PSYC 2319- Social Psychology
CRN 77024 – Spring Semester 2014
Spring Branch Campus Rm. 307|12:30-2pm | MW
3-Hour Lecture/ 48 hours per semester/ 16 weeks

Instructor: Linda Whitney

Instructor Contact Information: Linda.whitney@hccs.edu and (713)718-5687.

Office location and hours
M & W from 9:30-11am in my office AD5 (enter the doorway marked Department Chairs, near the Campus Administration/deliveries and turn left) and Monday-Thursday from 7:30-8am in classroom #307. If these hours do not work with your schedule, please email me or phone my office to schedule an appointment at a different time. The best way to contact me is by email. If you have a bizarre e-mail address, and there is no subject, I will probably delete your email without opening it.

Course Description
PSYC 2319 is a survey of the basic principles underlying human social behavior. Social psychology is a study of social cognition, social behavior, interpersonal relations, and group membership. Emphasis is on theories, research, and applications. This course transfers as three (3) hours of credit to most other colleges and universities.

Prerequisites
PSYC 2301 is required prior to this course. Also, college-level reading (or take GUST 0342) and college-level writing (or take ENGL 0310/0349) must be taken at the same time or previously completed.

Program Learning Outcomes (all PSYC courses)
Upon completion of this course, students will be prepared to
1. Succeed in advanced psychology courses that include related content and are required for an undergraduate major in psychology
2. Succeed in advanced psychology and psychology-related courses that include related content and are required in non-psychology majors such as nursing and education
3. Understand and evaluate psychological concepts that are covered in this course and
are featured in news reports, self-help materials, and as a part of the process of seeking and engaging in psychotherapy

Course Student Learning Outcomes (SLOs) (all PSYC 2319 classes)
The student will be able to:
1. Define and identify key concepts in multiple (10) areas of social psychology including concepts, facts and theoretical perspectives.
2. Define and identify scientific method, descriptive methods, representative sample, experimental methods, and deception.
3. Demonstrate knowledge of and identify concepts related to social behavior and the development and the behavior of others.
4. Apply psychological concepts to the solution of current issues and problems including ethics, prejudice, and aggression, intimate relationships, coping with stressful events, health and wellness, and / or evaluation of media presentations.

Learning objectives (These are the minimum that all PSYC 2319 classes must cover.)

SLO #1: Define and identify key concepts in multiple (10) areas of social psychology including concepts, facts and theoretical perspectives.

CORE DOMAIN 1: THE SCIENCE OF SOCIAL PSYCHOLOGY
1. Define social psychology, personality psychology, sociology, and anthropology.

CORE DOMAIN 2: THE SELF IN A SOCIAL WORLD
Define
1. Self-concept
2. Accuracy of self-knowledge
3. Self-efficacy
4. Self-serving bias and self-enhancement
5. Impression management
6. Attribution theory

CORE DOMAIN 3: GENDER, GENES, AND CULTURE
Define
1. Evolutionary psychology
2. Cultural norms and roles
3. Duplex mind

CORE DOMAIN 4: ATTITUDES AND PERSUASION
Define
1. Components of an attitude
2. Cognitive dissonance
3. Different techniques used by salespeople

CORE DOMAIN 5: CONFORMITY AND OBEDIENCE
Define
1. Conformity, obedience, and acceptance
2. Normative social influence
3. Informational social influence

CORE DOMAIN 6: PREJUDICE
Define
1. Prejudice and discrimination
2. Stereotypes and scapegoating
3. Just world phenomenon
4. Self-fulfilling prophecy
5. Stereotype threat

CORE DOMAIN 7: AGGRESSION
Define
1. Hostile aggression
2. Instrumental aggression
3. Displaced aggression
4. Frustration

CORE DOMAIN 8: GROUP INFLUENCES
Define
1. Group
2. De-individuation
3. Group polarization
4. Groupthink
5. Leadership
6. Social loafing
7. Social facilitation

CORE DOMAIN 9: ATTRACTION AND INTIMACY
Define
1. Close relationships
2. Intimate relationships
3. Types of love
4. Self-monitoring
5. “What is beautiful is good” effect
6. Loneliness
7. Sexual orientation

CORE DOMAIN 10: PROSOCIAL BEHAVIOR
Define
1. Pro-social behavior
2. Altruism
SLO #2: Define and identify the basic research and evaluation methods used in social psychology, including the strengths and weaknesses of each method.

