

General Psychology (PSYC 2301) Dual Credit

Fall 2023, Section 414

CONTACT INFORMATION

Name: Nicole White
Email: nwhite@esc17.net
Phone: 806/428-3247
Remind: @ohsdual and @nwpsych
Office: OHS Counselor's Office; Office hours will follow the school day

INSTRUCTOR AVAILABILITY—I'm here to help!

As a dual credit student, it is important that you learn to meet with your instructors when you need help! Please feel free to use email, Remind, and regular school hours to reach out to me.

Phone

You may reach me during school hours at (806)428-3247. If you call outside of these hours, or if you call and I am meeting with another student, then you will reach my voicemail. Please leave a message including your full name, your phone number, and a brief reason for your call. I will return your call ASAP.

Email

You may send me an email message at nwhite@esc17.net. Please be aware of the “turn around” time for emails: If you send me an email between Monday morning and noon on Friday, I will reply within 24 hours. However, if you send an email during the weekend, the soonest I may be able to reply is the following Monday. *IMPORTANT:* As a college student who is working toward a profession/career, it is imperative (for your success) that you learn to send professional emails. Please follow the email guidelines in the next section titled “Tips for Using SPC Student Email.”

TIPS FOR USING SPC STUDENT EMAIL

South Plains College provides all students with a free SPC Google email account. Because email is one of the main forms of communication in academia, you should check your SPC email regularly. Our email communication may touch on confidential academic matters, like your performance on a quiz or your overall grade; therefore, you **must** email me using your official SPC Student email account (NOT your personal email account, e.g., yahoo).

How to access SPC Email

In our Blackboard class page, you can find an “SPC email” button in the “Instructor Information” folder. Click the button to compose your email message. You can also access your SPC email (as well as Microsoft Word, Excel, PowerPoint and One Drive for FREE!) by going to <https://office.com> and using the username and password provided in your SPC acceptance letter to sign in. A third way to access your email is by logging in to MySPC and finding the email link in the lower right-hand corner. If you encounter any problems, contact the **help desk** at (806)716-2600 or at helpdesk@southplainscollege.edu.

Email Etiquette

For your success as a student, and your success as a professional, you need to learn email etiquette. All emails should include:

- A brief subject line that explains your reason for emailing (e.g., “Subject: Question about the syllabus”),
- Your full name, class and section (e.g., Alexis Rose, PSYC2301, sec. 154), and
- *The use of standard English skills* (e.g., correct spelling, punctuation and grammar).

Here is a very useful guide about emailing your professors: <https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay>

REQUIRED TECHNOLOGY FOR ONLINE SUCCESS

Blackboard

All course content will be found on Blackboard, and all coursework will be completed on Blackboard. Therefore, you need a computer with internet access in order to log onto Blackboard (see section below re: computers and internet). You can access Blackboard at <https://southplainscollege.blackboard.com>. This address will take you to the login page, where you type in your username and password. Once logged in, you will see a list of classes in which you are enrolled (including PSYC2301.414). Click on the class whose Blackboard page you want to enter.

Access to a working computer with a reliable internet connection

Because this is an online class, all of your coursework will be found and completed online (in Blackboard). Thus, you must have regular access to a computer with the following characteristics:

- A modern operating system (Windows 7 or later is recommended; most class content should be compatible with Mac OS and older versions of Windows, down to XP; Linux operating system is *not* recommended)
- A modern web browser. It is recommended that students use Mozilla Firefox or Google Chrome to access Blackboard. Students have reported more problems using Internet Explorer, thus Internet Explorer is *not* recommended.
 - You can download Mozilla Firefox [here](#).
 - You can download Google Chrome [here](#).
- A stable, reliable internet connection. High-speed internet (e.g., Cable, DSL, fiber) is the most reliable.
- It is not required, but it is recommended that you use a computer with a hardwired internet access (e.g., instead of WiFi) especially when you complete quizzes and the final exam. When using WiFi, there is a greater risk of interrupted service, and if this happens, your quiz may automatically submit before you answer all the questions.
- The **Blackboard app** for smartphones can be used to access readings, videos, podcasts and grades on Blackboard, *however is it **not** recommended for taking quizzes or exams.*

