General Psychology (PSYC 2301-53004) Syllabus – Spring 2020 El Centro College

Instructor Information

Name: Melissa B. Weston, MA, Professor of Psychology  Coordinator: Roger Copeland, PsyD
Phone: 214.860.2400
DCCCD Email: mweston@dcccd.edu,
Office Location: 801 Main Street, Building A, Room A551, Dallas, Texas 75202
Office Hours: “Open Door” If the door is open, come in or see me before and/or after class. You may also make an appointment if that better suits your needs.
Division Office and Phone: Academic Transfer Division, 214.860.2227. Leave a message, and I will return your call as soon as possible.

Course Information

Course Title: General Psychology (PSYC 2301)
Course & Section Number: PSYC 2301-53004
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: 11:00 AM – 12:20 PM, Tuesdays and Thursdays, Room A525
Certification Date: 03 February 2020 (12th Class Day)
Last Day to Withdraw: 16 April 2020 (Thursday)

Course Prerequisites
College level ready in Reading
One of the following must be met: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.
This course is reading and writing intensive. Students who have not completed one of the above classes are ineligible to take this class.

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
For additional information, see THECB Core Curriculum standards.

Student Learning Outcomes (SLOs) are based on the Core Objectives as indicated above. Outcomes specific to all psychology classes at El Centro College are as indicated below.

1. Critical Thinking: Student is able to:
   a. Ask questions leading to identifications of problems or challenges;
   b. Operationalize terms in concrete and absolute terms;
   c. Determine if what is claimed, alleged, or stated is based on valid (empirical) evidence;
d. Investigate one’s own biases and assumptions to assure they do not interfere with consideration of empirical evidence;  
e. Avoid argument by anecdote in favor of evidence-based discussion;  
f. Keep an open mind, and consider all empirical possibilities;  
g. Avoid decisions based on emotion in favor of those based on empirical sources;  
h. Acknowledge that evidence supports phenomena; it does not prove its existence.

2. Communications Skills: Students will communicate in both written (via homework assignments, term papers, and exams) and oral form (class discussion) with the Instructor and their classmates.

3. Empirical/Quantitative Skills (Scientific Methodology): Student is able to  
   a. See potential relationships among observed phenomena;  
   b. Consider plausible outcomes (consequences) of observed phenomena, and offer alternative solutions;  
   c. Determine if conclusions are based on anecdote or scientific evidence.

4. Social Responsibility: Students will demonstrate social responsibility through ethical behavior in class in terms of displaying academic integrity. Students will engage in use of digital and electronic media for submission of assignments and taking exams by performing these activities via the BlackBoard Bb 9.1™ digital platform rather than the use of traditional pen-and-paper formats, thus lowering their carbon footprint through use of digital technology.

5. In addition to the four learning outcomes mandated for the Social Sciences by the State of Texas, the Department of Psychology at El Centro College also requires the two following student learning outcomes.

6. Theoretical Foundations of Psychology: Student is aware of and understands the major perspectives from which psychology is studied (Psychodynamics, Behaviorism, Biological, Neuroscience, Humanistic, Cognitive, Humanistic, and Evolutionary), and can demonstrate knowledge of each perspective.

7. Information Literacy: Students will demonstrate their abilities in each of the following skills.  
   a. Create research strategies using online academic and professional databases;  
   b. Demonstrate understanding of plagiarism through correct use of appropriate APA style references in text and on References page(s) within a research project; and  
Integrate discipline specific relevant information from a variety of sources in writing homework assignments and research papers.

Required Course Materials

Textbooks

This course will use a FREE ONLINE textbook (Introduction to Psychology - The Full Noba Collection.pdf). Click this link to access your textbook. http://noba-project.com/textbooks/henry-carter-introduction-to-psychology-the-full-noba-collection. You may read the textbook online or, if you prefer, the textbook chapters can be downloaded from the website to your computer or personal device for later viewing. You also have the option to purchase a hard-copy of this text. See me if you wish to do this, and I will put you in touch with the publisher. Links for each unit will be provided in the eCampus ASSIGNMENTS folder for each week of class.

Optional (but VERY helpful) textbook:

Note: A student of this institution is not under any obligation to purchase a textbook from a university affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Additional Class-Specific Requirements

A WORKING EMAIL ACCOUNT WHICH THE STUDENT CHECKS DAILY
The best method in which Instructors can contact students is via email. Any emergency notifications from the Instructor to the students will be via email. Students are responsible for checking the email address showing for themselves in BOTH eCampus AND eConnect to insure that the address is valid and is the one the student is currently using.

