![HCC logo]

Instructional Services · Social and Behavioral Sciences · Psychology

Psychology of Adjustment-14085

PSYC-2315

SS 2023   Section 0001   3 Credits   09/18/2023 to 12/17/2023   Modified 08/17/2023

Our Vision

Houston Community College shapes the future for all students with innovative, affordable, timely, responsive, and continuously improving educational programs and services. Partnered with the communities we serve, we take a defining role in regional economic, workforce, and social development.

https://www.hccs.edu/about-hcc/ (https://www.hccs.edu/about-hcc/)

🕐 Course Meetings

Course Modality

HCC Online WW. This course is completely online.

Meeting Days

N/A

Meeting Times

N/A

Meeting Location

HCC Online via Canvas/Eagle Online

👤 Welcome and Instructor Information

Professor: Dr. Ilija Immanuel Gallego

Email: ilija.gallego@hccs.edu
Office: Katy Campus, 225A
Phone: 713-718-5816
Website: https://learning.hccs.edu/faculty/ilija.gallego (https://learning.hccs.edu/faculty/ilija.gallego)

What's Exciting About This Course

In this course you will discover so much about yourself and learn to be a happier, healthier, more well-adjusted person! What can you do to become happier? Will creativity and optimism improve your sense of well-being? And what about stress? How can you asses your level of stress and better cope with it? What about relationships? How important are first impressions? You can learn to improve your relationships with romantic partners, family, friends and co-workers through improved communication. What has science learned about good marriages, lasting friendships and satisfying careers? Also, what do we know about sex and gender? And what about when adjustment breaks down and people develop psychological disorders? What happens and how can these conditions be treated?

My Personal Welcome

Welcome to Psychology of Adjustment—I'm delighted that you have chosen this course. Who I am and what I do are very closely related because I am a teacher. I am a professor of psychology here at Houston Community College where I have taught on campus, hybrid and online classes for approximately 27 years. My experiences as a teacher have been incredibly enriching and fulfilling. I simply LOVE what I do! One of my passions is to know as much as I can about human behavior, and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person, but we have to use virtual methods instead. Nonetheless, I'm available to tackle any questions you might have. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. I am also dedicated to having a positive human experience with you. So please visit with me or contact me whenever you have a question.

Preferred Method of Contact

For a fast response, and to make sure that I receive your message immediately, please email me at ilija.gallego@hccs.edu. Canvas messages are often delayed.

Office Hours

Monday, Tuesday, Wednesday, Thursday, 1:00 PM to 7:00 PM, Via WebEx on Canvas. Please sign up AT LEAST 24 HOURS IN ADVANCE for a meeting. Also available by appt.

🖥️ Course Overview

Course Description

PSYC 2315 is a study of the processes involved in adjustment of individuals to their personal and social environments. (PSYC 2315 is not included in the Psychology Field of Study.)

Prerequisites

The minimum requirements for enrollment in PSYC 2315 are as follows: satisfied the requirements for college-level reading and writing skills (or take INRW 0420 or ESOL 0360 as a co-requisite). If you have enrolled in this course without having satisfied these prerequisites, you are at higher risk of failure or withdrawal than students who have done so, and you should carefully read and consider the repeater policy in the HCCS Student Handbook.

Department Website

https://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/ (https://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/)

📊 Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs)

Can be found at:

http://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/

Course Student Learning Outcomes (CSLOs)

Upon completion of PSYC 2315, students will be able to

- Develop an appreciation of the dimensions of subjective well-being, their application to students' lives, and research examining related issues.
- Explain the empirical roots of happiness and well-being.
- Become familiar with stress and stress management, coping strategies, personal strengths, and the nature of psychological

problems and treatments for them.

- Acquire techniques to increase satisfaction with families and personal relationships.
- Apply psychological concepts to the solutions of current issues and problems, such as, ethics, communication with fellow students, interpersonal relationships, and /or evaluation of presentations.

Learning Objectives

Learning Objectives for each CSLO can be found at [Learning Objectives for PSYC 2315](#)

☰ Departmental Practices and Procedures

Succeeding in PSYC Courses

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

Instructor and Student Responsibilities

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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make ups
- 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

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- 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
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Department Attendance Policies

Official Date of Enrollment (OE Day)

In order to remain enrolled in a course, students must be in attendance on or before OE Day. OE Day varies depending on term length. The date is noted in the HCC Academic Calendar and in the Course Calendar in every psychology instructor's syllabus.

OE Day Attendance Report

HCC policy requires that instructors submit attendance reports for all enrolled students on or the day after OE Day. The report is a legal document that must be an accurate accounting of student attendance regardless of the "excused" or "unexcused" nature of students' absences (see [HCC Student Handbook](#) for definitions of *excused* and *unexcused* absences).

Psychology Department Definition of _Attendance_

For purposes of the required OE Day attendance report, the HCC psychology department defines _attendance_ as follows:

1. In-person class: Presence in at least one on-campus class session on or before OE Day AND completion of any Canvas assignments due on or before OE day
2. Hybrid class: Presence in at least one on-campus class session on or before OE Day AND completion of any Canvas assignments due on or before OE day
3. Online on a Schedule: Presence in at least one virtual class session on or before OE Day AND completion of any Canvas assignments due on or before OE day
4. Online Anytime: Documented activity in Canvas on or before OE Day AND completion of any Canvas assignments due on or before OE day

Students' Responsibility to Contact Instructor or Department

Students who have documentation of a circumstance that prevents them from fulfilling OE Day attendance requirements must notify their instructors or the psychology department on or before OE day. At the discretion of the instructor and/or psychology department chair, such notification may or may not be deemed to fulfill the OE Day attendance requirement.

