



# General Psychology-14086

## PSYC-2301

F8B 2023 Section 0009 3 Credits 03/20/2023 to 05/14/2023 Modified 03/10/2023

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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

Online on a schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

#### Meeting Days

Online Thursdays through WebEx

#### Meeting Times

Online 8:00 - 10:00 am

#### Meeting Location

Online

### Welcome and Instructor Information

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Welcome to 2301 Psychology Course Overview:

Yes, you will need a textbook. "The Science of Psychology" by Laura King, 5 edition.

How is our "online on a schedule" PSYC 2301 course going to work? This 8-week course is online on a schedule (WS). However, I have decided to make this process simple, allowing students to log in at the scheduled time on Friday using Canvas inbox email. I will be online on Thursdays from 8:00-10:50 am to answer your questions and am not "requiring" you to log in at the specific class time for live lectures or meetings. However, attendance will be taken by completing and submitting assignments. Remember, I will be available during our assigned class time to assist you via HCC email in Canvas. Each of you have total access to weekly assignments 24/7. Refer to your course calendar for assignments and due dates.

While there are 17 chapters in our curriculum textbook this semester, we focus on the 10 chapters listed in the course syllabus. Please review the syllabus to comprehend the breadth and scope of the course, along with its requirements. Pay attention to our course schedule/calendar. Make note of assignment due dates and criteria required to achieve the level of success you desire.

Throughout this semester, you are required to log in to our online class and review any posted announcements along with assignments each week. Upon reviewing the course calendar, you will see that the course is divided into 2 (two) Units. The grading scale posted in the syllabus reveals the point value of each assignment in each unit. The final exam is comprehensive and mandatory, covering all 10 chapters as noted in the syllabus.

If for any reason, you find that your personal computer access is not available, please contact me so that I can assist you in completing and submitting your assignments on time. It is not advisable to wait until the last minute, or until close to the 11:59 pm submission cutoff to attempt an assignment, if you have technology issues.

Please review all the required guidelines and view all links to guide you through the online classroom forum. If this is your first online course, take advantage of the online videos to enhance your understanding of the online classroom.

As always, I am available should you have any questions or concerns and can be reached through email. Have a great semester!

Marsha Barnett Cooke - [marsha.cooke@hccs.edu](mailto:marsha.cooke@hccs.edu)

## Instructor: Marsha Barnett Cooke

Email: [marsha.cooke@hccs.edu](mailto:marsha.cooke@hccs.edu)

Office: Virtual office hours by appointment only

Website: [marsha cooke learning web](#)

## What's Exciting About This Course

The study of Psychology has always fascinated me, and I continue to be amazed and enlightened by my students each semester. Most of you want an "A" in this course, and I want that for you too. It is my hope that this course will also inspire you to broaden your horizons and look at yourself and others differently. From studying theoretical perspectives, memory, personality, disorders, therapies, along with behavioral and cognitive functioning, this course will enlighten and inspire you.

## My Personal Welcome

Welcome to the course!

### HERE'S THE DEAL

I am really going to be honest with you. You can count on that for the next 8 weeks in this course. I want you to be successful. I want you to get the highest grade possible. But you will have to work for it. So please read the guidelines below. And as always, I am only an email away and will respond to your concerns expediently.

- **This is an 8-week online course.** You must remain diligent and committed to complete this course on time.
- **Attention to detail** and focusing on the course calendar will help you to be successful in this course.
- **You are required to pass the Final Exam with at least a 50% score to pass this course.**
- You may work ahead on most assignments, but know the specific due date of each assignment.
- **Your individual grade will only be discussed in one on one conferencing with you or in emails due to confidentiality requirements.**
- Please read over the guidelines in course modules for Canvas Tech support, IT support and student support.

**Please look over the syllabus carefully. Please look over the course modules in Canvas carefully.** If you have any questions or concerns, contact me immediately. If you are struggling and do not understand an assignment, make me aware of it immediately.

Please make note of the “makeup work” policy. It will be reviewed on a case by case basis for documented emergencies only. Late work will only be accepted for **specific assignments** with a 25% reduction in points per day after the assignment due date (please see further information in this syllabus). **There are no re-do's of missing assignments.** These guidelines and requirements are to help you focus and work throughout the 8 weeks. However, there are exceptions for rare emergency circumstances.