REQUIRED COURSE MATERIALS:

The textbook we will use is *Noba Textbook Series: Psychology*, R. Biswas-Diener & E. Diener (Eds), Champaign, IL: DEF Publishers. DOI: nobaproject.com. You may access a free, online version of this textbook at: <http://noba.to/tfke7qy2>, or you may access the free PDF version of the textbook on Blackboard. Additionally, you can download a PDF of the entire textbook, or PDFs of individual chapters to your own computer and then print chapters if you wish.

HOW THIS COURSE IS STRUCTURED

In the Blackboard "Course Content" folder, you will find 16 weekly folders. Each weekly folder contains assigned readings to complete, videos and/or podcasts to watch/listen to, and a quiz/assignment/discussion over the readings, video(s) and podcast(s) for that week.

The week 4 folder contains Exam #1 which assess your understanding of the material covered in weeks 1-4.

The week 7 folder contains Exam #2 which assess your understanding of the material covered in weeks 5-7.

The week 11 folder contains Exam #3 which assess your understanding of the material covered in weeks 9-11.

The week 15 folder contains the writing assignment, including the instructions, grading rubric and submission link.

The week 16 folder contains the Final Exam which assess your understanding of the material covered in weeks 12-15.

REQUIRED COURSEWORK AND GRADES

Your learning in this course will be assessed via: 1) weekly quizzes/assignments/or discussions, 2) a writing assignment, and 3) four exams.

Syllabus Quiz and Weekly Quizzes

- 14 weekly quizzes/assignments/discussions: one syllabus quiz (for “week 1”), plus 13 weekly quizzes/assignments/discussions (for weeks 2-14); each worth 14 points
- For each quiz, you get two attempts; the highest will count toward your final grade.
- Your two lowest quiz grades will be dropped.
- The highest possible point total on your top 12 quizzes = 168 points, or 25% of your final course grade
- Each quiz has 14 multiple choice questions based on the readings and videos for that week. Note: the 14 questions on the quizzes are *randomly drawn* from a set of 25-30 questions, so the questions for your first attempt will *not* be identical to the questions on your second attempt.
- 20-minute time limit, per attempt
- **Due each Sunday by 11:59 pm**
- Because I drop your two lowest quiz grades *and* you get two attempts on each quiz, quizzes cannot be made up if missed and late submissions (e.g., a quiz that is submitted at 12:01 am, or 1:17 am, etc.) will not be accepted.

Written Assignment

- Describe how various concepts from class can be applied to your life, and/or how you can use concepts from class to analyze and understand your own life experiences.
- Instructions, grading rubric and submission link for this assignment are in the week 12 folder. **The due date is TUESDAY, December 7, by 11:59 pm, which is the FIRST day of week 12. Thus, you must work on the written assignment before week 12.**
- There will be two required Written Assignment “check-ins”—one during week 8, and the other during week 10. Each “check-in” will contribute to your written assignment grade.
- The written assignment is worth 15% of your final grade in the course, or 102 points. You will use APA format for this paper only.
- For all OTHER written assignments, include your first and last name, course name (PSYC 2301.414), instructor name (Instructor: Nicole White), and the full date (August 28, 2021) in the top left corner. Center an appropriate title on the first line of your paper. DO NOT use underline, bold, italics, or quotation marks on your title because it is not a published work.

