



# Statistical Methods in Psyc-10325

PSYC-2317

RT 2023 Section 2 3 Credits 01/17/2023 to 05/14/2023 Modified 01/12/2023

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## 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

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### Course Modality

In Person (P)

### Meeting Days

Monday and Wednesday

### Meeting Times

12:30PM - 1:50PM

### Meeting Location

Central Campus - San Jacinto Bldg - Rm 153

## Welcome and Instructor Information

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### Instructor: Prof. Katherine Elaine Bruton M.A.

Email: [katherine.bruton@hccs.edu](mailto:katherine.bruton@hccs.edu)

Office: Central College, EDC Building, A230

Phone: 713-718-7228

Website: <https://learning.hccs.edu/faculty/katherine.bruton> (<https://learning.hccs.edu/faculty/katherine.bruton>)

### What's Exciting About This Course

Please note that this syllabus is subject to change before the start date and the instructor reserves the right to make changes as necessary during the course.

Have you ever heard someone claim that statistics can be manipulated to say whatever the person manipulating them wants them to say? You're about to find out if that's true. This course will arm you with the knowledge you need to evaluate the statistical information you hear in the media, not to mention statistical statements that pop up in every psychology class you take. For instance, what are psychologists who say "there was a statistically significant difference between the experimental and control groups" trying to tell you? By the time you finish this course, you'll not only know, but you'll also be able to explain it to others. You'll also learn how researchers decide which type of statistical analysis is best for answering a specific question about

a mental process or behavior. You'll gain confidence, too, as you learn to use statistics to analyze data totally on your own—no computers needed. Yes, math is involved. No worries—if you use the resources and path to success that this course includes, you'll be successful!

## My Personal Welcome

Welcome to the class—I'm delighted that you have chosen this course. 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 at [katherine.brunton@hccs.edu](mailto:katherine.brunton@hccs.edu)

The best way to really discuss issues is during a scheduled WebEx meeting 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, so please visit me or contact me whenever you have a question.

The assignments and exams will be turned in online. If you need a computer, you may rent one from the library: <https://library.hccs.edu/laptops> (<https://library.hccs.edu/laptops>)

Please note that Canvas shows grades based on what you have already turned in, but if you leave any work undone at the end of the semester, that grade will be a zero, and that zero will lower your grade. Be sure to do your work! Please contact me if you have any questions or concerns regarding completing assignments.

## Preferred Method of Contact

After classes begin, please use Canvas email to contact me. I will do my best to respond to your message within twenty-four hours. I generally check my email at least twice a day during the semester, but if I do not respond within 24 hours, please do not hesitate to email me again. If you cannot reach me in Canvas email, you may email me directly at [katherine.brunton@hccs.edu](mailto:katherine.brunton@hccs.edu)

If you have a situation that is getting in the way of your success, please let me know ASAP. I may be able to accommodate you. If you only let me know of your situation during the last week of class, I will not have enough time to accommodate you.

**MANDATORY REPORTING NOTICE:** According to Title IX reporting requirements as per Texas SB 212, I am required to report any information I receive about sexual assault, dating violence, sexual harassment, or stalking. I am also required by law to report any information I receive about suicidal ideation and child abuse. If you tell me about anything regarding sexual assault, dating violence, sexual harassment, stalking, child abuse, or suicidal ideation, I WILL fulfill my duty to the college, state, and community.

If you do not feel comfortable disclosing directly to me, you may contact counseling services: <https://www.hccs.edu/support-services/counseling/mental-health-support/>

Please note that while I am concerned for students and their struggles, I cannot act as a therapist as it would violate ethics regulations as per the American Psychological Association. If you share one of your struggles with me, I will refer you to the counseling center where licensed counselors are ready to help you.

Please consider reading the HCC Cares page for resources for struggling students:

<https://www.hccs.edu/support-services/counseling/hcc-cares/>

In order to get an accommodation for pregnancy or parenting, you **MUST** contact the HCC Title IX office for an accommodation letter:

[Speak with a Title IX Contact | Houston Community College - HCC \(hccs.edu\)](#)

In order to get an accommodation related to a disability, then you **MUST** contact an HCC ADA counselor for an accommodation letter:

[ADA Counselors | Houston Community College - HCC \(hccs.edu\)](#)

## Course Overview

## Course Description

PSYC 2317 covers descriptive and inferential statistics used in psychological research and assessment. It includes measurement, characteristics of distributions; measures of central tendency and variability; transformed scores; correlation and regression; probability theory; and hypotheses testing and inference. (PSYC 2317 is included in the [Psychology Field of Study](#).)