It is my intention to help you be successful. I know many of you have other responsibilities, and college courses on top of those responsibilities require a lot of dedication. But 8-week courses require even more focus. It is half the amount of time of a normal 16-week regular term semester. But there are positives to this also. You will complete a course in half the time and can move on.

The online classroom can be challenging. But only if you are not dedicated and diligent with your course work. Being committed will be a great advantage for you throughout your life.

The study of Psychology has always fascinated me, and I continue to be amazed and enlightened by my students each semester. Most of you want an “A” in this course, and I want that for you too. It is my hope that this course will also inspire you to broaden your horizons and look at yourself and others differently.

Good luck students!

## Preferred Method of Contact

HCC policy requires instructors and students to communicate only through HCC email. If you have not activated your HCC student email account, follow the link below:

<http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/>

Through HCC email you may contact me any time. However, over the weekend I may not be able to respond immediately. But I will definitely respond by Monday morning. Most of the time I will respond within 24 hours depending upon when you first initiate contact.

Using your HCC email only, the Canvas inbox is the preferred and most expedient way to make contact.

marsha.cooke@hccs.edu

(Virtual office hours by appointment only)

Department Chair Contact Information

Dr. Carol Watson

carol.watson@hccs.edu

713-718-6536

## Course Overview

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### 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, and personality. (PSYC 2301 is included in the [Psychology Field of Study](#).)

### 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 having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS](#)

## Department Website

[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 2301, 2314, 2316, and 2319 satisfy the social science requirement in the HCC core curriculum. PSYC 2317 satisfies the mathematics requirement in the HCC core curriculum. The HCC Psychology Program Committee has specified that these courses address the following core objectives:

- **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 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

Learning Objectives for each CSLO can be found at [Learning Objectives for PSYC 2301](#)

### Departmental Final Exam

All students enrolled in PSYC 2301 are required to complete the Departmental Final Exam, a comprehensive, 100-item exam that covers all of the objectives listed at the link above. Students must answer at least 50 of the 100 questions correctly to pass the course.

## Departmental Practices and Procedures

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### Succeeding in PSYC Courses

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

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

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

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make 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 \(https://www.hccs.edu/resources-for/current-students/student-handbook/\)](https://www.hccs.edu/resources-for/current-students/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 \(https://www.hccs.edu/resources-for/current-students/student-handbook/\)](https://www.hccs.edu/resources-for/current-students/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.

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 in Canvas. Students who opt out will still be responsible for obtaining required course materials.

The book is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore \(https://hccs.bnccollege.com/shop/hccs-central/home\)](https://hccs.bnccollege.com/shop/hccs-central/home). You may either use a hard copy of the book, or rent the e-book from Pearson. Order your book here: [HCC Bookstore \(https://hccs.bnccollege.com/shop/hccs-central/home\)](https://hccs.bnccollege.com/shop/hccs-central/home)

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Canvas.

Houston Community College will bill you at the discounted price as a course charge for this course. It is NOT recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class through the official day of record, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. If you opt out, the credit to your student account will be completed within two weeks of the official day of record by the Bursars Office. The official day of record for this term can be found on the HCC Academic Calendar: <https://www.hccs.edu/student-experience/events-calendar/>

## Other Instructional Resources

### Courseware

The digital program that accompanies the text in this course is McGraw-Hill Connect. In the left margin select (click) McGraw Hill Connect to access 2 assignments. These two assignments must be accessed, completed and submitted through Connect.

- 1) Learning
- 2) Psychological Disorders

You may also use the resources available in Connect to enhance your understanding of concepts.

## ✓ Course Requirements

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Please carefully review all of the information in this section and do not hesitate to ask questions if anything is unclear to you. I have designed all of the assignments, exams, and activities in this course to enable you to learn the material and to be successful. Please make note of and follow the due dates listed on the course calendar to help you submit your assignments on time and accomplish your goal of getting the best grade you can in this course.

Your grade is based upon a 1000 point grading scale. But also remember, **you must pass the comprehensive mandatory final exam with a 50 or above to pass this course, regardless of what your point standing is going into the final exam.** For example, if you have an A going into the final exam, but you fail the exam with a score of 45, you fail the course. So please take advantage of the Final Exam Handbook/Workbook and Practice Exam (review) to prepare your for the Final Exam so that you will be successful.

