Instructor
Name: Professor D. Falls, MA, MBA, MAC, LPC, NCC, NBCC, CCJP
Office: G 235
Phone: 972-391-1060 – Do not leave telephone messages after 5:00 PM, Weekends, or on Official College Holidays as no one will be available to answer.
Office Hours: By Appointment Only.
Division: Social Sciences and Human Services
Course Number: PSYC - 2301 Section Number: 49312
Email: dfalls@dcccd.edu Email is the preferred method of communication

This course officially opens on January 21, 2020 and closes on March 12, 2020

Lecture Classes:
49312 - meets in the N building Class Room N 221 on Tuesday & Thursday of each week from 1:00 AM – 2:20 PM – 3 Credit Hour Course

Textbook and Other Course Materials

Please note that all assignments exams and quizzes will be taken on e-campus/blackboard not in LaunchPad. LaunchPad has videos and additional quizzes etc… that may enhance your learning experience however all graded quizzes and exams will be taken via e-campus/blackboard. Access to quizzes and exams can be found under the tab “course content”.

To access useful materials for this course on e-campus/blackboard on your computer or an Eastfield computer use Mozilla, Firefox, or Chrome as your browser at www.dcccd.edu/ecampus. You will need to log in to e-campus/blackboard using your student ID number, which is on your registration receipt. Follow the instructions on e-campus/blackboard. If you encounter problems with e-campus/blackboard, please call Technical Support at 1-866-374-7169 not your instructor.

Important Notice:
1. Do not use a wireless connection
2. Exams are not optimized for:
   a. Apple Products
   b. IPADS
   c. Chromebook
   d. Cell Phones
3. Students must have:
a. A Windows based computer
b. Respondus Lockdown Browser downloaded in order to be able to take quizzes and exams.

4. Students will need to be able to have access to the Eastfield Library in order to obtain the use of a computer should technical issues at home prevent them from completing coursework. Be advised that computer access in the library is on a first come first served basis. There may be a wait time to use a computer in the Library it is not guaranteed that a computer will always be available for use, as other Eastfield college students also have access to the computers. Additionally, it is the student’s responsibility to ensure that the computers utilized in the library have Respondus Lockdown Browser already downloaded on them (check with the library staff before using the computer).

This syllabus is for lecture classes. For lecture students, exams may be taken online or in class, at the instructors discretion.

The Professor reserves the right to amend this course syllabus for lecture and online courses. Any amendments will be posted online, your course page/site through e-Campus/Blackboard, course announcements or in class. All students will be sent an email via e-Campus/Blackboard with the amended material.

It is the student’s responsibility to read the syllabus carefully, check announcements and emails on a daily basis and attend classes as scheduled, so not, to miss any critical information concerning the course.

Welcome to Introduction to Psychology- General Psychology 2301. I am confident that we will have a productive Semester learning selected issues related to psychology.

The course topics are interesting and I believe that you will enjoy reading your assigned course book. This Professor may require students to take exams, complete homework assignments, quizzes, and psychology assessment assignments on-line via e-campus/Blackboard and SafeAssign, in addition to taking exams in the classroom for lecture students and the Eastfield Library or Computer Lab, for lecture and online students experiencing technical issues.

The course Professor may proctor exams at will for online and lecture courses. The course Professor may require students to take exams etc…in the student testing center should there be red flags indicating a student may be involved in collusion, cheating, plagiarism, or any other unethical behavior in this course.

This is a fast paced 8 week college course and will require intensive reading and studying of designated chapters in addition to taking exams, quizzes, homework assignment quizzes, responding to selected discussion topics, and responding to a mandatory psychology assignment paper (APA Format) or as instructed by the Professor of this course.

It is anticipated that you will have four (4) major chapter exam grades each worth up to 100 points (be advised this may change for lecture students depending on class activity), one (1) mandatory psychology assignment paper worth up to 80 points, and twelve (12) homework HW assignments worth up to 10 points each, for a total of 120 points.

4 exams (400 points) + 1 mandatory psychology assignment paper (80 points) + 12 homework assignments (120 points) = 600 points.

