Instructor Information
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Course Information
Course Title: Introduction to Psychology
Course Number: PSYC 2301
Section Number: 61432
Semester/Year: Fall (08/24/2020 to 10/15/2020)
Credit Hours: 3
Class Meeting Time/Location: INET
Certification Date: 08/29/2020
Last Day to Withdraw: 09/30/2020

Course Prerequisites
College level ready in Reading and Writing.
Must have adequate command of the English language to use in technical concepts and terms.

Helpful Hints!
- Make sure you have the time to do this course.
- Figure on about 1-3 hours of course work per day.

Course Description
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. (3 Lec.)
Student Learning Outcomes

Upon successful completion of this course, students will:

1. Identify various research methods and their characteristics used in the scientific study of psychology.
2. Describe the historical influences and early schools of thought that shaped the field of psychology.
3. Describe some of the prominent perspectives and approaches used in the study of psychology.
4. Use terminology unique to the study of psychology.
5. Describe accepted approaches and standards in psychological assessment and evaluation.
6. Identify factors in physiological and psychological processes involved in human behavior.

Texas Core Objectives

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making
6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Required Course Materials

- **Required** etextbook is in Revel: Ciccarelli, Psychology: An Exploration 4e and an Access Code to Revel, ISBN# 9780134639017.
- Access to Microsoft Word or Adobe PDF word processing program for writing and submitting your required essay. It is available, free, from the MVC website for PC or MAC computers.
- Access to a PC or MAC tower computer or laptop computer.

Make sure you have funds to purchase this item at the beginning of the semester as there will be no extensions of due date because of not having the access card purchased for the Revel etextbook and homework assignments.
You must have reliable access to the Internet, Ecampus and Pearson’s Revel (Google Chrome Browser recommended). You may use on-campus or library computers or your own tower or laptop PC or MAC, NOT a smart phone or tablet. See your Instructor as soon as possible if you do not have access to your own computer.

If in doubt about what to buy, please see the MVC bookstore clerk and present your class number and section number to them. They will assist you getting what you need.

**Helpful Hints!**

- A student of this institution is not under any obligation to purchase an etextbook from a university-affiliated bookstore.

- The same textbook may also be available from an independent retailer, including an online retailer.

- Once you use the Ecampus link to register with Revel, usually the online purchase option of Revel materials is a little less expensive than elsewhere.

- As you register for Revel in Ecampus, that purchase option will appear along with it’s price. Please check it out to make sure it is less than other available options.

- There may be, but not always, be a free option shown in the Revel registration for 14 days.

- If you use it, you are responsible for paying for the Revel access code within the 14 days.

- If you do not, your work may disappear to where your Instructor will not be able to get it back.

**Graded Work**

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated. The instructor reserves the right to change the course or syllabus during the semester. All coursework listed below is due the last day of class. No exceptions.

<table>
<thead>
<tr>
<th>Graded Work Assignments</th>
<th>Maximum Possible Points Per Assignment</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecampus Chapter Tests</td>
<td>5 @ 100 points each</td>
<td>500 points</td>
</tr>
<tr>
<td>Ecampus Chapter Homework</td>
<td>5 @ 100 points each</td>
<td>500 points</td>
</tr>
<tr>
<td>Essay</td>
<td>1 @ 500 points</td>
<td>500 points</td>
</tr>
<tr>
<td>Revell Chapter Homework</td>
<td>Must complete all 13 chapters at or above 70%. Partial completion does not count at all. <strong>NOTE:</strong> The grades for each assignment will not be used in your course calculation, but you do have to complete all the chapters at or above 70% to be considered complete.</td>
<td>500 points, given when you complete all 13 chapters at or above 70%</td>
</tr>
</tbody>
</table>

**Final Grade**

**TOTAL: 2,000 points**
<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800-2000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>1600-1799</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>1400-1599</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>1200-1399</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-1199</td>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>

**Calculating Your Grade:** To calculate your grade at any time in the semester, simply add up your points and divide this total by the maximum, total possible number points for each assignment/work completed.

