

PSYC 2301 General Psychology Syllabus for Online Course

PSYC 2301 General Psychology

Psychology

Behavioral Sciences Department

Division of Arts and Sciences

Associate Professor Robyn Inmon

INET & Dual Credit –Summer 1 2017

South Plains College

Note: The first section of the syllabus is a Common Course Syllabus and is used by all sections of PSYC 2301 at SPC. The second section of the syllabus is titled *Instructor's Course Information* and contains the requirements for this particular section.

The first thing you need to do for this course is to READ THE ENTIRE SYLLABUS. I know it is long, but it is very important that you understand all that is expected of you, the student, in this course.

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Common Course Syllabus for PSYC 2301 General Psychology

Department: Behavioral Sciences

Discipline: Psychology

Course Number: PSYC 2301

Course Title: General Psychology

Credit: 3 Lecture, 0 Lab

Satisfies a core curriculum requirement? Yes, Behavioral or Social Science

Prerequisites: TSI compliance in Reading

Available Formats: Conventional, INET, ITV

Campuses: Levelland, Reese, ATC, Plainview, and Dual Credit Campuses

Textbook: Psychology, OpenStax College

Course Specific Instructions: Internet - go to Blackboard. Each instructor will attach his/her course specific instructions.

Course Description: Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior.

Course Purpose: To acquaint students with the diverse field of psychology including major theoretical concepts. In addition, introduce methods of research used and how it contributes to the body of knowledge in psychology, promotion of critical thinking, generation of new ideas, and consideration of alternate explanations when evaluating information.

Course Requirements: To maximize the potential to complete this course, a student should login to internet courses *at least* twice weekly. In addition, satisfactorily complete all homework, discussions and examinations in a timely manner, and satisfactorily complete all other projects or papers as assigned on the course specific instructions.

Course Evaluation: See the instructor's course information sheet for specific items used in evaluating student performance.

Student Learning Outcomes/Competencies:

Upon successful completion of this course, students will:

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1. Identify various research methods and their characteristics used in the scientific study of psychology.
2. Describe the historical influences and early schools of thought that shaped the field of psychology.
3. Describe some of the prominent perspectives and approaches used in the study of psychology.
4. Use terminology unique to the study of psychology.
5. Describe accepted approaches and standards in psychological assessment and evaluation.
6. Identify factors in physiological and psychological processes involved in human behavior.

Core Objectives addressed:

- **Communication skills-** to include effective written, oral and visual communication. (SLO2, SLO4, SLO6)
- **Critical thinking skills-** to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information. (SLO1, SLO4, SLO5, SLO6)
- **Empirical and Quantitative skills-** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions. (SLO1, SLO5)
- **Social Responsibility-** to include the demonstrated intercultural knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities. (SLO1, SLO2, SLO3, SLO6)

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Course Policies:

Attendance Policy: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Academic Integrity: The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. This policy relates to all forms of cheating and plagiarism. See Instructor's Course Information for additions to the academic integrity policy.

Student Conduct: A high standard of conduct is expected of all students. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. Any student who fails to perform according to expected standards may be asked to withdraw. Failure to comply with lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class may result in the student being dropped from that course (See Catalog/Student Guide for full policy). See Instructor's Course Information for additional policies related to student conduct.

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Appeal Process: The process of appeal is outlined in the college catalog. Basically you would need to talk to the instructor, the department chair, and then the dean if the problem is not resolved. Be sure to always start with your instructor.

Diversity & Equal Rights: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Student Affairs.

All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. (See Catalog/Student Guide for full definitions and policies)

ADA Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

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Instructor's Course Information

Instructor: Robyn Inmon, Associate Professor in Psychology

Email: rinmon@southplainscollege.edu

Contact Information:

- As this is a web-based course, you will contact me by sending an email through your course in **Blackboard**.

Course Competencies:

- The primary criteria for course competency are to demonstrate mastery of a minimum of 60% of assigned course content and assignments.