Your goal is to earn the highest number of points on each exam, homework assignment, and mandatory psychology assignment paper.
The Mandatory Psychology Assignment Paper instructions can be found under the tab titled “course content” and is due before 5:00 PM on February 28, 2020, at which time grading will begin (not before). Please note this on your schedule because no late submissions will be accepted for any reason. Assignments that are submitted via safe assign that cannot be opened by the course Professor for any reason, will receive a grade of “0”. If a student submits an unintended assignment, no resubmission will be allowed and a grade of “0” will be assessed. If an assignment is submitted with a cover page, blank cover page a grade of “0” will be assessed as this is a manner to try and avoid SafeAssign checks. All written assignments must be submitted as an attachment, in a Word Document. Do not submit written assignments on google docs as they are not blackboard compatible for this assignment. If students convert a document to a Word Document it is the student’s responsibility to ensure it can be opened by the Professor for grading. Word Documents not accessible to the Professor for grading will be assessed a grade of “0” no exceptions.

Extra credit MAY also be provided during the semester for both online and lecture classes at the discretion of the course Professor. Be advised, that you are not entitled to extra credit. If you are not present in class the day extra credit is announced, for any reason, you will not be allowed to submit the extra credit assignment. No extra credit assignments will be accepted late for any reason. Extra credit is not a replacement for required course work so Do Not ask for extra credit assignments to make up for course work.

Determining Course Evaluation/Grade:

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**FINAL COURSE GRADE Calculation**

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540 - 600 &= A = 90\% - 100\% \\
480 - 539.99 &= B = 80\% - 89.99\% \\
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Example of how course grade will be calculated:

After completing all assignments Jon Doe earned 465 points at the end of the semester. Mr. Doe’s grade would be calculated as follows: 465 divided by 6 = 77 = C
After completing all assignments Jane Doe earned 576 points at the end of the semester. Ms. Doe’s grade would be calculated as follows: 576 divided by 6 = 96 = A

**Important Information for Lecture Classes:**

As a college student it is your responsibility to ensure that you bring to class pens, pencils, scantrons, writing paper, course book materials, or laptop for e-book access at all times. This is a requirement for this class as unannounced pop quizzes and other activities will require the aforementioned materials.

You will not be allowed to borrow these items from one another in the classroom. As college students you are expected to be prepared and following directions in this course.

**For Online and Lecture classes** – Students are expected to read this syllabus thoroughly and retain a copy for future reference. The syllabus contains valuable information about this course.

**For lecture classes only** – Graded Scantrons will be returned to students following each exam for future purposes. Not being present in class when Scantrons are handed out will result in the Scantrons being discarded.

**For Lecture and Online Classes** – Please note the Professor reserves the right to proctor any exam, quiz, or assignment and to modify any course requirements and calendar due dates as necessary to effectively manage and conduct this course. Students are responsible for contacting the instructor after carefully reading the syllabus, and seeking clarification of any requirements that are not understood. Students are expected to carefully read the syllabus. **Your professor will not answer questions already contained in this syllabus. You will be directed back to the syllabus to find the answer.** Should any red flags be noted, not limited to quizzes, exams, or written assignments, such as time spent on quizzes and exams, students may be required to take quizzes, exams, and written assignments at Eastfield College at the course Professor’s discretion.

**Technology:**

If you should have any technical difficulties in starting this class – please send an e-mail to ecampus.support@dcccd.edu or call 1-866-374-7169. For dual credit students if you continue to have technical difficulties after contacting student tech support it is your responsibility to notify your school liaison for assistance.

All required course work is DUE as outlined by your professor in the course. Waiting until the last minute to complete required course work can be problematic as issues may arise. **Do Not use iPads, iPhones or laptops with wireless connections to complete or submit course work.**

You should complete your class assignments using a compatible browser in eCampus/blackboard. For a “check” of compatibility, once you login to your course, go to the Browser Test option. If you encounter problems with technology, call tech support at 972-669-6402, NOT your Instructor/Professor. You will be given a “ticket number/case number.” It is your responsibility to write down that number for future reference, as well as, obtaining the name of the individual you speak to. **It is highly recommended that you take your tests on a stable network; do not use iPads, iPhones, or laptops with wireless connections.**

**Experiencing technological difficulties or not having access to a computer or course textbook are not acceptable reasons for missing required course work/assignment/due dates.**
Students should plan in advance to complete assignments utilizing resources available to them, for example the Eastfield College library and computer lab (make certain that computers utilized in these areas to complete course work, have Respondus Lockdown already on them or you will not be able to complete your exams or quizzes). For dual credit student’s promptly notifying your school liaison is important.

