#### **BELLEVUE COLLEGE**

## Fall Quarter 2012

Course: Psyc& 100 Section J, Item 5410, 5 credits

Time: M-F: 12:30PM – 1:20PM

Room: A130

Instructor: Ilona Pitkänen, Ph.D.

Office: A200C

Office hours: By appointment

Email: ilona.pitkanen@bellevuecollege.edu

Phone: (425) 564-2706 (Voicemail); (425) 564-2331 (Social Science Division)

Mailbox: Social Science Division Office (D110)

**Required Text**: Hockenbury & Hockenbury, Discovering Psychology, 5<sup>th</sup> Edition (Paperback). New York, NY: Worth Publishers

**Textbook website**: <a href="http://bcs.worthpublishers.com/discoveringpsych5e">http://bcs.worthpublishers.com/discoveringpsych5e</a> (This website has practice quizzes and other optional material that may be useful for you. You need to register to the site with an email address, but the resources are free)

**Discovering Psychology films:** <a href="http://topdocumentaryfilms.com/discovering-psychology/">http://topdocumentaryfilms.com/discovering-psychology/</a> (The syllabus lists the relevant films for each week)

# **Course Description**

Welcome to the Psychology 100 class! The field of psychology is defined as a "scientific study of behavior and mental processes", and you will learn that psychologists study a remarkably wide range of topics. Examples of topics we'll talk about include sleep and dreaming, psychological disorders and therapies, memory and how people form false memories, how people learn, why people obey orders even when obeying makes them hurt someone, and what makes people more or less likely to help others. You'll also learn about the history of psychology, how psychologists conduct research, and how children and adolescents develop. We will also talk a lot about the brain. The purpose of the course is to introduce you to the major concepts, theories and research findings in psychology. **Please read this entire syllabus as it contains a lot of important information regarding the class!** If you have any questions or concerns, please contact me as soon as possible.

**IMPORTANT:** I will be posting class material and documents such as the syllabus, announcements, assignments and links to films on the *My*BC Class Site. You need to create a BC student network account (at <a href="https://bellevuecollege.edu/sam">https://bellevuecollege.edu/sam</a>) before you can log in to *My*BC and access the Class site. The student network account may be created any time after you receive your student identification number (SID) and personal identification number (PIN). For students enrolled in credit classes, the SID and PIN are issued after you apply for admissions. For students enrolled in classes through BC Continuing Education, the SID and PIN are established after you register for a class. Continuing Education students may contact the Continuing Education office directly to request this identification information. Once you have your student network account, go to the Bellevue College website (<a href="http://bellevuecollege.edu/">http://bellevuecollege.edu/</a>) and click *My*BC to log into the Class site.

## **Course Purpose & Goals**

#### **COURSE OUTCOMES**

- 1. Describe the purpose, comprehensive scope, and areas of application in the discipline of psychology.
- 2. Demonstrate knowledge of the scientific process by applying and/or critiquing various research methods used by psychologists in the study of behavior.
- 3. Recognize, compare and contrast various theoretical perspectives used to explain and guide psychological research and application.
- 4. Identify historical and present-day contributions of major psychologists.
- 5. Define important psychological terms, concepts, processes and principles.
- 6. Apply critical thinking to assumptions, claims, and common sense ideas about behavior.
- 7. Demonstrate the application of psychological principles and findings to one's own life.

#### STUDENT LEARNING OUTCOMES

In terms of general education outcomes, students will be able to:

Use cognitive and creative skills:

- a) Analyzing (identifying and evaluating problems)
- b) Synthesizing (interpreting situations, drawing conclusions, and making connections) Improve communication skills:
  - a) Doing research (gathering and documenting information)
  - b) Delivering one or more written, oral and/or visual presentation with formal documentation

# **Student Exams & Activities (450 points total)**

- Exams (200 points): There will be 5 exams, each worth 50 points. Your lowest exam score will be dropped and 4 exams will count towards the final grade. The exams consist of multiple choice and short-answer questions, and may include extra credit opportunities. No scantrons are needed, but you should bring your own paper for answers to essay questions! The first four exams are non-cumulative, and the final exam is cumulative. If you are happy with the first four exam scores, you may drop the final exam. No make-up exams will be given. Since your lowest score will be dropped, if you miss an exam, the missed exam will be accepted as your lowest score. However, please contact me for exceptional circumstances such as illness or death in the family. Documentation such as a doctor's note or a death certificate may be required.
- Quizzes (60 points): There will be 3 quizzes, each worth 20 points. The quizzes may include multiple choice and short-answer questions, they are non-cumulative and are given at the beginning of the class on pre-assigned days. No scantrons are needed. Generally no make-up quizzes will be given, but please contact me for exceptional circumstances such as death in the family. Documentation such as a death certificate may be required.
- 3) <u>Article Assignment (50 points):</u> During the quarter students will be given real scientific research articles to read. Each student picks two articles and answers questions about them and submits the