**Helpful Hints!** A fill-in your grade, automatic calculator is being developed for your use. You will be notified by email when it is available. It will be posted in the course site. For now, use this example:

- At this point in the semester, I added up all my scores and I have earned 932 point on exams, essays, and homework I completed.
- For each of the assignments I completed, there are 1200 points possible -- *if* I made a 100 on each. However, I did not make 1200 possible points but only 932. Thus, 932 divided by 1200 = 76.6 = C.

The reason for you keeping track is that the Ecampus grade book is not capable of real time (cumulative) grade calculations as you progress through the course and complete assignments. Your final course grade is not calculated until you submit everything for the semester.

Grades for homework and exams will be posted in the Ecampus grade book immediately. You are to keep track of your grades by using the example mentioned previously so that any questions concerning them are resolved *prior to the end of the semester* not after the semester is over.

The final exam schedule is published in the calendar for the schedule for the current semester for regularly scheduled sections. We will meet class on the date posted in this schedule. (*This applies to face-to-face classes only*).

**Description of Graded Work**

**Tests:** The 5 chapter tests and Final Exam have 50 multiple-choice questions each that you must answer within a 30-minute time-limit. You will be allowed unlimited attempts at the exam and only your last score will be counted towards your final course grade. There are no extensions in time to complete this assignment.

**Homework:** The 5 chapter home works have 50 multiple-choice questions each that you must answer within a 60-minute time limit. You will be allowed unlimited attempts at the quiz and only your last score will be counted towards your final course grade. There are no extensions in time to complete this assignment.

**Essay Project:** This is a 3-5 page essay that must be written about intercultural competence and social responsibility. There are no extensions for this assignment. Details will be released after the semesters starts.
Other Items: A one-time, written paper and pencil test will be given for anyone experiencing insurmountable technical difficulties in doing the electronic testing.

Only your last score of each exam or homework will be used to calculate your grade average. No resets of exams/homework will occur because a reset will cancel out any previous score. Print-outs of previous tests will not be accepted. The tests will not be curved.

All exams and homework are open book and an individual effort. No outside reference to any source (e.g., Google) or person(s) while taking a test by computer is allowed.

All homework and tests are time limited to 30 or 60 minutes. This is not a “look up the answer” testing or homework course. You must study as described in Ecampus under the left pane tab “How to Make A’s”. You will have about 60 seconds to answer each homework question and 30 seconds for each test question. This is more than enough time to answer the questions, if you have studied. The time limit will not be increased unless you qualified for an accommodation through the MVC office.

All tests or homework assignments are due by 11:59 PM on the last day of class. Any tests or homework that receives an overtime mark of either a flag or bubble by the score means that you submitted the test/homework later than 11:59 PM on the last day of class. Any submission after 11:59 PM will be give a 0, no exceptions. Please do not wait until the last minute to do your exam, it is not worth the 0. Better to submit what you completed at 11:59 p.m. rather than risk a 0. If you do get a 0, please re-take it again as soon as possible before it is due.

When you are emailing your Instructor, use your enrolled name and your own email, not a borrowed one. Also ensure that the subject line of your email contains the course name (Psyc 2301) and section number (the number that begins with a 6 and has 5 digits), otherwise your email will be deleted. You must include the specific reason(s) for your concern and be very detailed about what your request is.

Helpful Hints!

- Example: I am John Doe in Psyc 2301-65332

- The reason for the section number is that professors have many classes and the only way we can tell which class you are in to answer your question(s) is to have the section number that begins with a 6 and has 5 digits.

- Section number is listed in the syllabus (first page) or in Econnect or fee receipt.

- Including section number and course/class informaiton will save valuable time for you and your Instructor by reducing the number of emails/phone calls that go back and forth to get your section number or course.

If you call your Instructor, please realize that we do not have caller ID that is stored with your message so the phone number information is gone when you hang up. Therefore, if you want a call back, leave your telephone number and make sure you repeat it twice in the voice mail.

There is no reason why we would not return your call or email unless it was not received. I will usually contact you within the same day or no longer than 2 days following the date and time of your call.
Please see this link as I think you might find it helpful for college, your other classes and the world of work after college:
https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay

**Academic Dishonesty:** Students that caught plagiarizing (copying) someone else’s work will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct.

Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

**Helpful Hints!!**

- For your essay assignment, you must have your own original thought which does not require a citation and cite.

- If you obtain someone else’s original thoughts or writings, then you must cite them in your essay as well include a citation.

- This process will be discussed in more detail with the essay instructions that will be released later.

**Attendance (For Face-to-Face classes only)**

Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early otherwise you will be counted absent.

*Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.*

Roll will be taken at the beginning of class and end when the last name is called. If you arrive after the last name, you are late and will be counted absent. You are still welcome to come in and be seated, quietly, however you will not be counted present.

If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early, otherwise, **you will be counted absent.**
If you are absent or late, it is your responsibility to obtain the missed class lecture information from another student or myself.

Students have the responsibility to attend class and to consult with the instructor when an absence occurs. It has been the experience of the Instructors that the students who regularly log on and complete their homework and test assignments on time have an excellent chance of completing this course satisfactorily.

We also have a high failure and drop rate among students who do not log in frequently or attend class. The choice is yours.

We also view completion of assignments on time as a very positive commitment on the part of the student toward completion of the course. We are always ready to provide help as needed for these students.

**Late Work Policy**

Late work is not accepted. If there is an emergency please request a form from your Instructor and fill it out, with verification. Once you return it to your instructor, the verification will be processed and the Instructor will notify you if the excuse is approved.

All tests and homework are due no later than 11:59 PM on the last day of class. **the Final Exam is due on the last day of class at 11:59 p.m.** All uncompleted work has a value of zero (0) points. Do not wait until late to take the exam because any exam that is submitted beyond 12 midnight on the last day of class will not be counted and you will receive a 0.

**Important:** Re-tests are at the discretion of the Instructor. Exceptions for work schedule, technical difficulty, equipment failure, childcare, forgetfulness, and other issues related to last minute testing, equipment failure or late submission of work will not be accepted.

This is especially true when technical problems occur at the last minute when all your assignments due the last day of class. You have had since the first of the semester and time enough to submit your assignments rather than at the last minute on due date.

**Helpful Hints!**

- Contact the Help Desk for technical problems, not your Instructor.

- **For Ecampus problems**, 1-866-374-7169 or 972-669-6402

- **For Pearson Revel problems**, 1-844 292-7018.

**Delay In Completing An Assignment Due to Technical Difficulties:** First, call the Help Desk to report an incident and to get help to resolve the issue. Before you end the call, make sure you have a report number which tech support assigns to each reported incident. Also, ask tech support to forward your contact information, the report number and a report to the Instructor’s email address. Next, contact your Instructor about technical difficulties not related to course content. **NOTE:** the technical report must have a report date prior to any assignment’s due date to be considered for exception/extension of time for an assignment.
If you encounter technical issues during the last week of class, you are required to have a detailed tech support report sent to me prior to the last day of class. No exceptions. Any technical problems which occur earlier in the semester should be reported and resolved before the last week of class.

What will not be excused at all is last minute testing (the day it is due) where no or few assignments are completed before technical difficulty occurs. Others will have planned to complete their assignments and so should you. We take deadlines and timeliness seriously as does your present or future employer does.

**Helpful Hints!**

Based on previous experience over the years:

- Other than to read the assignments, do not use a cell phone or tablet.
- Use only a tower or laptop computer
- Use Goggle Chrome for your browser.
- Clear your browser’s cache file; call tech support if you are unsure how to do it.
- If you are using a MAC computer, do not use the Safari browser.
- If you are using a MAC computer, download the Google Chrome (for MAC) and use it as your browser, it is free.
- If you are using a MAC product, do not use their word processor to submit any paper or essay to Ecampus. MAC word processors uses a .pages extension which Ecampus cannot open and you will get a 0.
- You must use the free programs of Word or Adobe PDF and the extensions of .doc, .docx, or .pdf or your Ecampus submitted work cannot be opened and graded, therefore a 0.
- You can check those extensions before you upload your assignments to Ecampus.

The reason cell phones and tablets may cause problems is that they are very unique electronic devices which do not integrate effectively (interoperability problems) with eCampus. They may cause problems. Some of them do not cause problems and you are lucky at that point.