**Respondus Lockdown Browser**

All exams and quizzes will be taken via e-campus/blackboard and require **Respondus Lockdown Browser**. You will find all exams and quizzes under the tab “course content” located to the left of your course page. Please note that in this class we will not be taking quizzes or exams via LaunchPad.

It is your responsibility to ensure that computers used to complete course work have Respondus Lockdown Browser, downloaded from e-campus.

In order to take exams and quizzes you must download Respondus Lockdown “immediately”. Do this via e-campus. Do not download Respondus Lockdown from the internet, because it will not work. Once it is downloaded on our computer, you do not have to go through the process for future testing.

If you have trouble downloading Respondus Lockdown please contact student tech support. Personnel assigned to tech support are quite helpful and will assist you with the process. You can reach them at 1-866-374-7169 or 972-669-6402. This is a student responsibility.

Additionally, it is your responsibility to contact student tech support “immediately” should you encounter any technical issues including technical issues related to exams and quizzes, NOT your professor. You are required to obtain a ticket number, as well as, the name of the individual you speak to.

**Do not call or email your Professor about any technical issues you encounter until after you have spoken to tech support and have the aforementioned information (note date and time as well).**

**EASTFIELD COLLEGE EMAIL POLICY**

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/netmail/home.html](http://www.dcccd.edu/netmail/home.html) Please note: No grades will be communicated via an outside email source.

E-mails sent to the instructor without a dcccd.edu address will not be read or receive a response. All e-mails must include the student class identification and section number in the subject line (exp. PSYC-2301-49312), please include your full name (first and last), as it is on your enrollment and registration information. A working telephone number /cell number must be included in the e-mail so the professor may contact you if needed.

Be advised that failure to follow the aforementioned directions will result in your e-mail/s not being read or responded to.

This strict policy is important in order to maintain your course information as private as possible.
Your professor may send e-mails to students pertaining to course announcements, requirements, activities etc… it is imperative that you make certain that your e-mail address is correct and that the phone number included in the e-mail is correct as well.

**Course Description** – This course is designed to survey the major subject areas comprising the field of psychology. Emphasis will be placed upon the major concepts and specific terminology utilized in psychology and factors which determine and affect behavior to include psychological principles applied to this human experience. The course is designed to meet the needs of students who desire personal awareness of this subject field and for those who intend to pursue psychology, forensic psychology, social psychology, criminal justice, sociology, business, nursing medical fields, or any other degree such as English, math, government, history, or technical programs, etc., as a vocation.

Catalog Description: Pre-requisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to human experience.

**Intellectual Competencies**
1. Reading – The ability to analyze and interpret a variety of printed material – books, documents and articles.
2. Writing – The ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience.
3. Speaking – the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose occasion, and audience.
4. Listening – analyze and interpret various forms of spoken communication.
5. Critical Thinking – Think and analyze at a critical level.

**TEXAS SUCCESS INITIATIVE (TSI)**
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. [https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4](https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4)

**Student Learning Outcomes**
1. Identify various research methods and their characteristics used in the scientific study of psychology. Research Methods: Students will be able to identify various research methods used by psychologists and the advantages and limitations to each for example Case Studies, Observation, Correlation, Experimentation, etc.
2. Describe the historical influences and early schools of thought that shaped the field of psychology. Psychological Approaches: Students will be able to identify and distinguish between the major theoretical perspectives such as Evolutionary, Neurological, Psychodynamic, Behavioral, Cognitive, Humanistic, and Socio-cultural.

3. Describe some of the prominent perspectives and approaches used in the study of psychology. Major Concepts: Students will be able to identify and apply major concepts unique to 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.

Exemplary Educational Objectives for Psychology 2301

- To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- To use and critique alternative explanatory systems or theories
- To develop and communicate alternative explanations or solutions for contemporary social issues
- To identify and understand differences and commonalities within diverse cultures

Prerequisites: (1) Developmental Reading 0093 and Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 and 0054; or (3) have met the Texas Success Initiative (TSI) standard in Reading and Writing standards and DCCCD Writing score prerequisite requirement.

Important Information that you should consider before deciding to take this College level course:

1. Am I willing to read and study course materials and complete assignments on time?

   There are no make-up assignments, quizzes, exams, research papers, or topic responses etc. for any reason. Active class participation is mandatory. Reading and studying is an important part of being successful in this course. If you dislike reading and studying on a regular basis you will not do well in this course.

