

Course Syllabus

General Psychology – Online

Semester & Year	Spring 2018	
Course ID & Section #	PSYCH 1 V5716 (LATE START CLASS)	
Instructor's Name	Dr. Philip Mancus	
Number of Credits/Units	3	
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Textbook Information	<i>Title & Edition</i>	Exploring Psychology, 10 th edition
	<i>Author</i>	Myers and DeWall
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Course Description

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

1. Explain concepts in areas of psychological theory and research while representing appropriate breadth and depth of knowledge within the context of historical trends in psychology.
2. Recognize and understand the impact of diversity on psychological research, theory and application, including (but not limited to): age, race, ethnicity, culture, gender, socio-economic status, disability, and sexual orientation.
3. Demonstrate critical thinking skills and information competence as applied to psychological topics.
4. Analyze how experience, culture, learning and biology affect behavior and cognitive processes.

Necessary Computer Skills

Online courses require adequate computer skills. It is your responsibility to meet the technological demands of the course. You must be able to:

- Navigate the Course Management System (Canvas)
- Activate, receive, and respond to email from your student account (mycr.redwoods.edu).
- Use a web browser to interface with the Canvas CMS
- Use a word processor
- Download and open PowerPoint files
- Download and open Microsoft Word documents
- Use Adobe Reader to read pdf documents
- Convert word processing files to pdf format
- Upload files to Canvas.
- Download and listen to mp3 digital audio files

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Technology Requirements (computer, other hardware, and software)

It is your responsibility to ensure that your computer and internet service provider are adequate and reliable to take this online course. You should have, at the least, broadband services from cable, DSL, or satellite providers. You need reliable and sufficient access to the internet for the entire semester. Preclude problems that may arise with your computer or internet access (including laptop failures and power outages) by not waiting until the last minute to submit assignments. Having a technical issue will not count as a legitimate excuse for missed deadlines.

Portable Devices vs. Computers

Although you can use late-model portable devices (such as Android or iOS phones & tablets) you should plan on doing the majority of your work (especially exams and assignments) from a reasonably late-model notebook or desktop computer (Mac or PC). If you use your portable device for some of your class work, use the free Canvas app (called “Canvas by Instructure”) available in iTunes (for iOS) and the Google Play Store (for Android). It is unadvised to try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.

Technology Support

Before contacting Technical Support please visit the Online Support Page at <http://www.redwoods.edu/online/Help>. For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact Technical Support at its@redwoods.edu or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Special Accommodations

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present to me your written accommodation request (your Support Services Agreement) at least three days before the first quiz so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact [Disabled Students Programs and Services](#). Students may make requests for alternative media by contacting DSPS at 707-476-4280. I make every attempt to follow universal design in the course website to ensure full accessibility. Please contact me if you have particular physical or learning disabilities so we may discuss your options.

Regular Effective Contact

In this class we will communicate weekly through the use of discussion forums, weekly announcements from your instructor, course instruction and notes for each chapter, and virtual conferences.

Time Management

Good time management is essential to success in this class. Students are often surprised by how much time it takes to complete the work in an online course. With that said, *expect to spend 9 to 12 hours per week working on this class*. Conscientiousness, attention to detail, careful reading and meticulous writing are all part of learning, and learning takes time. Your commitment will require at least as

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much effort as you dedicate to a traditional class. For example, you will be required to:

- Read online lectures and textbook chapters
- Participate in online activities and watch online videos
- Participate in online discussions
- Work collaboratively with fellow students
- Complete online quizzes, exams, and projects.

Academic Support and Resources

Are you ready for online classes? Please take about 15 minutes to review what it means to take an online class by watching the Introduction to Online Learning presentation at:

[Introduction to Online Learning](#). In addition, here are some other resources to help you.

- What to expect when taking an online course at College of the Redwoods: [CR Online Course Information](#).
- Learn more about the Canvas Course Management System including help and tutorials: [Canvas Overview](#).
- Here's a guide for taking online classes: [Student Online Hand Book](#).
- Library resources (including online databases) can be found at: [CR Library](#).
- See what other community college students have to say about what it takes to be a successful online student: [Student Advice on Taking an Online Class](#).

Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more. The following resources are available to support your success as a student:

Course Communication

My preferred method of communication is the messaging feature within Canvas. When you first log on you'll see an icon that says "Inbox." In it, find our class and send me a message. I will usually reply within 24 hours, Monday through Friday. If for some reason you cannot access the Canvas website, send me an [email](#).

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct is available on the College of the Redwoods website at: [Code of Conduct](#). Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

Instructor Specific Policy

In this class, all work done for credit must be your own, completed by you without assistance from

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anyone other than basic editing, unless otherwise directed. Students new to college are sometimes unfamiliar and uncertain of what is acceptable and what isn't. This section establishes my policy for academic dishonesty and its consequences.

