

Psychology 100
General Psychology
Daily 9:30 – 10:20
Fall 2013

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Please read this syllabus carefully. You are responsible for knowing and understanding everything in this syllabus. Be sure to ask me early in the quarter if you need clarification on anything written in the syllabus.

REQUIRED READING:

Hockenbury and Hockenbury, (2010). *Discovering Psychology* (5th Ed). New York: Worth Publishers (either the 5th or 6th edition is acceptable).

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.

FORMAT:

The course will be a lecture/discussion format. Occasional videos will be shown to complement the lecture material. The discussions as well as group and individual assignments will provide an atmosphere that will encourage active learning. You are responsible for the material covered in your textbook.

COURSE REQUIREMENTS:

Exams

There will be four exams for this course. Exams will cover material from the readings, lectures, and videos. Each exam will be worth 100 points. EXAMS MUST BE TAKEN AS SCHEDULED. There is no comprehensive final. See exam schedule to see which chapters are covered in each exam. All exams are multiple choice. You will need to bring a number 2 pencil and a scantron on exam days. Scantrons can be purchased in the bookstore. Please come prepared on exam days.

In the case of a legitimate emergency, please contact the instructor as soon as possible to discuss your options. Late exams will not be given. If you miss an exam for whatever reason, you will have an opportunity to take it at the end of the quarter. If you do not miss any exams, but wish to re-take a test to raise your grade, you can do this during the make-up exam time as well. You can only take one make-up exam. If you miss more than one test or do not make-up a test you miss, you will receive a zero (unless you have a documented emergency). If you are making up an exam, you may turn the corresponding study guide with that exam for full credit (either to replace a bad grade on a study guide or to replace a zero if you did not turn in a study guide on the day the exam was originally given).

Participation

You are expected to attend every class. I do not give points specifically for attendance. However, I do give points for participation and it will be difficult to participate if you do not attend. Regular attendance is important, since your contributions to the discussions are valued and since many of the test material will be drawn from lectures. You will get 20 points of participation. You will not get these points just for showing up. You also need to be involved in class discussions and attentive to lectures, videos, etc. Since there are no excused absences, you do not need to tell me if you will miss a class. You are responsible for getting the information from any missed classes. Get to know other students in the class so you can borrow notes and get any other necessary information you'll need if you do have to miss a class. PowerPoint slides will also be available online.

Study Guides:

You will be given a study guide before each Exam. The study guides will consist of a comprehensive set of questions pertaining to the upcoming Exam. In addition to being a study aid, study guides are also assignments and are due on the day of the exam. They are worth 25 points each, and I encourage you not just to complete them, but to USE them to study.

I will give you an electronic copy of the study guide as a word document. There are several acceptable ways to complete the study guide:

1. Open the word document and type in the answers using your computer. Be sure to delineate your answers from the questions clearly (you can use italics for your answers, a different color font, or just clearly put space between the question and your answer. Then print out your study guide and turn it in.
2. Open the word document and put several spaced lines between the questions giving yourself more room than you think you need to write in the answers. Print the study guide and write in the answers by hand.
3. Print out the study guide as is. Write the answers on a separate sheet of paper. Make sure you clearly number your answers so I know which questions go with which answers
4. Create flash cards out of the study guide and turn those in on the day of the test

DO NOT print the study guide as is and try to squeeze in the answers in the small amount of space between questions. You will not receive credit if you turn in a study guide like this.

Please staple or paper clip your study guide together before coming to class. I will not have a stapler in the room for you to use.

I have several suggestions on how to use the study guide as a tool to study for exams – please come talk to me about this if you need any ideas. Also, the study guide is your grade insurance. If you are unhappy with your grade on any exam, you may make an appointment with me to take a written exam. To take the written exam, email me to make an appointment. The written exam will consist of approximately 10 questions taken directly from the study guide. You will not be allowed to use your study guide or any notes and must answer all of the questions correctly. If you answer every question correctly, I will change your grade to a 90%. This is an all or nothing option – you cannot get any answers wrong. Also, **YOU MUST TURN IN YOUR STUDY GUIDE ON THE DAY OF THE EXAM** or you cannot take a written exam.

Course Evaluations:

Please complete a course evaluation by the end of the quarter. You can earn 10 points of extra credit for doing so. 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>

On the BC Online Evaluation site, you will find a listing for each of your classes. Access to each course evaluation is granted only once, and after you press the SUBMIT button at the bottom of the page, you will see a screen telling you which class evaluations have been completed. **To earn 10 extra credit points, please print this page, write your name on it, and turn it in to class by March 15th.** If you have questions or need assistance, please call the Distance Education Office at 425-564-2438 or toll free at 1-877-641-2712.

GRADING:

Grades will be assigned based on total points. Below is a rough estimate of how many points will be possible, but depending on how the course goes, we may have more or less quizzes than listed. Your grade at the end of the quarter will be based on how many points have been possible throughout the quarter.

Points:

Participation/Assignments	20
Exams - 4 @ 100 pts. each	400
<u>Study Guides – 4 @ 25 points each</u>	<u>100</u>
TOTAL	520

To calculate your grade, I take the points you earned and divide by the points possible. For example, if you have 500 points at the end of the quarter, I would divide 500/520 which would give you a grade of 96% which would be a letter grade of A. See chart below for a breakdown the letter grade you will earn based on percentage. You should be able to calculate your grade at any point during the quarter by dividing your points earned by the points possible at that point in the quarter. If you need help with this, please let me know.

Letter	Percent
A	93 - 100
A-	90 - 92
B+	87 – 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	Below 60

Tentative Exam Schedule:

Exam 1	Chapters 1, 2, 3	January 25
Exam 2	Chapters 5, 6, 7	February 15
Exam 3	Chapters 8, 9	March 1
Exam 4	Chapters 4, 11, 12	March 15

Make-up Exam Day

March 18 @ 10:00 am

(You can choose to re-take any exam to replace your grade on this day. If you miss an exam, this will be your only chance to re-take it. You can only take one exam on this day.)

PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION Fall 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.

Incomplete

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.*