Attendance Policy:

- Since this course is a virtual classroom, attendance will be taken according to the following:
 - Completion of the Syllabus Quiz on or before the due date.
 - Participate in Introductions on or before the due date.
 - Participation in class discussions by posting to the discussion board on or before the due dates.
 - Completing Matching or Multiple-Choice exercises on or before the due date.
 - Taking exams on or before the due dates.

Important: You may be administratively dropped from this course without notice if you miss the due dates for any combination of matching or multiple-choice exercises, exams, and/or discussions totaling more than three (3). Failure to log on to Blackboard for 7 consecutive days could result in being administratively dropped from the course.

The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course and how much time is spent in all areas of the course. In other words, I can tell how active you are in the course! Accessing this information on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on.

This is your student notification of the Instructor's administrative drop policy and it is your responsibility to be aware of the policy as outlined in the South Plains College General Catalog, pages 20 and 21 under Class Attendance.

Late Work: All work must be posted or submitted by the due date to receive credit. **NO LATE WORK will be accepted.** Excuses such as "The network was down," "I could not figure out how to use Blackboard," "I work a full-time job," "I have children," or "I had a family emergency," etc., are **not** acceptable. In short, plan ahead and do not wait until the last minute to submit your discussions, complete work on ConnectPlus, and take the exams. It is a good idea to get your work completed well before the deadline.

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I STRONGLY urge you to NOT wait until the last minute to submit your work. By “last minute,” I am referring to the day work is due, especially in the last few hours before the deadline. Inevitably, when you do, something happens (you get interrupted and miss the deadline, lightning strikes and takes out your computer, etc.). **No exceptions will be made for students not submitting their work on time.**

Academic Integrity: You are expected to do your own work. You may not work with another person to complete your assignments, discussions, or when taking your exams. You may not copy another student’s work and present it as your own. You may not allow another student to copy your work. Complete honesty is required of the student in the presentation of any and all phases of course work. If the instructor determines an assignment to be plagiarized, the result can range from a zero for that assignment to failure of the course. The result will be determined by the instructor. See SPC College Catalog for additional information.

Under no circumstances are you allowed to give your User ID and/or password to anyone. If someone besides you is logging into this course on your account, I will drop you immediately with an “F”, regardless of the reason. Also, if you log in under someone else’s account, I will drop you immediately with an “F”. If you are taking this course along with a roommate, spouse, or significant other, you need to let me know immediately. Failure to do so could result in your being dropped from this course with an “F.”

HOW THIS COURSE IS CONDUCTED:

This course is an online course, which means that you will access course information and respond to me and/or other students through the use of the Internet. SPC uses **Blackboard** to deliver and manage internet courses.

What You Need To Do For This Course:

There are three types of activities required for this course: chapter exercises, either matching or multiple-choice, discussions, and Exams. All of the work will be completed in Blackboard.

DISCUSSIONS These are written assignments submitted through Blackboard that all students in the course will read. There are two parts to the discussions: for all discussion assignments you will post *at least a 150 word post* on a particular topic AND respond with *at least a 150 word response* to one post by a fellow student. You will not be given credit for postings that do not meet the minimum requirement for length. In your response post, *do not just repeat what was stated in the original post*. Add to what was previously stated with more information, your opinion or experience, or something meaningful, showing that you have thought about the topic. Sentences like “I agree with this,” or “That is interesting,” will not be counted toward the 150 word requirement.

To help you do the best you can, I am giving you a grading rubric for the discussion postings and replies:

- **Posts:**
 - An **11-15 point post** has: thoughtful commentary that specifically includes references and/or discussion to the reading, video or other material; personal experience when relevant; introduces new ideas and questions; and/or thoroughly addresses the topic; includes at least the minimum number of words.

