services are located in the Learning Commons (aka Library). You will typically write your exam on your computer (unless your accommodation requires a paper exam). Arrive early enough to set up your space and computer.

**Missed Exams Due to Verified Reasons:**

**Midterm Exam:** If you cannot write the midterm exam because of a VERIFIED illness, accident, emergency, or NWP obligations (e.g., being away to play for an NWP athletic event), you must reach out to me to provide verification (e.g., doctor's note) and to determine when you are to reschedule the midterm exam. If the midterm exam is missed for non-excused reasons (failure to book with ProctorU at least 3 days in advance, failure to book with Accessibility Services at least 5 days in advance (if you are an accommodated student), you scheduled employment, holidays, etc. during this time, or if no reason is provided, a grade of zero will be assigned to the midterm exam (the weight will NOT be transferred to the final exam).

**Final Exam:** Absences from a registrar-scheduled Final Exam fall under NWP Examination Policy. It is the responsibility of the student to be informed about these policies prior to the final examination period. If you miss the final exam due to verified reasons, you will be required to submit an application to the Registrar's office for permission to write a deferred exam and must do so within 48 hours of the scheduled exam time. You may defer the final exam for up to 20 days of the end of the examination period. You will be required to provide documentation for your illness. **Again, if you miss the final exam for non-excused reasons, a grade of zero (0) will be assigned to the final exam.**

**STATEMENT ON ACADEMIC MISCONDUCT:**

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

## USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, subsection 39(4) states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

### Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.