SUFFICIENT KNOWLEDGE OF Microsoft Word or a comparable word processing program to enable the student to complete assignments is CRITICAL. If you need tutoring with word processing, the Learning Center is a useful resource for both online
and on campus classes. Please understand that writing in American Psychological Association (APA) Style requires (1) perfect spelling, (2) perfect grammar, and (3) perfect punctuation. IF you do NOT know how to use BOTH SpellCheck AND GrammarCheck, please advise your Instructor NOW so that he/she may instruct the class in their use. If you do not type well, that deficit does not excuse you for any errors you may make; you WILL lose points if APA standards are not met. This is College, and the requirements here are quite different than those to which you were accustomed in high school.

Course Activities
Quizzes
Quizzes will be given at the end of each lesson and are worth 25 points each. These quizzes are a MAJOR ASPECT of your course grade, so pay attention and do your best on them. Quizzes may be taken at home and are due on Sunday night following the week’s classes.

Exams
You will have four, equally weighted Unit Exams, each consisting of 50 Multiple-Choice, True/False, or Short Answer questions worth two (2) points each. ALL exams in this class MUST be taken in the TESTING CENTRE in the basement of A Building. Exams will open and close on the dates specified in the Course Calendar and will be open from Monday through the following Monday. The DUE DATE posted in the Course Calendar represents the LAST DAY THE EXAM IS AVAILABLE TO YOU. Failure to complete an exam will result in a score of zero (0) points. I do not give make-up exams.

You will also take an APA FORMATTING EXAM which will assess your basic understanding of the requirements for writing in this class and which is required in order for you to be certified in this class. This exam may be taken at home, and it is due no later than 11:59 PM on Saturday, 01 February 2020.

American Psychological Association (APA) Style Writing Assignments
You will be required to write a comprehensive, American Psychological Association (APA) Style paper for this class. This will be done as a series of SEVEN individual assignments in order to acquaint you with writing in APA Style and to allow you time to correct any errors you may make (trust me, you WILL make errors in this process). A sample paper and a template are available for each assignment. If you have concerns or issues with writing at a professional level or writing in APA format, please see me, my Supplemental Instructor, Mr. Greg Vaughn, and/or the APA writing tutors in the Learning Centre for assistance. These assignments are standard across the institution for this course and are required in evaluating the institution’s effectiveness.

You are encouraged to review the APA style formatting in the APA Concise Rules of APA Style text, seek the assistance of the Learning Center tutors, and review the included template, writing sample(s), and links. If after using these resources you still have difficulty with APA writing, you are welcome to schedule an appointment with me to assist your learning of APA formatting. If you are confused, ill at ease, or just plain frightened at the differences between high school and college, PLEASE SEE ME IMMEDIATELY! I do NOT bite, and I DO want to help you do your best, but I can only accomplish that if YOU give me the opportunity.

Comprehensive Instructor feedback will be provided for each writing assignment, and students will be given ONE opportunity to correct and resubmit their work. In order to take advantage of this opportunity, students MUST consult the instructor – IN PERSON – within seven (7) calendar days of their grade on an assignment being posted in the eCampus “My Grades” folder.

Grading Policy
Each module will consist of the exams and any quizzes over chapters according to the Course Calendar. You will have the opportunity to earn points and will be graded according to the scale listed below. To determine your point total on your APA assignments, quizzes, exams, and extra credit, log in to your eCampus account, open this class, and click on the “My Grades” tab. Clicking on the “My Grades” icon gives you immediate feedback of your point total.

Please note that the grading in this course offers multiple opportunities for success. It is to your benefit to score as many points as in as many areas as you can. This scoring method is designed to assist you in earning points in the areas of your strengths, rather than penalizing you in the areas of your weaknesses. This means that if you do not do well on exams, you will still have an opportunity to demonstrate your abilities in other areas.

Students may also receive up to 100 points for attendance at Supplemental Instruction sessions over the course of the semester and an additional 50 points for active participation (in class as well as seeing the instructor in his/her office for assistance).
Final Letter Grade: A = 653 and above; B = 580 to 652 points; C = 508 to 579 points; D = 435 to 507 points; F = less than 434 points. Be aware that for a grade to transfer to another institution, you must have a course average of C or better. For purposes of transferring credits, colleges and universities consider both Ds and Fs as failing grades, and neither will transfer.

NOTE: If the word MANDATORY is new to you, it is defined as, “authoritatively ordered; obligatory; compulsory.” The intent here is that if you fail to submit these assignments as required, you WILL NOT PASS THIS COURSE.

