Division of Social and Behavioral Sciences  
Department of Psychology

PSYC 2301: Introduction to Psychology  
CRN 14313; 14914–Spring, 2017  
3 hour lecture course / 48 hours per semester/ First Eight Weeks  
HCC Online

Instructor: Dr. Jane Cirillo  
Instructor Contact Information: jane.cirillo@hccs.edu; 713-718-7105  
Psychology Department Chair: Dr. Karen P. Saenz,  
karen.saenz@hccs.edu; 713-718-7180

Office Location and Hours  
Tuesdays 8:30 – 11:00 am; 1:45 – 4:15 pm; by appointment only at the Eastside Campus, Angela Morales Building. Please feel free to contact me concerning any problems that you are experiencing in this course via e-mail. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

Email Policy  
HCCS policy requires instructors and students to communicate only through the HCCS email system. If you have not activated your HCCS student email account, you can do so here (http://www.hccs.edu/district/students/student-e-maileagle-id/). I will respond within 24 hours between Mondays and Fridays (up until 3:00 pm). On weekends and holidays I will respond by Monday or when the college resumes business. If you are sending me an e-mail to request an appointment or anything else course related and I do not receive a confirmation by NOON the following day, I will assume you have decided that you no longer need to meet or have a request.

Course Description  
PSYC 2301 is a survey course of the basic principles underlying human behavior. Emphasis is placed on major areas of study in the field of psychology, such as motivation, development, thought processes, personality.
Prerequisites
PSYC 2301 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in PSYC 2301 include placement in college-level reading (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.

Program Student Learning Outcomes (PSLOs) for all PSYC Courses
1. Define, discuss, and apply key terms and concepts that are essential to success in upper division psychology courses (e.g., abnormal psychology, history and systems of psychology, advanced learning theory, developmental psychology, industrial/organizational psychology).
2. Outline, define, discuss, and apply the steps of the scientific method.
3. Define, discuss, and apply key terms and concepts associated with descriptive and experimental research methods.
4. Define, discuss, and apply psychological terms and concepts that are commonly found in news reports, self-help literature, parenting literature, and psychotherapy.

Core Curriculum Objectives (CCOs) for all PSYC Core Courses
PSYC 2301 satisfies the social science requirement in the HCCS core curriculum. The HCCS Psychology Discipline Committee has specified that the course addresses the core objectives as follows:

- **Critical Thinking**: Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills**: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy**: Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #2 above.
- **Social Responsibility**: Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 above.

Course Student Learning Outcomes (CSLOs) for PSYC 2301
Upon completion of PSYC 2301, the student will be able to:
1. Demonstrate knowledge in multiple (8) areas of psychology, including concepts, facts, and theoretical perspectives.
2. Define and identify the basic research and evaluation methods used in psychology, including the strengths and weaknesses of each method.

3. Demonstrate knowledge of and identify concepts related to personal development and the development and behavior of others.

4. Apply psychological concepts to the solution of issues and problems including ethics, coping with stressful events, health and wellness, parenting, learning, memory, and/or evaluation of media presentations.

**Learning Objectives for PSYC 2301**
*(Please note: These are not the learning objectives covered in our course. Please see the learning objectives in the Start Here section of the course as well as each Unit)*

**OBJECTIVES FOR CSLO #1:** Discuss the major issues in at least nine areas of psychology.

1.1 Major schools of thought in psychology
1.2 Components of the neuron
1.3 Components of the synapse
1.4 Action potential
1.5 Major neurotransmitters
1.6 Medulla
1.7 Cerebellum
1.8 Hypothalamus
1.9 Limbic system
1.10 Components of the cerebrum
1.11 Plasticity
1.12 Endocrine system
1.13 Learning
1.14 Reinforcement
1.15 Punishment
1.16 Observational learning
1.17 Characteristics of short-term memory
1.18 Characteristics of long-term memory
1.19 Phases of prenatal development
1.20 Piaget’s stages of cognitive development
1.21 Erikson’s stages of psychosocial development
1.22 Alzheimer’s disease
1.23 General Adaptation Syndrome (GAS)
1.24 Post-traumatic stress disorder (PTSD)
1.25 Definition of personality
1.26 Conscious, unconscious, preconscious mind
1.27 Id, ego, and superego
1.28 Freud’s psychosexual stages
1.29 Phobias
1.30 Panic disorder
1.31 Obsessive-compulsive disorder
1.32 Dissociative identity disorder
1.33 Schizophrenia
1.34 Major subtypes of schizophrenia
1.35 Major depressive disorder
1.36 Bipolar disorder
1.37 Personality disorders

