



Introduction to Psychology

Psychology 2301.01W and 2301.02W

Texas A&M University-Commerce

Spring, 2016 Semester

Rebecca Stephens, Instructor

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Special notes to all students:

- 1) This is NOT a self-pace class. You will be completing assignments in an organized sequence, as per the schedule that is listed in this syllabus at the end. You are always able to read ahead; however, you are not going to be able to access topics and work on/complete assignments ahead of the times when those topics are scheduled to appear.**
- 2) Please PRINT OUT a hard copy of this 7 page course syllabus to have as a ready-reference so that you can refer to it frequently throughout the semester, even when you are not online. You may go to the Doc Sharing section of the eCollege course website, where you will find the file for this syllabus, and can download and print it out very easily. The Doc Sharing button is located at the top of your screen ;)**

Class Meeting Schedule

Mondays-Fridays, online

Tuesday, January 19, 2016-Friday, May 13, 2016

You will need to sign online daily, seven days a week, to check your campus email.

You will need to plan to sign on to the Psy2301 course website (eCollege) daily, Monday - Friday, and you may choose to also work on your assignments on the weekends.

Signing on to the course website on each weekday is a requirement. Signing on to the course website on the weekends is not a requirement. New topics will be posted each week, and sometimes, there could be more than one topic a week. Your course syllabus time line/schedule will specify the schedule of when each topic will be posted. This schedule of posting topics may vary some at the instructor's discretion. Basically, you need to sign on daily and will be addressing new topics/discussions/assignments as they are posted. A more detailed day-by-day schedule appears later in this syllabus.

All class components are completed online on our course website, or via email with other students and the instructor. There are no face-to-face class sessions, nor are students required to go to one of our campuses. Students are required to have regular and daily access to a computer with reliable internet access and email. Students are expected to check the course website daily, on weekdays, Monday through Friday, and are expected to check their email daily (every day, including weekends). If students are unable to meet this requirement, then they are not able to be enrolled in this web-based section of the course. Face-to-face offerings of Psy2301 (on campus) are also offered, and students can check the schedule of classes for those departmental offerings.

Instructor:

Rebecca Stephens

Office: Henderson 229 at Texas A&M University-Commerce; however, the instructor will not be at the Commerce campus during the spring semester. All communication with the instructor will take place on the course website or in email, or if needed, by individual phone conference.

Psychology Office Phone: 903-886-5594, fax: 903-886-5510 (ALWAYS call psychology office to confirm BEFORE faxing). Our wonderful departmental secretaries are able to be in touch with the instructor by phone during regular office hours during the semester (Mon-Fri, 8-12, 1-5) to convey any messages that are not able to be communicated via email.

Email: send email to Rebecca.Stephens@tamuc.edu. Please put **PSY2301, Spring, 2016, and your name**, in the subject line of ALL emails that are sent to me. **Please limit emails to course related content, and please do not put my email address on your mass email forwarding list.**

Formatting emails: **Always** type “**Psy2301, Fall, 2016, from _____**”, and then add **your name, in the subject line/title of your emails!** Also, it's helpful to include one or two words in the subject line indicating the topic of your email. Otherwise, unidentified emails are deleted. I only open emails that have identifying information in the subject line. Please be sure to **always put your name in the body of your emails**, even if you are replying to one that has been written, etc. All communication should be professional and well-written. Your emails project and communicate your image---be sure that you do that appropriately. **PLEASE ALWAYS PUT YOUR NAME IN YOUR EMAIL, JUST AS YOU WOULD SIGN A LETTER!!!**

Office hours:

The primary means of communicating with the instructor during the course will be to exchange emails. If you are, for any reason, unable to email the instructor, please contact the departmental secretaries in the Psychology Office (903.886.5594) and they can contact me via the telephone and convey a message. If you would like to have a phone conference, that's fine...just email me with your name and phone number, and the time when you would like for me to call you, and I'll be happy to do so.

Required Texts and Readings:

Huffman, Karen (2013,2014). Real World Psychology (1st ed.). (Loose Leaf version: ISBN-13#: 978-1-118-79777-8; e-text version: ISBN-13#: 978-1-118-80400-1). New Jersey: John Wiley & Sons.