## Prerequisites

PSYC 2317 requires MATH 1314 (or equivalent). Students must be placed into college-level reading (or take INRW 0420 or ESOL 0360). 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 [HCC Student Handbook](#).

## Psychology Department

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

## 🎯 Core Curriculum Objectives (CCOs)

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PSYC 2317 satisfies the mathematics requirement in the HCCS core curriculum. The HCCS Psychology Program 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.
- **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.

## 📊 Student Learning Outcomes and Objectives

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### 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 2317, the student will be able to:

- Compute and interpret empirical and theoretical probabilities.
- Define and explain the characteristics of data based on their reliability, validity, and scales of measurement.
- Interpret visual representations of data, such as graphs and tables.
- Compute and interpret descriptive statistics, such as mean, median, and mode; standard deviation and range; and transformed scores.
- Compute and interpret inferential statistics and tests, such as z test, t test, ANOVA, and Chi-Square.
- Calculate, evaluate, and interpret simple linear correlation/regression.
- Construct and interpret confidence intervals.
- Examine, analyze, and compare various sampling distributions.
- Formulate, perform, and interpret hypotheses tests.
- Identify the appropriate statistical analyses for given research problems, questions, hypotheses, and data sets.
- Apply statistical knowledge to the interpretation of psychological research.

- Explain features and purpose of statistical software packages.

## Learning Objectives

Learning Objectives for each CSLO can be found at [Learning Objectives for PSYC 2317](#)

## ☰ Departmental Practices and Procedures

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### Success 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 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

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**

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### **Instructional Materials**

The [HCC Online Bookstore \(https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bnccollege.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

# Essentials of Statistics for the Behavioral Sciences

**Author:** Frederick J Gravetter, Larry B Wallnau, Lori-Ann B Forzano, James E Witnauer

**Publisher:** Cengage

**Edition:** 10th

**ISBN:** 9780357035528

**Availability:** Inclusive Access

**Price:** 95.73 USD - see below

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted on Canvas. Students who opt out will still be responsible for obtaining required course materials.

Students will register for MindTap (e-book included) through a link in Canvas. This course participates in HCC's First Day program. The cost of learning materials is included in students' tuition and fees. Details about the First Day program are posted on Canvas.

## Other Instructional Resources

### Courseware

This class will be using MindTap. It comes with the online textbook that is available starting on the first day of class. MindTap is a premium website that includes an e-book, a printable version of the textbook, as well as practice quizzes, videos, and other useful study tools. It is required in this class.

This courseware will be used for required assignments that will be 20% of your grade. Please see the Assignments, Exams, and Activities for more information on these assignments.

**Availability:** First Day Access

**Price:** Comes with ebook

## ✓ Course Requirements

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### Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Start Here Assignments	5%	Start Here Assignments	<p><b>Academic Integrity Pledge:</b> Students must agree to the pledge in order to access the rest of their course materials. Please see the assignment in Canvas for more details.</p> <p><b>MindTap Screenshot:</b> This class uses First Day/Inclusive Access, which means that your textbook cost is included with your tuition, and you can access your textbook on the first day of class. To ensure that students can access MindTap and the ebook, students must submit a screenshot of Chapter 1 in MindTap after they log in. Please see the assignment in Canvas for more details.</p>