Canvas Activity after Submission of OE Day Attendance Report

Canvas activity on the part of a student who was reported as never attended that occurs after the instructor's attendance report has been submitted does not count as attendance. Canvas assignments submitted after submission of the report do not count for course credit in current or future courses.

Withdrawal of Non-Attending Students

Upon receipt of OE Day attendance reports, HCC enrollment officials will withdraw students from courses in which they are reported as never attended. Such withdrawals will alter students' course schedules in the PeopleSoft Student System.

Termination of Access to Canvas

Withdrawn students' access to Canvas courses will terminate shortly after the PeopleSoft withdrawal takes place via synchronization of PeopleSoft and Canvas student rosters. Withdrawn students' Canvas activity that occurs between the date on which the OE Day attendance report was submitted and such students' loss of access to Canvas does not count as attendance. Canvas assignments submitted during this period do not count for course credit in current or future courses.

Instructor-Specific Attendance Policies

Each psychology instructor's syllabus includes an attendance policy that addresses attendance expectations before and after OE day. Instructors' attendance criteria may exceed those of the department definition above. Students are required to know and abide by their instructors' attendance policies. Instructors may modify their attendance policies at any time during the semester and will provide students with written notification via email or Canvas announcement whenever such changes are made.

Questions about Attendance Policies

Students who have questions about attendance should contact their instructors. Students are further advised to consult the HCC Student Handbook for a complete description of college attendance policies.

Department Late Submissions Policy

Each instructor's syllabus includes policies addressing late and missing assignments. Students are required to know and abide by all such policies and all assignment due dates in the instructor's Course Calendar. Instructors are under no obligation to accept late submissions or to re-open Canvas assignments.

📒 Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore (https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

Add Instructional Materials Here

Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days:

<< [add link] >>

Other Instructional Resources

Courseware

Content here...

Psychology Applied to Modern Life (2018)

Author: Weiten, W., Dunn, D., & Hammer, E. .
Publisher: Cengage
Edition: 12th
ISBN: 9781337517072
Availability: On Canvas in First Day (Inclusive Access) Course Material
Price: $45.34 Included with tuition

Please do not buy a book. Your book is included in the price of tuition. If you would like to opt out of using this ebook, please choose "Opt Out" in the First Day (Inclusive Access) Course Materials section of Canvas before the Official Enrollment date.

This course will not use the Cengage publisher course content. You do not need a Cengage account.

✔ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes

Type	Weight	Topic	Notes
Exams/Quizzes	40%	Various	- The best 4 out of 5 unit tests account for 40% of the course grade - All unit/module tests are on Eagle Online, Canvas - Instructions and Turn In: on Eagle Online, Canvas - Number of Attempts Allowed: 1 **Questions will be given one question at a time. You may not return to a question once you answer it.** **"Submit Quiz"** Turns assignment in for grading (**you may do this only once**). - Time Limit: **2 Hours** or time of unit closure – whichever comes first <u>**DO NOT CLICK "BEGIN" UNTIL YOU ARE PREPARED TO TAKE THE EXAM**</u> **CLICKING THIS WILL BEGIN YOUR LIMITED TIME PERIOD.** - Due: As noted in syllabus and on Eagle Online Canvas directions. **Materials Allowed:** Book, notes, scratch paper, etc. **Do not collaborate with another person or you will make a grade of 0** **Recommended:** - Take the test at an HCC campus in the computer lab or library - ONLY Acceptable Excuse for missing test: Internet or power failure **at an HCC campus; MUST be documented by HCC staff member** - Number of questions: typically 50 - Types of questions: multiple choice, true/false, matching - Feedback: Immediate (scores only; no correct answers, to discourage cheating) - Makeups/Late work: **None allowed**, with the exceptions of very rare circumstances such as hospitalization. Due dates are the LAST day to turn in the exam, not the ONLY day to do so. - Extra Credit: None - These can be accessed from within their corresponding module under the "Module Tasks" heading. - Technical Problems during an exam: - STOP the exam immediately - SUBMIT it unfinished - Email me immediately: ilija.gallego@hccs.edu