answers to me in writing. The article assignment is worth 50 points. Late assignments without a preapproved and documented reason may lead to a 50% reduction in points or may not be accepted for grading.

- Class Activities/Assignments (70 points): Students complete activities and assignments that are related to the course material. Each student will be given a topic to research outside of class (e.g. the actions of drugs on the brain, sleep disorders, etc.). Usually students then discuss and report their findings in class (in small groups), and the information learned can also be tested in quizzes and exams. Students are expected to research the topic and attend and participate in the small group discussions in class to receive the points. More information about these assignments will be given in class.
- Attendance (70 points): I will randomly check attendance on at least 10 days of the quarter. Students get 10 points for being present on a given day when attendance is recorded. Thus, to get full credit (70 points) for attendance, the student needs to be present on 7 of these days. An 8<sup>th</sup> attendance recording brings 10 extra credit points. This policy is designed to encourage regular attendance and to reward students who come to class.

Extra Credit: Tests and assignments may include extra credit opportunities at random.

## **Grading Information**

The total number of points you earn will be converted to a percentage of the total points possible. Your final grade will be assigned based on the letter grade scale as shown below:

%	Letter Grade
92-100%	Α
88-91	A-
83-87	B+
79-82	В
75-78	B-
72-74	C+
68-71	С
60-67	C-
55-59	D+
50-54	D
49 or less	F

For example, if you earn 360 points out of the total possible 450 points, your points are divided by the total possible points to obtain a percentage of the total points (360/450 = 0.80 = 80%). Once you have the percentage, refer to the table above to figure out the grade (80% = B).