Type	Weight	Topic	Notes
MindTap	20%	MindTap	<p><b>MindTap</b> activities are worth 20% of graded course work. The HCC Psychology Department requires that all students taking PSYC 2317 do activities in MindTap. There are 14 activities, and each activity is 100 points each. The lowest 4 activities will be dropped from the calculation. The average of the remaining 10 assignments is worth 20% of your grade.</p> <p>You will access MindTap through Canvas.</p> <p>You will be doing the Mastery Training, which require you to take breaks. Mastery Training allows you to practice concepts while making you take breaks. Believe me when I tell you that the breaks will help you! Research shows that students who study while taking breaks learn the material better than if they cram it all into one session, and Mastery Training is designed to help students distribute their practice.</p> <p>The breaks for MindTap assignments will be approximately 6 hours. This is the lowest setting to which I could adjust the assignments. Students will NOT be able to cram all of these assignments into one session! Give yourself AT LEAST a couple of days for each assignment. I strongly suggest starting these assignments EARLY and doing a little bit each day. You CAN do this!!!</p> <p>Your MindTap is worth 20% of the total course grade.</p>
Exams	35%	Exams	<p><b>For Exams 1, 2, 3, and 4</b></p> <ul style="list-style-type: none"> <li>• You may use your notes, textbook, calculator, lecture notes, or anything else in Canvas.</li> <li>• There is a 60-minute time limit.</li> <li>• The questions format will be multiple choice.</li> <li>• There are 33 main questions, each worth 3 points.</li> <li>• There will be one last question worth 1 point.</li> <li>• There are 100 points total.</li> <li>• There will be a combination of concept and computation questions.</li> <li>• There are TWO attempts on each exam.</li> <li>• You must upload scratch work from your workings of the computation problems.</li> <li>• Students who do not upload scratch work will only earn up to 60% of their points on the exam.</li> <li>• You will see one question at a time.</li> <li>• Questions will NOT be locked after answering.</li> <li>• You will see your results after the exam.</li> <li>• You will NOT be able to see the correct answers.</li> <li>• The lowest scoring exam out of Exams 1, 2, 3, and 4 will be dropped from the calculation.</li> <li>• Canvas will automatically drop the lowest grade as the semester goes on, so be sure to attempt all four exams at least once.</li> </ul>
Data Analysis Project	20%	Data Analysis Project	<p><b>Data Analysis Project, APA Style Figure and Tables</b> Students will get experience with using a data analysis package and creating APA style figures and tables. There will be two assignments. The purpose of these assignments is to help students understand how data analysis works in research.</p> <p>Students are NOT required to purchase statistical software of any kind. In Canvas, there will be information about free statistical packages that students can use to complete the assignment.</p> <p>This assignment will take some time to complete, so do not put it off until the last minute!</p> <p>More detailed instructions are available in Canvas.</p>

Type	Weight	Topic	Notes
Final Exam	20%	Final Exam	<p>The <b>Comprehensive Final Exam</b> is worth 20% of your course grade.</p> <ul style="list-style-type: none"> <li>Your final exam will cover all of the objectives. All students who take PSYC 2317 at HCC must take a comprehensive final exam.</li> <li>The final exam will take place in Eagle Online Canvas.</li> <li>You may use your notes, lecture notes, textbook, and anything on Canvas to help you on the Final Exam.</li> <li>You will have 120 minutes (two hours) to take the Final Exam as per Psychology Department policies.</li> <li>There are 50 questions on the Comprehensive Final Exam.</li> <li>There is a review available on canvas!</li> <li>Each question is worth 2 points.</li> <li>The questions will be multiple-choice.</li> <li>You will see one question at a time.</li> <li>You will have ONE attempt at the exam.</li> <li>Questions will not be locked after answering.</li> <li>Quiz results can be reviewed.</li> <li>Correct answers will not be provided.</li> <li>You <b>MUST</b> upload <b>HANDWRITTEN</b> scratch work to Canvas showing your work for the final exam or your exam will incur a 40% penalty. This means that you will only earn up to 60% of the total points for the final exam. There will be a separate assignment slot for uploading your scratch work for the final exam.</li> </ul> <p>The final exam is available according to the course calendar.</p>
Extra Credit	MAX 5% Extra	Extra Credit	<p>Take the Extra Credit: Research Methods and Ethics! These quizzes have unlimited attempts. To earn 5% added to your final course grade, get 100% on this quiz. <b>[Edited 1/12/2023]</b></p> <p>There will also be other opportunities for extra credit that might be applied to individual exams or assignments. Please regularly check announcements in Canvas to learn about extra credit opportunities!</p>

## Grading Formula

Grade	Range	Notes
A	90 - 99%+	Excellent
B	80 - 89%	Good
C	70 - 79%	Average
D	60 - 69%	Passing
F	Less than 60%	Failing

## \* 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.

Grades of Incomplete are only given under dire, emergency circumstances.

Students must apply for a grade of Incomplete.

To apply, students must provide their instructor with documentation of the emergency AND sign an agreement in order to start the process of applying for an Incomplete. The signed agreement must be supplied to the instructor.

After the student has signed the necessary paperwork and has provided the documentation, then the instructor will submit these documents for the application for an Incomplete.



The HCC Psychology Department reserves the right to decline a student's application to receive an Incomplete.

## Missed Assignments/Make-Up Policy

In this class, you are encouraged to turn in your work on time so that it does not pile up at the end of the semester.

Please see the course calendar for all due dates and deadlines.

If you cannot turn in your coursework by the **Late Work Deadline** indicated on the calendar, you **MUST** provide documentation of an emergency that is keeping you from turning in the work on time.

**If you do not have a documented situation that kept you from turning your LATE work by the Late Work Deadline on the course calendar, then there is a 10% grade penalty in which the original grade for the late assignment will be multiplied by .9.**

The penalty will not be applied in cases in which students have documentation for an emergency.