**OBJECTIVES FOR CSLO #2:** Explain the scientific method and how it applies to psychological research.

2.1 Scientific method
2.2 Descriptive methods
2.3 Representative sample
2.4 Correlational method
2.5 Experimental method
2.6 Causal hypotheses
2.7 Independent variable
2.8 Dependent variable
2.9 Experimental group
2.10 Control group
2.11 Random assignment
2.12 Placebo effect
2.13 Placebo
2.14 Double-blind procedure
2.15 Methods of studying the brain
2.16 Methods used by Pavlov, Watson, and Skinner

OBJECTIVE FOR CSLO #3: Demonstrate knowledge of and identify concepts related to personal development and the development and behavior of others.

3.1 Differences among the major theoretical perspectives in psychology
3.2 Processes that occur when a neuron is activated
3.3 How neurotransmitters affect behavior
3.4 Functions of the frontal lobes
3.5 Difference between the central and peripheral nervous systems
3.6 Functions of the sympathetic and parasympathetic nervous systems
3.7 How the pituitary gland affects behavior
3.8 How the adrenal glands affect behavior
3.9 How classical conditioning modifies an organism's responses to stimuli
3.10 How operant conditioning modifies an organism's responses to stimuli
3.11 Difference between positive and negative reinforcement
3.12 Factors that influence the effectiveness of punishment
3.13 Information-processing approach to memory
3.14 Reconstructive memory
3.15 The function of schemas
3.16 Causes of forgetting
3.17 Effects of teratogens and other negative factors on prenatal development
3.18 Relationship between contact comfort and attachment
3.19 Differences among the various patterns of attachment
3.20 Difference between the social learning theory and gender schema theory explanations of gender role development
3.21 Process of cognitive development as Piaget explained it
3.22 Proposed causes of Alzheimer's disease
3.23 Effects of stress on the immune system
3.24 Effects of daily hassles on stress
3.25 Factors that influence individual's capacity for resisting the effects of stress
3.26 Function of defense mechanisms in Freud's theory
3.27 Views of humanistic theorists regarding the personality
3.28 Bandura's concept of reciprocal determinism
3.29 Criteria for abnormal behavior
3.30 Possible causes of schizophrenia
3.31 Symptoms of major depressive disorder.
3.32 Symptoms of bipolar disorder

OBJECTIVES FOR CSLO #4: Apply psychological concepts to the solution of issues and problems including ethics, coping with stressful events, health and wellness, parenting, learning, memory, and /or evaluation of media presentations.

4.1 Ethical standards for psychological research
4.2 Principles of behavior genetics
4.3 Principles of behavior modification
4.4 Improving memory
4.5 Effects of the authoritarian, authoritative, and permissive parenting styles on children’s development
4.6 Differences between problem-focused and emotion-focused coping
4.7 Views of Abraham Maslow regarding self-actualization
4.8 Differences between psychologists and psychiatrists

Instructional Methods

Success in the Course
As with any three-hour course, you should expect to spend at least six hours per week outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for the written assignment. Successful completion of this course requires a combination of reading the textbook, regularly login in to Eagle Online, and completing assignments in Eagle Online. 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.

Instructional Materials

or

Charles Stangor: Introduction to Psychology adapted by Houston Community College Psychology Faculty.