One of the biggest problems in an online environment is plagiarism, which is trying to pass off someone else's ideas, data, or text as if they were your own. I treat plagiarism as a form of academic dishonesty. This means it will benefit you to know what it is and how to avoid it. For a quick guide on plagiarism, the [Online Writing Lab](#) at Purdue University is a great resource. *It is your responsibility to know what plagiarism is and to refrain from it entirely.* In addition to plagiarism, academic dishonesty includes but is not limited to cheating, collusion, complicity, abuse of resources, computer misuse, fabrication or falsification, unpermitted multiple submissions, and bearing false witness.

Students who are caught committing academic dishonesty on an assignment immediately forfeit all credit for that assignment. For repeat offenses, I will file a formal complaint with the Dean of Students and you may be dropped from the course or receive a failing grade. To learn more about your rights and responsibilities as a student, please familiarize yourself with the [Student Code of Conduct](#), especially pages 10-20. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; physically or verbally abusive behavior; and offensive behavior not otherwise specified. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Dean of Students or designee.

Classroom Etiquette and Acceptable Use

While we all have a local set of social norms for how to act on social media and amongst our peer groups, the digital world is quickly developing social conventions for how to conduct oneself in a public or semi-public virtual environment, like in an online class. Being online requires paying attention to the way we communicate because our messages often lack important cues such as tone of voice, eye contact, facial expression, gesture, immediate context, etc. We've probably all had the experience where an email was poorly received because someone read it the wrong way. So, the online community has developed a set of guidelines for how to act in cyberspace. To learn more, check out this source on "Internet etiquette" or [Netiquette](#).

College of the Redwoods also has an [acceptable use policy](#), which governs what kinds of activities are allowed (or prohibited) on CR computing resources. Even if you are working from your home computer, you are still restricted from using the class website in ways that violate the college's policy.

Overall, it is important that we each conduct ourselves in a manner fitting for a college classroom, just as if we were assembled together in a physical setting. In general, if we all abide by the following rule

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we should get along just fine: Be respectful when communicating with your fellow students and with your instructor.

Policy on Hate-Based Communications

In this class I have a zero tolerance policy when it comes to individuals, groups, or organizations professing ideologies that target, intimidate, and/or dehumanize individuals or groups based on their perceived race, color, ethnicity, nationality, national origin, citizenship, language, religion, age, sex, sexual orientation, gender identity, body size, marital status, genetic status, veteran status, assault and trauma survivor status, and/or physical dis/ability. Such expression is antithetical to the spirit of the academy and to the mission of the college. Individual actions that express hatred, contempt, or otherwise degradation of others will not be tolerated. Any and all speech, gestures, adornment, emblems, codes, insignias, signs, symbols, slogans, flags, propaganda, paraphernalia, or other memes that express or represent hate-based ideology or discrimination against protected classes, or otherwise signifies identification with, sympathy for, affiliation with, or membership in a hate group are strictly prohibited from this virtual classroom. Your instructor reserves the right to determine what is acceptable. Any violation of this policy will result in the student(s) having classroom privileges suspended until compliance is assured. Names will be forwarded to the Dean of Students.

Emergency Procedures for College of the Redwoods

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus, you can receive an alert through your personal email, and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to [Get RAVE](#) 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.” Please contact Public Safety at (Eureka) 707-476-4112, (Del Norte) 707-465-2311, or (Klamath-Trinity) 530-625-4821 or email them security@redwoods.edu if you have any questions.

Please review the campus evacuation sites for whenever you are on campus (posted by the exit of each room). Emergency maps are available at [District Maps](#). For more information on Public Safety, go to [Public Safety](#) In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- 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 campus authorities.

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.

Proctoring

All work done for this class is done online. There won't be any proctored exams.

Course Overview

Welcome to your LATE START online class of General Psychology. This is the official Course Syllabus (or “Course Guide”), which contains vital information you’ll need to know to successfully complete the course, including accessing the Course Management System (CMS), getting prepared for class, course policies, grading, and the semester schedule. Please save this document to a safe place and read it in its entirety. Whenever you have a question about how the course works, consult this document first.