# **Course Schedule**

	ASSIGNED	Monday	Tuesday	Wednesday	Thursday	Friday
	FILMS/		·	ľ		
	ASSIGNMENTS					
Week 1	Past, Present		9/18	9/19 Ch. 1	9/20 Ch. 1 History	9/21 Ch. 1
Ch. 1:	and Promise;		WELCOME	History of	of psychology	Research
Cognitive	Understanding		TO THE	psychology		methods
Psychology	Research		CLASS!			
Week 2	Historical	9/24 Ch. 1	9/25 Ch. 1	9/26 <b>Quiz 1</b>	9/27 Ch. 2	9/28 Ch. 2
Ch 1; Ch. 2:	psychology	Research	Research	(on Ch. 1)	Neuroscience	Neuroscience
Neuroscience	person	methods	methods			
and Behavior	<i>a</i>	10/1 CL 2	10/2 (1. 2	10/2 (1) 2	10/4 D : ':	10/5 EVAN 1
Week 3	Cognitive	10/1 Ch. 2	10/2 Ch. 2	10/3 Ch. 2	10/4 Review	10/5 <b>EXAM 1</b>
Ch. 2:	Neuroscience;	Neuroscience	Neuroscience	Neuroscience		(Ch. 1, 2)
Neuroscience	Brain myths					
and Behavior Week 4	The Mind	10/8 Ch. 4	10/9 NO	10/10 Ch. 4	10/11 Ch. 4 Sleep	10/12 Ch. 4
Ch. 4: Sleep	Awake and	Sleep	CLASS	10/10 Cn. 4 Sleep	10/11 Cii. 4 Sieep	10/12 Cn. 4 Sleep
and	Awake ana Asleep;	Sicep	CLASS	Siccp		ысер
Consciousness	Sleep disorders					
Week 5	Learning;	10/15 Ch. 4	10/16 <b>Quiz 2</b>	10/17 Ch. 5	10/18 Ch. 5 Learning	10/19 Ch. 5
Ch. 4; Ch. 5:	Psychoactive	Sleep	(on Ch. 4)	Learning	10/10 Cm. 3 Learning	Learning
Learning	drugs	Бісер	(011 C11. 4)	Learning		Learning
Week 6	Remembering	10/22 Ch. 6	10/23 Ch. 6	10/24 Ch. 6	10/25 <b>EXAM 2 (Ch.</b>	10/26 NO
Ch. 6: Memory	and Forgetting	Memory	Memory	Memory	4, 5, 6)	CLASS
		j			, , , ,	
Week 7	Developing	10/29 Ch. 9	10/30 Ch. 9	10/31 Ch. 9	11/1 Ch. 9	11/2 Quiz 3 (on
Ch 0. T 20	CI 11 I	Davialammant	Development	Development	Development	Ch. 9)
Ch. 9: Lifespan	Child;	Development	Development	Development		C11. )
Development	Child; Language	Development	Development	Вечегоринен		
Development	Language Development	-	-	1		ŕ
Development Week 8	Language Development The Power of	11/5 Ch. 10	11/6 Ch. 10	11/7 Ch. 10	11/8 Ch. 11 Social	11/9 Ch. 11
Development  Week 8 Ch. 10:	Language Development The Power of the Situation;	-	-	1		11/9 Ch. 11 Social
Week 8 Ch. 10: Personality;	Language Development The Power of the Situation; The Power of	11/5 Ch. 10	11/6 Ch. 10	11/7 Ch. 10	11/8 Ch. 11 Social	11/9 Ch. 11
Week 8 Ch. 10: Personality; Ch. 11: Social	Language Development The Power of the Situation; The Power of the Situation	11/5 Ch. 10	11/6 Ch. 10	11/7 Ch. 10	11/8 Ch. 11 Social	11/9 Ch. 11 Social
Week 8 Ch. 10: Personality;	Language Development The Power of the Situation; The Power of the Situation film assignment,	11/5 Ch. 10	11/6 Ch. 10	11/7 Ch. 10	11/8 Ch. 11 Social	11/9 Ch. 11 Social
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test	11/5 Ch. 10 Personality	11/6 Ch. 10 Personality	11/7 Ch. 10 Personality	11/8 Ch. 11 Social Psychology	11/9 Ch. 11 Social Psychology
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology	11/5 Ch. 10 Personality	11/6 Ch. 10	11/7 Ch. 10 Personality	11/8 Ch. 11 Social Psychology	11/9 Ch. 11 Social Psychology
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13:	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article	11/5 Ch. 10 Personality	11/6 Ch. 10 Personality	11/7 Ch. 10 Personality 11/14 EXAM 3 (Ch. 9, 10,	11/8 Ch. 11 Social Psychology	11/9 Ch. 11 Social Psychology 11/16 Ch. 13 Disorders
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due	11/5 Ch. 10 Personality	11/6 Ch. 10 Personality	11/7 Ch. 10 Personality	11/8 Ch. 11 Social Psychology	11/9 Ch. 11 Social Psychology 11/16 Ch. 13 Disorders ARTICLE
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13:	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article	11/5 Ch. 10 Personality	11/6 Ch. 10 Personality	11/7 Ch. 10 Personality 11/14 EXAM 3 (Ch. 9, 10,	11/8 Ch. 11 Social Psychology	11/9 Ch. 11 Social Psychology 11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13: Disorders	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due 11/16)	11/5 Ch. 10 Personality  11/12 NO CLASS	11/6 Ch. 10 Personality	11/7 Ch. 10 Personality  11/14 EXAM 3 (Ch. 9, 10, 11)	11/8 Ch. 11 Social Psychology 11/15 Ch. 13 Disorders	11/9 Ch. 11 Social Psychology 11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT DUE
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13: Disorders  Week 10	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due 11/16) Psychological	11/5 Ch. 10 Personality 11/12 NO CLASS	11/6 Ch. 10 Personality 11/13 Review	11/7 Ch. 10 Personality  11/14 EXAM 3 (Ch. 9, 10, 11)	11/8 Ch. 11 Social Psychology	11/9 Ch. 11 Social Psychology 11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT DUE 11/23 NO
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13: Disorders  Week 10 Ch. 13:	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due 11/16)	11/5 Ch. 10 Personality  11/12 NO CLASS	11/6 Ch. 10 Personality	11/7 Ch. 10 Personality  11/14 EXAM 3 (Ch. 9, 10, 11)	11/8 Ch. 11 Social Psychology 11/15 Ch. 13 Disorders	11/9 Ch. 11 Social Psychology 11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT DUE