Such documented emergencies include but are not limited to:

- Hospitalization of self or close family member—Get a doctor's note.
- Death of a family member—Get an obituary or note from the doctor. Do NOT send me a death certificate!
- Illness—Get a doctor's note.
- Jail Time—Get a note from county office.
- Job Related Responsibilities—Get a copy of work schedule.
- Travel for Work or Funerals—Get a copy of plane tickets.
- Military training or deployment—Get a note from your reporting officer.

In order to get an accommodation for pregnancy or parenting, you **MUST** contact the HCC Title IX office for an accommodation letter:

[Speak with a Title IX Contact | Houston Community College - HCC \(hccs.edu\)](#)

In order to get an accommodation related to a disability, then you **MUST** contact an HCC ADA counselor for an accommodation letter:

[ADA Counselors | Houston Community College - HCC \(hccs.edu\)](#)

## Academic Integrity

Cheating, plagiarism, or using resources not authorized by your instructor are academic integrity violations.

First Offense: Grade of 0 on the assignment.

Second Offense: Grade of 0 on the assignment and a total percentage penalty of 10%.

Third Offense: Grade of 0 on the assignment, total percentage penalty of 10%, and referral to the Dean of Students for disciplinary action.

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

Please see the course calendar for the O/E Date!

To avoid being dropped for no attendance, be sure to attend class **NO LATER** than the **O/E Date** indicated on the course calendar.

Please see the course calendar for the **Last Day to Withdraw!**

If you cannot complete the class, you must withdraw through PeopleSoft no later than the **Last Day to Withdraw**, which is indicated on the course calendar.

I will not withdraw you from this course unless you request it in writing before the Last Day to Withdraw.

## Student Conduct

All students are expected to conduct themselves in a manner that is appropriate to a college setting. This means that in order for everyone to have a chance to learn, we must all be respectful to one another. Any racist/homophobic/transphobic slurs or any other disrespectful comments or behavior will not be tolerated and will result in a referral to the Dean of Students.

Students who are being disrespectful or disruptive will be asked to leave the class for the day. Repeated offenses will result in a referral to the Dean of Students.

**MANDATORY REPORTING NOTICE:** According to Title IX reporting requirements as per Texas SB 212, I am required to report any information I receive about sexual assault, dating violence, sexual harassment, or stalking. I am also required by law to report any information I receive about suicidal ideation and child abuse. If you tell me about anything regarding sexual assault, dating violence, sexual harassment, stalking, child abuse, or suicidal ideation, I WILL fulfill my duty to the college, state, and community.

If you do not feel comfortable disclosing directly to me, you may contact counseling services: <https://www.hccs.edu/support-services/counseling/mental-health-support/> (<https://www.hccs.edu/support-services/counseling/mental-health-support/>)

## Instructor's Course-Specific Information

I prefer to be addressed as Professor Bruton, Professor B, Ms. Bruton, Professor Katherine, Professor K, or Ms. Katherine.

All written assignments will be graded within two weeks of submission. I usually get the grading done within a week; however, there might be times when this takes longer, and I will let you know in a class announcement if that happens.

The exams will be graded immediately.

## Devices

You are welcome to use your electronic devices to help you in the class. However, I ask that you use them without distracting other students. If your use of electronic devices is disruptive, then I will ask you to stop. If a student continues to be disruptive, this behavior may result in a referral to the Dean of Students.

## Faculty Statement about Student Success

First things first: You CAN do this!

To be successful in this course, you should expect to spend time outside of class meetings studying.

Consider the following: A person pays for a membership for a gym because they would like to build muscle. At this gym, there are a variety of machines, classes, and personal trainer services that are included in the membership. However, life events and stressors arise, and the person is unable to go to the gym as often as they would like. Sadly, they fail to build as much muscle as they would like. Although many of the stressors a person is facing are legitimate, is it the gym's fault that the person did not build muscle?

Hopefully, you answered "no." A person who really wants to build muscle must make it a priority by working out at the gym, eating healthy food, and asking for help from trainers when needed.

A college education is the same: You will earn the fruits of the effort you put in. If you want to be successful in a class, you must study, do the assignments, and ask for help when you need it!

A good habit is to spend 2 hours studying per every hour of class time.

Although this class is fully online, it is still a good idea to follow a study schedule to make sure that you can also make time for work, family, self-care, other classes, or anything else that is important.

The best way to do this is to set aside two hours, four times a week, for studying. However, this does not mean that you have to study for 2 hours without stopping! You should include breaks into your study time.

