

# Course Syllabus

**Psych. 100 On-line**

**Instructor: Julia Wales** □

**Email: Use email integrated into Canvas** □

## **REQUIRED READING:**

Hockenbury and Hockenbury, (2010). *Discovering Psychology* (5th Ed).  
New York: Worth Publishers

## **COURSE DESCRIPTION:**

Psychology can be defined as the scientific study of mental processes and behavior. While psychology is most often associated with clinical issues (i.e. abnormal, personality), this makes up only a small portion of the field. Thus, this course will serve as an overview of the major fields within psychology with an emphasis on developing an understanding of psychology as the science of human thought and behavior. We will also learn to critically evaluate knowledge about how people function.

## **COURSE OBJECTIVES:**

Upon completion of the course, the student should be

- Describe the purpose, scope, and applications of the field of psychology
- Demonstrate knowledge of basic scientific principles by applying research □ methods used by psychologists.
- Recognize, compare and contrast varying theoretical perspective used to explain psychological phenomenon.
- Identify the historical and present-day contributions of major psychologist.
- Define important psychological terms, concepts, processes and principles.
- Apply critical thinking to "commonsense" ideas and unsubstantiated claims.
- Apply to one's own life some of the findings and principles described by psychologists.

## **REQUIREMENTS**

## **QUARTERLY CALENDAR: READING & EXAM SCHEDULE**

The quarter will be arranged in 4 units. Each unit will include 2 -3 chapters, at least one discussion per chapter, a study guide (this is an assignment), and an exam. There will be no comprehensive final exam. The exams will be available from 8 am until midnight on the days scheduled. Once you log in you will have an hour to complete the exam. All exams are available on at least one weekend day and at least one weekdays since I know many of you have full time jobs and would like to take your exam on a weekend. Those of you who would like to keep your weekends free, you still have at least a full day in all cases in which to log in and take the exam. **Unless you have a documented emergency, exams must be taken as scheduled.**

***Here's how I recommend you use the materials for this course. When each unit begins, download the study guide and all of the PowerPoints for the unit (you can find them in the appropriate modules or under the files tab). Use your study guide to guide you through the reading and the PowerPoints searching for the answer to the questions and writing them down as you go. Make sure you're contributing to the discussions as you go through each chapter. When you've finished the study guide, use it to study. Quiz yourself by covering the answer and seeing if you can come up with it on your own.***

Each unit will cover the following chapters:

Unit 1: Chapters 1, 2, 3

Unit 2: Chapters 5, 6, 7

Unit 3: Chapters 8, 9

Unit 4: Chapters 4, 11, 12

## **PERSONAL INTRODUCTION**

You will a Personal Introduction thread in the discussions. This thread is a separate assignment and as such is graded separately from all other discussions. You will need to post to this thread at least twice. Please see the calendar for due dates

## **DISCUSSION FORUM**

The discussion forum is the heart of the course. Students will be responding to my questions, responding to other students, and asking

questions of their own, just as they would in a "live" discussion.

All of the discussions for each unit available when we begin that unit. Discussions will be due every Thursday, but should take place over the whole week that they are available. Please do not wait until the last day to contribute to the discussion. Part of the requirement is to reply to at least one of your classmate's posts and that will be easier if you all start posting at the beginning of the week. Also note that your clock may not be exactly synchronized with the clock Canvas is using. **If you try to post a minute or two before midnight and notice that you are locked out, I will not open the thread for you. Make sure you give yourself enough time over the course of the week to participate in all of the discussions for the week.** Please see the calendar to see due dates for each discussion. Grades will be posted as soon as possible. You can contribute as many times as you like to all threads. **To receive full credit for each discussion, you must reply once to my prompt and once to another student.**

Your comments should further the discussion, add knowledge or ideas, stimulate interest, act as a catalyst, and/or support other students. Try to avoid posts that just say "I agree" or "good comments" to another student. The best responses will include references to the text (including page numbers) and/or references to other sources like web sites or books that can enrich our understanding. Your comments should also reflect your understanding of the reading and the ideas we are discussing. Give some thought to your comments and if necessary do some editing in a word document before copying and pasting into the discussion. These discussions are more formal than a "chat room;" my expectation is that these will reflect college level writing, so proofread your postings, keep your language academic, and use spell-check and grammar check if necessary.

It is expected that you will read all or almost all of the responses from every student. I consider the discussion the equivalent of "seat time" in face-to-face classes and count on student discussions to clarify issues in the reading.

### **Rubric used for Grading Discussions**

- Your post is well thought out and well written (college level writing). (2 points)
- Your post incorporates and expands on either something from the text

or something from everyday life (see syllabus for more details. (3 points)

- Your post is data driven showing an understanding of the scientific method as the primary way knowing in psychology. (3 points)
- Your post is on topic, either replying to one of my prompts, something relevant another student said. (2 points)
- You have replied to the original prompt and given a thoughtful and complete reply to at least one other student in the discussion. (5 points) □ Total Points: 15

Please do not discuss study guides or ask clarification questions in the graded discussion – you will not receive any points for any of these posts. I will open an ungraded discussion for each unit for this purpose that you may use to clarify anything from the text, from my PowerPoint slides, or from the study guide. I would encourage you to use these threads – students have found them to be very helpful in the past! But if you need to ask me a question, please do so via course email. I will respond to emails within 24 hours on weekdays, but it may take me several days to reply to a discussion thread.