Note: Since the quizzes are 'open book', I do not recommend the eText. You will want to have the print version of the text so that you can be online, taking your quiz, and still use the printed text for reference while taking the quizzes.

Optional:

Wiley Plus online supplement

Course Overview:

This course is designed to provide the student with information and a general understanding of the basic principles of psychology.

Course Objectives:

This class is intended to introduce the student to the basic elements of psychology. Some areas that will be covered include human development, memory, learning, psychological disorders, and interventions.

Attendance/Participation:

ALL STUDENTS MUST SUBMIT ALL ASSIGNMENTS, AND ALL PARTS OF ALL ASSIGNMENTS, TO REMAIN ENROLLED IN PSY2301. ASSIGNMENTS SUBMITTED PAST THE ASSIGNMENT DUE DATE/DEADLINE WILL BE SUBMITTED FOR PARTIAL CREDIT ONLY; HOWEVER, THEY MUST STILL BE SUBMITTED!!! Failure to turn in an assignment can result in being dropped from the course (even in the last weeks of the semester!). When you turn in an assignment late, ALWAYS email the instructor to advise her of the circumstances, etc.

We cover a tremendous amount of information each week, therefore, participation at a high level is very critical to your performance in this course. ALL students are expected to be 100% active in participating throughout the course. You will **not** have the option of "going AWOL" for a few days. It's as simple (and demanding) as this: **Check this website daily, Mondays-Fridays, and weekends if you want to do so. Check your campus email every day, including weekends.** Interact with your classmates and instructor frequently. Get your assignments done early and on time.

If you are "absent"/not participating for an excused reason (see student handbook or instructor for detailed explanation of excused absences), you will be able to make up your work (daily participation assignment, and exams). Keep in mind that the PsycINFO Project must be turned in by deadline. No late projects are accepted for excused or unexcused reasons).

If you miss an assignment deadline or quiz due to an excused absence, **you will have to produce documentation for your excused absence**, and make arrangements to make up the work within two days from your absence. **Assignments, projects, or exams that are missed due to an unexcused absence may not be made up.**

If AT ANY POINT, the instructor perceives that you are not participating in full, then you may be dropped from the course. This can occur at any time during the semester, even if it's towards the end of the semester. It is each student's responsibility to communicate honestly and frequently with the instructor about any circumstances that prevent the student from participating, and result in a temporary period of inactivity. Do NOT simply stop participating or drop out of the course. If you are not actively involved every day, it needs to be for reasons that are serious and cannot be avoided, and when that occurs, communicate **immediately** with your instructor by email (Rebecca.Stephens@tamuc.edu), or if you cannot access email, then call and speak with one of our departmental secretaries in the psychology office (903.886.5594).

Withdrawing from/dropping Psy2301:

Students are responsible for following University procedures to drop a class. If you stop participating in the class for *any* reason, you must initiate the process of dropping, or you will receive a failing grade. **THE FINAL DAY TO DROP A CLASS IS Sunday, April 3, 2016, and the last day to withdraw from your classes (to withdraw means to withdraw from all of your classes) is Friday, April 29, 2016. DO NOT wait until the last minute to drop the class.** Plan to take care of this several days ahead of time, so that you will have the time required to get the forms signed, submitted, etc. **To drop or withdraw from this or any other class, contact the University Registrar's Office at: 903-886-5071.**

Class Requirements:

You are expected to participate regularly, each day, each week. You will take **4 quizzes/exams**. Additionally, you will have **10 TOPIC ASSIGNMENT GRADES** that will include posting to our website, reading classmates' posts, and responding to the required number of classmates' posts, or taking topic practice quizzes (multiple choice practice quizzes that are similar to the actual quizzes that you will take in the course). You will also have **1 Common Myth/PsycINFO project** which is a **research tool** that will involve using the PsycINFO database (PsycINFO is the electronic database that is for the field of Psychology). Please note that **additional assignments** may be given by the instructor at any time, and counted as a part of your total grade. Your quizzes and Common Myth/PsycINFO project will be graded on a 100% scale. Quiz #1 will count once, for a total of 100 points. Quizzes 2,3, and 4 will count twice, for a total of 200 points

each. The course is divided into a collection of sequential Topics. For ten of the topics (Topics 1,2,3,4,5,6,7,8,11 and 12), you will be given an assignment to complete and post in the discussion section of the website, or you will be taking a practice quiz. Additionally, for each of those ten topics, you may also be asked to respond in depth to one of your classmate's posts .Your Assignment posts are worth 20 points each, and your Response Posts are worth 20 points each. This means that, for each of the ten Topics for which you have written assignments, you will receive 40 points for your participation (2 posts). If, instead, you have a topic practice quiz, then that quiz will also be worth 40 points. (If you submit more than 2 posts, I will randomly select one of them and grade that. Posting more than two posts will not increase your grade for that topic, but you are welcomed to do so.)