You can access the text via the library or via our course in Canvas. The textbook is embedded in each Unit in our course. To access it via the library: click on http://library.hccs.edu/oer/textbooks Click on DSM-5 Version May 2013 In order to use it you will click on the View/play/print link and then login with your firstname lastname and library barcode number. (You may not need a library code…but just in case you do, you can go to the library homepage and sign up for one or go to any HCC library in person).

Your text will appear in a pdf format. If you move your cursor to the bottom of the page, you will see a bar with the adobe acrobat symbol. Click on the symbol and a toolbar will appear at the top. From the toolbar, you can change the size of the print, save a copy, and use a variety of other functions. The “find” function is under “edit”. Although you can use the text online, it is recommended that you also download a copy. Once you have saved a copy, you can highlight, use “sticky notes”, etc. You can also print selected pages that you might need to study.

Please make sure you read all of the directions for HCC students on p. 3 of the text. Your textbook includes links to all of the free study materials.

You may also print copies of each chapter from our course site. Each required chapter will be in pdf format and embedded in each Unit.
Final Exam Handbook (Learning Objectives)
Posted on Eagle Online/Canvas Final Exam Review Unit. The final exam handbook contains all of the learning objectives and key we will cover in the course. It is the same as our learning objectives only with the title Final Exam Handbook. So, if you answer all learning objectives and define the key terms required for each Unit, then you have your notes ready to study with for the final exam.

Temporary Free Access to E-Book
Follow these steps to get temporary free access to a digital version of the text for fourteen days:
• Visit MyPsychLab.com
• Click “Student”
• Click “Ok, register now”
• Select “Yes, I have a Course ID”
• Enter boyd69378
• Click “Next”
• Enter Pearson log-in credentials or create a new account
• Click “Get temporary access without payment for 14 days” near the bottom of the page
• Follow on-screen instructions from there.

MyPsychLab
We will not be using MyPsychLab in this course. All materials needed can be found in Eagle Online/Canvas as well as in your textbook.

Online Format
All instruction in this section of PSYC 2301 will take place online. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. Insert instructions for accessing Eagle Online Canvas and running a system check. The most up-to-date instructions are available on the HCC Online website.

Our course can be accessed at eagleonline.hccs.edu Use your HCC e-mail login ID and password to access our course. If you have not yet activated your HCC student email account, go to the following website today to do so: (http://www.hccs.edu/district/students/student-e-maileagle-id/).

Browser Update: Be sure to update your browser to the most current version Firefox or Chrome. Eagle Online ONLY works efficiently with Firefox or Chrome.

Each student must maintain Internet access throughout this course-from start to finish. Additionally, students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor; a stable Internet connection; and use of the Firefox or Chrome browsers when using Eagle Online Canvas. The instructor is not required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues. Failure to maintain Internet access shall not constitute a valid excuse for missed work. Students who cannot keep up with the coursework owing to lack of computer or internet access should consider taking this course at a
time when they have reliable and regular computer and internet access.

If your name listed in Eagle Online is different than the name you used to register or vice versa, please make appropriate changes so that your name is consistent in all HCC domains. The instructor is not responsible to tracking down students who do not comply.

You must contact the HCC Online technicians when you have technology problems at http://de2.hccs.edu/eo2help/ or 713-718-5275, option 3.

For password resetting please contact support at 713-718-8800, option 1

**Exams and Assignments**

**Exams**
Please note access to a computer and the Internet is required for completing this requirement. This course requires that students complete 3 unit exams and a departmental final exam. All exams including the final are considered a major grade and are calculated into the overall class grade at the end of the semester. All three unit exams will consist of 50 multiple-choice items each worth 2 points, given online with a time limit of 60 minutes. They need to be taken within the time frame designated in the class schedule. The Unit exams make up 40 per cent or 200 points of the overall course grade. The final exam makes up 20 percent or 100 points of the overall course grade.

