



## General Psychology Syllabus: Winter 2019

Course: Psyc& 100 Section HYN, 5 credits  
Time: Tuesdays & Thursdays: 1:30 – 3:20PM  
Room: A206

Instructor: Dr. Kara Simon  
Email: [kara.simon@bellevuecollege.edu](mailto:kara.simon@bellevuecollege.edu) or Canvas Email  
Phone: x2496  
Office Location: D200B  
Office Hours: 8:20-9:20 Fridays

### **Books and Materials Required**

*Exploring Psychology in Modules* (10th Edition) by Myers & DeWall.

You are expected to do the readings for this course. Material from the book may be included in tests and quizzes.

### **Course Website**

We are using Canvas for this course. Please check it frequently, because there will be information presented there that isn't presented elsewhere.

I also recommend using the Calendar on Canvas. It will tell you what assignments you have and when they are due.

Note that there is a Canvas app. However, I would not recommend using it.

For Technology related problems, contact the HELP desk at (425) 564-4357 or online at <http://depts.bellevuecollege.edu/helpdesk/>

### **Help with Canvas**

Students can find help with Canvas by following the link here: [Student Canvas Help](#)

### **Course Description:**

Welcome to General Psychology! Psychology is the scientific study of mind, brain, & behavior. You'll find that psychology covers a large variety of topics, such as biology, memory, learning, personality, and social psychology. In this course, you will learn a number of major psychological concepts and learn about theories and research results. You will also learn to apply psychological findings to your everyday life.

### **Course Outcomes:**

- Describe key concepts, principles, and overarching themes in psychology

- Describe psychology's content domains and areas of application to human behavior
- Use scientific reasoning to understand, apply, and/or critique various research methods and theoretical perspectives used by psychologists to study and explain behavior
- Apply critical thinking and ethical standards to evaluate assumptions, claims, and common sense ideas about behavior
- Apply psychological principles and findings to enhance interpersonal relationships at individual, community, national, and global levels
- Communicate effectively in written and/or oral formats in academic and professional life

#### How Outcomes Will be Met:

The book and lecture will present you with key concepts, principles, themes, and major content domains of psychology. We will discuss research methods and ethics to give you a broad understanding of these topics. Discussion, activities, and assessments will require you to think critically and apply psychological topics to your own life and the world around you. Discussions and activities will involve oral communication with other students and your professor. Assignments will require you to communicate in a written format with your professor.

#### Attendance:

Attendance is strongly recommended. Lectures may cover material that is not in the book and will give insight on what material to focus on when preparing for tests. We will have a number of in-class activities, **which cannot be made up if you are not present.**

If you miss a day, please ask one of your fellow students for notes from that class.

#### Grading

##### Quizzes (20% of final grade):

After we have discussed a chapter, I will post a quiz for that chapter to Canvas. Please check Canvas regularly to see whether you have a quiz due. **Quizzes must be completed one week after the quiz has been released.** Questions will be multiple choice.

Quizzes completed after their due dates will be worth **half credit.**

Quizzes will also help you to determine where you need to focus when studying for the test. Topics covered in the quizzes are more likely to be included on the tests.

##### Multiple Choice Questions (10% of final grade):

At the end of each chapter, you will be asked to create two multiple choice questions pertaining to the material. You will also choose two questions (written by different people) to answer.

##### Activities (25% of final grade):

During class, you will be expected to complete short assignments. These assignments will often require applying information you learned to the real world in some way. **In-class assignments may not be made up if you are absent.**

You will also complete an online assignment. These assignments will be posted to Canvas. Please make sure to check Canvas at regular intervals.

Because I know that random things (e.g. illness) may prevent you from attending class, I will drop your lowest score for the activities. You may have good reasons for missing more than one class. Unfortunately, since you have not participated in these classes, you cannot make up points from them.

Exams (3 exams, each worth 15% of final grade):

You will take three non-comprehensive exams this quarter. Questions may be multiple choice, fill-in-the-blank, and short answer. Exams are closed book, closed notes.

If you need to miss an exam, please contact me prior to the exam. If you miss an exam without contacting me and without documentation of a last-minute emergency, you will only receive 75% of your score on the exam. For the first two tests, you will have a maximum of a week to make up the exam. For the final, you will have to contact me to work out a make-up exam.

**For the exams, please bring a Scantron, a pencil, and a good eraser. You will need to purchase Scantron sheets for the test.**

**Exams grades will not be posted until all students have completed the exam.**

Your final grade will be assigned based on the letter grade scale as shown below.

