

Syllabus for: PSYCH 1 – General Psychology	
Semester & Year:	Spring Semester 2015
Course ID & Section Number:	D7459
Number of Credits/Units:	3
Day/Time:	Monday and Wednesday, 10:05 AM TO 11:30 AM
Location:	DM 29
Instructor's Name:	Dr. Philip Mancus
Contact Information:	Office Location and Hours: Del Norte Campus, Building E Room 3, Mondays 12:30 PM to 1:30 PM or by appointment Phone: 707-465-2362 Email: Philip-Mancus@Redwoods.edu
Course Description (catalog description as described in the course outline):	
A course focusing on the scientific study of behavior and mental processes. The content of the course focuses on the exploration of major theories and concepts, methods, and research findings in psychology. Topics include biological foundations, perception, learning, cognition, emotion, motivation, development, personality, social psychology, psychological disorders and therapies, and applied psychology. This course is transferable to four-year colleges and is a prerequisite for most upper division psychology courses.	
Student Learning Outcomes (as described in the course outline):	
<ol style="list-style-type: none"> 1. Analyze psychological research and synthesize information in writing. 2. Analyze how experience, culture, learning and biology affect behavior and cognitive processes. 3. Explain concepts in areas of psychological theory and research while representing appropriate breadth and depth of knowledge. 	
Accommodations: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect or know that you have a disability and believe that you might benefit from disability related services please notify me AND contact Disabled Students Programs and Services (DSP&S) as soon as you can. In compliance with equal access laws, I am available to discuss the appropriate academic accommodations that you may require, however you are encouraged to visit DSP&S for disability verification to determine the reasonable academic accommodations for which you qualify and to obtain the official paperwork documenting your authorization to receive accommodations (the Support Services Agreement). Students may also make requests for alternative media by contacting DSPS. <i>Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made.</i>	
Academic Misconduct: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. The student code of conduct is available on the College of the Redwoods website at: http://www.redwoods.edu/District/Board/New/Chapter5/Ap5500.pdf	
Equal Opportunity: College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.	
ESL Students: Students whose native language is something other than English are encouraged to meet with me to discuss ways to help navigate the course content.	

Rationale For the Course

For centuries human beings have attempted to understand and explain what makes us human. How does the mind work, what is consciousness, how do we learn and think, what do dreams mean, what makes for individual variation in personality? Most attempts to answer these and similar questions have taken the form of speculation (philosophy), tradition (religion, custom, superstition), and personal or cultural bias (common sense). Systematic and empirical investigation into the human condition developed into a full fledged science late in the 19th century and by the 20th century the discipline of psychology was well on its way to being an influential area of research and knowledge. In this class you will become familiar with the basic concepts and theories of scientific psychology and learn to apply these insights to your own life.

Required Textbook

The following *required* textbook is available through the CR virtual bookstore and/or from various booksellers online:

Visualizing Psychology, by Siri Carpenter and Karen Huffman (2013). John Wiley and Sons, Hoboken, NJ.

A copy *Visualizing Psychology* is on reserve at the circulation desk in the CR Del Norte library.

Evaluation and Grading

Participation (20%) Regular attendance and class participation are keys to success in all your classes and this class is no exception. Please be sure that you keep up with the chapter readings and are prepared to take notes and to discuss the material in class. Group discussion and in-class exercises will make up an important part of your day-to-day experience in this course. ***Please note the following policy related to absences:***

- Students who miss eight or more classes before the end of Week 10 will be dropped from the course.
- Students who miss four or more classes after Week 10 will receive zero credit for participation.
- Exceptions to this policy are made on a case-by-case basis and require at the least that you communicate to me the reasons for your absence.

Quizzes (20%) At the end of each chapter you will be given a quiz that covers material from the chapter reading. You will take the quiz online using the **CANVAS** website for this course. You will have anytime from 12:00 AM to 11:59 PM the day of the quiz to take it for full credit. You will take 12 quizzes in total. Each quiz consists of 10 fill in the blank questions, is worth 10 points, and you will have 40 minutes to complete it (testing accommodations for DSPS students will be factored in—please see me as soon as possible if you anticipate receiving accommodations on quizzes and tests). Each quiz is open book and open notes. ***There are no make-ups for missed quizzes, but the first one is a practice quiz and I count only your ten best scores.***

Exams (40%) You will take three exams during the semester. Exams will consist of a combination of multiple-choice, true/false, matching, sentence completion, short answer, essay, and other methods of assessment. You will have the entire period to take the exams. If you miss an exam without a legitimate excuse you will receive a zero for the exam. Make-up exams are given only for legitimate absences defined below in the section on Missed Work. ***You must take all three exams to qualify for the option of dropping your lowest score.***

Term Paper (20%) Your term paper for this class will be on a topic of your choosing that has psychological relevance. The paper is to be written in two parts, a one-page proposal and a final draft. Each draft must be typed and properly formatted, with the final draft approximately five pages in length (no less than four and no more than six). It is due at the end of the term. See the *Term Paper Guidelines* for more information.