If you experience problems that cannot be resolved by tech support or do not have any other electronic options to either access or submit work, please contact your Instructor as soon as possible.

Do the above and you should be good shape on the technology side.

**Institutional Policies**

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

Mountain View Institutional Policies (http://www.mountainviewcollege.edu/syllabipolicies)
## Course Schedule (Recommended)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 31</td>
<td>Test 01 Chapters 01-03 and Homework 01-03</td>
<td>Read Chapter 01-03, do the Study Guide, powerpoints and flashcards (available in Spanish)</td>
</tr>
<tr>
<td>Sept 07</td>
<td>Test 02 Chapters 04-07 and Homework 04-07</td>
<td>Read Chapter 04-07, do the Study Guide, powerpoints and flashcards (available in Spanish)</td>
</tr>
<tr>
<td>Sept 21</td>
<td>Test 03 Chapters 08-10) and Homework 08-10</td>
<td>Read Chapter 08-10, do the Study Guide, powerpoints and flashcards (available in Spanish)</td>
</tr>
<tr>
<td>Sept 28</td>
<td>Test 04 Chapters 11-13 and Homework 11-13</td>
<td>Read Chapter 11-13, do the Study Guide, powerpoints and flashcards (available in Spanish)</td>
</tr>
<tr>
<td>Oct 13</td>
<td>Final Exam, Chapters 01-13</td>
<td>Review all Chapters 01-13, review the Study Guide, powerpoints and flashcards (available in Spanish)</td>
</tr>
<tr>
<td>Oct 14</td>
<td>Essay</td>
<td>Social Responsibility and InterCultural Competence</td>
</tr>
</tbody>
</table>

### Due Dates:
All of the above are due *Oct 14, 2020*. No exceptions. No late work accepted. **If there are any extreme emergency or unusual hardship situations, and you can provide written verification, see your Instructor as soon as possible.**

### Helpful Hints!

- The chart above is a recommended time schedule, not a due date schedule, so that you can pace your progress to meet the deadline date.

- If you wait until the last minute to do the course, you will not make it so let’s get that good grade everyone is capable of and get it in on time.

- Please plan ahead.

- **Holidays:** Sept 7, Labor Day, Nov. 26-27, Thanksgiving

### Helpful Hints!

- Because there is more than ample time to make sure there are no technical or equipment difficulties, there will be no excuses for not completing the assignments on time.

- Make sure you can complete the assignments before the last week in order to not be caught without enough time to complete the assignments.

- If you follow it, the **recommended** course calendar above should keep you on time. Late work will not be accepted.
Certification Procedure

Log into eCampus after the class starts, download and sign the last page of this syllabus. The document file submitted must be either a .docx, or .doc or .pdf file. MAC .pages file will not open in eCampus. Only a document submitted in one of these file types will receive credit for it.

Next, use the eCampus “Signed Certification Submission” button before the certification date listed on page 1 of the course syllabus. The “Signed Certification Submission button is located on the left side of the course site.

Set up and register as your name appears exactly as you registered at MVC. Otherwise, you may be counted as not certified or not present.

Helpful Hints!

- Please do not use nick names, someone else’s name (yes, that has happened!) or forget to hyphenate your full name, if it has a dash.

- Use your true and eConnect registered name only, for Revel, your emails and phone calls. Doing so will save a lot of time.

- Submit this next page as a .doc, .docx, or .pdf file, as soon as possible, so that any financial aid is not hindered by your non-certification.

As you know from your own experience, a student cannot master the material covered in a course without some hard work, no matter how good the teacher and the textbook are. You must take the time to study, memorize the vocabulary and learn the concepts. Nobody else can do that for you. If you choose to put in the effort, you’ll succeed; if you don’t you’ll fail. The responsibility is primarily yours.” Essential of Understanding Psychology, Robert Feldman.

Certification Statement To Submit to Ecampus

I, __________________________________________ hereby certify that I have read and understood the above syllabus and know that my compliance is necessary to avoid unnecessarily failing parts of the course or even the entire course. I also have asked the Instructor for an explanation of any part of the syllabus that is unclear to me. Last, I understand that I must submit this document for timely certification and to let my Instructor know I am present.