## Assignments, Exams, and Activities

Type	Weight	Topic	Notes
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Type	Weight	Topic	Notes
Attendance Assignment	5%	Start Here - Mandatory	<p>All Start Here Assignments must be completed before you can move on to Unit 1 assignments. The five S purposes and must be completed and submitted by Sunday, March 26th 2023. No late work accepted.</p> <p>Total points - 50</p> <p><b>1) Introduce yourself – 10 points</b>  This assignment must be completed before you can move on to Unit 1 assignments.  <b>*Mandatory</b> – There are 2 options for completing this assignment. You may not take any exams or submit No late work accepted. No exceptions. No work will be accepted through email.</p> <p><b>Option A:</b> Make a video of yourself using your computer, tablet or cell phone camera. Tell your classmates a little about yourself. I have provided an example of a video for you. Minimum of 1 minute. (Instructions found in Canvas modules)</p> <p><b>Option B:</b> In a discussion post format in Canvas, tell us a little about yourself using a minimum of 100 wor</p> <p><b>2) Academic Honesty – 10 points</b>  This assignment must be completed before you can move on to Unit 1 assignments.  <b>*Mandatory</b> - There are 2 options for completing this assignment. You may not take any exams or submit late work accepted. No exceptions. No work will be accepted through email.</p> <p><b>Option A:</b> Make a video of yourself, using your computer, tablet, or phone camera, reading the academic honesty statement below. The video must include a close up of your HCC photo ID or another fc result in loss of access to course modules. (Instructions found in Canvas modules.) You must include you</p> <p><b>Option B:</b> Submit a handwritten, not typed, copy of the academic honesty statement that includes a copy c copies of the statement will not be accepted. Failure to include your signature and/or copy of your HCC St loss of access to course modules.</p> <p>(Remember, if you do not have your HCC student ID, you may use another form of a photo ID. However, yo</p> <p>You must read aloud or hand write the statement below:  I have read the Scholastic Dishonesty policy published in the HCC Student Handbook.  With my signature, I affirm that: "On my honor, I commit to adherence with Houston Community College p additional policies set forth in my instructor's syllabus."  Please sign your full name here: _____  Please print your full name here: _____  HCC Student #: _____  Date: _____</p> <p><b>3) Syllabus Quiz – review the syllabus. Then in Canvas answer questions about the syllabus. This will fam You must earn a perfect score. 10 points</b></p> <p><b>4) How to get the most out of studying video.</b> Watch all 6 parts of the video and take the quiz that follows.</p> <p><b>5) Final Exam Quiz - after reviewing the syllabus and Canvas course modules, please answer questions ab</b></p>



Type	Weight	Topic	Notes
Quizzes	20%	10 Chapter Quizzes	<p>There will be 10 quizzes this semester, 20 points each, for a total of 200 points <b>Make each quiz count!</b></p> <p><b>Unit 1 - 5 chapter quizzes from Chapters 1, 2, 3, 6, &amp; 7</b></p> <p><b>Unit 2 - 5 chapters quizzes from Chapters 9, 12, 15, 16, &amp; 17</b></p> <ul style="list-style-type: none"> <li>• You have "unlimited" attempts. (before the due date.)</li> <li>• 30 minute time limit.</li> <li>• 20 multiple choice questions, 1 point each.</li> <li>• Your grade is the "highest" of all attempts.</li> <li>• Each quiz is worth 20 points.</li> <li>• No back tracking to change answers.</li> <li>• No late work accepted.</li> <li>• <b>OPEN BOOK</b> - do not attempt to look up all of the answers because you will run out of time. Prepare i</li> </ul>
Exams	30%	Unit 1 Exam/Unit 2 Exam	<p><b>Unit 1 exam - worth 150 points</b></p> <p><b>Over chapters 1, 2, 3, 6, &amp; 7</b></p> <ul style="list-style-type: none"> <li>• 75 multiple choice questions, worth 2 points each.</li> <li>• You will have 90 minutes.</li> <li>• Each student gets a different set of questions.</li> <li>• One attempt with no back tracking to change answers.</li> <li>• No late exams given. No exceptions.</li> </ul> <p><b>Unit 2 exam - worth 150 points</b></p> <p><b>Over chapter 9, 12, 15, 16, &amp; 17</b></p> <ul style="list-style-type: none"> <li>• 75 multiple choice questions, worth 2 points each.</li> <li>• You will have 90 minutes.</li> <li>• Each student gets a different set of questions.</li> <li>• One attempt with no back tracking to change answers.</li> <li>• No late exams given. No exceptions.</li> </ul>
Other Assignments-Connect	5%	Connect - Learning and Psychological Disorders	<p>Connect McGraw-Hill - worth 50 points.</p> <p>In Course Modules complete and submit both required assignments found in Connect. Each assignment i</p> <p>1) Learning - answer the 25 multiple choice questions.</p> <p>2) Psychological Disorders - answer the 25 multiple choice questions.</p> <p>Complete detailed instructions can be found in Canvas course modules.</p>
Extra Credit			Describe the assignment here.