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- A **5-10 point post** has: reference to some type of course material; some personal reference but may not clearly connect to the course material or topic; did not thoroughly address the topic; includes at least the minimum number words.
- A **0-4point post** has: incorrect or partial posts; no reference to relevant material; irrelevant ideas; does not meet the minimum number of words; is repetitious; no post.
- **Replies:**
 - An **11-15 point reply** is a reply that: explicitly references ideas in the post; gives personal commentary in a constructive way; may correct an incorrect posting in a respectful way; elaborates on the ideas and questions posed in the original post; reflects a good understanding of the course material; and/or brings up course material that the original post did not include but was relevant; includes at least 150 words.
 - A **5-10 point reply** is a reply that: briefly elaborates on the ideas and questions posed in the original post; is a personal response that may or may not clearly tie to the original post but is somewhat relevant; repeated too much of original post; includes at least 150 words.
 - A **0-4 point reply** is a reply that: includes brief encouragement; is a statement of agreement or disagreement; is an unclear or offensive response; does not meet the minimum number of words; no reply.

Points will also be taken off for incorrect spelling, punctuation, capitalization, and grammar. Do not write like you do when texting or messaging. You need to use correct Standard English in all of your writing.

Matching and/or Multiple-Choice Exercises For each chapter covered, you will have one or more matching or multiple-choice exercise to complete. These exercises are designed to test your understanding of terms and concepts in the chapter, and should help you identify where you may need to spend more time reading your textbook and understanding the content.

EXAMS There will be four (4) exams you will need to complete for this course. Each exam will consist of 50 multiple-choice items. You will have 75 minutes to complete each exam. Consult your *Schedule of Work* for the due date and the chapters each exam will cover.

****NOTE:** It is impossible to accommodate each individual student's schedule in regards to working full- or part-time, trips out of town, harvesting season, etc. All of the work for the course is available from the first day of the course, so there is really no reasonable explanation for missing any of the deadlines. It is recommended that you DO NOT WAIT until the last minute (or last hour or last day) to complete your work.

- Important: You may be administratively dropped from this course without notice if you miss the due dates for any combination of matching or multiple-choice assignments, discussions and/or exams totaling more than three (3). Failure to log on to Blackboard for 14 consecutive days will result in being administratively dropped from the course.

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GRADING POLICY:

Your final grade for the course will be calculated based on total points earned.

How can I earn points?

○ Syllabus Quiz	=	10 points
○ Introductions	=	10 points
○ Matching or Multiple-Choice Exercises	=	160 points
○ Discussions (4 at 30 pts. each)	=	120 points
○ <u>Exams (4 at 100 pts. each)</u>	=	<u>400 points</u>
○ Total possible points	=	700 points

Points necessary for each grade:

- If you earn **630 to 700+** points (90.00% - 100.00%), you will earn an **A** for the course.
- If you earn **560 to 629** points (80.00% - 89.99%), you will earn a **B** for the course.
- If you earn **490 to 559** points (70.00% - 79.99%), you will earn a **C** for the course.
- If you earn **420 to 489** points (60.00% - 69.99%), you will earn a **D** for the course.
- If you earn **0 to 419** points (0% - 50.99%), you will earn an **F** for the course.

Online Course Expectations

Student Expectations

1. Check the course homepage, schedule of work, your email, and the Blackboard course discussion board *every day*.
2. Keep up with your reading assignments and chapter exercises. These exercises test your knowledge and comprehension of each chapter's content. You have only **one attempt** at each online exercise, so don't click to begin the exercise until you are prepared to complete it. While you are completing the exercise, do not click on anything else (such as facebook, your textbook) or the exercise may submit automatically and you will have to accept the grade earned at that point. You have one hour to complete each exercise.
3. Participate actively in class discussions including but not limited to including textbook information, applying the knowledge you have learned, and including your personal experiences.
4. Respond to what others have posted on the discussion board: add to what was stated in the original post – *do not repeat what you wrote in your original post*. Add new information to what has been shared by another student.
5. Practice Netiquette: be polite and respectful in your postings (no "Flaming" or posting / sending negative, hurtful comments to others); use good grammar and correct spelling; don't write in all caps (it feels like you're shouting) or exotic fonts (they may not show up on everyone's computer); sign your name. In short, present your best self! See "Netiquette" on your "Welcome" page for more information on this topic.