The class is provided **two attempts at each Unit exam**. So, if you are not satisfied with your grade, you may take the exam again. Only the **highest score** will be used when calculating overall course averages. However, you must wait 1 hour between attempts so that you study prior to your second attempt. Since the class is provided 2 attempts at each Unit exam, I will not reset exams for any reason whatsoever. Please do not ask.

Be sure to review the **class schedule assignments and due dates column** for dates and times the exams are offered. The questions will be selected from material covered in the text and will focus on the information covered in the **learning objectives and key terms**. All exams are closed book meaning the class may not refer to any type of resource (books, notes, internet, etc) when taking the exams. The exams are timed, so be sure to use your time wisely. Once you log onto the exam you must take it. Therefore, feel confident that you are ready to take the exam. Once the exam shuts off you will NOT be provided an opportunity to return to the site even if you did not complete the exam.

To receive your grade after answering all questions on the exam, students must click on Submit and OK. Failure to do so may affect the ability to view scores. To view scores after taking exams, scroll to the bottom of the exam and the grade will appear or go to assessments, click on the arrow next to the exam that you would like to view the grade, click on view submission, and your grade will appear. In addition, scores can be viewed by going to my grades. Only points are calculated in overall class grade, so please ignore percentages.
All exams will be scored 0-100. Please do not pay attention to percentages in Eagle Online. Only points.

**Written Assignment**
The class is required to respond to 3 questions throughout the course of the semester. Each question is worth a maximum of 100 points. This is a major grade and impacts the overall course grade at the end of the semester. The topics are directly relevant to the section of the course we are covering at that time. Be sure to follow the due dates which are located in the **assignments and due dates** section of the course schedule as no credit will be awarded for assignments that do not meet the deadline. Please use the following guidelines when answering questions as well as when completing the extra credit question.

*Please note:* There is a variation in time when comparing clocks. So, when determining whether a discussion was posted on time, I will use the clock in Eagle Online as my guide and view the time it was posted in the discussion section. For example, if a response was submitted at 10:45, but it was posted in at 11:00, I will use the time posted in our course as my guide to determine timeliness of response. Students may begin responding to questions upon beginning the course. All questions including the extra credit question is available on the first of day of class for completion. Due to the generous time frame provided to respond, there are no make-ups for discussion postings.

**Writing Guidelines**
1. Read the question and then reflect on it. You may want to read some of your classmates’ responses prior to answering. When ready, respond to the question providing the class with your thoughts, opinions, and position on the content in the question. I am seeking the thoughts of the student. All responses must be cohesive, well written, and thoughtful. Responses must be at least 15 sentences in length (longer is better). The 15 sentences must be contained in one posting. Therefore, credit for 15 sentences will not be earned, for example, if a student responds 5 times with each response including 3 sentences. Sentences such as “I agree.” “It’s true” “Thank-you” “No” “I agree with Mary” will not be awarded points due to lack of substance. Students are graded on substance as well as amount of sentences posted. Points are deducted per sentence missed. Be sure to count your sentences. You may use questions but ONLY AFTER you have written 15 sentences. Questions will not be included in the 15 sentence minimum requirement.
2. Please see the Grade Rubric located in “Writing Tips” section of the course. This will help you in writing a successful response and to see what is expected.
3. Everyone must respond once to each question.
4. All comments must use "standard" English grammar, punctuation, and appropriate capitalization.
5. Students must write all responses using their own thoughts and words. Please note that the purpose of the assignment is to discuss one’s own thoughts about a topic, so, use of resources is not encouraged. If resources are used, they must be used minimally (one or two citations maximum no more than two sentences or phrases and the class may not use wikipedia). This type of information should be used to support one’s position or opinion only. Please note: cutting and pasting from the internet, use of another author’s thoughts and/or words from any resource without citation in the response and a bibliography, using
sentences such as “Scientists/Researchers say that…” or “According to current research” (without citing who the scientists are…what the research is…and not citing them/it) is considered plagiarism. Plagiarism is not tolerated and therefore the instructor will take academic disciplinary action. APA format can be found on the HCC library page by following the probes. Please see the syllabus section titled academic honesty.