CORE DOMAIN 1: THE SCIENCE OF SOCIAL PSYCHOLOGY
Define and identify
1. Scientific method
2. Descriptive methods
3. Representative sample
4. Experimental method
5. Deception

SLO #3: Demonstrate knowledge of and explain concepts related to social behavior and the social behavior of others.

CORE DOMAIN 1: THE SCIENCE OF SOCIAL PSYCHOLOGY
Explain
1. the relation between personal values and social psychological research.
2. the nature and implications of the hindsight bias and confirmation bias.

CORE DOMAIN 2: THE SELF IN A SOCIAL WORLD
Explain
1. how beliefs about ourselves influences thoughts and actions.
2. how selves differ from one culture to another.

CORE DOMAIN 3: GENDER, GENES, AND CULTURE
Explain
1. how culture has affected gender roles over time.
2. the process of natural selection.
3. how humans are impacted by both nature and culture
4. the difference between individualist and collectivist cultures

CORE DOMAIN 4: ATTITUDES AND PERSUASION
Explain
1. when attitudes predict behavior.
2. when behavior predicts attitudes.
3. the two routes to persuasion
4. the effects of fear on attitude change
5. the difference between an attitude and a belief.
6. the effect of cognitive dissonance on attitude change.

CORE DOMAIN 5: CONFORMITY AND OBEDIENCE
Explain
1. why people conform.
2. why people obey legitimate authority.
3. how gender, personality, and cultural differences affect conformity and obedience.
CORE DOMAIN 6: PREJUDICE
Explain
1. the effects of unequal status.
2. how emotional needs affect prejudice
3. the effects of institutional support
4. methods for reducing prejudice

CORE DOMAIN 7: AGGRESSION
Explain
1. social learning theory
2. biological and genetic factors
3. how the frustration-aggression hypothesis has changed over the years
4. methods for reducing aggression

CORE DOMAIN 8: GROUP INFLUENCES
Explain
1. the formation of groups
2. what makes a group feel united
3. the risky shift and group polarization
4. how groupthink can lead to bad decisions
5. the characteristics of an effective leader

CORE DOMAIN 9: ATTRACTION AND INTIMACY
Explain
1. how attachment styles influence relationships
2. how different types of love influence relationships
3. predictors of stable intimate relations, including marriage

CORE DOMAIN 10: PROSOCIAL BEHAVIOR
1. how helping can be increased
2. by-stander inactivity
3. the connection between empathy and altruism

SLO #4 Apply social psychological concepts to the solutions of current issues and problems including ethics, prejudice, aggression, intimate relationships, and/or evaluation of media presentations.

CORE DOMAIN 1: THE SCIENCE OF SOCIAL PSYCHOLOGY
Students will apply
1. ethical standards for psychological research

CORE DOMAIN 2: THE SELF IN A SOCIAL WORLD
Students will apply
1. beliefs about ourselves in order to change our behavior and thoughts.

CORE DOMAIN 3: GENDER, GENES, AND CULTURE
Students will apply
1. cultural and gender similarities and differences to improve intergroup relations.

CORE DOMAIN 4: ATTITUDES AND PERSUASION
Students will apply
1. techniques of effective communication
2. methods of resisting persuasion

CORE DOMAIN 5: CONFORMITY AND OBEDIENCE
Students will apply
1. methods of resisting destructive social pressure

CORE DOMAIN 6: PREJUDICE
Students will apply
1. factors that reduce prejudice

CORE DOMAIN 7: Aggression
Students will apply
1. factors that reduce aggression

CORE DOMAIN 8: GROUP INFLUENCES
Students will apply
1. positive aspects of group membership and influence

CORE DOMAIN 9: ATTRACTION AND INTIMACY
Students will apply
1. research of successful relationships

CORE DOMAIN 10: PROSOCIAL BEHAVIOR
Students will apply
1. factors that increase probability of helping behavior