Type	Weight	Topic	Notes
Written Assignment	20%	Various	- There are 9 assignments that make up this grade - The lowest score on these is dropped - The average of the remaining scores account for 20% of the course grade - All are on Eagle Online Canvas - Instructions and Turn In: on Eagle Online Canvas - Unlimited and editable - Time Limit: None - Due: Before corresponding unit/module test closes. **"Submit Quiz" or "Post Reply"** Turns assignment in for grading **Materials Allowed:** Anything except another person. (Quiz answers usually found in my notes.) - Feedback: After professor looks at assignment entry, typically within one week after the unit/module has closed. - Makeups/Late work: **None allowed. NO EXCEPTIONS. Due dates are the LAST day to turn in the assignments, not the ONLY day to do so.** - Extra Credit: None - These can be accessed from within their corresponding module under the "Module Tasks" heading. Your writing should exhibit careful thought and logical reasoning and provide evidence for your position. Each post should be at least one or two well-developed paragraphs, and use correct spelling, punctuation, and grammar. Each will include specific grading criteria. **Each assignment has its own rubric. Please see Canvas** **Basically, to pass you must:** - Address all or most aspects of the question. - Address the specific points asked (point values for each item are provided in the question itself) **Relate your task to 2 concepts in the text, and<u>underline those concepts</u>** **Provide a <u>page number</u> from the text where you got those concepts.** - Be clear and organized in your writing. - Have few or no errors in grammar, spelling, punctuation, etc. - Write at least the minimum number of words required
Personal Exploration Handbook activities and discussions	20%	Various	Average after lowest 1 grade is dropped = 20% of course grade - All will come from Weiten, S., Hammer, E., & Dunn, D. (2014)*Personal Exploration Handbook* for *Adjust*. Belmont, CA: - All are on Eagle Online Canvas 2 discussions per unit for a total of 10 discussions - Instructions and Turn In: on Eagle Online Canvas - Materials Allowed: Book, notes, etc. - Unlimited and editable - Time Limit: None - Due: Before corresponding unit/module test closes. **"Submit Quiz" or "Post Reply"** Turns assignment in for grading **Materials Allowed:** Anything except another person. (Quiz answers usually found in my notes.) - Feedback: After professor looks at assignment entry, typically within one week after the unit/module has closed. - Makeups/Late work: **None allowed. NO EXCEPTIONS. Due dates are the LAST day to turn in the assignments, not the ONLY day to do so.** - Extra Credit: None - These can be accessed from within their corresponding module under the "Module Tasks" heading. Your posts in the discussion area should exhibit careful thought and logical reasoning and provide evidence for your position. Each post should be at least one or two well-developed paragraphs, and use correct spelling, punctuation, and grammar. Each discussion and journal will include specific grading criteria. You are encouraged to reply to other students' posts and keep a conversation going.

Type	Weight	Topic	Notes
			I encourage friendly debate and disagreement, so do not be afraid to speak your mind. Always be mindful that your opinion is one of many and be respectful and courteous to others. Students have described my classes as "no judgment" zones. Let's keep it that way! Basically, to pass a discussion you must: - Address all or most aspects of the discussion question. - Address the specific points asked (point values for each item are provided in the question) - Write a substantive response. **Relate each of your task to two concepts in the textbook,<u>underline that concept, and provide a page number from the textbook</u>** - Provide a <u>page number</u> from the text where you got those concepts. - Be clear and organized in your writing. - Have few or no errors in grammar, spelling, punctuation, etc. - Write approximately at least the minimum number of words required - And, in some cases, write a substantive respond to other students' posts. **What a Substantive Post Does <u>NOT</u> Include:** - Simply telling us how you "feel" or what you "like" or "dislike" - Merely telling us whether you agree or disagree with your instructor, your classmates, or other sources - Personal attacks - Repeating content already forwarded by other participants in the discussion or in course materials - Reporting that you have nothing to say **What a Substantive Post <u>DOES</u> Include:** - Noting important ramifications of ideas - Showing logical inconsistencies between ideas **Making useful connections between course concepts** - Clarifying conceptual meanings - Offering useful examples to ground ideas - Problematizing ideas (showing us how what seems simple is really complicated) - Suggesting how content and concepts can be applied to class assignments NOTE 1: A substantive post is not necessarily long. A post can be a sentence or two long and be quite substantive. A post can be many paragraphs long and fail to offer a substantive contribution. NOTE 2: A substantive post may appear in the form of a question, description, interpretation or evaluation. The form of the statement matters less than the function of productively forwarding our class dialogue. From Black Hills State University ([www.bhsu.edu/ (Links to an external site.)Links to an external site](www.bhsu.edu/)).
Final Exam	20%	Comprehensive	There will be a comprehensive final exam in this course. The exam will be administered on Canvas (See Course Calendar for availability and due dates). It accounts for 20% of course grade. The maximum score will be 100. This online final exam will be available on Eagle Online, Canvas. No one is exempt. All students must take the final. Instructions, completion and turn in are all on Eagle Online, Canvas in the "Final" module of the course. Do not collaborate with another person. Doing so will result in your earning a grade of 0 on the final and an F in the course. Number of questions: 100. Types of questions: multiple choice. Feedback: Immediate (scores only; no correct answers, to discourage cheating). Time Limit: 2 hours. Preparation: See materials in the Eagle Online, Canvas "Final" module of the course. Makeups/Late work: None allowed, with the exceptions of very rare circumstances such as documented student hospitalization. Extra Credit: EGLS3 completion. The final exam *may not be taken early under any circumstances*. Students who are absent from the final exam must discuss their absence with the instructor in advance or within 24 hours afterward. Students who fail to do so will receive a 0 score on the final and this grade will be averaged in to determine their course grade.

Type	Weight	Topic	Notes
EGLS3 & Other Extra Credit			Students are REQUIRED to fill out the student evaluation of instruction (EGLS3) towards the end of the semester. The EGLS3 has its own module telling you where to find this evaluation. The dates it is available will be announced in the announcements on Canvas. If everyone in the class completes the evaluation, students will earn 5 bonus points on the final exam. If only one person fails to complete the evaluation, everyone else will earn 4 points. If more than one person fails to complete the evaluation, the students who complete it will receive 3 points. **Students who fail to complete the EGLS3 will not receive extra credit for this or any other extra credit activities.** Other opportunities for extra credit may arise. The extra credit will be added to your written assignment grade. Maximum extra credit 12 points/semester. Extra credit opportunism are NOT guaranteed. Some semesters, no opportunities may be available. This is especially true for classes that meet less than 12 weeks. Which activities qualify as extra credit is determined solely by your professor.
Class Discussion	0	Various	Occasionally you will see questions or comments posted in the Canvas Unit modules. These are discussions geared to allow conversation between the instructor and students, as well as opportunities for you to interact with other students. I will post an announcement any time I add a class discussion to a Canvas Unit module. Please participate in these. They are not graded, but you should at least reply that you read the question and responses, as your participation here will be considered whenever you required things like: • consideration that your grade is borderline to a higher grade • consideration for times when you miss an assignment • consideration when you request a make up (with a penalty) • consideration when you request an additional attempt on a quiz If you have not activity participated in these class discussions, you will not be given make-up attempts, additional attempts on quizzes, etc.