Type	Weight	Topic	Notes
Final Exam	20%	Mandatory Comprehensive Final Exam	<p><b>THIS EXAM IS MANDATORY! Worth 150 points.</b></p> <p>All Students in PSYC 2301 are required to take a comprehensive departmental final exam consisting of 100 questions.</p> <p>Students please know that this exam covers all 10 chapters we studied this semester (comprehensive) and all concepts.</p> <p><b>***You must pass this final exam with a minimum score of 50% (out of 100%) in order to pass this course final exam. This is a departmental requirement. While your grade is based upon total points, you are still required to pass the exam.</b></p> <p>The exam tests your knowledge and comprehension of the objectives and key terms listed in the Final Exam Handout (see the Final Exam Handout for details). The Final Exam Handbook is an excellent preparation for the final exam. Please review this document before the exam.</p> <p>The exam will be administered online with these restrictions:</p> <ul style="list-style-type: none"> <li>• Available only on dates listed in the Course Calendar (3 days only)</li> <li>• May not be taken early</li> <li>• Time limit: 120 minutes</li> <li>• Attempts: 1</li> <li>• Questions shown one at a time (no backtracking)</li> <li>• Viewing of exam questions and submitted answers is not permitted.</li> </ul> <p><b>*Students must correctly answer at least 50 of the 100 questions on the final exam (50%) to pass this course.</b></p> <p>Students who are absent from the final exam must discuss their absence with their instructor in advance of the exam.</p>
Writing Assignment	10%	Article Summary	<p><b>Article Summary – 100 points, 10%</b></p> <ul style="list-style-type: none"> <li>• You must complete one writing assignment for this course.</li> <li>• A grading rubric along with complete detailed instructions is provided below to guide you.</li> <li>• No work will be accepted through email. No exceptions. No late work accepted.</li> <li>• You must submit a word document, not a link to your writing.</li> <li>• This assignment must be submitted in Canvas and will be available at the beginning of the semester.</li> </ul> <p><b>Guidelines</b></p> <p><b>Go to:</b></p> <ul style="list-style-type: none"> <li>• <a href="http://www.apa.org/news/psycport/">http://www.apa.org/news/psycport/</a> (Links to an external site.) and choose a <u>news article</u> about research.</li> <li>• <b>DO NOT</b> search the APA website for an article. Choose one of the articles on the landing page.</li> <li>• <b>Part 1: Article Summary</b> <ul style="list-style-type: none"> <li>◦ At least 350 words long (See Grading Criteria below)</li> <li>◦ Include an APA style reference for the article. <ul style="list-style-type: none"> <li>▪ For guidance, visit <a href="https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guidelines/">https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guidelines/</a> (https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guidelines/) to an external site.)</li> <li>▪ <i>Important hint:</i> Your reference will include a <u>NEWS SITE</u> such as cnn.com, wapo.com, etc.</li> </ul> </li> <li>◦ Click "Submit Assignment" and type or paste your summary in the text box that opens.</li> </ul> </li> </ul> <p><b>Grading Criteria</b></p> <ul style="list-style-type: none"> <li>• Paper/article summary is required to be at least 350 words long: 10 points (all or none; zero credit for less than 350 words)</li> <li>• 3 paragraphs are required. 60 points, 20 points per paragraph (all or none) <ul style="list-style-type: none"> <li>◦ 1st paragraph must be at least 3 complete sentences and is an introduction to your article. Must be at least 3 complete sentences (all or none, as it must meet the guidelines).</li> </ul> </li> </ul>