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13: Disorders  Week 10	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due 11/16) Psychological	11/5 Ch. 10 Personality 11/12 NO CLASS	11/6 Ch. 10 Personality 11/13 Review	11/7 Ch. 10 Personality  11/14 EXAM 3 (Ch. 9, 10, 11)	11/8 Ch. 11 Social Psychology 11/15 Ch. 13 Disorders	11/9 Ch. 11 Social Psychology 11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT DUE 11/23 NO
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13: Disorders  Week 10 Ch. 13:	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due 11/16) Psychological disorders	11/5 Ch. 10 Personality 11/12 NO CLASS	11/6 Ch. 10 Personality 11/13 Review	11/7 Ch. 10 Personality  11/14 EXAM 3 (Ch. 9, 10, 11)	11/8 Ch. 11 Social Psychology 11/15 Ch. 13 Disorders	11/9 Ch. 11 Social Psychology 11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT DUE 11/23 NO
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13: Disorders  Week 10 Ch. 13: Disorders  Week 11 Ch.	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due 11/16) Psychological	11/5 Ch. 10 Personality  11/12 NO CLASS  11/19 Ch. 13 Disorders	11/6 Ch. 10 Personality  11/13 Review  11/20 Ch. 13 Disorders	11/7 Ch. 10 Personality  11/14 EXAM 3 (Ch. 9, 10, 11)  11/21 Ch. 13 Disorders	11/8 Ch. 11 Social Psychology  11/15 Ch. 13 Disorders  11/22 NO CLASS	11/9 Ch. 11 Social Psychology 11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT DUE 11/23 NO CLASS
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13: Disorders  Week 10 Ch. 13: Disorders	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due 11/16) Psychological disorders	11/5 Ch. 10 Personality  11/12 NO CLASS  11/19 Ch. 13 Disorders	11/6 Ch. 10 Personality  11/13 Review  11/20 Ch. 13 Disorders	11/7 Ch. 10 Personality  11/14 EXAM 3 (Ch. 9, 10, 11)  11/21 Ch. 13 Disorders	11/8 Ch. 11 Social Psychology  11/15 Ch. 13 Disorders  11/22 NO CLASS	11/9 Ch. 11 Social Psychology 11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT DUE 11/23 NO CLASS
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13: Disorders  Week 10 Ch. 13: Disorders  Week 11 Ch.	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due 11/16) Psychological disorders	11/5 Ch. 10 Personality  11/12 NO CLASS  11/19 Ch. 13 Disorders	11/6 Ch. 10 Personality  11/13 Review  11/20 Ch. 13 Disorders	11/7 Ch. 10 Personality  11/14 EXAM 3 (Ch. 9, 10, 11)  11/21 Ch. 13 Disorders	11/8 Ch. 11 Social Psychology  11/15 Ch. 13 Disorders  11/22 NO CLASS	11/9 Ch. 11 Social Psychology 11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT DUE 11/23 NO CLASS
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13: Disorders  Week 10 Ch. 13: Disorders  Week 11 Ch. 14: Therapies	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due 11/16) Psychological disorders	11/5 Ch. 10 Personality  11/12 NO CLASS  11/19 Ch. 13 Disorders  11/26 Ch. 14 Therapies	11/6 Ch. 10 Personality  11/13 Review  11/20 Ch. 13 Disorders  11/27 Ch. 14 Therapies	11/7 Ch. 10 Personality  11/14 EXAM 3 (Ch. 9, 10, 11)  11/21 Ch. 13 Disorders  11/28 Ch. 14 Therapies  12/5 FINAL EXAM	11/8 Ch. 11 Social Psychology  11/15 Ch. 13 Disorders  11/22 NO CLASS  11/29 Ch. 14 Therapies/Review	11/9 Ch. 11 Social Psychology  11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT DUE  11/23 NO CLASS  11/30 EXAM 4 (Ch. 13, 14)
Development  Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13: Disorders  Week 10 Ch. 13: Disorders  Week 11 Ch. 14: Therapies	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due 11/16) Psychological disorders	11/5 Ch. 10 Personality  11/12 NO CLASS  11/19 Ch. 13 Disorders  11/26 Ch. 14 Therapies	11/6 Ch. 10 Personality  11/13 Review  11/20 Ch. 13 Disorders  11/27 Ch. 14 Therapies  12/4 Review,	11/7 Ch. 10 Personality  11/14 EXAM 3 (Ch. 9, 10, 11)  11/21 Ch. 13 Disorders  11/28 Ch. 14 Therapies  12/5 FINAL EXAM 11:30am-	11/8 Ch. 11 Social Psychology  11/15 Ch. 13 Disorders  11/22 NO CLASS  11/29 Ch. 14 Therapies/Review	11/9 Ch. 11 Social Psychology  11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT DUE  11/23 NO CLASS  11/30 EXAM 4 (Ch. 13, 14)
Week 8 Ch. 10: Personality; Ch. 11: Social Psychology  Week 9 Ch. 13: Disorders  Week 10 Ch. 13: Disorders  Week 11 Ch. 14: Therapies	Language Development The Power of the Situation; The Power of the Situation film assignment, Personality test Psychopathology Article assignment (due 11/16) Psychological disorders  Psychotherapy	11/5 Ch. 10 Personality  11/12 NO CLASS  11/19 Ch. 13 Disorders  11/26 Ch. 14 Therapies  12/3 Exam return, review	11/6 Ch. 10 Personality  11/13 Review  11/20 Ch. 13 Disorders  11/27 Ch. 14 Therapies  12/4 Review, LAST CLASS	11/7 Ch. 10 Personality  11/14 EXAM 3 (Ch. 9, 10, 11)  11/21 Ch. 13 Disorders  11/28 Ch. 14 Therapies  12/5 FINAL EXAM 11:30am- 1:20pm	11/8 Ch. 11 Social Psychology  11/15 Ch. 13 Disorders  11/22 NO CLASS  11/29 Ch. 14 Therapies/Review	11/9 Ch. 11 Social Psychology  11/16 Ch. 13 Disorders ARTICLE ASSIGNMENT DUE  11/23 NO CLASS  11/30 EXAM 4 (Ch. 13, 14)