6. Each response must be posted in their respective discussion question section. Any responses posted in sections of the course that are not associated with the respective question or are sent as attachments will not be graded. ABSOLUTELY NO ATTACHMENTS PLEASE.

7. Be sure to check after posting a response to ensure it was posted in the correct section of the course.

8. Students may respond as many times desired as long as it does not become an argument. Doing so will help in the determination of borderline grades at the end of the semester. Respect for one another’s opinion (even if you do not agree) is essential to this process. I reserve the right to terminate a student’s response on a topic if the student does not meet these guidelines.

9. If a student feels they have more information they would like to add to a discussion or revise/improve their original response, he/she may do so provided the due date has not passed. When revising a response, be sure to re-write the entire response and include a minimum of 15 sentences. I will post only the grade for best response provided by each student. Therefore, it is highly recommended to revise when the student feels they need or would like to do so.

10. Proof of completion (must have date and time from Eagle Online) is the responsibility of the student. Therefore, always print a copy of written work after it is posted in Eagle Online.

*How to find questions and reply to a question or response:
Click on a Unit scroll down to required assignments and then click on written assignment and exam. Click on the assignment. Read the question and then when ready to write a response click REPLY, and type your message into the box. After typing be sure to click post.

Grading of responses:
All responses will be graded within 1 week after the final due date and time. As long as the response is posted and meets the requirements 100 points will be earned. Therefore, I will not contact each student individually to report points. If feedback is desired please contact me via Eagle Online e-mail. Please refer to the grade Rubric located in “Writing Tips.” This will help you in understanding your grade as well as write a successful future response.

Extra Credit
Up to 10 points of extra credit can be earned by responding to an additional question. The extra credit question is listed in each Unit. Everyone may complete it once. It is posted in each Unit for ease of finding it and as a reminder to complete it. Click on Extra Credit, then Click on the assignment, read the question and then when ready to write a response click REPLY, and type your message into the box. After typing be sure to click “post”. Even though the question can be found in each Unit, everyone may only complete one assignment. It is in each Unit for ease of finding it as well as a reminder to complete it. Please see Written Assignment
Guidelines in this syllabus for guidelines to responding to the extra credit question. For the extra credit assignment, the class please write a minimum of 7 sentences. Be sure to follow the due date which are located in the assignments and due dates section of the course schedule as no credit will be awarded for assignments that do not meet the deadline.

Departmental Final Exam
All students will be required to take an online comprehensive departmental final exam consisting of 100 multiple-choice questions over a 2 hour period of time. The final exam is worth a total of 100 points and equates to 20% of the overall course grade. All the information students need to prepare for the exam is in the Final Exam Review section of the course. All required concepts in our learning objectives and key terms will be covered in the final exam. The final exam may not be taken early under any circumstances.

You must earn at least 50% of the items correct on the final to pass the course. This is a college wide policy. Students who are absent from the final exam without discussing their absence with the instructor in advance must contact the instructor by noon after the last day to take the final (For example if, the last day to take the exam is Feb 24, then you must contact the instructor by Feb 25 at noon) otherwise you will receive a course grade of Incomplete. Any student who does not take a makeup exam by the end of the following long semester will receive a final exam grade of zero and a course grade of F.

Once you log into the final be prepared to take it. I will not reset the final for any reason, nor provide an additional attempt. This is a requirement of the Psychology discipline and therefore, these restrictions must apply. Therefore, if you click on the exam and it appears that it has been taken, answers have not been registered on the exam, computer challenges, or any other possible reason….you will not be given another attempt. You will see one question at a time. Additionally, if you skip a question you will not be able to go back and complete it. So, be sure to answer all questions upon viewing them.

Be sure you are using Firefox or Chrome, since these are the ONLY compatible browsers with Eagle Online. If you choose not to heed this requirement, then you are placing yourself at risk while taking not only the final exam in this course, but any other exam, practice test, etc in this course.