Grading Formula

Grade	Range	Notes
A	90-100%	
B	80-89%	
C	70-79%	
D	60-69%	
F	59% and lower	

✻ Instructor's Practices and Procedures

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

No makeups or late work will be accepted except in very rare and verifiable circumstances such as the student's documented hospitalization. I also do not allow re-takes. Remember that due dates in this class are the LAST day to turn in tasks, not the ONLY day to do so. All tasks for a unit/module are open from the first day of class. I also drop the lowest test grade and the two lowest quiz grades to help students with uncharacteristically low scores and unforeseeable circumstances that might lead them to miss an assignment, quiz or exam. Nonetheless, if you miss an assignment you should contact me to see how we should proceed to get you back on track.

There is a 3 hour grace period for completing each unit exam, the practice final and the written assignment. Quizzes and the final exam DO NOT have a grace period. If you use this grace period (which begins immediately after the exam closes, 11:59pm- 3am), you will be penalized 20% on that exam or assignment.

Psychology instructors may not accept any assignments from students after11:59 p.m. on the "Term Ends" date specified in the HCC Academic Calendar.

Psychology instructors are only permitted to make grade changes in PeopleSoft only in the case of a clerical error, such as miscalculating a student's grade or unintentionally entering an incorrect grade, or when a student has fulfilled the requirements specified in a Request for Grade of Incomplete that has been approved by the department chair.

INTERNATIONAL STUDENTS: Please be aware that you will receive the grade you earn, and that your grade may affect your visa status. You may receive a FX or W if you do not complete 85% of the coursework.

Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Any instance of scholastic dishonesty may be reported to the Maxiant system. Possible punishments for scholastic dishonesty include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college district. A recommendation for suspension or expulsion will be referred to the college Dean of Students for disciplinary disposition. Students have the right to appeal the decision.

I will not tolerate academic dishonesty in any form or even on one occasion. If I suspect it, I will investigate it. If the evidence appears to be sufficient, the student will receive an F on the assignment, paper or exam. If I feel it is warranted, an F will be recorded as the course grade and I will report the dishonesty to the deans and through the Maxiant system.

The use of AI (artificial intelligence) to complete any assignment in this course is NOT authorized and constitutes academic dishonesty. TurnItIn.com detects the use of AI.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

https://www.hccs.edu/studentprocedures (https://www.hccs.edu/studentprocedures)

Attendance Procedures

The Canvas Start Here module requires that students complete 4 assignments before the OE date (see course schedule for exact due date). All of these are ungraded, but required to remain in the course.

These assignments are as follows:
  Introductions Discussion
  Syllabus Quiz
  Plagiarism Quiz
  Academic Integrity Pledge/Quiz & Confirm Your Identity

Students who do not complete these assignments by the due date will be counted absent and will be dropped from course by the registrar's office. Missing these assignments will also mean that you will not be given credit for your exams and your written

assignments will not be accepted.

I require students to log in to check the announcements at least once every other day. Students are responsible for working through the material at their own pace. However, all assignments and exams should be completed by the due date. Students who do not log in and/or those who are not active in the class for 3 days are considered non-attending, unless they have discussed an extenuating circumstance with me. If this happens the student may be dropped or may end up with an FX in the class, or an F, depending on what is deemed appropriate on a case by case basis. I typically do not drop students.

INTERNATIONAL STUDENTS: Please be aware that you will receive the grade you earn, and that your grade may affect your visa status. You may receive a FX or W if you do not complete 85% of the coursework.

Student Conduct

I expect students to conduct themselves professionally in their communications with me, their classmates, and college staff and administration. Behavior inappropriate to the collegiate setting (including but not limited to abusive, derogatory, threatening, harassing, hateful, bullying language and/or behavior directed at the instructor or towards other students, staff or administrators) will not be tolerated, and may result in removal from the course if severe and/or repeated.

In the online environment, this means showing respect and courtesy towards other students, as well as your professor. Learning requires open-mindedness. Global citizenship requires us to try to understand others, rather than to reject their thoughts, believes and/or actions without understanding and tolerance for differences.

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. I take this responsibility very seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor in achieving this critical goal.

It will never be my intent to be offensive, so please let me know if this happens and give me an opportunity to apologize. Here is a link that can be helpful to all of us, as we try to communicate without offensive language or intent: https://www.apa.org/about/apa/equity-diversity-inclusion/language-guidelines. (https://www.apa.org/about/apa/equity-diversity-inclusion/language-guidelines)

Instructor's Course-Specific Information

Announcements
Students are REQUIRED to check the Canvas announcements at least every other day. This is especially important during finals week, when students are REQUIRED to check the announcements DAILY.