Calculating Your Grade

In sum, there are four components to your grade. They are as follows:

Participation credit for a total of	100 points (20%)
Ten highest quizzes at 10 points each for a total of	100 points (20%)
Best two out of three exams at 100 points each for a total of	200 points (40%)
One paper at 100 points for a total of	100 points (20%)
Grand Total	500 points (100%)

The CANVAS website will show your current grade in the class as a percentage. The following is the grading scale that I use:

Your Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
<60%	F

At the end of the term you can tally your total points to figure out where you stand in the class.

Your Points	Grade
450-500	A
400-449	B
350-399	C
300-349	D
<300	F

An ***Incomplete (I)*** is given at your instructor's discretion and will only be granted to those students who continue to participate in class, have completed all prior work, and who have made arrangements with me by the end of the 15th week.

Academic Integrity

All work done for credit in this class must be your own. Any instance of plagiarism, cheating, complicity, or other form of academic dishonesty will not be tolerated and will be dealt with severely. If you are caught cheating on an exam you will be dropped from the roster and will receive an F for the course. If you cheat or plagiarize on a written assignment, including but not limited to the act of using another author or organization's data, ideas, or words in your paper without making appropriate reference to that source, you will receive a zero for the assignment. If you do not know what is meant by the terms "plagiarism," "cheating," "complicity," or "academic dishonesty" please consult CR's policy on Academic Integrity and Honesty at <http://www.redwoods.edu/departments/ho/handbook/academicHonesty.asp>.

Companion Course Website

There is a companion website for this class called "Canvas." **You will be taking your quizzes on CANVAS.** You can access it by logging on at <http://redwoods.instructure.com>, and then clicking on the link for this course. Canvas will also have a syllabus, slides, and grade book.

Login instructions for Canvas:

1. Open your web browser and go to <https://redwoods.instructure.com>
2. Enter your username and password.
 - a. Your username is your Web Advisor login.
 - b. The initial password for everyone is your 8-digit birthday.
4. Once logged in, you should see a link for this class. Click the link to enter the course.

Emergency Procedures

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room) and review www.redwoods.edu/safety.asp for information on campus Emergency Procedures.

During an evacuation:

- Be aware of all marked exits from your area and building. Know the routes from your work area to the nearest exits.
- Once outside, move to the nearest evacuation point outside your building.
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities.

RAVE - College of the Redwoods has implemented an emergency alert system. Everyone is entered already to receive a message at their CR email address. In the event of an emergency on campus, you can also elect to receive an alert through your personal email, and/or phones at your home, office, and cell. This emergency alert system will be available to all students, staff, and other interested parties.

Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the "Register" button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with "redwoods.edu."

We will test the system each semester to be sure that you are getting alerts at all of your destinations. Please contact Public Safety, 707-476-4112, security@redwoods.edu, if you have any questions.

Attendance and Enrollment

My policy is as follows:

- Attendance is expected of everyone. I keep track of attendance and consult that information when responding to requests made by you. Excessive absences may negatively affect your ability to learn the course material and may ultimately result in being dropped from the course.
- ***If you are enrolled for the course and miss the first day of class, and if the course is capped and someone else is on the waiting list, you will be dropped from the course.***

- If the class is filled and you want to get into the course before the semester starts, you must join the waiting list on Webadvisor. This is not a guarantee, however. You must also show up the first day of class to gain permission to enroll in the class. Late Adds will only be granted if you are already on the waiting list, if you show up for the first day of class, and if there is no one on the list before you.
- **After the first day of class, if any enrolled student misses two or more of the subsequent classes leading up to and including census day, you will be dropped from the course and will not be recorded on the census roster.** Please do not ask me to make accommodations for your schedule or to allow you to miss one of these important attendance dates.
- After census day it is your responsibility to withdraw from the class if you are having trouble completing the requirements for the course.
- **Students who miss eight or more classes before the end of Week 10 will be dropped from the course. Students who miss four or more classes after Week 10 will receive zero credit for participation.**
- If you stop showing up to class but do not withdraw from the class before the last day to request a student initiated drop, and if I have no reason to drop you (e.g., your absences are within your allowance), I WILL NOT drop you from the course and you WILL receive the grade that corresponds to the total points you have earned.