2. Am I willing to spend time on this course?

   This course will require that you schedule and organize your time to be successful. You will need to spend time reading, taking notes, completing assignments, and preparing for chapter exams. If you are not willing or able to spend the necessary time on this class, you are not likely to pass the course.

3. Am I technically ready to take this course? Exams, quizzes, assignments (including written assignments) and discussions may be required to be taken, responded to, or submitted via e-Campus/Blackboard, and/or (SafeAssign)?

   If your answer is “no” then do not begin this or any other courses unless you are certain of your technical readiness. It is your responsibility to be technically ready.

   If you answered “no” to the aforementioned questions you may seriously need to reconsider your enrollment in this course.
If you answered “yes” to the aforementioned questions GREAT, then you will want to continue reading the following:

Students are expected to read the syllabus thoroughly and to retain a copy for future reference. The syllabus contains valuable information about this course.

Please note: Your professor reserves the right to modify any course requirements and calendar due dates as necessary to effectively manage and conduct this course. Students are responsible for contacting the instructor immediately after carefully reading the syllabus and seeking clarification of any requirements that are not understood.

Student’s will need to be self-disciplined and able to work both independently and as a group member as required. Study skills particularly important for any learner (Elins, 1988) include:

1. Organizing study time
2. Maintaining self-discipline
3. Acquiring necessary working skills
4. Studying efficiently by reading effectively and taking notes
5. Completing assignments on schedule and gaining test-taking skills

If you are motivated, familiar with the delivery systems in use, and encouraged and supported by school, family, etc…you will be a successful learner.

DETERMINING COURSE GRADE:

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FINAL COURSE GRADE Calculation

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Example of how course grade will be calculated:
After completing all assignments Jon Doe earned 465 points at the end of the semester. Mr. Doe’s grade would be calculated as follows: 465 divided by 6 = 77 = C

After completing all assignments Jane Doe earned 576 points at the end of the semester. Ms. Doe’s grade would be calculated as follows: 576 divided by 6 = 96 = A

TESTS & QUIZZES: Tests and quizzes require the use of the Responds Lockdown Browser and are administered online if you are an online student. For lecture classes exams and quizzes may be administered online or in class at the discretion of the course Professor. Exams and Quizzes may also be proctored at the Professor’s discretion for both online and lecture classes.

- Tests and quizzes are timed. Exceeding the time limit (even by one minute) will result in your test being deducted 30 points or quiz being deducted 5 points (no excuses). For example on exams, if for instance you scored 100 points on test 1 but exceeded the time limit, your score will be 70 (100 – 30 = 70). For example on a quiz, you scored 10 points on HW quiz 1 but exceeded the time limit, your score will be 5 (10 - 5 = 5).
- Tests and quizzes are optimized for Windows-based PCs. They will not work well on Apple products, iPads, Chromebook, or Cell phones/iPhones.
- Do not use a wireless connection when taking a test.
- If you do not have the proper computer equipment and are a dual credit student it is your responsibility to notify your school liaison and dual credit office immediately.
- If you do not have the proper computer equipment another alternative is to use a college computer at the Eastfield College library that already has Respondus Lockdown Browser downloaded on the computer. It is your responsibility to make this determination by asking library or computer lab personnel to direct you to a computer that has Respondus Lockdown Browser. It is important that you obtain the name of the computer lab or library personnel that assists you for verification purposes.

HOMEWORK ASSIGNMENTS: Can be found under the tab “course Content” on your course page.

- These assignments are to be completed online on ecampus/Blackboard
- They require the use of the Responds Lockdown Browser
- The HW assignments are timed.
- You will be allowed two attempts at the HW assignments should you be unhappy with the first score. Be advised that the second attempt is the one that will be counted even if it is lower than your first attempt.
- Each HW assignment is worth up to 10 points each. There are 20 questions worth .5 points each. Questions are random and may change with each attempt.

*There are no Make-up Exams or quizzes for any reason.

Writing Across the Curriculum:

Psychology courses at Eastfield College follow a principle of “Writing Across the Curriculum.” Each course incorporates a writing element. Writing is a critical part of communication of ideas and is important in the synthesis and analysis of psychological concepts.

