General Psychology (PSYC 2301) Syllabus
El Centro College

Instructor Information

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Phone: 214.860.2285
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Office Location: 801 Main Street, Building A, Room A442, Dallas, Texas 75202
Office Hours: “Open Door” If the door is open, come on in or see me before and/or after class. You may also make an appointment if that meets your needs.
Division Office and Phone: Academic Transfer Division, 214.860.2227

Course Information

Course Title: General Psychology (PSYC 2301)
Course & Section Number: PSYC 2301-59350 & 59330
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: Monday and Wednesday 59330-11:00-12:20 /59350 -12:30-1:50
Please note this is a flex term 8-week hybrid course. Half of the class will consist of online work. You must be in attendance during the in-class portion to receive credit.
Certification Date: 02/03/2020
Last Day to Withdraw: 04/16/2020

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
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

The primary textbook for this course is available online at no cost to the student through the generosity of Openstax (Rice University). Click Psychology Textbook to read the textbook online or if you prefer, the textbook can be downloaded to your computer or personal device for later viewing at the same website.


ADDITIONAL CLASS-SPECIFIC REQUIREMENTS

COMMUNICATION
I respond emails within 24 hours (Mon-Fri) and sometimes faster. If you email me over the weekend, I will respond at the latest by Monday of the following week. You will receive immediate feedback after taking quizzes, but assignments that are writing-intensive will take me up to a week to grade everyone’s work. Please put your first and last name in the subject line and the course section you are in (Ex. 55401). If you do not include this information, it will take me longer to respond.

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 ensure that the address is valid and is the one the student is currently using. Get MS office and Word for FREE

SUFFICIENT KNOWLEDGE OF Microsoft Word or a comparable word processing program to enable the student to complete assignments. If you need tutoring with word processing, the Learning Center is a useful resource for both online and on campus classes. Get Microsoft Outlook Email, Word, PowerPoint, Excel and More — for Free!

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.
Course Activities

Quizzes (40%)
You will have one quiz per chapter. Quizzes are timed.

Final Exam (10%)
You will have one Exit Exam/Final Exam. The EXIT EXAM, will be the Psychology Department’s EXIT EXAM, taken during Finals week. Be aware, you will only be given ONE attempt to take this Exit Exam.

Assignments (20%)
There will miscellaneous assignments and in class activities that we will complete throughout the semester. Please note in class assignments must be completed in class for credit.

APA Writing Assignments (30%)
You will be required to write two APA papers for this course. ALL these papers will be written in APA formatting style and will be graded as such. A sample 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 the instructor and/or staff in the Learning Center for assistance. These assignments are standard across the institution for this course and are helpful in evaluating the institutions effectiveness.

• The first of which (APA Writing Assignment #1) is primarily focused on developing familiarity with APA formatting.

• The other (APA Writing Assignment #2) is a Critique of a preselected APA article in which you are to write, in your OWN words, a short summary of the article, a one or more-page review of the article and a one or more-page comments (your collegiate feedback, not your opinions) section. There is a 1000-word count minimum with no maximum. You are encouraged to review the APA style formatting in the Writing for Psychology text, seek the assistance of the Learning Center, and review the included template, sample and link. If after using these resources you still have difficulty with APA writing, you are welcome to schedule an appointment with the professor to assist your learning of APA formatting.

Grading Policy

Each module will consist of the exams and 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, login 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. Therefore, it is to your benefit to score as many points 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 weakness. This means that if you do not do well on exams, you will still have an opportunity to demonstrate your abilities in other areas.

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<thead>
<tr>
<th>Assignment</th>
<th>Percent Value</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>= 40%</td>
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<tr>
<td>Final Exam</td>
<td>= 10%</td>
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<tr>
<td>APA Writing #1 &amp; 2</td>
<td>= 30%</td>
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<tr>
<td>Assignments</td>
<td>= 20%</td>
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<td>= 100%</td>
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Final Letter Grade: A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = less than 60%

Certification of Course Attendance and Participation

Student’s attendance in class is certified according to the academic calendar. Please ask your instructor for any specific dates not listed on the academic calendar.

IMPORTANT: You must attend and participate in your on-campus and/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 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
- submit online course discussions in Blackboard (if required)

IMPORTANT: 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 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 your financial aid. You must complete a face to face class by attending in class. Substantial absences will result in a grading penalty.

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 Academic calendar. For more information, visit the Dropping or Withdrawing from Classes webpage.

In an 8-week class missing more than 4 class periods will result in a letter grade drop.

The last day to withdraw from a class with a “W” is Nov 14th, 2019 with 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 Sep 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** 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](http://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

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.