Late Submissions

My policy is as follows:

- **In-Class activities and exercises** done during class time and handed in at the end of the class period cannot be made up, even if you have a legitimate excuse for missing class.
- **Exams cannot be made up without a legitimate excuse.** Excuses are reviewed on a case-by-case basis.
- **Quizzes.** You have a 24-hour window within which to take a quiz for full credit. Once the quiz is started you have 15 minutes to finish. You can take a quiz up to 48 hours late, but it will be penalized according to the following timeline:

Penalty Timeline for Late Quizzes

"Late" (up to 24 hours after the deadline)	minus 30%
"Late +1" (24 to 48 hours after the deadline)	minus 40%
"Expired" (More than 48 hours after the deadline)	zero credit

- **Proposals and Term Paper.** These will qualify for full credit only if turned in by the beginning of class time on the day that they are due (see the Course Schedule, below). Late submissions will be penalized according to the following timeline:

Penalty Timeline for Late Submissions

Late (Failed to turn in on the due date <u>at the beginning of class.</u>)	minus 30%
Late +1 (Turned in the next day after the due date)	minus 40%
Late +2 (Turned in two days after the due date)	minus 50%
Late +3 (Turned in three days after the due date)	minus 80%
"Expired" (>Late +3 OR no date stamp)	Zero Credit

A "day" as used here means a business day (M-F). Weekend days do not count against you.

Requirements for Receiving Credit for Late Assignments

All late assignments are to be turned in to administrative services (the front desk) or directly to me. If using the front desk be sure that you have them date stamp the assignment before putting into my mailbox. Please note the following stipulations:

- Assignments turned in before the class period on the day that they are due will only be considered on time if given to me personally or if I happen to retrieve your date stamped copy from my mailbox before that particular class period begins.
- Assignments turned in to administrative services after class begins but still on the due date must have a date stamp proving they were turned in on the due date in order to receive the minimum penalty.
- This policy applies to all assignments other than in-class exams. For in-class exams, see the relevant section below.
- This policy does not apply if you have a legitimate excuse. For legitimate excuses, see the relevant section below.

Missed Work and Criteria for a Legitimate Absence

If you miss the deadline for written assignment you will be allowed to make up the assignment for full credit only under the following circumstances:

- You, personally, were ill on the day in question and have presented to me, within one week of that date, official documentation attesting to that fact, or
- Your official dependent was ill on the day in question and you have presented to me, within one week of that date, official documentation attesting to that fact, or
- You were involved in a documented medical emergency, and have presented your paperwork to me within one week of the incident, or
- You were involved in a documented home or automobile emergency (burglary, fire, flood, accident, etc.), and have presented your paperwork to me within one week of the incident.

If you do not meet any of the above criteria, which constitute the sole grounds for a legitimate unanticipated absence, the *Late Assignments* timeline applies. Childcare, work schedules, and other obligations are your responsibility. Please arrange to have a back up in case your plans fall through.

Policy on Missed In-Class Exams

In-class exams are treated differently than other scored items. There is no late penalty timeline for a missed exam and they cannot be made up for any reason other than the four criteria for a legitimate excuse. That is, you will need to present to me clear and specific documentation within the allowable time frame in order to make up an in-class exam.

Responsibility for Keeping Up with Class Work

Please note that an excused absence on one or more days does not give you an excuse for missing any subsequent class periods, nor does it give you an indefinite amount of time to complete the assignments that were due on or following the day(s) that you were absent. You are responsible for attending class the next class period immediately following your last excused day of absence and for handing in any past due assignments on your first day of return. You are also responsible for turning in any assignments that come due after your excused absence even if you haven't yet turned in your official paperwork documenting your excuse. If you were absent the day an assignment was announced or handed out it is your responsibility to find out what was assigned and to obtain any required materials.

Policy on Anticipated Absences

If you anticipate having to miss class at some point during the term, you are still responsible to get assignments in on or before the regular due date. If your anticipated absence falls on the day of a scheduled exam, you must take the exam before the date of your absence. You must present qualifying documentation to me at least one week prior to the date of your anticipated absence in order to get clearance to take, ahead of time, an exam that is scheduled on the day you will be absent. The reasons below are considered legitimate excuses for absences known ahead of time:

- You will be involved in a documented legal conflict on that date (court testimony, custody hearing, jury duty, jail time, etc.).
- You are required to serve on that date in your documented capacity as military or emergency personnel.
- You have a documented medical appointment that cannot be scheduled at a different time than this class.
- You are attending a funeral and have notified me in advance. You must supply me with the name of the deceased, your relation to them, the location of the funeral, and an official funeral service program when you return.
- You will absent for an officially recognized religious holiday, provided you are a devotee of that religion.

Personal events, such as vacation, recreation, “family business,” etc., do not constitute a legitimate excuse for missing class. If you have a known conflict with the course schedule please speak with me as soon as possible.