CALENDAR

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>ACTIVITY/ASSIGNMENT</th>
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<tbody>
<tr>
<td>1</td>
<td>1/13-1/15</td>
<td>Ch. 1: What is Social Psychology; go over Syllabus</td>
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<tr>
<td>2</td>
<td>1/20-1/22</td>
<td>1/20 is a holiday for HCCS Ch. 1:Continued</td>
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<tr>
<td>3</td>
<td>1/27-1/29</td>
<td>Ch. 2: Doing Social Psychology research</td>
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<td>4</td>
<td>2/3-2/5</td>
<td>EXAM #1 CH.1-2; Ch. 3 The Social Self</td>
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<td>5</td>
<td>2/10-2/12</td>
<td>Ch. 3: Continued Ch. 4: Perceiving Persons</td>
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<td>6</td>
<td>2/17-2/19</td>
<td>Ch. 4:Continued Ch. 5: Stereotypes, Prejudice, and Discrimination 2/17 is a holiday for HCCS</td>
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<td>Week</td>
<td>Dates</td>
<td>Chapters/Content</td>
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<td>7</td>
<td>2/24-2/26</td>
<td>Ch. 5: Continued</td>
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<td>Exam #2 Ch. 3, 4 &amp; 5</td>
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<td>8</td>
<td>3/3-3/5</td>
<td>Ch. 6: Attitudes</td>
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<td>9</td>
<td>3/10-3/14</td>
<td>Ch. 7: Conformity</td>
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<td>10</td>
<td>3/17-3/19</td>
<td>Ch. 8: Group Processes</td>
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<td>Exam #3 Ch. 6-8</td>
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<td>11</td>
<td>3/31-4/2</td>
<td>WRITTEN PROJECT DUE</td>
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<td>Ch. 9: Attraction &amp; Close Relationships</td>
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<td>LAST DAY FOR STUDENT OR ADMINISTRATIVE WITHDRAWAL on 3/31/13 @ 4:30pm</td>
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<tr>
<td>12</td>
<td>4/7-4/9</td>
<td>Ch. 10: Helping Others</td>
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<td>13</td>
<td>4/14-4/16</td>
<td>Ch. 11: Aggression</td>
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<td>EXAM#4 Ch. 9-11</td>
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<td>4/18 is a holiday for HCCS</td>
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<td>14</td>
<td>4/21-4/23</td>
<td>Ch. 12: Law</td>
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<td>Ch. 13: Business</td>
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<td>15</td>
<td>4/28-5/1</td>
<td>Ch. 14: Health &amp; Well-Being</td>
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<td>Review for final exam</td>
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<td>16</td>
<td>5/7</td>
<td>FINAL EXAM (Comprehensive)</td>
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<td>will be from 12 noon till 2pm.</td>
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<td>Be sure and arrive at noon to allow yourself the full time on this exam.</td>
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All test dates are approximately planned and subject to change. The actual test dates will be announced in class at least one week in advance.

Instructional Methods
This is a lecture course with student group discussions, and written projects. My responsibilities include presenting the course material in a way that students can best learn which will include PowerPoint presentations, short videos and animations. Student responsibilities include reading the textbook, turning in assignments on time, taking exams and participating in group discussions and projects. You will enjoy the class and make your highest grades if you come prepared for the classes.

Student Assignments
May include short reading, writing, and presentation projects, both in class and outside of class. These projects are designed to develop your critical thinking and problem solving skills; as well as your ability to work independently and in small groups. Last, these assignments are designed to strengthen your presentation skills, both written and oral.
Paper: An “original” report written in APA format will be submitted to turnitin.com electronically and a paper copy will be given to the instructor on the due date. For every class period this assignment is late, 5 points will be deducted from your grade. You must electronically submit your paper for plagiarism checks to turnitin.com. The Writing Lab (713-718-5889) is in South Hall Room 703. Here you may get help with your writing assignment or you may go to askonline.net for help with editing. You will receive bonus points for submitting your edited copy. An “A” report will have the following minimum requirements:

- 5 or more pages for body of report with font size 12, double spaced
- 5 or more references, at least 3 are peer review journals less than 3 years old
- Bluebook is used for topic and outline of report, with instructor
- Report includes a Title page, Abstract page, and a Reference page
- The report is in APA style
- 10% or less plagiarism (quotes will not count toward plagiarism, but use them sparingly)
- Paper copy submitted to instructor in Bluebook and electronic copy submitted to turnitin.com by due date
- Your report will be graded on writing quality, which includes but is not limited to, use of grammar, sentence and paragraph construction, coverage of the topic, use of your references, development of thesis. This is a literature review of a topic you have selected; so select your topic carefully! While a survey is not required, it can be included in your report. Keep your articles; do not turn them in.

Students need to log into turnitin.com with an existing password of their own (if they have used turnitin.com) or create a new password (if they are new users). For students to enroll in this class, they will need both the enrollment password I have chosen and the unique class ID generated by Turnitin. For students entering papers, they will enter the class using the class ID and class password and click the submit paper button.

class ID: 7468477          enrollment password: Kassin

Class participation: 10% of the final grade will come from in class projects, which will require participation in groups of 3-5 students. Attendances, being on time, and not leaving early are included in your grade.