Please also note the cut-off time in the class schedule. Be sure to start the exam no later than 2 hours prior to the cut-off. If you choose to begin later than 2 hours, then you are not giving yourself enough time, since the exam will shut off at the designated time noted in the schedule and you will miss completing it.

The final exam is closed resource meaning use of books, notes, dictionaries, Internet, or any other resource is not permitted. If a student uses books, notes, or any other aid/resource the student will be held accountable and this will be considered cheating and the student will automatically fail the course. If there is any suspicion of cheating, collusion, or any other time of exam taking misconduct, and grade of ‘F” in the course will be awarded.
Grading Formula

To calculate your course grade add the best 2/3 Unit Exams plus the best 2/3 Written Assignment grades plus Extra Credit plus the Final Exam.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best 2/3 Unit Exams (100 points each)</td>
<td>200</td>
</tr>
<tr>
<td>Best 2/3 Written Assignments (100 points each)</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Extra Credit (10 points)</td>
<td>10</td>
</tr>
<tr>
<td>Total Points</td>
<td>510</td>
</tr>
</tbody>
</table>

The final amount of points earned from the above components will be converted into a letter grade according to the following scale (rounding rules do not apply).

For Our Class: Please calculate your grade by using the point system below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>450 - above</td>
</tr>
<tr>
<td>B</td>
<td>400 - 449</td>
</tr>
<tr>
<td>C</td>
<td>350 – 399</td>
</tr>
<tr>
<td>D</td>
<td>300 – 349</td>
</tr>
<tr>
<td>F</td>
<td>below 299</td>
</tr>
</tbody>
</table>

HCC Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
</tr>
<tr>
<td>FX</td>
<td>Failure due to non-attendance</td>
</tr>
<tr>
<td>IP</td>
<td>0 points per semester</td>
</tr>
<tr>
<td>W</td>
<td>0 points per semester</td>
</tr>
<tr>
<td>I</td>
<td>0 points per semester</td>
</tr>
<tr>
<td>AUD</td>
<td>0 points per semester</td>
</tr>
</tbody>
</table>

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.
**It is the responsibility of the student to keep track of his/her grades. I would highly recommend monitoring grades throughout the semester, so that students’ can make informed decisions regarding whether or not to drop the class. Additionally, by monitoring grades, this enables the student to see whether or not improvement is needed as well as provides the student with information so that they know where they stand in the class throughout the semester as well as at the end of the semester. Eagle Online has a section titled “grades.” All grades are inputted into this section and are organized for each student. Please use points instead of percentages when viewing grades. Also, students will need to calculate their own grade up until the end of the semester since I need to put place holders of “0” if needed. As a result, if an assignment is missed then eagle Online may miscalculate total points.

I believe everyone needs a break from time to time, so instead of make-ups everyone gets to drop one Unit exam and one written assignment. The final exam cannot be dropped and is mandatory. In addition, if life does get in the way (as it seems to for all of us) I provided the class with a generous time frame to complete the exams, and discussions. As a result, it may be best to complete all work at the earliest time provided in the schedule. Knowing this, if you choose to wait until the last day for completing any requirement and have a challenge with completion or are ill, have a family situation, etc…, this will be the grade I will drop.

*Please note:* THE FINAL EXAM IS MANDATORY, AND IT MUST BE TAKEN ON THE DATES DESIGNATED IN THE CLASS SCHEDULE. IF YOU MISS THE EXAM, PLEASE CONTACT THE INSTRUCTOR NO LATER THAN NOON AFTER THE LAST DAY THE FINAL EXAM IS ADMINISTERED. (For example if, the last day to take the exam is Feb 24, then you must contact the instructor by Feb 25 at NOON).

Incomplete Grades
In order to receive a grade of Incomplete (“I”), you must have completed at least 85% if 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.

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.