Research has shown that students who take breaks while studying tend to retain more information from the content and score higher on exams.

For example, your study session can go like this:

Study for 30 minutes

Break for 10 minutes

Repeat!

During the breaks, you can take a walk, eat a snack, do some breathing exercises, encourage yourself with positive self-talk, or anything else to give your brain a break. Once you get into a pattern of studying, you might try studying for longer intervals.

## 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.

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. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

## HCC Policies and Information

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### 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

Grade	Grade Interpretation	Grade Points
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/>)

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 \(https://www.hccs.edu/email\)](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/eoo> (<https://www.hccs.edu/eoo>)

### 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) (<mailto:Institutional.Equity@hccs.edu>)

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

### 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) (<https://www.hccs.edu/studenthandbook>)

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<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<sup>3</sup> 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 unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience 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 publically 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 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

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### 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.

Note: The O/E Date and the Last Day to Withdraw are yet to be determined by the college. I will add the dates when I get that information.

Week	Dates	Topic	What's Due
1	Jan 16-22	<b>Monday: Martin Luther King, Jr. Day - No Class Jan 16!</b>  Wednesday: Introduction to the Class, Start Chapter 1	Exams 1 and 2 are open from January 17. However, do not attempt Exams 1 and 2 until you are prepared!



2	Jan 23-29	Monday: Chapter 1, Chapter 2  Wednesday: Chapter 2	Academic Integrity Pledge and MindTap Screenshot Due Sunday, Jan 29 @ 11:59 PM
3	Jan 30-Feb 5	Monday: Chapter 3  Wednesday: Chapter 3	O/E Date: Monday, January 30 - Be sure to attend class before this date to avoid being dropped! [1/12/2023]  Monday: January 30: Last day to opt-out of First Day/Inclusive Access. [1/12/2023]
4	Feb 6-12	Monday: Chapter 4  Wednesday: Chapter 4	Nothing Due!
5	Feb 13-19	Monday: Chapter 5  Wednesday: Chapter 5	Nothing Due!
6	Feb 20-26	Monday: President's Day - No Class Feb 20!  Wednesday: Chapter 6	Data Analysis Project 1 Due Sunday, Feb 26 at 11:59 PM
7	Feb 27-Mar 5	Monday: Chapter 6  Wednesday: Chapter 7	Nothing Due!
8	Mar 6-12	Monday: Chapter 7  Wednesday: Chapter 7	Nothing Due!
	Mar 13-19	Spring Break! No Class! :)	Spring Break! No Class! :) Nothing Due!
9	Mar 20-26	Monday: Chapter 8  Wednesday: Chapter 8	Exam 1 & 2 Due Sunday, Mar 26 @ 11:59 PM  Exam 1 & 2 Scratch Work Due Sunday, Mar 26 @ 11:59 PM

10	Mar 27-April 2	Monday: Chapter 9  Wednesday: Chapter 9	Nothing Due!
11	April 3-9	Monday: Chapter 10  Wednesday: Chapter 10  Spring Holiday Friday, April 7-9 - HCC Campuses Closed	<b>Last Day to Withdraw: Monday, April 3! [1/12/2023]</b>  Nothing Due!
12	April 10-16	Monday: Chapter 12  Wednesday: Chapter 12	Nothing Due!
13	April 17-23	Monday: Chapter 13  Wednesday: Chapter 13	Exam 3 & 4 Due Sunday, April 23 @ 11:59 PM  Exam 3 & 4 Scratch Work Due Sunday, April 23 @ 11:59 PM
14	April 24-30	Monday: Chapter 14  Wednesday, Chapter 14	Data Analysis Project 2 Due Sunday, April 30, @ 11:59 PM
15	May 1-May 7	Monday: Chapter 15  Wednesday: Review for Final Exam	Exam 3 & 4 Due Sunday, May 7 @ 11:59 PM  Exam 3 & 4 Scratch Work Due Sunday, May 7 @ 11:59 PM  <b>MindTap Due Sunday, May 7 @ 11:59 PM</b>  <b>All Extra Credit Due Sunday, May 7, @ 11:59 PM</b>  <b>All Late Work Due on Sunday, May 7 @ 11:59 PM</b>  <b>[Edited 1/12/2023]</b>

16	May 8 - 14	No Class Meeting- -Final Exams Online	Final Exam OPENS Monday, May 8 @ 12:00 AM (0:00)  Final Exam CLOSES Thursday, May 11 @ 11:59 PM  No work will be accepted after Friday, May 12, @ 11:59 PM.
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## 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 fund 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](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/>