%	Letter Grade
94-100%	A
90-95	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
60-66	D
59 or less	F

The College Grading Policy is explained in the current Course Catalog and can also be found at this link: [Grading Policy](#)

### Deadlines

I highly recommend working on online assignments and quizzes well before they are due in case you run into any issues (e.g. inability to connect to internet). Deadlines for any online assignments and quizzes will not be adjusted.

### Make-ups

No make-ups are allowed for in-class activities.

If you are aware that you will have a scheduling problem before a test, please let me know, and we can arrange an alternate time for your test. Please see the section on exams for more details.

### Special Circumstances

If you have an ongoing issue that causes you to miss several classes (e.g. mourning the death of a family member), please provide me with documentation of the event. These issues will be dealt with on a case-by-case basis.

## **Classroom Learning Atmosphere**

### Instructor's Expectations

I want you to be engaged in this class. If something doesn't make sense, please let me know, and I will explain it to you. If you don't feel comfortable talking in class, please talk to me in person or email me.

It is expected that everyone in this class will behave as adults. We will respect each other. Other people are entitled to their opinions even if they differ from yours, and they are entitled to be respected for their opinion. The known facts in the field of psychology are not changed by people's opinions; they are changed by research that supports the new ideas.

**If you bring a phone to class, it is expected that you will turn it off before you enter the classroom.**

**You are not allowed to partake in activities which negatively affect other students' ability to learn.** I reserve the right to take whatever measures are allowed as described in the student handbook to enforce respectful behavior.

**If someone is disrupting your ability to learn, please talk to me. I may not always be aware that there is a problem until you talk to me.**

### *Communication:*

Announcements may be made during class or via email. You are responsible for information presented in either of these forms. If you are late to class or have to leave early, be sure to ask other students whether any announcements were made during class.

I try to respond to emails by the next business day. However, sometimes I get busy or miss an email. If I haven't responded to you after one business day, please contact me again.

### Accessibility

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

### Affirmation of Inclusion

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. Please check out [Affirmation of Inclusion](#).

### *Religious Holidays*

Students who expect to miss classes, examinations, or any other assignments because of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean. Please visit [Policy 2950 Accommodations for Reasons of Faith or Conscience](#).

### *Student Success Day*

Each quarter, student success day is scheduled. Student Success Day is a day for faculty to be available to students: to answer questions, help prepare for final exams, give advice about future coursework, etc. It is in your best interest to take advantage of this opportunity.

### *College Anti-Discrimination Statement*

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable

federal and state statutes and regulations designed to promote affirmative action and equal opportunity. Please visit [Equal Opportunity](#).

### *Confidentiality and Mandatory Reporting*

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, **I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus.** Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2641 and more information can be found at [Title IX](#).

If you have any concerns, you may report to: [Report Concerns](#).

### Division Statements

#### *Plagiarism and Other Conduct Policies*

Plagiarism is a form of academic dishonesty that occurs when students use information or material from outside sources and do not properly cite those sources. This is grounds for disciplinary action. It is your responsibility to understand plagiarism and its consequences.

Plagiarism occurs if:

- You do not cite quotations and/or attribute borrowed ideas as references.
- You fail to enclose borrowed language in quotation marks.
- You do not write summaries and paraphrases in his/her own words and/or doesn't document his/her source.
- You turn in work created by another person.
- You submit or use your own prior work for a current or past course, or work from one current course in another course without express permission from your professors. This may also be considered academic dishonesty.

For more information, please see the following sites:

- [College Copyright Policy](#)
- [Avoiding Plagiarism](#)

Consequences: If it is determined that you have plagiarized or engaged in other forms of academic dishonesty, you will likely fail the assignment and possibly the course, despite points earned through other work. Acts of academic dishonesty are reviewed for disciplinary action.

### *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 behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: Plagiarizing material from the Internet and posting rude or personal attacks in discussions. When you are in doubt about any behavior, please consult your instructor. In addition, you may wish to review the general applicable rules of cyberspace, such as in the Core Rules of Netiquette. The

instructor reserves the right to remove posted messages, and downgrade assessments as a result of these types of behaviors. The instructor can refer any violation of the Student Code of Conduct to the Vice President 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 Vice President 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”). It is the student’s responsibility for maintaining contact and adhering to the agreed-upon actions. Canvas class sites, and material, may not be directly accessible after the end of the quarter so it is important to make arrangements before the quarter ends. The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an “F”). There is a standard form that instructors have access to in their instructor’s grade briefcase.