Course Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates Sat to Fri*</th>
<th>Topic for Class, Unit, and Chapters</th>
<th>Assignments and Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/17</td>
<td>BEGIN UNIT 1: Intro To Psychology, Research Methods, Biology and Behavior, and Learning</td>
<td>Complete Online Orientation and immediately log on to course site, click on “Introduce Yourself” in the “Start Here” section of the course. Print and Read syllabus and schedule.</td>
</tr>
<tr>
<td></td>
<td>1/17 - 1/20</td>
<td>Stangor: Chapters 1,2,3,4</td>
<td>Open Unit One. Read class notes, and assigned chapters. Answer corresponding learning objective questions and define key terms. Take</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wood and Wood: Chapters 1,2,5</td>
<td></td>
</tr>
</tbody>
</table>

All work is due by 11:00 pm-Late work is not accepted
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>practice tests as many times as needed. Complete the discussion. Take the exam when ready. All Unit One coursework is due no later than Friday Jan 27 @ 11:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- Begin the Extra Credit at the top of the course and in each Unit. Due no later than Friday Feb 24 @ 11:00 pm. All writing guidelines can be found in the syllabus. Also see Writing Tips.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete Unit One. Read class notes, and assigned chapters. Answer corresponding learning objective questions and define key terms. Take practice tests as many times as needed. Complete the discussion. Take the exam when ready. All Unit One coursework is due no later than Friday Jan 27 @ 11:00 pm</td>
</tr>
<tr>
<td>2</td>
<td>1/21- 1/27</td>
<td>COMPLETE UNIT 1: Intro To Psychology, Research Methods, Biology and Behavior, and Learning Stangor: Chapters 1,2,3,4 Wood and Wood: Chapters 1,2,5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open Unit Two. Read class notes, textbook chapters 5,6,7. Answer corresponding learning objective questions. Take practice tests as many times as needed. Complete the discussion and exam. All Unit Two coursework is due no later than Friday Feb 10 @ 11:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Extra Credit is due no later than Friday Feb 24 @ 11:00 pm. All writing guidelines can be found in the syllabus. Also see Writing Tips.</td>
</tr>
<tr>
<td>3</td>
<td>1/28 - 2/3</td>
<td>BEGIN UNIT 2: Memory, Human Development, Health and Stress. Stangor: Chapters 5,6,7 Wood and Wood: Chapters 6,8,10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete Unit Two. Read class notes, textbook chapters 5,6,7. Answer corresponding learning objective questions. Take practice tests as many times as needed. Complete the discussion and exam. All Unit Two coursework is due no later than Friday Feb 10 @ 11:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Extra Credit is due no later than Friday Feb 24 @ 11:00 pm. All writing guidelines can be found in the syllabus. Also see Writing Tips.</td>
</tr>
<tr>
<td>4</td>
<td>2/4 - 2/10</td>
<td>COMPLETE UNIT 2: Memory, Human Development, Health and Stress. Stangor: Chapters 5,6,7 Wood and Wood: Chapters 6,8,10</td>
</tr>
</tbody>
</table>
| 5 | 2/11 - 2/17 | BEGIN UNIT 3: Personality Theory and Assessment, Psychological Disorders, Therapies  
Stangor: Chapters 8,9,10  
Wood and Wood: Chapters 11,12,13 | Open Unit Three. Read class notes, textbook chapters 8,9,10. Answer corresponding learning objective questions. Take practice tests as many times as needed. Complete the discussion and exam. All Unit Three coursework is due no later than Friday Feb 24 @ 11:00 pm  
• Extra Credit is due no later than Friday Feb 24 @ 11:00 pm.  
All writing guidelines can be found in the syllabus. Also see Writing Tips. |
|---|---|---|---|
| 6 | 2/18 - 2/24 | COMPLETE UNIT 3: Personality Theory and Assessment, Psychological Disorders, Therapies  
Stangor: Chapters 8,9,10  
Wood and Wood: Chapters 11,12,13 | Complete Unit Three. Read class notes, textbook chapters 8,9,10. Answer corresponding learning objective questions. Take practice tests as many times as needed. Complete the discussion and exam. All Unit Three coursework is due no later than Friday Feb 24 @ 11:00 pm  
• Extra Credit is due no later than Friday Feb 24 @ 11:00 pm.  
All writing guidelines can be found in the syllabus. Also see Writing Tips.  
Last Day to Drop - Feb 21 - Students are required to drop themselves from the course. Please see HCC Academic Calendar for last time of day to drop.  
President’s Day - Feb 20 - college closed |
| 7 | 2/25 - 3/3 | Review for the Final Exam  
Stangor: Chapters 1,2,3,4,5,6,7, 8,9,10  
Wood and Wood: Chapters 1,2,5,6,8,10,11,12,13 | Open Final Exam Review to prepare for the ONLINE MANDITORY COMPREHENSIVE DEPARTMENTAL FINAL EXAM. Study all notes created from answering the learning objective questions and key terms. Listen to the review for each topic. Memorize definitions of key terms and understand/apply key concepts for each required chapter. Take practice tests as many times as needed.  
Note: Final Exam opens on Saturday 3/4 and closes Tuesday 3/7. Please see below for more information. |
**FINAL EXAM**