Course Calendar
The course schedule may be changed due to unforeseen circumstances, or at the instructor's discretion. If this occurs students will be notified of the changes via Canvas announcements, and, if the changes are significant, a new syllabus with a revised schedule will be posted on Canvas.

Assignment Feedback
When you complete a quiz or exam, you will get immediate feedback regarding your grades. The answers to exam questions will not be available to discourage students from cheating by sharing answers with other students. When you turn in a quiz that requires an upload, you will have to wait for feedback from me, typically within one week. It will typically take me at least a month or two to grade all the written assignments in the 9 classes I regularly teach.

Use of Apps

Please note that neither HCC, nor I, condone the use of outside apps for class purposes. Examples are GroupMe, Discord, etc. I

will NOT participate in these. **You will never get class information, course materials, or assignments in these apps.** I ask you to refrain from setting up any apps or our course. You should not be inviting your classmates to join these for anything related to our class. Feel free to use the chat room set up in the Canvas course to contact class members about class related issues, and always direct questions about class requirements, materials, and assignments to me at ilija.gallego@hccs.edu. Remember also, to contact me only from your own HCC email.

Devices

Being that this is an online class and exams are open book/notes, etc., there are no restrictions on electronics

Faculty Statement about Student Success

I plan for and fully expect for each of you to succeed.

From first day of class you have everything you need to succeed and more! I expect you to read my announcements at least every other day, and doing so, and following my recommendations there, should insure your success, if you...

Use all the resources available to you!
Read the textbook
Read EVERY page in each Canvas module
Read/Study at least 12 hours a week for each 3 hour credit hour class
Keep in touch with me and tell me how you are doing and clarify anything you are unsure of

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)) to supplement in-class assignments, exams, and activities.

All coursework in this class will be completed on Canvas and online, including the written assignment and the final exam. From the first day you will have access to all notes, resources, quizzes, assignments and exams – with the exception of the final exam, which students cannot access until it is opened.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.
Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCCS Open Lab locations may be used to access the Internet and Canvas. **For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.**

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect, as social justice, equity and valuing diversity are extremely important to me. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271. It will never be my intent to speak, write or otherwise behave in a discriminatory manner. If you find something in my course offensive, I ask that you contact me so that we can discuss this and I can correct any error or offense I have committed.

🏛 HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: [https://catalog.hccs.edu/ (https://catalog.hccs.edu/)](https://catalog.hccs.edu/)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- Ability Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness

- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

https://www.hccs.edu/student-conduct (https://www.hccs.edu/student-conduct) (scroll down to subsections)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

https://www.hccs.edu/campuscarry (https://www.hccs.edu/campuscarry)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID (https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: https://www.hccs.edu/eeo (https://www.hccs.edu/eeo)

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to https://www.hccs.edu/accessibility (https://www.hccs.edu/accessibility)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (mailto:Institutional.Equity@hccs.edu)

https://www.hccs.edu/titleix (https://www.hccs.edu/titleix)

Mandatory Reporters

Under Texas Education Code 51.252 (formerly known as Senate Bill 212), HCC Instructors are mandatory reporters of sexual harassment, dating violence (domestic violence), sexual assault, and stalking. All instructors are required by law to report to the College's Title IX coordinator or Deputy Title IX coordinator all reports disclosed to them relating to sexual harassment, dating violence (domestic violence), sexual assault, and stalking alleged to have been committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident. Instructors are required by law to include all the information they know about the incident, including the name of the student(s), in the report to the College's Title IX coordinator or deputy Title IX coordinator.

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/ (https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: https://www.hccs.edu/online/ (https://www.hccs.edu/online/)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. https://eagleonline.hccs.edu/ (https://eagleonline.hccs.edu/)

Instructor and Student Responsibilities

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 learner-centered instructional techniques

- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- 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
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook (https://www.hccs.edu/studenthandbook)

EGLS3

The EGLS[3] (Evaluation for Greater Learning Student Survey System (https://www.hccs.edu/egls3)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS[3] surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

https://www.hccs.edu/egls3 (https://www.hccs.edu/egls3)

Housing and Food Assistance for Students

If you are experiencing any hardship related to food, shelter, mental health, or other basic needs areas, please visit the Basic Needs page for resources (https://www.hccs.edu/cares (https://www.hccs.edu/cares)). You have the option to take the Basic Needs Questionnaire and ask to be contacted by a counselor for additional assistance or support (https://www.hccs.edu/basicneeds (https://www.hccs.edu/basicneeds)). Furthermore, please notify the professor if you are comfortable doing so.

Student Resources

Tutoring

HCC provides free and convenient academic support, in a large variety of subjects, to HCC students in both an online environment and in-person on campus. Tutoring is provided by HCC personnel in order to ensure that it is appropriate. Visit the HCC Tutoring Services website for more information at https://hccs.edu/tutoring (https://hccs.edu/tutoring).

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at https://library.hccs.edu (https://library.hccs.edu/).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at https://www.hccs.edu/supplemental-instruction (https://www.hccs.edu/supplemental-instruction)

Resources for Students:

https://www.hccs.edu/covid19students (https://www.hccs.edu/covid19students)

Basic Needs Resources:

https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/ (https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)

Student Basic Needs Application:

https://www.hccs.edu/basicneeds (https://www.hccs.edu/basicneeds)

COVID-19

Here's the link to the HCC information about COVID-19:

https://www.hccs.edu/covid-19 (https://www.hccs.edu/covid-19)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits the unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience as an instructor and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publicly posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me, your instructor, or to the Manager of Student Conduct and Academic Integrity.