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Instructor Expectations:

1. All communication for this online course should be by email through blackboard with any questions or concerns you may have. I will read my email daily during the week but may not read it daily on weekends.
2. I will respond to your email within 48 hours during the week and within 72 hours during weekends or holidays.
3. I will read discussions but won't necessarily participate in the discussion forums. If someone posts information that is incorrect or confusing, that is when I typically "jump in."
4. You will receive a grade for your course work within seven working days of the deadline unless I notify you otherwise.

Keys to Success

Online courses are not easier or less time-consuming than F2F courses; they are just different. Here are some suggestions for your success:

1. Set aside a specific time during the day for this course--the best time that fits your schedule. Use this time for preparation (reading, studying, writing assignments) and for participation (reading and posting messages and assignments, taking quizzes).
2. Don't put off the work--you need to keep up so you can more effectively participate in group and class discussions.
3. Don't be afraid to ask questions--just like in a F2F class, there are probably several others who are wondering the same thing.
4. Keep advised of when the SPC computer system is scheduled to "go down" for maintenance. Have a backup plan in case your server is down or you have computer problems as these are not sufficient excuses for missing work.
5. Check in and contribute to the class several times a week--this will keep you engaged, on-track, and moving steadily toward your goal!
6. Let me know about any problems you are having right away so we can resolve them quickly. Contact me if you have questions about course content. Contact technical support at blackboard@southplainscollege.edu or (806)716-2180 for computer issues and email me within Blackboard so I will know about the issue. But again, have a backup plan.
7. Have Fun!!!

Adapted from: Susan Kossman, R.N., Ph.D.,

http://my.ilstu.edu/~skossm/online_course_expectations.htm and from: :

http://www.usm.maine.edu/~atkinson/course_expectations.htm

Technical Support for Blackboard

A note here, for online courses or courses with an online component there is a portion considered **course content** and that portion includes all of the course information set up by the instructor for the particular course you are taking to help students learn and understand the information. For **ALL** course content questions, contact your instructor using the method of contact stated in your syllabus.

Then there is the **technical** component of the course. This portion of the course has to do with the functioning of Blackboard. This would include issues like (but not limited to) the following: quizzes freezing up, not being able to access videos, not being able to open documents, not being able to log into Blackboard, etc.

In the case of **technical** issues, contact your instructor to let them know about the problem **AND** also contact **Technical Support**. However, before contacting them, refer to the information below this section.

blackboard@southplainscollege.edu

Or by phone at (806) 716-2180 (8:00 am – 4:00 pm on weekdays)

There is information on Blackboard help in MySPC.

To access the information, click on MySPC on the SPC homepage then click on the link for “Distance Education” that you see on the left-hand side of the page. Also, here is the link:

https://myspc.southplainscollege.edu/ICS/Students/Distance_Education/

You will find **Blackboard Learn 9 Student Tutorials** and **Frequently Asked Questions (FAQs)** here. Students that are new to Blackboard or have questions are strongly encouraged to check these resources before contacting the instructor or technical support.

Blackboard Learn 9 Student Orientation Course

Every student should have an orientation course listed on your course listing page. This is the page that appears right after you log into the course. If you are new to Blackboard, you are **STRONGLY** encouraged to go through this course. Also, if you have questions on taking quizzes, submitting assignments, posting discussions, or other navigation questions you are **STRONGLY** encouraged to go to this course for answers and instructions.

Using the Student Orientation Course, Student Tutorials, and FAQs can save time and frustration. Students are **STRONGLY** encouraged to use them.