<table>
<thead>
<tr>
<th>8</th>
<th>3/4 - 3/7</th>
</tr>
</thead>
</table>

*Final Exam is online* from Saturday 3/4 to Tuesday 3/7. Please note that the exam is Open Until Tuesday evening at 11:00 pm. Everyone has ONE attempt at the final. Please Go to the Unit Titled “Final Exam.”

*If you miss the final exam you must contact Dr. Cirillo no later than NOON on Wednesday Mar 8

Class grades will be posted after Mar 20. Please see your college transcript for grade. HURRAY YOU’VE COMPLETED PSYC 2301.

---

**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 class activities, discussions, and lectures
- Provide instructions for all required coursework
- Inform students of policies such as attendance, withdrawal, 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
- Regularly log in to Eagle Online and complete all required online assignments and exams
- 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
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

**Attendance**

In online courses, *attendance* is defined as logging in to the course and completing online assignments. Be advised that instructors must drop students who fail to attend class by the
official date of enrollment (“Census Day”). In addition, instructors may drop students who miss six hours of class time. If you begin this course, later than the starting date of the course stated in the HCCS schedule, you are still responsible for ALL information and assignments missed. If an assignment was due and you missed the deadline, you will be assigned a grade of “0.” There are no exceptions to this policy.

Withdrawal
If you decide to withdraw from the course, it is your responsibility to do so online via the PeopleSoft student management system. If you need assistance, visit the counselors’ office on your campus. You may wish to discuss your decision to withdraw from the class with your instructor beforehand.

Classroom 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 language 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. Please see the HCC Online Student Handbook for virtual student conduct information.

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. For more information, visit the Psi Kappa page on the HCC Learning Web, the Psi Kappa blog, and the Psi Kappa Facebook page.

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.

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. For more information, visit the HCC Foundation scholarship website.

Tutoring
Visit this page to find out about HCC tutoring services.

HCCS Student Policies
All students are responsible for reading and understanding the HCCS Student Handbook, which contains policies, information about conduct, and other important information. Access the handbook at http://central.hccs.edu/students/student-handbook/
Students with Disabilities
Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor’s receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

Ability Services Information

HCCS.EDU
http://central.hccs.edu/students/disability-services/

Central College
713.718.6164
Coleman College
713-718-7376
Northeast College
713-718-8322
Northwest College
713-718-5422
713-718-5408
Southeast College
713-718-7144
Southwest College
713-718-5910
Adaptive Equipment/Assistive Technology
713-718-6629
713-718-5604
Interpreting and CART services
713-718-6333

EGLS3: Evaluation for Greater Learning Student Survey System
The EGLS3 (Evaluation for Greater Learning Student Survey System) 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. EGLS3 surveys are only available for the Fall and Spring semesters. There are no EGLS3 surveys during the Summer semester due to logistical reasons.

**Office of Institutional Equity**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to [www.edurisksolutions.org](http://www.edurisksolutions.org). Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.