Type	Weight	Topic	Notes
			<ul style="list-style-type: none"> <li>◦ 2nd paragraph describes 3 main points about the article you selected. 20 points (all or none), e Therefore, there is a 3 sentence minimum for this paragraph.</li> <li>◦ 3rd paragraph will be what you learned from this article summary you selected. Required 3 or n So select an article that is interesting to you.</li> <li>• Errors in spelling, grammar, or punctuation: 10 points (all or none; one error means zero points for th</li> <li>• <b>Link to URL must be hyperlinked or this paper will not be graded.</b>10 points (instructions to create a h</li> <li>• Correct APA-style reference for article is required: 10 points (1-point deduction for each error.) <ul style="list-style-type: none"> <li>◦ Double space your entire writing/paper.</li> <li>◦ Indent 5 spaces at the beginning of each paragraph.</li> </ul> </li> </ul> <p><b>Grading Rubric</b></p> <p><b>Criteria</b></p> <ul style="list-style-type: none"> <li>• This criterion is linked to a Learning Outcome. <ul style="list-style-type: none"> <li>◦ At least three paragraphs required. <ul style="list-style-type: none"> <li>▪ 60 points <ul style="list-style-type: none"> <li>▪ 20 points for each paragraph <ul style="list-style-type: none"> <li>▪ 1st paragraph - introduction (20 points)</li> <li>▪ 2nd paragraph - 3 main points (20 points)</li> <li>▪ 3rd paragraph - what you learned (20 points)</li> </ul> </li> </ul> </li> </ul> </li> <li>• This criterion is linked to a Learning Outcome. <ul style="list-style-type: none"> <li>◦ At least 350 words long <ul style="list-style-type: none"> <li>▪ 10 points</li> </ul> </li> </ul> </li> <li>• This criterion is linked to a Learning Outcome. <ul style="list-style-type: none"> <li>◦ Spelling, grammar, etc. <ul style="list-style-type: none"> <li>▪ 10 points <ul style="list-style-type: none"> <li>▪ PROOF your writing or go to writing assistance.</li> </ul> </li> </ul> </li> </ul> </li> <li>• Hyperlink to URL/link required or this assignment will not be graded. <ul style="list-style-type: none"> <li>◦ ▪ 10 points <ul style="list-style-type: none"> <li>▪ There are instructions for creating a hyperlink in Canvas course modules in the Welcc</li> </ul> </li> </ul> </li> <li>• This criterion is linked to a Learning Outcome. <ul style="list-style-type: none"> <li>◦ APA reference <ul style="list-style-type: none"> <li>▪ 10 points <ul style="list-style-type: none"> <li>▪ A link has been provided to assist you in APA style writing.</li> </ul> </li> </ul> </li> </ul> </li> <li>• Total points 100</li> </ul> <p><b>Writing Assistance and tutoring</b></p> <p>Writing assistance/tutoring can be found at HCC Tutoring Services</p> <p>Visit: <a href="https://www.hccs.edu/resources-for/current-students/tutoring/">https://www.hccs.edu/resources-for/current-students/tutoring/</a> (<a href="https://www.hccs.edu/resources-f">https://www.hccs.edu/resources-f</a></p> <p>Or visit the HCC home page. Go to Support Services, Academic Support (on left margin), scroll down to T</p> <p>You can also find writing assistance at HCC Upswing.You must seek this service in advance. Do not wait t</p> </li></ul>
Practice Exam	15%	Review for Final Exam	<p>There will be a review - practice final exam available this semester. Please note the dates of availability o for 3 days only before final exam week begins. This practice exam is excellent preparation for the require</p> <ul style="list-style-type: none"> <li>• This practice final exam will only be available for 72 hours (3 days).</li> <li>• This exam will help prepare you for the mandatory, comprehensive final exam.</li> <li>• One question at a time, 120 minutes.</li> <li>• Unlimited attempts.</li> <li>• No extensions allowed. No exceptions.</li> <li>• 75 multiple choice questions worth 2 points each.</li> <li>• <b>Open book.</b> Please be prepared when taking this exam and do not attempt to look up all of the answe do not know.</li> </ul>