Writing in this course is accomplished through completion of a mandatory college level assignment or research paper, mandatory psychology assessment, and written homework assignments. For this class the written assessment paper instructions can be found under the tab “course content” located on the left side of your course page.
**Student Responsibilities In Completing This Course Are Stated Below:**

1. **Students must read repeatedly and regularly the syllabus and all announcements posted at the home page of this course and follow all instructions about course objectives, grading procedures, etc. I will work with you in all possible legitimate ways to help you do your best to achieve a meaningful and critical thinking learning experience on selected issues in relation to Psychology and Human Behavior.**

   Make certain that you go to your homepage and click on the tabs to the left of the page. This is important because your course information and activities can be found by clicking the tabs to the left of your home page.

   Remember LaunchPad will not be used to complete quizzes or exams (quizzes and exams will be taken on ecampus/blackboard and can be found under the tab “course content” located to the left of your course page.

   LaunchPad will however provide you with access to videos, quizzes, and exams the author of the book has included to enhance your learning of course material only.

   No credit is given for completing quizzes or exams on LaunchPad.

2. **Attendance Policy:** It is important that you attend scheduled class sessions to ensure that you do not miss any important announcements or changes related to the course. If you are not able to commit to regular attendance (for any reason), you may need to reconsider your enrollment in this class. Because this is a fast paced 8 week course, missing 2 class sessions for any reason, will cause your final semester grade to be dropped one letter grade, two letter grades for an additional 2 missed class sessions and so on. For example, you have an “A” at the end of the semester and have missed 2 class sessions (for whatever reason), your final grade will be dropped to a “B.” Another example, for instance, you miss 4 class sessions and have an “A” at the end of the semester, your final grade will be dropped to a “C” and so on.

   I realize that on occasion factors beyond your control may cause tardiness; however, arriving late should not become a consistent occurrence. Students who are 30 minutes late or leave early will be counted as absent. College students are expected to be on time to all classes.

3. It is critical that you review information related to examinations/tests. As a college student it is your responsibility to pace yourself to ensure completion of all exams before the designated due dates and all quizzes before March 9, 2020. There are No Make-Up or Late submitted Exams or quizzes. So please, do not call or e-mail your instructor requesting an exception be made for you. **You are not entitled to a make-up exams or quizzes.**

   **Exam Schedule for this class is as follows:**

   Students will be allowed to complete HW assignment quizzes at your own pace however, all HW quizzes must be completed before 11:30 PM on March 9, 2020. It is suggested that students complete quizzes before taking the exams associated with it.

   The mandatory psychology assignment is due before 5:00 PM on February 28, 2020.
Please note the Test schedule below:

- **Test 1** opens on January 31 and closes before 11:30 PM on February 3, 2020
- **Test 2** opens on February 14 and closes before 11:30 PM on February 17, 2020
- **Mandatory Psychology Assignment** due before 5:00 PM on February 28, 2020
- **Test 3** opens on February 28 and closes before 11:30 PM on March 2, 2020
- **Test 4** opens on March 6 and closes before 11:30 PM on March 9, 2020
- **Homework quizzes** will open January 21 and close before 11:30 PM on March 9, 2020

**For Lecture Classes** - Tests will be administered promptly at the start of class when scheduled by the professor during the class period. You must be on time to take the test. No student will be allowed to take the test after the first test has been turned in/submitted. So, please do not ask that an exception be made for you. Make up tests/exams will not be permitted. Any missed tests/exams will be scored as a “0”.

**For Lecture Classes** - Several extra credit opportunities may be provided throughout the course of the semester. Students must be present in class to participate in extra credit assignments. Students not present for any reason when extra credit is announce forfeit the opportunity to take part. No exceptions.

4. Take four (4) major chapter examinations/tests (worth up to 100 points each) for a total of 400 points, 12 HW quiz assignments worth up to ten (10) points each for a total of 120 points, one (1) psychology assignment/assessment paper worth up to 80 points = 600 points.

There are no make-up examinations/homework assignments, psychology assessment/assignments or research papers. Students are not entitled to make-ups of any of the aforementioned.

The course **Professor may Increase or decrease the number of exams at will.**

5. Submit mandatory psychology assignment prior to 5:00 PM on February 28, 2020. It is important to refer to the Academic Honesty sections below when writing college level papers. It is also important to carefully follow directions pertaining to the assignment. Note that the assignment opens the first day of class so you have sufficient time to complete the assignment.