Your final semester grade will be based on 1200 points total:

400 for your 10 Assignment/Response Posts (or topic practice quizzes), which are a total of 40 points each (20 points for a Assignment Post, and 20 points for a Response Post);

700 for your four exams-100 pts for the first quiz, and 200 each for Quizzes 2,3, and 4; and,

100 for your PsycINFO Project.

90-100% = A (1080-1200 points)

80-89 = B (960-1079 points)

70-79 = C (840-959 points)

60-69 = D (720-839 points)

0-59% = F (0-719 points)

At the end of the semester, grades will be awarded on the actual percentage earned. **Additional percentage points are not 'given' to increase a grade. "Extra credit" assignments are not available.** A "79" is a "C". An "80" is a "B". (A "79.5" is rounded up to an 80 and is a B. A "79.4" is rounded down to a 79 and is a C.)

YOU WILL BE ABLE TO KEEP TRACK OF YOUR COURSE PROGRESS BY CHECKING ONLINE IN THE GRADEBOOK SECTION OF THE eCollege COURSE WEBSITE!!! Keep in mind that you will receive relatively prompt notice of your quiz grades. They will be available to you on the day after each quiz. Your PsycINFO grade and your Assignment and Response Post grades will not be graded immediately. It may take two to three weeks to score each of your written assignments (I teach five web-based classes, so the scoring process is very, very time-intensive). Your PsycINFO Project will be graded during final exams week, after you finish taking your last quiz. Note on your quiz score feedback: Your quizzes are all multiple choice and you will take them online. After taking the quiz and submitting your answers, your quiz will be scored and you will receive your grade on the day following the quiz. For test security reasons, you will be able to view your score only, and will not have access to information relating to each question or answer.

Exams/Quizzes:

Exams/quizzes will contain objective questions over material that is presented in the textbook **and** online lectures. Multiple choice format will be used. You will take your exams online, on our course website, and they will be timed exams. You will have a certain period of time in which you are able to take the exams, and you will have to complete the exam in the designated period. You will be able to use your textbooks when you take the exam; however, because the exams are timed, you will find that you **MUST** read AND STUDY the material thoroughly prior to taking the exams. If you try to take the exam without having read and studied the material, you will run out of time as you try to look up each answer. You will find that you will fail the exams if you try to do that. The requirement to read and study the material is the same for both web-based courses and face-to-face classes. Even though the quizzes are "open book", they will be challenging, and you will not have much time to answer each question. Don't make the mistake of ignoring this requirement (to complete the readings prior to each quiz), or you will find that you start the semester with a low grade, and that will impact your overall semester average.

Materials needed to succeed: You must purchase the course textbook. You can NOT complete this course without use of the textbook. It is an outstanding text, and the textbook readings are the main component to this course. It is strongly recommended that you purchase a spiral notebook and keep it near your computer as

you work. Take notes as you read online lectures. Take notes as you read your classmates' posts. No one can reasonably expect to keep all of the information and names and content in the memory--that would be a very poor study habit, and will keep you from doing well. Instead, use that spiral notebook as a study tool for success. Make notes as often as possible. Then, before and after each online session (an online session refers to each time you sign online), review what you have written in the spiral notebook, reminding yourself of what you have covered, posts to which you wish to respond, information that you have found on various course-related websites, etc. Your spiral notebook will then become a valuable resource for down the line as well...long after you have completed the course.

More on Taking Notes : It is expected that **ALL** students will maintain a course spiral notebook containing notes that you take relating to all lectures, posts, etc. Maintain thorough notes that reflect the content of each lecture, and date each lecture. In addition to a critically important study aid, your notes provide documentation of your professional participation in this course.