Passing this course is NOT merely a function of the accumulation of points. In order to pass the course, ALL students MUST make a good faith effort in satisfying the WRITING REQUIREMENTS indicated above. This means that ALL students MUST submit AT LEAST ONE completed effort for EACH APA Assignment in order to pass this course. Students will be given the opportunity to correct errors in their assignments and resubmit an assignment ONE TIME. The higher of the two grades for each assignment will become the grade of record for that assignment. The study of psychology entails far more than grades on exams and quizzes. The most basic of skills required for a passing grade in this class include (1) the ability to read a professional article in psychology and analyse it, (2) the ability to write in the technical manner that is unique to APA Style, and (3) the ability to follow instructions as doing so is integral to the pursuit of any scientific endeavour.

Finally, understand that I DO NOT ACCEPT ASSIGNMENTS ONCE THEIR DUE DATE HAS PASSED, AND I DO NOT REOPEN EXAMS ONCE THEY HAVE CLOSED.

Course Calendar/Schedule

The following is the listing of due dates for assignments, the schedule of exams, and the list of topics for this class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td><strong>Week 1 – 21 Jan 2020</strong></td>
<td>APA Assignment 1 &amp; Why Science?/History of Psychology</td>
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<td>You should have access to the NOBA text for this class before we begin this section.</td>
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<td><strong>Week 2 – 27 Jan 2020</strong></td>
<td>Research Designs</td>
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<td>Signature Assessment 1 – Selection of Article – is due by 11:59 PM on Thursday, 30 Jan 2020. YOUR APA CERTIFICATION EXAM IS DUE ON SATURDAY, 01 February 2020, BEFORE 11:59 PM. This Assignment MUST BE COMPLETED if you intend being certified for class and receiving your Financial Aid.</td>
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<td>Date</td>
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<td>Week 3 – 03 Feb 2020</td>
<td>The Brain I Nervous Systems</td>
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| Week 4 – 10 Feb 2020 | Evolutionary Psychology  
**Exam 1 is open – Monday, 10 Feb 2020 through Monday, 17 Feb 2020.**  
**Signature Assessment 2 – APA Cover/References pages – is due by 11:59 PM on Thursday, 13 Feb 2020.** |
| Week 5 – 17 Feb 2020 | Conditioning & Learning                                             |
| Week 6 – 24 Feb 2020 | Memory & Eyewitness Testimony & Bias  
**Signature Assessment 3 – APA Introduction – is due by 11:59 PM on Thursday, 27 Feb 2020.** |
| Week 7 – 02 Mar 2020 | Consciousness & Altered States                                     |
| Week 8 – 09 Mar 2020 | Language & Language Use  
**Exam 2 is open – Monday, 09 Mar 2020 through Monday, 16 Mar 2020**  
**Signature Assessment 4 – APA Summary – is due by 11:59 PM on Thursday, 12 March 2020.** |
| Week 9 – 16 Mar 2020 | SPRING BREAK                                                        |
| Week 10 – 23 Mar 2020 | Intelligence  
**Signature Assessment 5/6 – Abstract & Critical Analysis - is due Thursday, 26 March 2020, by 11:59 PM.** |
| Week 11 – 30 Mar 2020 | Social Psychology, Part 1                                           |
| Week 12 – 06 Apr 2020 | Social Psychology, Part 2                                            
**Exam 3 is open – Monday, 06 Apr 2020 through Monday, 13 Apr 2020** |
| Week 13 – 13 Apr 2020 | Cognitive Development  
**Thursday, 16 April 2020, at 7:00 PM is the last date/time to drop a class with a grade of “W.”** |
| Week 13 – 20 Apr 2020 | Psychological Disorders, Part 1  
**Signature Assessment 7 – Final Paper – is due Thursday, 16 April 2020, by 11:59 PM** |
| Week 14 – 27 Apr 2020 | Psychological Disorders, Part 2                                     |
| Week 15 – 04 May 2020 | Schizophrenic Disorders                                              |
| Week 16 – 11 May 2020 | EXAMS WEEK – NO CLASS  
**Exam 4 is open – Friday, 08 May through Wednesday, 13 May 2020.** |

**Certification of Course Attendance and Participation**

Student’s attendance in class is certified on the “12th class day” (in a regular semester). For this semester (and section), that date will be **03 February 2020**, which is the first MONDAY in February.