6. **For Lecture and Online Classes** – If you need to make an appointment with your professor in person, please send an e-mail to dfalls@dcccd.edu (Do not try to schedule appointment by phone) you must include in the subject line the course and section number of your psychology class. Make certain to include full name as it appears on the roll and a valid cell phone or telephone number should the professor need to make contact with you if needed. **Failure to include this information will result in your e-mail being discarded.**

7. It is the student’s responsibility to register for the course, purchase course materials, and pay fees on time. **Not having course materials is not an excuse for failing to complete assignments. Students are required to turn in assignments on time (no exceptions).**
8. Learning Activities/Methods of Presentation – A variety of learning activities may be utilized in Lecture Classes including lecture, online PSYC-Interactive activities, class discussions, projects, presentations, group presentations, large and small group discussions, in class activities, demonstrations, and collaborative learning exercises. Out of classroom observation or activities, as well as, guest speakers may be added. Emphasis is placed on active participation in each class session. LaunchPad will not be used for exams or quizzes however LaunchPad does give you have access to videos and book quizzes and exams (these are not counted toward your points earned).

9. Note: All courses require a high degree of independent study, online courses much more so. Class Activities will be assigned throughout the semester in an unscheduled manner.

10. For Standard Lecture Classes the following applies – Promptness is the standard for this class. If you enter class late, please do so with the least amount of disruption possible. If you are tardy, you are not credited for attendance unless you ask me personally to modify the attendance roll. This will be done immediately “after” class. Do not interrupt me or your fellow classmates during class to announce your late arrival or ask what we have already discussed. If you are late to class “Do not” disturb fellow classmates by asking them questions as it is disruptive and disrespectful. Please note that excessive absences and being late to class excessively usually results in significantly lower final course grades.

11. Important Classroom Policies – This is a College Campus and Disruptive behavior will not be tolerated. As an adult college student you are expected to show respect toward Professors and fellow classmates. 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 at http://www1.dcccd.edu/cat0506/ss/code.cfm

12. Students must silence cell phones and other electronic devices as they are distractions. You are welcome to use laptops, tablets etc. in the classroom, but only for academic purposes. In order to do well in this class you need to be fully engaged. Sunglasses (unless medically required), large hats, hoodies, clothing that reveals undergarments that are considered disruptive or offensive to the Professor or fellow students are not to be worn in the classroom.

FINANCIAL AID STUDENTS:
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the Instructor will result in your name being submitted to the Financial Aid Office as a “non-attender.” All students receiving financial aid must open an Email account through NetMail. See directions in this syllabus for opening an Email account. The account is free. You may set it up by going to www.dcccd.edu and clicking on Student Services, Online Services, and Student Netmail. All students receiving financial aid must open a student NetMail account.

You must attend and participate in your on-campus (lecture) or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus (lecture) and online psychology course in order for you to receive financial aid. You must participate in academic related activities pertaining to the course but not limited to the following examples: attending class, submitting academic assignments, taking exams, completing interactive
video assignments; participating in computer-assisted instruction; attending study groups assigned by the instructor; or participating in online ongoing discussions boards (course introductions do not count) about academic issues relating to course materials. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online and/or lecture classes and are engaged in academically related activities such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid and financial aid status.

**ACADEMIC HONESTY:**
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 at http://www1.dcccd.edu/cat0506/ss/code.cfm

Students are expected to perform and take all exams without outside assistance unless authorized by the instructor in writing. Scholastic dishonesty includes, cheating, plagiarism or any attempt to receive credit for work that is not one’s own.

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, sharing, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test, or having someone substitute for you to take a test, homework assignment, or submitting written /assignment/reports not written by the student.

The willful giving or receiving of information unauthorized by the instructor during an exam, illicitly obtaining exam questions in advance, using someone else’s work for written assignments as if it were one’s own or any dishonest means of attempting to fulfill course assignments.

**Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it as one’s own written work.

This is the act of taking someone else’s words or ideas and using them as your own. I consider this cheating and academic dishonesty. You will receive a grade of a zero on the assignment and you will be subjected to the disciplinary actions under Academic Honesty section.

**Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college.

You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college for any of the aforementioned violations.

**Food, Drink, and Smoking**
Food and Drink are not permitted in classrooms. Eastfield College is a smoke-free zone. There is no smoking including Vaping permitted on the college campus.

**Attendance and Participation in Lecture Classes:**
Students are expected to attend classes on a regular basis. Attendance is important. The course Professor reserves the right to call roll anytime during the class period. **Absence is defined as** not being present in class when the roll is called.
Staying for the entire class and participating in the discussions can significantly enhance your learning experience. **Students will be called upon randomly to discuss course material** so reading, studying, and understanding course concepts is critical.