Classroom Etiquette

If we all adhere to the following common sense guidelines our class time together should be a pleasant experience for everyone:

- Be on time. If you need to leave early, please let me know before class begins. Avoid leaving class unless you need to take a bathroom break, in which case you do not need my permission to leave the classroom.
- Do not begin packing your belongings until the end of the class session and until *after* I have dismissed the class for the day.
- Avoid interrupting people when they are talking and please do not hold separate conversations during lecture, small-group, or large-group discussion, or when someone else has the floor. Those who continue to violate this norm will be asked to leave the classroom for the remainder of the session and will forfeit any credit for in-class work on that day.
- Address your fellow classmates respectfully, whether or not you agree with their particular viewpoints.
- Refrain from disputing a score you received on an assignment or an exam during the time immediately prior to, during, or immediately after a class session. If you have a complaint, wish to dispute your score, or want to discuss a returned assignment, please make an appointment to meet with me in my office or come to my office hours.
- Electronic learning devices (laptops, notebooks, smart pads, smart phones, etc.) can only be used after gaining your instructor’s permission and then only after agreeing to my Rules of Conduct, below. If you are pre-authorized by Disabled Students Programs & Services (DSPS) to use such devices in class, you may have certain rights of use, but you still must adhere to my Rules of Conduct regarding such use.

Please note that any unruly or disruptive behavior in the classroom is grounds for dismissal from the classroom at the discretion of your instructor. If you are asked to leave you will forfeit any credit for in-class activities done on that day. For guidelines on appropriate behavior expected of all students, whether in the classroom or simply on campus, please read CR's Student Code of Conduct, which can be found at <http://www.redwoods.edu/District/Board/New/Chapter5/Ap5500.pdf>.

Rules of Conduct for the Use of Electronic Learning Equipment

Cellphones

- While in the classroom **all electronic devices (including cell phones) are to be turned off.** Do not call, chat, or read or send text messages or email during class for any reason. Making or receiving phone calls in class is expressly forbidden.
- **If you get permission from me ahead of time,** you may set your phone to vibrate in order to take an anticipated call. If a call does come through, please leave quietly and take the call outside of the classroom. Frequent departures to talk or text are inappropriate.
- If I see you checking your phone during class and you have not made arrangements with me to have your phone on during class, I will ask you to leave class for the remainder of the session and you will forfeit any credit for the day.

Learning Devices

- **If you get permission from me ahead of time, you may use an electronic learning device.** I reserve the right to judge appropriate use on a case-by-case basis.
- Pre-authorization by DSPS to use such devices in class must be given to me in writing.
- When authorized, the use of electronic learning equipment is limited to a) note taking (this excludes software that records voice files), b) referring to an electronic copy of the course textbook (not some other reading), and c) vision or hearing augmentation.
- Prohibited uses include working on an assignment (for this class or any other) unless specifically directed to do so, reading material other than for this course, surfing the web, listening to music, checking grades, chatting, texting, emailing, gaming, videoing, etc.
- Loud keypads, motors, fans, or devices that distract other students are unacceptable.
- No one is allowed to wear earbuds or earphones during class, unless allowed under DSPS accommodations.

Recording Devices

- Voice recording is allowed only if you are authorized by DSP&S, in which case you must show me your authorization. All audio files that you recorded while in this class must be deleted at the end of the semester.

Violation of any of the Rules of Conduct will result in loss of rights of use, even if pre-authorized by DSPS.

Semester Schedule

The following is subject to change depending on our progress in covering the material. Any changes will be announced in class. It is your responsibility to know what is announced in class, whether or not you are present when it's announced.

Dates	Monday	Wednesday
1/19 & 1/21	MLK HOLIDAY – NO CLASS TODAY	Ch. 1 Intro & Methods
1/26 & 1/28	Ch. 2 Neuroscience Quiz 1	Ch. 2 Quiz 2
2/2 & 2/4	Ch. 3 Stress & Health	Ch. 3 Quiz 3
2/9 & 2/11	Ch. 4 Sensation & Perception	Ch. 4 Quiz 4
2/16 & 2/18	PRESIDENT'S DAY – NO CLASS TODAY	Exam 1
2/23 & 2/25	Ch. 5 Consciousness	Ch. 5 Quiz 5
3/2 & 3/4	Ch. 6 Learning	Ch. 6 Quiz 6
3/9 & 3/11	Ch. 7 Memory	Ch. 7 Quiz 7, Paper Proposal DUE TODAY
3/16 & 3/18	SPRING BREAK	
3/23 & 3/25	Ch. 8 Thinking, Language, Intelligence	Ch. 8 Quiz 8
3/30 & 4/1	Review	EXAM 2
4/6 & 4/8	Ch. 9 Cognitive Development	Ch. 9 Quiz 9
4/13 & 4/15	Ch. 10 Social & Moral Development	Ch. 10 Quiz 10
4/20 & 4/22	Ch. 11 Motivation & Emotion	Ch. 11 Quiz 11
4/27 & 4/29	Ch. 12 Personality	Ch. 12 Quiz 12
5/4 & 5/6	Review	EXAM 3
5/11 & 5/13	Term Paper DUE TODAY by 4:00 PM	