Unauthorized Disclosure

"Unauthorized disclosure" occurs when any student provides instructional materials and/or assessments to other students in violation of a clear prohibition by the instructor. Examples include: posting assessment items to online sites such as Chegg or CourseHero; asking exam questions in forums like Reddit or Yahoo Answers; discussions of confidential question using Wechat or GroupMe, etc.

📅 Course Calendar

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

When	Topic	Notes
STUDY / ASSIGNMENTS / EXAMS 9/18-9/24 **Canvas Start Here Module & Module 1**	Introduction to course & Unit 1	<u>STUDY:</u> Introduction to course ("Start Here" Module Online) &… <u>UNIT 1 – Textbook Chapters 1 & 2 & 3 (Module 1 Online)</u> Chapter 1: Adjusting to Modern Life Chapter 2: Theories of Personality Chapter 3: Stress and Its Effects <u>ASSIGNMENTS DUE 9/24:</u> **(Start Here Module must be complete to remain in course)** **Found in the "Start Here" Course Module under "Module Tasks"** **<u>ITEMS DUE ONLINE SUNDAY, 9/24 BY 11:59pm</u>:** **o INTRODUCTIONS DISCUSSION** **o SYLLABUS QUIZ** **o PLAGIARISM QUIZ** **o ACADEMIC INTEGRITY CONTRACT**
STUDY / ASSIGNMENTS / EXAMS 9/25-10/1 **Canvas Module 1**	Unit 1: Textbook Chapters 1-3	**9/27 OE CENSUS DATE** **STUDY:** Continue Unit 1

When	Topic	Notes
STUDY / ASSIGNMENTS / EXAMS 10/2-10/8 **Canvas Modules 1 & 2**	Unit 1: Textbook Chapters 1-3 & Unit 2: Textbook Chapters 4-6	<u>STUDY:</u> <u>UNIT 2 – Textbook Chapters 4 & 5 & 6 (Module 2 Online)</u> Chapter 4: Coping Processes Chapter 5: Psychology and Physical Health Chapter 6: The Self **<u>ASSIGNMENTS / EXAM DUE 10/8</u>:** **Found in the Course Module 1 under "Module Tasks"** **<u>ITEMS DUE ONLINE SUNDAY, 10/8 BY 11:59pm</u>:** **o ALL UNIT 1 DISCUSSIONS** **o ALL UNIT 1 JOURNALS** **o ALL UNIT 1 QUIZZES** **o THE UNIT 1 EXAM**
STUDY / ASSIGNMENTS / EXAMS 10/9-10/15 **Canvas Module 2**	Unit 2: Textbook Chapters 4-6	<u>STUDY:</u> Continue Unit 2

When	Topic	Notes
STUDY / ASSIGNMENTS / EXAMS 10/16-10/22 Canvas Modules 2 & 3	Unit 2: Textbook Chapters 4-6 & Unit 3: Textbook Chapters 7-9	<u>STUDY:</u> <u>UNIT 3 – Textbook Chapters 7 & 8 & 9 (Module 3 Online)</u> Chapter 7: Social Thinking and Social Influence Chapter 8: Interpersonal Communication Chapter 9: Friendship and Love <u>**ASSIGNMENTS / EXAM DUE 10/22:**</u> **Found in the Course Module 2 under "Module Tasks"** <u>**ITEMS DUE ONLINE SUNDAY, 10/22 BY 11:59pm**</u>**:** **o ALL UNIT 2 DISCUSSIONS** **o ALL UNIT 2 JOURNALS** **o ALL UNIT 2 QUIZZES** **o THE UNIT 2 EXAM**
STUDY / ASSIGNMENTS / EXAMS 10/23-10/29 Canvas Module 3	Unit 3: Textbook Chapters 7-9	<u>STUDY:</u> Continue Unit 3

When	Topic	Notes
STUDY / ASSIGNMENTS / EXAMS 10/30-11/5 Canvas Modules 3 & 4	Unit 3: Textbook Chapters 7-9 & Unit 4: Textbook Chapters 10-12	**STUDY:** UNDERLINE **UNIT 4 – Textbook Chapters 10 & 11 & 12 (Module 4 Online)** Chapter 10: Marriage and Intimate Relationships Chapter 11: Gender and Behavior Chapter 12: Development and Expression of Sexuality **ASSIGNMENTS / EXAM DUE 11/5:** **Found in the Course Module 3 under "Module Tasks"** **ITEMS DUE ONLINE SUNDAY, 11/5 BY 11:59pm:** **o ALL UNIT 3 DISCUSSIONS** **o ALL UNIT 3 JOURNALS** **o ALL UNIT 3 QUIZZES** **o THE UNIT 3 EXAM**
STUDY / ASSIGNMENTS / EXAMS 11/6-11/12 Canvas Module 4	Unit 4: Textbook Chapters 11-12	**11/6 LAST DAY TO WITHDRAW** **STUDY:** Continue Unit 4