**Students who have more than (2) recorded absences may have one full letter grade deducted from their final course grade at the end of the semester. This is an 8 week course so attendance is critical toward learning concepts presented in the course materials.**

**Participation in Lecture Classes:**

This course is set up with specific assignments and tests having due dates/times that must be met to receive credit. Failure to meet the stated deadline for any reason will result in no credit points for the assignment or test.

**Attendance and Participation for Online Students:**

There is no classroom attendance required in this online course. However, the course is set up with specific assignments and tests having due dates/times that must be met to receive credit. Failure to meet the stated deadline for any reason will result in no credit points for the assignment or test.

**Withdrawal Policy:** If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by the listed dates (find your course schedule to determine your certification and drop dates below) Failure to do so will result in your receiving a performance grade, usually an "F" if you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar's Office at 860-7167 (Room C119).

For more information about withdrawal deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar's Office at 972-860-7167 (Room C119).

If you drop a class via eConnect, make sure to print a copy of the confirmation and keep the copy. In the event of a discrepancy it will be the responsibility of the student to provide documentation of having dropped the class.

**Stop Before You Drop** For students who are enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses you may drop. **You may drop no more than six courses during your entire undergraduate career unless the drop qualifies as an exception.** Your campus counseling/advising center will give you information on the allowable exceptions (it is the student’s responsibility to ask the counseling/advising center) not your professor. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other course with a “W.” Therefore, please use caution when dropping courses in any Texas public institution of higher learning, including all seven Dallas County Community Colleges. Please visit https://www1.dcccd.edu/coursedrops

**EMERGENCY/INCLEMENT WEATHER PROCEDURE:**

In case of emergency or inclement weather conditions, Eastfield students should listen to and monitor local radio and television stations. The earliest an announcement may be broadcast is 6 a.m. Students may also refer to the Eastfield College web page www.eastfieldcollege.com for the Inclement Weather announcement under the Features area of the front page. **The announcement will be posted immediately following the decision to close the college.**
DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency.dcccd.wmv

REPEATING THIS COURSE (Third Attempt to Enroll in a Course):
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. For complete information and updates, go to: http://www.dcccd.edu/thirdcourseattempt/

STUDENT E-MAIL:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student email account. The account is free. You may set it up by going to www.dcccd.edu and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

RELIGIOUS HOLIDAYS/OBSERVANCES:
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.

ADA Guidelines Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972-860-8348 or email efodso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/idex.html.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

TITLE IX AND DIVERSITY

Title IX and Diversity: Eastfield College is committed to creating and fostering a learning and working environment that reflects, respects, and celebrates diversity. This is an integral part of the College’s mission to provide excellence in teaching and learning. If you encounter harassment, sexual harassment, sexual misconduct, relationship violence, sexual assault, stalking, retaliation or discrimination based on sex, race, color, religion, age, national origin, disability, sex, sexual
orientation, and/or gender identity, and/or gender expression, we encourage you to contact the college’s Title IX coordinator, at (http://www.eastfieldcollege.edu/SSI/title-ix/report-incident) or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

Office of Institutional Equity in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX

For more information about Title IX and the college’s policies, see the Eastfield College website: http://www.eastfieldcollege.edu/SSI/title-ix/index

Students with Disabilities:

If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of institutional Equity at (214) 378-1633. Eastfield College Disability Service Office – (972) 860-8348.

College Title IX Coordinators

Eastfield Rachael Wolf Title IX

EFC@dcccd.edu (972) 860-7358

DCCCD District Title IX Coordinator

Office of Institutional Equity LaShawn Grant Title IX

District@dcccd.edu (214) 378-1633

OBTAINING FINAL COURSE GRADES USING eConnect:

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college.
record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Behavioral Expectations

1. Please be on time. Late arrivals and early departures are disruptive.
2. Silence your cell phone.
3. Treat your classmates and the instructor with respect.
4. Do not use any recording devices in the classroom unless it is an approved accommodation.
5. You are welcome to use laptops, tablets etc. in the classroom, but only for academic purposes.

Children on Campus

The institution strives to provide an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

The guidelines in this syllabus may be changed, deleted, or amended at any time by the instructor.