Student Assessments

Exams include four tests and a final exam. You will need to bring FIVE scantrons (purchased at the HCCS bookstores) for exams. I need you to turn these in to me before the 1st exam date. Do not put your name on them.

If all of the exams are taken, the lowest exam score will be dropped. Consequently, the top four exam scores will be averaged, which will count 50% of the course grade.

The Final Exam will be multiple-choice. You are required to take the final exam and you cannot drop it. Half the final exam will be from Chapters 12-14, while the other half will
be from material previously covered in this course. The final exam will count 20% of the course grade.

Make-up Exams Policy: The first exam you miss will be dropped; therefore, no make-up exam will be allowed for the first exam missed. **It is important to try to not miss more than one exam.** It is at the instructor’s discretion to consider extenuating circumstances and allow a 2nd missed exam to be made up, when timely possible, with sufficient documentation. The format for a make-up exam may include essay, short answer, true-false and multiple-choice questions, at the instructor’s discretion. Students may NOT drop a test that involved cheating.

**Rules for testing** in this classroom will be strictly followed and will include the following. No restroom breaks during exams unless you have a documented medical reason that necessitates a restroom break from the disability office and you have given me this document prior to the exam. If you leave the exam room during a test, you will NOT be allowed to return!!! All electronics (cell phones, tablets, computers, iPods, etc.) must be put away and turned off during a test or when we are going over tests. Any violation to this will be considered cheating. Additionally, any disturbance by electronics either visually or auditoraly will result in the electronics being confiscated until the next available office hours and can result in other penalties. Tests will be timed; therefore be on time for the class. Note: For a test that involved cheating, students may NOT make-up a test or substitute the final exam. Also, see section below on “Academic Honesty”. *If you have a problem with any of the above rules, please discuss them with me during the first week.*

**Extra Credit:** Up to 5% of the final grade can be earned through seminar attendance, volunteer work, or other projects. One pt. of extra credit may be earned by either of the following: attending a 2 hr. seminar or volunteering for 2 hours. Document the event by writing a brief report of what you did or attended. Also, for volunteer projects, turn in a letter from your supervisor on official letterhead. Xerox copies will not be accepted. All extra-credit assignments must be submitted on or before 2 weeks prior to the final exam date.

**Instructional Materials**

**Required Text**
Kassin, S., Fein, S., & Markus, H.R. (2014). *Social Psychology* (9th ed.) Belmont, CA: Cengage. If your local bookstore does not have a copy, a copy can be transferred to the nearest HCCS bookstore overnight from Central Campus. You can also go to the HCCS bookstore’s website: hccs.bkstore.com. If you purchase from an internet bookstore, request Priority Mail.

**ISBN10:** 1-133-95775-7 or  
**ISBN13:** 978-1-133-95775-1  
**Loose-leaf Edition:**  
**ISBN10:** 1-133-95774-9 or  
**ISBN13:** 978-1-133-95774-4
Ebook option: An inexpensive ebook + CengageNow combination textbook rental, or a PDF version are all available at www.cengagebrain.com or go to http://www.cengagebrain.com/shop/isbn/9781133957751
(You can download Chapter 1 of the PDF version for free, the rest you have to pay for. You will find Chapter 1 by clicking on "eChapter" at the site listed above.)

Optional
Online study guide websites: companion site (free) or CengageNow (pay).
Sample quizzes, glossary & flashcards (by chapter) can be accessed for free at the following companion website.
There are additional supplementary materials that may be purchased but they are not required for the class.

HCC Policy Statement - ADA
Services to Students with Disabilities
Students who require reasonable accommodations for disabilities are encouraged to report to Lisa Parkinson (713-718-5422) at Spring Branch Campus http://northwest.hccs.edu/northwest/campus-services/disability-support-services to make necessary arrangements. Faculty are only authorized to provide accommodations by the Disability Support Service Office. For HCC Policy Statement on ADA please refer to: http://hccs.edu/student-rights.

HCC Policy Statement: Academic Honesty
A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student’s individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University’s Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes copying from another students’ test paper; using materials not authorized by the person giving the test; collaborating with another student during a test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered; bribing
another person to obtain a test that is to be administered. Also, see section above titled “Rules for testing”.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook). For HCC Policy Statement on Academic Honesty please refer to http://hccs.edu/student-rights.

HCC Policy Statements

Class Attendance - Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily at the start of class. If you come to class late, sign in at the end of class. Students who are tardy or leave during class disrupt the class and become a distraction. Therefore, for every class period that you are tardy or leave during class, one point will be deducted from your Class Participation Grade. You are responsible for all information covered in class. At the end of the semester, outstanding attendance will help a borderline grade (a grade that ends in 9).