When	Topic	Notes
STUDY / ASSIGNMENTS / EXAMS 11/13 - 11/19 Canvas Module 5	Unit 5: Chapters 13-16	<u>STUDY:</u> UNIT 5 – Textbook Chapters 13 & 14 & 15 & 16 (Module 5 Online) Chapter 13: Careers and Work Chapter 14: Psychological Disorders Chapter 15: Psychotherapy Chapter 16: Positive Psychology <u>ASSIGNMENTS / EXAM DUE 11/19</u>: **Found in the Course Module 4 under "Module Tasks"** <u>**ITEMS DUE ONLINE SUNDAY, 11/19 BY 11:59pm**</u>**:** **o ALL UNIT 4 DISCUSSIONS** **o ALL UNIT 4 JOURNALS** **o ALL UNIT 4 QUIZZES** **o THE UNIT 4 EXAM**
STUDY / ASSIGNMENTS / EXAMS 11/20-11/26 HOLIDAYS	HOLIDAYS	**HOLIDAYS**
STUDY / ASSIGNMENTS / EXAMS 11/27-12/3 Canvas Module 5	Unit 5: Chapters 13-16 & Review for Final	<u>STUDY:</u> Continue Unit 5 Review for Final Exam (Review questions from previous exams) <u>ASSIGNMENTS / EXAM DUE 12/3</u>: **Found in the Course Module 5 under "Module Tasks"** <u>**ITEMS DUE ONLINE SUNDAY, 12/3 BY 11:59pm**</u>**:** **o ALL UNIT 5 DISCUSSIONS** **o ALL UNIT 5 JOURNALS** **o ALL UNIT 5 QUIZZES** **o THE UNIT 5 EXAM**
STUDY / ASSIGNMENTS / EXAMS 12/4 - 12/10 All course materials & Previous Exams	Review for Final Exam	**Review all previous exams and quizzes.** **Study the concepts in previous assignments.**

When	Topic	Notes
STUDY / ASSIGNMENTS / EXAMS 12/11-12/13 (Mon-Wed) Canvas Final Module	Comprehensive Final Exam	<u>**EXAM DUE**</u> <u>**ITEM DUE WEDNESDAY 12/13 AT 11:59PM:**</u> *****ONLINE FINAL** (FINAL EXAM IS IN THE "FINAL" MODULE WITHIN CANVAS.) Exam opens Monday morning, 12/11, at 12:00am and closes on Wednesday, 12/13, at 11:59pm Online, comprehensive, final exam on Eagle Online Canvas. The exam consists of 50 multiple choice questions. It has a two-hour time limit and must be completed in one sitting. You will view one question at a time. After you answer a question, you cannot return to it. **Do not collaborate with another person. Doing so will result in your earning a grade of 0 on the final and an F in the course. Students who fail to take the final exam without discussing their absence with the instructor in advance will receive a 0 score on the final and that 0 will be averaged in to determine their course grade.**

Additional Information

READ THESE NOTICES CAREFULLY

Psychology Program Information

Visit the Psychology Program Pages on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in psychology.

Psychology Field of Study

The Field of Study curriculum for Psychology is an 18-credit-hour set of lower division courses that must be applied to a bachelor's degree in Psychology, regardless of degree designation. If a student successfully completes a field of study for an established degree program, the student may transfer that block of courses for full academic credit. The transferred field of study courses must be substituted for the receiving institution's lower-division requirements for the discipline degree program into which the student transfers. If a student completes only part of the field of study, then credit for those courses must also apply toward the major.

- PSYC 2301 General Psychology
- PSYC 2314 Lifespan Growth & Development
- PSYC 2317 Statistical Methods in Psychology
- PSYC 2319 Social Psychology
- PSYC 2320 Abnormal Psychology
- PSYC 2330 Biological Psychology

Associate in Science in Psychology

HCC students may earn an Associate in Science (A.S.) degree in psychology by completing the approved degree plan (https://learning.hccs.edu/programs/psychology/majoring-in-psychology-1).

Student Organizations

Psi Kappa

All students are invited to join Psi Kappa, an organization that can help students learn about psychology outside the classroom, serve the community, meet students in other PSYC classes, interact with PSYC faculty, and learn leadership skills.

Psi Beta

HCC has an active chapter of Psi Beta: National Honor Society in Psychology for Community and Junior Colleges. To learn more

about this organization visit the [Psi Beta](#) website. For information about the HCC chapter, visit the [Psi Beta page](#) on the HCC Learning Web.

HCC Foundation

Psychology Achievers Scholarship

To be eligible for the $125 per semester Psychology Achievers Scholarship, a student must (1) meet all HCC Foundation criteria for scholarship eligibility, and (2) make an A in either PSYC 2301 or PSYC 2314.

Psychology Fund of Excellence

The HCC Psychology Department has established a Fund of Excellence with the HCC Foundation. The purpose of this fund is to support the mission of the Psychology Department and HCC Psychology students. The funds supports a range of initiatives to improve the academic success of our Psychology students during their time at HCC, such as assisting students with partial support for the national membership fee for Psi Beta (see above) and other program expenses. Students may request support from the Psychology Fund of Excellence by contacting the psychology department.

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Dr. Carol Watson

Carol.Watson@hccs.edu

713-718-6536

Mandatory Reporting Disclosure

REPORTING ADVISORY

Sometimes the content of a psychology class leads students to disclose information that psychology faculty are required to report. Before disclosing sensitive information to an instructor, even in response to an assignment or during a class discussion, students should be aware that federal and state law, as well as HCC policy, require faculty to report several types of disclosures. These reporting requirements stem from HCC's commitment to maintaining a safe learning environment and supporting students' physical and psychological well-being.

Mandatory Reporting Obligations of Incidents of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking

Senate Bill 212 (SB 212) is a Texas state law that requires all employees in higher education who in the course and scope of employment, witness or receive information regarding the occurrence of incidents of sexual harassment, sexual assault, dating violence, or stalking committed by or against a student or employee to mandatorily report the incident to the Title IX Coordinator.