Type	Weight	Topic	Notes
Extra Credit	Optional	Determine Your Character Strengths	<p><b>EXTRA CREDIT - 50 points possible</b></p> <ul style="list-style-type: none"> <li>You may complete and submit this assignment for a possible 50 extra credit points.</li> <li>*Also, note that this will be the only extra credit assignment available this semester.</li> <li>Must be done correctly and submitted on time.</li> <li>This Extra Credit assignment will only be accepted if all assignments are complete and submitted.</li> <li>Extra Credit points will be added manually at the end of the semester.</li> </ul> <p><b>Determine your character strengths.</b></p> <ul style="list-style-type: none"> <li>Visit the Values in Action website at <a href="https://www.viacharacter.org/www/">https://www.viacharacter.org/www/</a></li> <li>You will have to select the character strengths "free" quiz. There are options to pay for more detailed have completed the quiz, scroll down and your results are accessible.</li> <li>Once you receive your results, write a 200-word paper describing the results using college level writing <ul style="list-style-type: none"> <li>Do you agree with the results? Explain why or why not.</li> <li>You must follow the guidelines in the Rubric (for grading purposes and specifics).</li> <li>Worth 50 points if completed correctly and submitted on time.</li> <li>Submit your writing in Canvas. No work accepted through email. No late work accepted. No exceptions.</li> </ul> </li> </ul> <p><b>Writing Rubric for Extra Credit</b></p> <p>200 word minimum                      10 points (all or none)</p> <p>Proper mechanics                      10 points (all or none)</p> <p>1) This writing must be written 3 paragraphs, 3 complete sentences in each paragraph. 30 points</p> <ul style="list-style-type: none"> <li>1st paragraph (first sentence must be indented 5 spaces, body must be double spaced) <ul style="list-style-type: none"> <li>Introduce this assignment (at least 3 complete sentences required)</li> <li>10 points (all or none)</li> </ul> </li> <li>2nd paragraph <ul style="list-style-type: none"> <li>Describe your results from this strengths quiz (must be indented 5 spaces, body must be double spaced) <ul style="list-style-type: none"> <li>At least 3 complete sentences required.</li> <li>10 points (all or none)</li> </ul> </li> </ul> </li> <li>3rd paragraph <ul style="list-style-type: none"> <li>What did you learn? (the first sentence of the paragraph must be indented 5 spaces, body must be double spaced)</li> <li>Do you agree with the results, explain why or why not. <ul style="list-style-type: none"> <li>At least 3 complete sentences required.</li> <li>10 points (all or none)</li> </ul> </li> </ul> </li> </ul> <p>(No bullet points, numbering, lists or quotes, proper mechanics, spelling, capitalization, punctuation, grammar, own words, do not plagiarize)</p> <p>Total points                                      50 points possible</p> <p><b>No late submissions accepted.</b></p> <p><b>All assignments must be submitted in Canvas. No work will be accepted through email. No exceptions.</b></p>

## Grading Formula

Grade	Range	Notes
A	90-100	Based upon a 1000 point scale (900-1000)
B	80-89	Based upon a 1000 point scale (900-1000)
C	70-79	Based upon a 1000 point scale (700-799)

Grade	Range	Notes
D	60-69	Based upon a 1000 point scale (600-699)
F	59 & below	Based upon a 1000 point scale (599 & below)

## \* Instructor's Practices and Procedures

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### 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 case, the instructor reserves to right to decline a student's request to receive a grade of incomplete.

### Missed Assignments/Make-Up Policy

Makeups of missed assignments are allowed on a case-by-case basis due to a documented emergency.

Always make your professor aware of your situation as soon as possible.

You are required to notify your professor before an assignment(s) is missed, if possible.

A makeup is not a re-do of an assignment.

#### LATE WORK

You will be allowed to submit late work on specific assignments this semester. These assignments listed below:

Unit 1 Exam

Unit 2 Exam

Chapter Quizzes

Article Summary

Assignments submitted after the due date will incur a 25% reduction in points for each day submitted after the due date.

The assignments listed below will *NOT* be accepted late.

Start Here assignments

Connect-Other Assignments

Practice Exam (Review)

Final Exam

### Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty.

"Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Any instance of scholastic dishonesty may be reported to the Maxiant system. Possible punishments for scholastic dishonesty include a grade of "0" or "F"

on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college district. A recommendation for suspension or expulsion will be referred to the college Dean of Students for disciplinary disposition. Students have the right to appeal the decision.

Please review the Academic Honesty assignment required in week 1. This assignment must be completed before you have access to the rest of the assignments in this course. Failure to complete both the Start Here and Academic Honesty assignments will automatically drop you from this course.

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>)

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures>.

## Attendance Procedures

You are required to log in (sign in) and submit assignments in this Canvas course, specifically the Start Here and Academic Honesty assignments at the beginning of week 1. Failure to do so will automatically drop you from this course.

In an online course, "attendance" is defined as logging in and completing assignments. As your professor the analytics of your student activity in this online course is available to me for grading purposes.

Students who have not logged in, completed and submitted the required Start Here assignments by 11:59 pm on January 22nd,, 2023, will be dropped for non-attendance. The official day of enrollment, called OE day, is the day attendance must be submitted. Students are marked "present" through submission of required assignments as listed in Canvas course modules. HCC computer attendance program will automatically "drop" any student who has not fulfilled the required assignments for attendance purposes. Sometimes it may take a day or two, but the dropped student will not be allowed back into the course.

## Student Conduct

I expect students to conduct themselves in a professional, courteous, respectful manner when communicating with me and with other students in this online course. Use of inappropriate or profane language will not be tolerated in all virtual environments such as Canvas discussions, WebEx meetings, Chats, etc.

## Instructor's Course-Specific Information

When addressing me in an email please refer to me as "Ms. Cooke." Also, please identify yourself with your full name and the CRN# (5 digit number) and name (i.e. General Psychology) of the course in which you are enrolled.

You are required to use your HCC email only. If you contact me using any other email, you will receive a response reminding you of this requirement.

This is an online course; therefore, exam and quiz grades will be available immediately. For written assignments students can expect grades to be available one week after submission.

Always email me in advance when possible if you have a concern.

## Devices

Please know that while many advances are being made, cell phones are not the chosen mode to access Canvas assignments, modules, etc. Please let me know immediately if you are having a problem so that we may attempt to trouble shoot it together and then contact the HCC technology department if necessary. Please see the HCC Tech and Canvas support link and information provided in Canvas course modules listed in the Welcome to Class section.

For all interactive "virtual" environments such as WebEx, Canvas Conference, Chats, etc., you must silence all other devices and be visible (if required). Please also be courteous and limit any and all background noises. Students may not take phone calls, etc., during interactive virtual environment that require collaboration with other classmates and with their professor.

## Faculty Statement about Student Success

In order to be successful in this course and earn the grade you desire you need to become familiar with the course calendar and assignment due dates.

**Always, always, always complete and submit the extra credit.** Once the due date for the extra credit has passed, it will not be accepted. Even if you do not think you need the extra points, do it anyway. Sometimes after the final exam students are only a few points away from the grade they desire, and with the extra credit points they can achieve it if they have completed and submitted it on time.

Make note of the "open book" opportunities (quizzes and Practice Exam) and the "unlimited attempts" on quizzes and the Practice Exam. *This does not mean you should attempt to look up all the answers, because you will run out of time.* Prepare in advance and read each chapter. *Read for understanding.* In other words, *read with a purpose.* Take notes if necessary. And pay attention to how the information presented builds and is cumulative. Review the power points and pay attention to the key concepts and terms. Do not memorize long descriptive definitions, just make a note of what they really mean and how they connect with other concepts and perspectives. Once you understand a concept or perspective you can relate it to real world understanding and life application.

All assignments such as quizzes, article summary, Connect assignments, etc., are designed to increase your overall understanding and help you be successful in this course.

Also, look over and refer to the **Final Exam Workbook/Handbook**, listed under Study Helps in Canvas course modules, for required concepts and terms you are responsible for knowing and will be accessed on the comprehensive departmental final exam. This workbook/handbook is excellent preparation for the comprehensive (all 10 chapters) mandatory Final Exam.

The Practice Exam is considered a "Review" exam and is required. It is open-book and you will have unlimited attempts to help you prepare for the final exam.