Online and Message Board Netiquette

Some of you may have participated in on-line courses and/or discussion boards before and some of you may not have. The following are expectations of students in this course as far as e-mails, assignments, and posting on the discussion board. These expectations are in addition to the instructions that are included in your syllabus. I encourage each of you to familiarize yourself with the instructions and these expectations. The points available for you to earn on the discussion board are a major part of your grade and I know that all points are valuable to you. Please let me know if you have any questions.

Read Before Participating. Read the syllabus so that you understand the instructions and grading rubric for the discussion board. Also, read about the theorists and other information provided on Blackboard and watch the videos (where available) before completing posting so that you have an understanding of the material. I will be most impressed with individuals who can incorporate course materials into their posts. This is a part of the grading requirement and also a key skill you should leave college with is the ability to support your positions; this online forum is an appropriate place to hone this skill. Refer to readings and module material to support your points.

1. **Communicate Clearly.** Write clearly when you compose a message. Review your message carefully before clicking **Submit**. Typos can be confusing. Remember, if your message can be misunderstood, it will be.
2. **Writing Standard.** All discussion postings and e-mails should be presented using the conventions of Standard Written English. While slang, regional idioms, and informal kinds of self-expression are appropriate in some contexts, they are out of place in academic writing. I expect all students to demonstrate proficiency in using the conventions of academic English in their written work. This means that you need to spell correctly, use the proper word (example: know when to use “there” or “their”, etc.), use paragraph formatting, correct punctuation, etc.
3. **Refrain from using ALL CAPS.** Typing in all capital letters is frowned upon; it's the equivalent of screaming. It's considered an aggressive way to post and it doesn't come off as being very friendly. It also makes your message more difficult to read.
4. **Correction and Retraction.** If you realize that you made a mistake in a previous message, please add a new message acknowledging the mistake and correcting it promptly. You will find most people are understanding of mistakes if they are dealt with immediately.
5. **Be Respectful, Kind and Honest.** Don't issue personal attacks, use profanity, or post threatening, abusive, harassing, or otherwise offensive language or images. Keep your messages appropriate and courteous at all times. Please disagree with other opinions respectfully. If you are unsure if something is inappropriate, ask yourself these questions: Would you say it to the person if she were standing right in front of you? Would you say it to your best friend or loved one? Are you calling someone names? How would you feel and react if faced with the same message from someone else? If it would anger or upset you, you might consider re-framing your thoughts in a less objectionable tone.
6. **Disagreements.** There will be disagreement and this is good, otherwise we will be bored.

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Disagreement can be very constructive; it encourages us to reconsider our own positions and either recommit, expand, or discard them. However, I must at all times hear/see you debating the idea and not making a personal attack on an individual. Note that this is a skill to learn like any other – how to debate and get your point heard. Personal insults and attacks impede the development of critical thought. Avoid "you" statements, which can be more easily interpreted as accusations ("you don't know what you're talking about", "the problem is people like you," etc.). Try, instead, to use "I" statements ("I disagree with your position on "X" or "I find that Durkheim was actually saying ...").

7. Misunderstandings. People have to be given the benefit of the doubt on occasion. Because this is an online class and we cannot see each other's facial expressions or hear the tone in our voices, it is important to clarify issues that are confusing. Before jumping to a conclusion and putting words in someone's mouth, ask them to clarify their point. And if someone asks you to restate your opinion, do not be afraid to restate it.

8. Problems with Another Poster. If you find yourself having a problem with another poster, it is poor form to voice your concerns on the forum. It is much better to contact the instructor through email.
9. Remember the Golden Rule. It is very easy to misinterpret a person's word when you cannot see them and/or hear their tone, so please keep in mind the Golden Rule of Discussion Board Etiquette: It's not just *what* you say; it's *how* you say it.

Adapted From: Article by Michelle Lehmann, 2007, Lotsofkids.com, Soc 101: Introduction to Sociology An Online Course, by Professor Marisol Clark-Ibanez, Ph.D.