ADDITIONAL AND VERY IMPORTANT NOTES RELATING TO THIS WEB-BASED COURSE:

1) This syllabus and course description is provided as a general guideline to assist in your planning. Various circumstances may result in changes to the syllabus or course schedule, and such changes are at the instructor's discretion. A reasonable attempt will be made to communicate such changes to students in advance; however, it is the student's responsibility to keep up with such changes.

2) Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library

Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

3) NEVER fax anything to the instructor without first making arrangements to do so with the instructor. NEVER mail (U.S. Mail or overnight/express services) anything to the instructor without first making arrangements to do so with the instructor. Submitting assignments and projects ON TIME is the responsibility of the student. Taking exams during the designated times is the responsibility of the student.

4) **Please limit email to course related correspondence** (no chain letters or joke lists, please).

5) If you email instructor and do not receive an email response within 36 hours, most likely, your email was not received. Instructor will respond to all emails within a reasonable period of time.

6) Student Conduct:

- **All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive online learning environment.**
- **A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.**
- **Students will contact the course instructor in the event of any circumstances that prevent the student from participating fully.**

- **Students will follow carefully all of the guidelines relating to Academic Integrity and Honesty as outlined below in #8.**

7) DAILY participation in this web-based course is required (signing on to the eCollege website is option during the weekends). Participation includes activities such as: reading classmates' posts, reading/studying/taking notes on the instructor's online lectures, researching topics that are introduced, taking the assigned quizzes, posting responses to the various required questions and topics, responding to classmates' posts, etc. Obviously, you will not do ALL of those activities every time you sign on; however, you need to be engaged daily in one or more of those activities. Some days, you'll be on the website for only a little while (less than 15 minutes), and on other days, you will be online for much longer (several hours). You will find your own rhythm and timing for the course. Generally, it is recommended that **you will access the course website every day (required), except perhaps the weekends,** and then, on some days, you will focus on reading the online lectures, and on alternate days, you will focus on responding to assignments, posting your contributions, reading your classmates' posts, and responding to your classmates' posts. Even though I tried to establish a steady routine for the semester, there are some occasions when the schedule changes some, so please note the day by day schedule below and be sure that you understand how the various lectures, readings, assignments, and quizzes flow.

8) Academic honesty: I can not emphasize the following enough or too much. Far too many students are "finding out the hard way" that instructors and the university are extremely serious about our policies relating to academic integrity and honesty, and this is true in both web-based and face-to-face classes. Each environment has its own set of security needs, and these are addressed by instructors in various ways. In the most simple terms, NEVER engage in any behavior or practice that is dishonest or misleading in any way. You must ALWAYS do your work and only your own work. NEVER have another student do work for you and then present it as your own. NEVER agree to do another student's work, and NEVER do another student's work. NEVER copy information from an internet source or another source, online and otherwise, and present it as your own. NEVER take an online quiz/exam with another student or individual present. You must take your exams by yourself, alone. You are NEVER to be in communication with another person during the time when you take a test, by any means (in person, or by any other method). NEVER have another student take part or all of an online quiz/exam for you. You must always do your own work, no exceptions. NEVER have another student complete a part or all of an assignment for you. This is academic dishonesty, and you will not only be removed from this course, you will have additional consequences in terms of your enrollment, etc. What most students do not understand, but are beginning to understand, is that web-based instructional technology is advancing at a rapid rate, and the instructional software/delivery systems (such as e-College, what you are using right now) is VERY sophisticated in terms of being able to monitor student involvement, practices, etc. There are many "check systems" that exist within this learning environment, and therefore, you will want to take seriously the guidelines relating to academic honesty. This course is built so that, if you take your commitment to the course seriously, and read and study the required material, as well as participate in the online discussions and the ERIC endeavor, you should do very well in acquiring the information that you need not only to do well in this course, but also to prepare you for a career in teaching or elsewhere. There is absolutely no room for unethical and unprofessional conduct in this class, and it will not be tolerated. Keep in mind that your quizzes in this course are open book, and therefore, you will be able to complete the exams on your own, with the help of your textbook (not another person!).

NOTE: You will be provided with a week-by-week time line for the semester on the first day of the semester. This will include the weekly topics, reading assignments, quiz dates, project deadline, etc.