Important Dates

- The semester runs from February 20 through May 11
- **Start Date:** February 20
- **Confirmation Date:** February 23. This is the deadline to introduce yourself to the class. Missing this deadline will result in being dropped from the course.
- **Census Date:** March 8
- Last day to withdraw from the course with a “W” is April 11
- Midterm Exam is March 28
- Term Paper Due April 11
- Final Exam is May 9

The Canvas Course Management System (Course Website)

This course is taught 100% online. We will not meet face to face. All instruction will take place using the Canvas Course Management System. Here are login instructions for Canvas:

1. Open your web browser and go to redwoods.instructure.com (click the following hyperlink to go there: [Canvas Log In](#)). Or, go to the [College of the Redwoods Home Page](#) and click “Canvas.”
2. Enter your username and password.
 - a. Your username is your Web Advisor login (e.g., **flastname123** – first initial + **lastname** + the last three digits of your student ID number).
 - b. The initial password for everyone is your eight-digit birthday (mmddyyyy).
3. Once logged in, find the link for this class. Click the link to enter the course. If you need assistance logging in please go to the following webpage: [Canvas Login Help](#). It is highly advised that you change your initial password once logged in.

Confirming Your Presence in the Virtual Classroom

At the very beginning of the semester you must confirm your presence in the virtual classroom by the end of the day on Friday of Week One (i.e., the “Confirmation Date”). Showing up means two things. First, after you log on to the course website you must configure your account settings and upload a profile picture with which the rest of the class can identify you. You cannot use the default grey silhouette provided by Canvas as your picture. Second, you must post an introduction of yourself to the “Introductions” discussion forum. To do this, log in to Canvas, go to the page for this class, and go to the Modules list. Work through the “Getting Started” module and introduce yourself in the first discussion, found at the end of that module. This will confirm your enrollment in the course and you will avoid being dropped as a “no show.” This will establish your enrollment in the course and you will avoid being dropped as a “no show.” Students will be dropped from the class if they do not log in, choose a profile picture, and introduce themselves by the deadline.

Waitlist and Late Add

Prior to the start of the term, the WebAdvisor system automatically allows students to enroll for open sections. Students on the waitlist are added automatically to a class as space becomes available, up until the class is full (the class “cap”). Once the cap is reached, WebAdvisor will not add waitlisted students to the class unless a vacancy is created (i.e., the number of enrolled students drops below the cap).

One week prior to the start date, the first five students on the waitlist for this course will be allowed into the class (this is called the ***Over Enroll Date***). This is the only time I will allow students in over the cap of 40 students. After the over enroll date, Webadvisor will continue to add students from the waitlist, but only when a vacancy opens up.

After the start date, if there is room (i.e., the number of enrolled students drops below the cap) I will allow “late adds” on a first come, first serve basis until the end of the first week of the semester. Students wishing to late add first be on the wait list and second, must contact me directly via email. This means that even if you are on the waitlist when the semester begins, you still must inform me that you want into the class late. Only students who are on the waitlist and who contact me directly requesting entry into the course will be considered for adding the class. Please include your full name and student ID in your email.

After the first week of the semester I will not allow students to enter the class.

Service Failure (What to Do if Access to the Internet is Interrupted)

Widespread Outage. In the event of a power or network outage that affects a *substantial* number of students, I will make allowances to all students for any missed time or work. *If the college website is down, the course website may still work*, so it’s best to go directly to <http://redwoods.instructure.com> when internet service is restored. Continue checking regularly until you are able to log on.

Local Outage. A *local outage* (i.e., *service interruption that only applies to you or your household*), is an *insufficient excuse for missing work*. You can always go to a public wireless/hotspot or the nearest College of Redwoods campus and use the resources there. (See the section below on *Missed Work*.)

You need reliable and sufficient access to the internet for the entire semester. Preclude any problems that may arise with your computer or internet access (including laptop failures and power outages) by not waiting until the last minute to submit assignments.

Attendance, Participation, and Assignments

Attendance and Participation

This is an online course. It is essential that you participate regularly in the class. Participation is defined as responding to all queries from your instructor, reading assigned material, completing the learning unit (including taking quizzes and contributing to discussions), working collaboratively when assigned to peer groups, completing exams when scheduled, and submitting written assignments when due. If you cannot meet these requirements, you should not take this class. Please note the following course policies about lack of course participation:

- Students who do not log on by the Confirmation Date (see above) will be dropped from the course.
- Students who do not complete assignments that are due prior to Census Date will be dropped from the course.
- After the census date, students who show a pattern of excessively missing assignments or otherwise slacking in participation may be dropped from the course. I reserve the right to determine what constitutes “excessive” and will notify you in advance, prior to the Withdrawal Date, if I am considering such action. *If you do not hear from me that I plan on dropping you from the class, it is your responsibility to withdraw from the course by the deadline if you deem it necessary to do so.*

Missed Assignments

All graded assignments in this course will have a posted due date. Some assignments will have a grace period where I allow late submissions. Late work is always deducted by 30% before I begin grading. Waiting to complete an assignment until the day it is due is ill advised. In addition, please take note of the following points regarding assignments:

- Because you (the student) will have approximately one week's time to contribute to each chapter unit's discussion and take the quiz, discussions and quizzes cannot be completed late nor can they be made up. Because this is a late start and we are compressing an entire semester into ten weeks, ***unlike other online classes that I teach, I do not allow you to drop your two lowest scores in these categories.***
- Because you have a 24-hour period to take each exam, you may not arrange in advance to take the exam on an another day because you happen to have a conflict. The semester schedule is set in advance and it is up to you to make prior arrangements to take the exam with the rest of the class.
- If you miss your midterm exam due to unforeseen circumstances, you will have the opportunity to make up that exam immediately after taking your final exam. If you miss your final exam, you must provide written documentation that one of the following events occurred, otherwise you will not be allowed to make up the missed final exam:
 - You became incapacitated due to illness, injury, or traumatic event which prevented you from logging on and taking the exam on the scheduled exam date.
 - You were required, on the scheduled exam date, to provide urgent care for an immediate family member, dependent, caregiver, or friend who had no one else to help them.
 - You were called to duty, on the scheduled exam date, in your capacity as a first responder or member of the armed services.

Having internet or computer problems the day of the exam does not constitute a legitimate excuse unless your instructor deems it was caused by an event that affected a substantial number of other students (see *Service Failure*, above). Your instructor reserves the right to determine what is considered "substantial."

Returned Work

On average, you can expect graded assignments to be returned within approximately one week's time. Some assignments take longer to grade, some take less.

Assessment, Evaluation, and Grading

The course is organized into nine units. Each unit contains course notes, assigned readings, a discussion, and a quiz. Your grade for the course will be determined using the following weighted categories:

Discussions (20%)

For each unit there is a corresponding discussion. Each discussion is initiated by a prompt from your instructor. You respond to the prompt and then discuss your answers with each other.

Quizzes (20%)

For each unit there will be a quiz. Quizzes are timed, objective, open-book, and open-notes.

Exams (40%)

You will take a midterm exam covering the first half of the course and a final exam covering the second half. Exams are untimed, involve a variety of question types, and are open book and open notes. Exams must be attempted (started and completed) on the date they are scheduled in the syllabus (see Semester Schedule, below). Because this is an online class and because you will have a 24-hour period to take your exam, students cannot arrange ahead of time to take the exam on another date.

Term Paper (20%)

You are responsible for writing a brief research report on one of the fields of applied psychology. See the directions for this assignment in the modules.

Grading

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

A = 90% and above	C = 70-76%
B+ = 87-89%	D = 50-69%
B = 80-86%	F = 49% and below
C+ = 77-79%	

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. This is a rare privilege and is not granted lightly.

Course Syllabus Subject to Change

As your instructor, I reserve the right to make changes to this syllabus and the course content. While I make every effort to follow the policies and schedule laid out herein, there may be times when changes are necessary. I will inform the class of changes using the Canvas Announcements tool.

See the semester schedule on the next page.

Semester Schedule

Dates	Mon	Tue	Wed	Thu	Fri	Sat
Feb 19 - 23	No Class	I. Theory and Method (Ch. 1) Starts Today			Introductions Due Today; Unit I. Discussion Due	Practice Quiz Due Today; Unit I. Quiz Due
Feb 26 - Mar 2	II. Biology & Development (Chs. 2, 4) Starts Today				Unit II. Discussion Due	Unit II. Quiz Due
Mar 5 - 9	III. Consciousness & Perception (Chs. 3, 6) Starts today				Unit III. Discussion Due	Unit III. Quiz Due
Mar 12 - 16	Spring Break					
Mar 19 - 23	IV. Learning & Memory (Chs. 7, 8) Starts Today				Unit IV. Discussion Due	Unit IV. Quiz Due
Mar 26 - 30			Midterm Exam: March 28			
Apr 2 - 6	V. Thinking & Intelligence (Ch. 9) Starts Today				Unit V. Discussion Due	Unit V. Quiz Due
Apr 9 – 13	VI. Motivation & Emotion (Ch. 10) Starts Today		Term paper due April 11		Unit VI. Discussion Due	Unit VI. Quiz Due
Apr 16- 20	VI. Health & Happiness (Ch. 11) Starts Today				Unit VII. Discussion Due	Unit VII. Quiz Due
Apr 23 - 27	VIII. Individuals & Groups (Ch. 12, 13) Starts Today				Unit VIII. Discussion Due	Unit VIII. Quiz Due
Apr 30 - May 4	IX. Disorders & Treatment (Ch. 14, 15) Starts Today				Unit IX. Discussion Due	Unit IX. Quiz Due
May 7 - 11			Final Exam: May 9			