Units of Instruction

Unit One

Chapter 1 – Introduction to the Science of Psychology
Chapter 2 – Behavior and Biology
Chapter 13 - Psychological Disorders

Unit Two

Chapter 3 – Sensation and Perception
Chapter 4 – Consciousness
Chapter 5 – Learning

Unit Three

Chapter 6 – Memory
Chapter 7 – Cognition, Language and Intelligence
Chapter 8 – Human Development

Unit Four

Chapter 10 – Personality
Chapter 12 – Stress & Health
Chapter 14 – Treatment of Psychological Disorders

Psychology Written Assignment

COURSE CALENDAR

This is a tentative course calendar. The instructor reserves the right to make changes. All changes will be announced in class. It will be the responsibility of the student to keep up with such changes.

Students will be allowed to complete HW assignment quizzes at your own pace however, all HW quizzes must be completed before 11:30 PM on March 9, 2020.

The mandatory psychology assignment is due before 5:00 PM on February 28, 2020.

Please note the Test schedule below:

- **Test 1** opens on January 31 and closes before 11:30 PM on February 3, 2020
- **Test 2** opens on February 14 and closes before 11:30 PM on February 17, 2020
- Mandatory Psychology Assignment due before 5:00 PM on February 28, 2020
- **Test 3** opens on February 28 and closes before 11:30 PM on March 2, 2020
- **Test 4** opens on March 6 and closes before 11:30 PM on March 9, 2020

NO ASSIGNMENTS WILL BE ACCEPTED VIA E-MAIL.

8 Week Course Harvest Term 1

January 21, 2020 Introduction and review of syllabus Chapter 1: Introduction to the Science of Psychology
January 23, 2020 Chapter 2: Behavior and Biology
January 28, 2020 Chapter 13: Psychological Disorders
January 30, 2020 Chapter 13 continued - Chapter 3: Sensation and Perception

January 31 – February 3, 2020 before 11:30 PM - Test 1 covers Chapters 1, 2, & 13, HW Assignments (1, 2, & 13).

February 4, 2020 Chapter 4: Consciousness
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 6, 2020</td>
<td>Chapter 4 Consciousness Continued - Chapter 5: Learning</td>
</tr>
<tr>
<td>February 11, 2020</td>
<td>Chapter 6: Memory</td>
</tr>
<tr>
<td>February 13, 2020</td>
<td>Chapter 7: Cognition, Language and Intelligence</td>
</tr>
<tr>
<td>February 14 - 17, 2020</td>
<td><strong>Test 2: Chapters 3, 4, &amp; 5, HW Assignments (3, 4, &amp; 5)</strong></td>
</tr>
<tr>
<td>February 18, 2020</td>
<td>Chapter 7: Cognition, Language &amp; Intelligence (continued)</td>
</tr>
<tr>
<td>February 20, 2020</td>
<td>Chapter 8: Human Development</td>
</tr>
<tr>
<td>February 25, 2020</td>
<td>Chapter 10: Personality</td>
</tr>
<tr>
<td>February 27, 2020</td>
<td>Chapter 12: Stress &amp; Health</td>
</tr>
<tr>
<td>February 28, 2020</td>
<td><strong>Mandatory Psychology Assignment Paper due before 5:00 PM.</strong></td>
</tr>
<tr>
<td>February 28 – March 2, 2020</td>
<td><strong>Test 3 Chapters 6, 7, &amp; 8, HW Assignments (6, 7, &amp; 8)</strong></td>
</tr>
<tr>
<td>March 3, 2020</td>
<td>Chapter 12: Stress &amp; Health continued</td>
</tr>
<tr>
<td>March 5, 2020</td>
<td>Chapter 14: Treatment of Psychological Disorders</td>
</tr>
<tr>
<td>March 6 - 9, 2020</td>
<td><strong>Test 4: Chapters 10, 12, &amp; 14, HW Assignments (10, 12, &amp; 14)</strong></td>
</tr>
</tbody>
</table>

Quizzes may be taken on your own pace however they must all be completed before March 9, 2020 11:30 PM.

**Basic Needs Resources**

On Campus Food Pantry

Need help with food for yourself or family? The Honeycomb Cupboard is open for those who meet certain income qualifications and are in need of assistance with food or hygiene items.

Hours of Operation include: Mondays, Tuesdays, Fridays, 10am – 2pm and Wednesdays, Thursdays, 3 – 6pm. Shoppers can also schedule a visit outside these hours by emailing 4ceid@dcccd.edu.

Location: C104A | Eastfield College Food Pantry