If you are not attending class, you are not learning the information. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early. Your instructor is NOT required to notify you prior to completing the drop. If you have missed more than 12.5% of the hours of instruction, you will need to check with the instructor to see if you have been dropped.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.
Class attendance equals class success. For HCC Policy Statement on Academic Honesty please refer to: http://hccs.edu/student-rights.

HCC Course Withdrawal Policy

**Since we have the option to give/or not give a “W” by the withdrawal deadline, me must mark our rolls for date of last attendance, and we are required to give an “FX” grade for students who have a “F” in the class due to lack of attendance, we have choices and I will give students an “FX” grade only if they have stopped attending class and their average is below 60 by the drop deadline.**

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor may “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you MUST go to the PeopleSoft Registration site and fill out the online forms prior to the withdrawal deadline to receive a “W” on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines.”** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade. For HCC Policy Statement on withdrawal deadline please refer to: http://hccs.edu/student-rights.

Repeat Course Fee
The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing
grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available. For HCC Policy Statement on repeating a class please refer to http://hccs.edu/student-rights.

Classroom Behavior
As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

Use of Camera/Cell Phones/Computers/IPads/ and Other Recording Devices
As a student active in the learning community of this course; it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom except for the following reasons. All cell phones are to be turned off and out of site during class. If there is a very good reason to have your cell phone on, you need to get permission from me. Computers and IPads may be used to take notes ONLY; web surfing, texting, or checking emails will be grounds for loosing this privilege.

Use of recording devices for Disabled Students
Recording devices, including camera phones and tape recorders, are prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Instructor Requirements
As your Instructor, it is my responsibility to:
Provide the grading scale and detailed grading formula explaining how student grades are to be derived
Facilitate an effective learning environment through class activities, discussions, and lectures
Description of any special projects or assignments
Inform students of policies such as attendance, withdrawal, and tardiness and make up
Provide the course outline and class calendar, which will include a description of any special projects or assignments
Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student’s responsibility to:
Attend class and participate in class discussions and activities
Read and comprehend the textbook
Complete the required assignments and exams:
Ask for help when there is a question or problem
Keep copies of all paperwork, including this syllabus, handouts and all assignments

Program/Discipline Requirements
The psychology discipline committee has approved the following requirements for all sections of PSYC 2319:
All students must take the final exam.
All instructors must require at least one written assignment.

Grading
Your final course grade will be based on the following formula:
Average of THREE highest exam grades (after dropping lowest) 50%
Final Exam 20%
Written Report 20%
Class Participation (Attendance, Individual & Group Activities) 10%

TOTAL 100%

EXTRA CREDIT (up to 5 pts. can be added to the total score)

The sum of the components above will result in the following letter grade according to HCCS policy.

HCCS Grading Scale
90 - 100 = A.....4 points per semester hour
80 - 89 = B.....3 points per semester hour
70 - 79 = C.....2 points per semester hour
60 - 69 = D.....1 points per semester hour
Below 60 = F.....0 points per semester hour
FX (Failure due to absences).....points per semester hour
W (Withdrawn).....0 points per semester hour
I (Incomplete).....0 points per semester hour

Instructor’s Requirements

Early Alert Program
At HCC we are dedicated to student success. One way of achieving this goal is to identify students in need of academic counseling or advising as early as possible. All students in danger of failing or being dropped will be referred to an academic advisor or counselor for help.
The following criteria will be used in this class:
1. Averaging a 59 or less on the first set of tests.
2. Not having taken any tests when the first set closes. 3. Not logging on for two
consecutive weeks.
4. Other criteria may be added based on the situation.

**Incompletes**
An Incomplete or I may be given to a student who has completed at least 75% of the semester’s work, but is unable to finish before the official end of the semester. Incompletes are not automatically given. For instance, if it is mathematically impossible for you to pass the class, an I will not be granted. To be given an “I” you must request that grade, in writing, from me. Each case will be evaluated on its merits. If you do receive an Incomplete, you have six months to make up the work, or the HCC computer will automatically turn your “I” into an “F”. It is your responsibility to contact me to complete the required work.

**EGLS3 -- Evaluation for Greater Learning Student Survey System**
At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Note: This syllabus can be altered any time during the semester. All changes will be announced before they take effect and will be entered into the calendar on the learning website. Major changes will result in a new schedule being distributed. Bring this syllabus with you for each class period!!!