To comply with SB212, HCC institutional policy requires all employees, including full-time and adjunct faculty, to report any instances of sexual harassment, sexual assault, dating violence, or stalking committed by or against a student or employee to the Title IX Coordinator. This means if you share or disclose an incident of sexual harassment, sexual assault, dating violence, or stalking, to your instructor, he or she has a mandatory and lawful obligation to report the information to the Title IX Coordinator. This is true even when the instructor learns of the incident during class discussion, online discussion group, as part of an assignment for a class, as part of an HCC-approved research project, or the instructor learns of the incident from a third-party.

The Office of Institutional Equity (OIE) is committed to supporting the College's mission to create and maintain an educational and work environment free from all forms of gender discrimination, sexual harassment, exploitation and intimidation.

If you, or anyone you know, have experienced sexual harassment, sexual assault, dating violence, domestic violence, stalking, sex discrimination, or sexual exploitation, please follow the link below to learn more about your reporting options and resources

available to assist you. Once received, OIE will contact the affected parties to discuss next steps and provide information on resources and accommodations – supportive measures.
https://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Abuse and Neglect

Faculty are also obligated to report allegations of child abuse and neglect to the Texas Department of Family and Protective Services. This obligation extends to disclosures of past abuse, even if the victim is now an adult and the abuser is deceased. The duty to report suspected child abuse and neglect includes disclosures that are made as part of classroom discussions and in writing assignments. The duty to report also includes allegations of abuse and neglect involving elderly adults and people with disabilities.

For more information about abuse, neglect, and mandatory reporting requirements visit https://www.dfps.state.tx.us/contact_us/report_abuse.asp.

Threats to Self and Others

In the interest of supporting students' physical and psychological well-being, HCC maintains a reporting system that allows faculty to report disclosures of threatened self-harm. The system also allows faculty to report threatened harm to others. The HCC Police Department follows up on all such reports.

IN SUMMARY

Please be advised that YOUR INSTRUCTOR IS LEGALLY REQUIRED to report any incidents of the nature described in this disclosure should he/she become aware of any incidents by virtue of your or any third party's verbal or written communications, including but not limited to written assignments, online discussions, or posts.

To speak with someone about these topics, please contact an HCC counselor https://www.hccs.edu/support-services/counseling/

For more information, please review Senate Bill 212, HCC's Sexual Misconduct Policy, (https://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/sexual-assault-policy-for-students/)or reach out to the HCC Title IX Office. (https://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/reporting-options/)

You are strongly discouraged from communicating issues that are traumatic in nature, or those you know will lead to an unpleasant psychological state in response to any assignment or in any kind of communication. Please know that our concern for you and your safety extends beyond the classroom.

Inclusive Access Opt-Out Notice

READ THIS SECTION CAREFULLY

Review the Instructional Materials section above to find out if your instructor participates in HCC's First Day Program known as "Inclusive Access." (Note: Almost all PSYC instructors participate.) If you are unsure, contact your instructor immediately.

If your instructor participates in the program, a **discount has been applied to your required online course materials. The discounted charge has been added to your tuition and fee bill.**

If you do not wish to participate in the program, you must opt out on or before the deadline in your instructor's Course Calendar. If you opt out, you are still required to obtain the required instructional materials and are responsible for completing all assignments by the dates in your instructor's Course Calendar.

If you do not opt out by the opt-out deadline, you will be obligated to pay the Inclusive Access fees that are on your tuition and fee bill. There are no refunds for students who do not opt out by the deadline.

To remove the Inclusive Access fees from your tuition and fee bill, follow the steps below on or before the opt-out deadline.

Follow these steps to opt out:

- Log in to your Canvas course
- Click on FIRST DAY (INCLUSIVE ACCESS) In the Course Menu link on the left side of the screen
- You will see:
  - The amount that has been charged to your HCC student account.
  - The deadline for opting out.
  - One or more clickable buttons or links. (Labels vary by publisher.)
- Click the appropriate link and follow the prompts to opt out.
- If you have questions, contact your instructor.

ADA Accommodations Letters

1. All disability accommodations letters must originate with the HCC ADA office.
2. Students should submit ADA accommodations letters on or before the first day of class.
3. Accommodations begin on the day on which the instructor receives the letter.
4. Instructors are not required to provide retroactive accommodations for assignments submitted before the instructor receives the letter.
5. Instructors are not required to provide retroactive accommodations for assignments that are incomplete but are no longer available on the day on which the instructor receives the letter.
6. If the ADA office changes a student's accommodations after submission of the letter, a new letter must be provided directly to the instructor by the ADA office with CC to the department chair.
7. Accommodations based on modified letters begin on the date on which the instructor receives the modified letter from the ADA office.
8. Instructors are not required to provide retroactive accommodations based on modified letters.
9. Instructors and department instructional leaders may choose to contact the ADA office to verify or seek clarification about any accommodation included in a student's original or modified letter.

Psychology Department Late Assignment Submission Policy

Effective Fall, 2022

Instructors may not accept assignments from students after 11:59 p.m. on the "Term Ends" date specified in the [HCC Academic Calendar. (https://www.hccs.edu/student-experience/events-calendar/)](https://www.hccs.edu/student-experience/events-calendar/)

URL

https://www.hccs.edu/student-experience/events-calendar/