## 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
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.

#### Eight Weeks

\*Please note, all assignments are due by 11:59 pm on the specific due date, unless otherwise noted. If a change occurs in the submission schedule, you will be contacted by email and announcement in Canvas. Read your emails daily. You will receive an email from me every Monday.

When	Topic	Notes
<p><b>Weeks 1 through 4</b> 3/20/2023-4/16/2023</p>	<p>Start Here Assignments and Unit 1</p>	<p><b>Start Here Assignments – must be completed by 3/26/2023 (you have 1 week only)</b></p> <p>1)Introduce yourself</p> <p>2)How to get the most out of studying</p> <p>3)Syllabus quiz</p> <p>4)Academic Honesty</p> <p>5)Final Exam Quiz</p> <p><b>(Unit 1 will not be accessible until Start Here assignments are completed and submitted.) No exceptions. No late work accepted.</b></p> <p><b>CENSUS DAY - 3/27/2023 (OE Attendance day) Start Here assignments must be submitted for you to be counted "present" in this course.</b></p> <p><b>Unit 1 (5 chapters)</b></p> <p>Chapter 1 What is Psychology?</p> <p>Chapter 2 Psychology’s Scientific Method</p> <p>Chapter 3 Biological Foundations of Behavior</p> <p>Chapter 6 Learning</p> <p>Chapter 7 Memory</p> <p><b>Chapter quizzes 1, 2, 3, 6, &amp; 7 due 4/6/2023</b></p> <p><b>Unit 1 exam due 4/6/2023</b></p> <p>(You may begin Unit 2 at any time.)</p>

When	Topic	Notes
Weeks 5 - 7 4/17/2023- 5/9/2023	Unit 2	<p><b>Unit 2 (5 chapters)</b></p> <p>Chapter 9 Human Development</p> <p>Chapter 12 Personality</p> <p>Chapter 15 Psychological Disorders</p> <p>Chapter 16 Therapies</p> <p>Chapter 17 Health Psychology</p> <p>Article Summary due 4/20/2023</p> <p>Last date to withdraw 4/24/2023</p> <p>X2 Connect (Other Assignments) due 4/27/2023</p> <p>Chapter quizzes 9, 12, 15, 16, &amp; 17, due 5/6/2023</p> <p>Unit 2 exam due 5/6/2023</p> <p>Extra Credit due 5/6/2023</p> <p>Practice Exam due 5/9/2023 (available 3 days only, May 7, 8, &amp; 9) required</p>
Week 8 5/10/2023- 5/12/2023	Final Exam	<p>Mandatory comprehensive final exam 3 days only, May 10th - 12th, 2023.</p> <p>This exam is required. You must pass this exam with a score of at least 50% or higher.</p>

## 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) (<https://learning.hccs.edu/programs/psychology/majoring-in-psychology-1>).

## Student Organizations

### Psi Kappa

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

### Psi Beta

HCC has an active chapter of Psi Beta: National Honor Society in Psychology for Community and Junior Colleges. To learn more about this organization visit the [Psi Beta](#) website. For information about the HCC chapter, visit the [Psi Beta page](#) on the HCC Learning Web.

## HCC Foundation

### Psychology Achievers Scholarship

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

### Psychology Fund of Excellence

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

## Process for Expressing Concerns about the Course

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

Dr. Carol Watson

Carol.Watson@hccs.edu

713-718-6536

## Mandatory Reporting Disclosure

### REPORTING ADVISORY

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

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

Senate Bill 212 (SB 212) is a Texas state law that requires all employees in higher education who in the course and scope of

employment, witness or receive information regarding the occurrence of incidents of sexual harassment, sexual assault, dating violence, or stalking committed by or against a student or employee to mandatorily report the incident to the Title IX Coordinator.

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

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

If you, or anyone you know, have experienced sexual harassment, sexual assault, dating violence, domestic violence, stalking, sex discrimination, or sexual exploitation, please follow the link below to learn more about your reporting options and resources available to assist you. Once received, OIE will contact the affected parties to discuss next steps and provide information on resources and accommodations – supportive measures.

<https://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Abuse and Neglect**

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

For more information about abuse, neglect, and mandatory reporting requirements visit [https://www.dfps.state.tx.us/contact\\_us/report\\_abuse.asp](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/>