Your “Certification” for this class is the APA Certification Exam which is due SATURDAY, 01 February 2020, by 11:59 PM. This assignment is MANDATORY and you WILL NOT BE CERTIFIED in this class if you fail to submit this assignment.

**IMPORTANT:** You must attend and participate in your on-campus course(s) in order to receive Federal Financial Aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to your courses to include such as those indicated below but not limited solely to the following examples:

- submitting an academic assignment
• taking an exam or quiz
• attending a study group assigned by the instructor
• attend on-campus classes
• participating in class discussions and/or consulting with your instructor for assistance
• submit online course discussions in Blackboard (if required)

IMPORTANT: In any face-to-face class, merely showing up for class is not sufficient to demonstrate participation. You must demonstrate that you are participating in your class and are engaged in an academically related activity such as in the examples described above. Failure to do so will prevent you from being certified and will affect negatively impact your financial aid.

Other Course Policies

Drop Date
Students sometimes drop a course when help is not available that would enable them to continue. Before you make the decision to drop this course, please contact your instructor. If you are unable to complete this course, your withdrawal request must be received in the Registrar’s Office by the withdrawal date listed on the first page of this syllabus. For more information, visit the Dropping or Withdrawing from Classes webpage.

The last day to withdraw from a class with a “W” is Thursday, 16 April 2020, in the Registrar’s Office (A130) or online. Failure to withdraw from a course will result in a performance grade (F, in more instances than not.)

Institutional Policies

Institutional Policies relating to this course can be accessed using the following link: Institutional Policies.

Stop Before You Drop
For students who enrolled in college level courses for the first time in the May of 2007, Texas Education Code 51.907 limits the number of courses a student 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 more information on the allowable exceptions.
Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access Drop Webpage.

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 official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). 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 office at 214-860-2484 (A169), or contact the Division Office.

Financial Aid
If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Academic Ethics
Any violation of the Student Code of Conduct (as printed in the El Centro College Catalogue) will be penalized accordingly. All matters of academic dishonesty (plagiarism, collusion, fabrication, cheating, etc.) will result in a failing grade for the assignment in question. All violations will be forwarded to the proper college authorities for review. The college may, at its discretion, impose additional penalties on the student including academic probation, suspension, or expulsion. ANY form of disruptive behavior will not be tolerated.
ADA Statement
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 214.860.2411 (Voice/TTY), visit A110, or go to Disability Services.

Religious Holidays
A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally to the instructor, with receipt acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to complete the assignment or examination satisfactorily.

Campus Emergency Operation Plan
El Centro College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, please visit the Emergency Operational Plan.

El Centro College Policies
General Institutional Policies El Centro College policies as detailed herein may also be found by clicking on the link above.

Course-Related Institutional Policies
Course-Related Institutional Policies El Centro College policies detailed herein that may relate directly to this course may also be found by clicking on the link above.

Concealed Carry
CONCEALED CARRY: Persons who hold a license to carry may carry a concealed handgun on College District property as permitted by law and College District policy. A license holder who carries a handgun on College District property must keep it concealed and on or about their person at all times. The open carry of a handgun (i.e. completely or partially visible) is prohibited on College District property, including any public driveway, street, sidewalk, walkway, parking lot, parking garage, or other parking area.

WEAPONS: The use, possession, or display of a weapon in violation of law and College District policy is strictly prohibited. This prohibition applies to firearms, knives, clubs, fireworks of any kind, incendiary devices, razors, chains, throwing stars, and any other device designed to expel a projectile or to inflict bodily harm.

Violations may result in disciplinary action and/or criminal penalties.

Additional District Policies
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance 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.

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 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.

COLLEGE DISABILITY SERVICES OFFICES
El Centro 214-860-2411

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct
(sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator 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.

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.

College Title IX Coordinators

El Centro  Shanee’ Moore  TitleIX-ECC@dcccd.edu  214-860-2138
Dallas Colleges Online  Le’Kendra Higgs  TitleIX-LEC@dcccd.edu  972-669-6672

District Title IX Coordinator
Office of Institutional Equity  LaShawn Grant  TitleIX-District@dcccd.edu  214-378-1633

Dropping or Withdrawing from Classes
See the information on Withdrawal Policy on page 6 of this document.

Students with Disabilities
If you are a student with a disability and/or special needs who requires accommodations, please contact the Disability Services Office (DSO). If you are eligible for accommodations, please contact DSO to send your accommodation request to your instructor, preferably at the start of the semester or program. Please note that all communication with DSO is confidential.

Your professor reserves the right to edit the contents of this syllabus on an as needed basis.