### *F Grade*

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

### *Final Examination Schedule*

Final examinations may involve proctored on-campus arranged exams or may be administrated completely online at the discretion of the instructor and in keeping with the stated policies provided in the course syllabus. Please refer to the syllabus at the start of the quarter for additional details and contact the instructor directly for any clarifications. A student who is not in compliance with the scheduled format 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 in compliance with 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*

Academic Year: 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.

Summer Quarter: College policy states that students must formally withdraw from a class by the end of the fifth week of the quarter (Registration Office, B125). After the sixth day and through the end of the fifth week of the quarter, the “Th” grade will become part of the student’s transcript record.

Check [enrollment deadlines](#) for additional details. As with most enrollment deadlines, it is the student’s responsibility to be aware of these dates and act accordingly.

Here are some important deadlines:

*Last day to withdraw with a 100% refund – January 8, 2019*

*Last day to withdraw from a course without a "W" posted on your transcript – January 15, 2019*

*Last day to withdraw from a class ("W" will be posted on your transcript) – February 22 (in person) and February 24, 2019 (online)*

### *Hardship Withdrawal (HW)*

Hardship Withdrawal indicates a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. The student must contact the instructor to request this withdrawal option, or the faculty member may initiate the contact. No points are calculated into the grade-point average. Students may also contact the enrollment Services Office BEFORE grades are assigned in cases of hardship.

### *Complaints*

If you have a complaint with a class, you should first discuss the complaint with the Instructor. If there is still a problem, please talk to the Program Chair. If there is still a problem, you may talk to the Dean.

### **Students Who Require Disability Accommodations**

The Disability Resource Center serves students with disabilities. Common disabilities include physical, neurological (e.g. Autism, ADD/ADHD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access in your classes, programs, activities, and any other services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by the office at B132, calling their front desk phone number (425) 564-2498, emailing [drc@bellevuecollege.edu](mailto:drc@bellevuecollege.edu). Deaf students can reach the DRC by calling TTY: (425) 564-4110, or by Skype (account name DRCatBC). For more information about the services we offer, including our Initial Access Application, visit our website at [Disability Resource Center](#).

Service Animals are allowed in this classroom. Emotional Support Animals need to be approved through the DRC. All other animals will be asked to leave. If you believe you need your animal with you, please connect with the DRC and refrain from bringing your animal until a decision has been made.

### **Accessibility**

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.



## **Academic Calendar**

**Enrollment Calendar**: On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.

## **Public Safety and Emergencies**

Public Safety is located in the K building and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

1. **Take directions from those in charge of the response** -We all need to be working together.
2. **Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
3. **In an emergency, call 911 first, then Public Safety.**

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

## **Student Code of Conduct and Academic Integrity**

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication 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 Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code](#)

## **Important Links**

See "[Important Links](#)" page online for more information about BC E-mail, access to MyBC, the Disability Resource Center (DRC), Public Safety, the Academic Calendar, the Academic Success Center, and more.

### **Disability Resource Center (DRC)**

The Disability Resource Center serves students with disabilities. A disability includes any physical or mental impairment that substantially limits one or more major life activities. Common disabilities include physical, neurological (e.g. Autism, ADD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access to programs, activities, and services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact Autism Spectrum Navigators (ASN). Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in building B132. You can contact the DRC by stopping by B132, calling our desk at 425-564-2498, emailing [drc@bellevuecollege.edu](mailto:drc@bellevuecollege.edu), and Deaf students can reach us by Skype (account name DRCatBC). For more information about the services we offer, including our Initial Access Application, visit our the [DRC website](#).

Only Service Animals and Emotional Support Animals approved by the DRC are allowed in this classroom. All other animals will be asked to leave. If you believe you need your animal with you, please connect with the DRC and refrain from bringing your animal until a decision has been made.

### **Final Exam Schedule**

The final exam is noncumulative and will take place on March 20<sup>th</sup> at 1:30. If an emergency occurs during finals and prevents you from taking the test, you will need to provide documentation of the emergency. Emergency situations will be dealt with on a case-by-case basis.

### **Updates**

Syllabus & schedule subject to change.

**Please check the Schedule on Canvas (under the General Information module) for the most recent version of the schedule.**