Note: The course schedule is a plan only and is subject to change. You will be notified if changes occur.

# **Course Policies**

<u>Hardship withdrawal policy</u>: According to the social science division policy, hardship withdrawals are for exceptional circumstances that prevent the student from completing the course. Documentation such as a death certificate or a doctor's letter may be required.

<u>Academic Problems</u>: It is important to me that you succeed in this class. If you have concerns about your performance, please contact me as soon as possible. Additionally, Bellevue College offers a variety of learning assistance services. See the following links for additional help:

Academic Success Center: http://bellevuecollege.edu/asc/

TRiO Student Support Services: http://depts.bellevuecollege.edu/trio/

<u>Missing Class</u>: It is <u>your responsibility</u> to find out from other students what you have missed when you are absent. If you stop attending the class, you must withdraw yourself from the class to avoid earning a <u>0.0</u> in the class.

<u>Punctuality and class conduct</u>: You should arrive on time for class and stay the entire period. If you do need to leave early, please sit near the door if possible to avoid disrupting others. **Please keep your cell phones and other electronic devices silent or turned off during class.** You are encouraged to share your views and participate in class discussions. However, side comments directed to other students, use of electronic devices, and activities that are not related to the learning material are disruptive. A student who engages in persistent disruptive behavior will be asked to leave the classroom.

<u>Affirmation of Inclusion</u>: Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

# PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION Spring 2012

#### 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 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 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.

#### <u>Incomplete</u>

If a student fails to complete all the required work for a course, an instructor may 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 BC 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 end of the seventh week of the quarter (Registration Office, B125). 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.

#### Students Who Require Disability Accommodations:

Students with disabilities who have accommodation needs are encouraged to meet with the Disability Resource Centre (DRC) office located in B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class should review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Resource Centre, and review those needs with the instructor as well.

#### 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 BC Web site.

#### Return of Papers and Tests

Paper and/or Scantron score sheet returns will be arranged in the following ways ONLY: by mail, if student supplies the instructor with stamped, self-addressed envelope (with appropriate postage); or by the instructor designating a time and place whereby the student may retrieve his/her papers. Unclaimed papers and/or Scantron score sheets must be kept by the instructor for a minimum of sixty (60) instructional days following the end of the quarter.

\*If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110), the Dean of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.

#### **Important Links**

#### Bellevue College email and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to *My*BC. To create your account, go to: <a href="https://bellevuecollege.edu/sam">https://bellevuecollege.edu/sam</a>.

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the Computing Services website.

## **Disability Resource Center**

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible. If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in B 132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at <a href="https://www.bellevuecollege.edu/drc">www.bellevuecollege.edu/drc</a>

#### **Public Safety**

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: http://bellevuecollege.edu/publicsafety/