## STUDY GUIDES

You will be given a study guide to prepare you for each Exam. The study guides is both an assignment and a study tool. It will consist of a comprehensive set of questions pertaining to the upcoming Exam. Study guides are worth 25 points each. Please download each study guide, make sure all questions are correctly numbered, and clearly delineate your answers from the question (use a different font, a different color font, or italics for example). When you have finished the study guide, please upload your completed word document to the appropriate assignment. Study guides are due on the last Friday before the exam becomes available. Check the calendar for specific dates. To get full credit, you must answer all questions correctly, clearly delineate questions from answers, copy and paste the text, and submit it on time. **Emailed study guides will not be accepted. Late study guides will not be accepted.**

I realize it is quite time-consuming to complete the study guides, but points are given to provide extra motivation to complete the study guide because

I think it is the best way to prepare for my exams. To use the study guide most effectively, don't stop once it is complete. Use the study guide to study!! Create flash cards out of the questions or cover the answers and try to come up with the answer yourself using the study guide you have created to check your work. Or better yet, give the completed study guide to someone else and have them quiz you. If you know all of the answers and can answer all of the questions on the study guide from memory, you should be able to get an A on my exams. **Begin the study guides at the beginning of each unit -- don't wait until right before the exam!**

### **Rubric used for Grading Study Guides**

- Study Guide is uploaded and submitted as an assignment. (3 points)
- Questions are clearly delineated from answers. (2 points)
- Study guide is complete: all questions have been answered. (10 points)
- Study guide is correct: all or most answers are correct. (10 points)

Total Points: 25

### **EXAMS**

This course is organized into four units. Upon completion of each unit, you will take an exam on the material covered in that unit (Exam 1 covers the material in Unit 1 and so on). See the course calendar for the dates of the exams. Please note the calendar only has the due date, but exams are available for a few days before the due date. I have made sure each exam will be available on at least one weekend day and at least one weekday to accommodate for everyone's schedule.

There will be no comprehensive final in this class. Each exam will cover 2 or 3 chapters and each will have 50 questions and will be worth 100 points. You will have an hour after you begin each exam to complete it. You can log in and take the exam any time during that period allowed time period, but once you log in, you will have an hour to complete the exam. You will receive your score upon completion of the exam. Exams must be taken on the date they are scheduled and there will be no make-up exams or re-takes for exams unless arranged ahead of time with me and I will only allow this if you have a legitimate emergency. Make sure you know the exam dates and plan accordingly!

## **EXTRA CREDIT: Course Evals**

Please complete a course evaluation by the end of the quarter. You can earn 10 points of extra credit for doing so. This is the easiest extra credit you will ever earn! The Bellevue College Online Evaluation web site is secure and submissions are completely anonymous. College instructors, program chairs and administrators are granted access to a class composite document on the web site only after all grades are posted to transcripts at the close of the current quarter. To participate in the evaluation process, use your Student ID and PIN to log in on the following site: <https://bellevuecollege.edu/ClassEval/default.aspx>

This will be an extra credit assignment. You will be able to find it in the assignments tab and in the beginning of the Unit 4 module. To earn the extra credit points, once you have completed the evaluation, you will see a list of the courses for which you have completed the course evaluation. Make sure this class is on the list of courses that have been evaluated. Please take a screen shot of that page, upload that file in the course evaluation assignment, and submit.

**GRADING:** Grades will be determined on the basis of points earned. To determine your grade, divide your total points by the total points possible. This will give you a percent. You will be able to determine your grade based on this percent as follows:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = 59% and below

The canvas grade book will keep track of your current grade in the class based on all assignments I've graded. You can check the grade book at any time to see your current status in the class. Keep in mind there will be a lag time after you've turned in assignments before I've graded them. You will be able to see which assignments are graded and which have not yet been graded when you check your grades.

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## **POLICIES AND PROCEDURES OF THE SOCIAL SCIENCE DIVISION**

Revised Fall 2003

Cheating, Stealing and Plagiarizing\*

"Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue Community College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue Community College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services."

#### Incomplete\*

If a student fails to complete the majority of the work for a course due to unforeseen circumstances, an instructor may or may not assign the grade of Incomplete (I). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an "F").

#### F Grade\*

Students who fail a course will receive a letter grade of "F."

#### Final Examination Schedule

The Social Science Division will adhere to the final examination schedule as stated in the BCC Schedule. Final examinations will be held at the end of each quarter at fixed times. Instructors will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

#### Withdrawal From Class

College policy states that students must formally withdraw from a class by the date posted in the quarterly schedule. If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

#### Hardship Withdrawal

Instructors may assign the grade of "HW" (hardship withdrawal) at their

discretion in the event that a student cannot complete the coursework due to extreme and exceptional circumstances. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

### Disabled Students

Students with a disability requiring special accommodation from the College and/or the instructor are required to discuss their specific needs with both the Office of Disabled Students (B233) and the instructor. If you require accommodation based on a documented disability, emergency medical information to share, or need special arrangements in case of emergency evacuation, please make an appointment with your instructor as soon as possible.

If you would like to inquire about becoming a DSS student you may call 564-2498 or go in person to the DSS (Disability Support Services) reception area in the Student Services Building.

### Distribution of Grades

Grades will not be posted in the Social Science Division or in faculty offices, and secretaries will not give out grades. Students should access their grades through the BCC Web site.

\* If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue Community College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110C), the Dean of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.