Four non-comprehensive Exams

- Each exam is worth 100 points, for a total of 400 points, or 60% of your final course grade.
- Each exam has approximately 35-50 multiple choice questions covering the previous 3-4 weeks of material
- One attempt!
- 45-60-minute time limit, depending on the number of questions included on the exam
- Exam #1 is due by 11:59 pm, Sunday, September 24th (end of week 4)
- Exam #2 is due by 11:59 pm, Sunday, October 15th (end of week 7)
- Exam #3 is due by 11:59 pm, Sunday, November 12th (end of week 11)
- Written assignment is due by 11:59 pm, Tuesday, December 5th
- Final Exam is due by 11:59 pm, Monday, December 11th (beginning of week 16)

Grade Inquiries

If you have a question about a grade in the gradebook, or about an exam or quiz question (e.g., you see a zero in the gradebook, but believe you completed the assignment, or you think your answer to a question was correct, but it was counted as wrong), you must contact me within one week of the assignment due date. Otherwise, the grade in the gradebook is final.

FINAL GRADE CALCULATION

Evaluation Method	Total possible points	% of Final Course Grade
12 highest quizzes at 14 points each	168 points	25%
Written Assignment	102 points	15%

Four Exams at 100 points each	400 points	60%
	<i>Total possible points in class = 670</i>	
Tentative Grading Scale for Final Course Grade (the point total might change based on the material we are able to cover which might affect the grading scale):	90% or more of total possible points (600 points or more):	A
	80-89% of total possible points (533-599 points):	B
	70-79% of total possible points (466-532 points):	C
	60-69% of total possible points (399-465 points):	D
	59% or less of total possible points (398 points or less):	F

POLICIES RE: LATE WORK OR MISSING WORK

I have provided all due dates in this syllabus, and in multiple locations on Blackboard. Thus, I have done my job of notifying you about when your quizzes, writing assignment and exams are due—it is now your job to complete them on time.

Missed Quizzes

Because everyone has two attempts on each quiz, and because I drop everyone's two lowest quiz grades, there is almost no situation that will warrant a make-up on a quiz (except as note below). In other words, almost everyone will run into a situation that might disrupt a quiz. *However, the two attempts and the two dropped grades are your tickets out of these situations. So, use them wisely (it is a mistake to take a quiz at the last moment, or to intentionally miss a quiz just because you know you can)!*

NOTE: The only computer issue that warrants a make-up quiz is if the entire class is unable to access Blackboard at the time a quiz is due. If this occurs, I will extend the due date for the entire class. Because other computer issues are not cause for a make-up, you should carefully read about how to avoid or deal with technology problems in the sections following this one.

Late Submission of Written Assignment

Because students have 15 weeks to work on the written assignment, I expect this to be turned in by the due date. However, to address possible emergencies at or around the due date, I will accept papers up to 3 days late, but this will be accompanied by a point deduction. I will not accept any assignments that are submitted 4 or more days late.

Missed Exam

Because students only have one attempt on exams, and none of these are dropped (unless there are COVID-related changes), I have a more detailed make-up policy for exams. Please review the table to see how various situations will be resolved.

Issue leading to missed Exam	How it will be resolved
A student is sick on the day an exam is due, or a student is in the hospital for more than three days during the week an exam is due.	As soon as possible, provide documentation of a doctor's visit on the due date of the exam, or documentation of the hospital stay during the week of the missed exam. You must make up the missed exam within 1 week of the last day indicated on the medical documentation (e.g., if you were released from the hospital on the 1 st , your make up work must be submitted no later than the 8 th).
A student lost a loved one the week before an exam due date.	As soon as possible, provide documentation in the form of an obituary or funeral program. The student will have 1 week to make up the missed exam.
A student was caring for a terminally ill loved one during the week an exam was due.	As soon as possible, provide documentation in the form of a doctor's note from the doctor caring for the loved one. The student will have 1 week to make up the missed exam.
A student's exam attempt is disrupted due to a computer problem, but other students could access Blackboard and the exam during that time.	I will review the Blackboard data recorded from your attempted session to determine if a make-up is given. <u>Remember</u> , you must make sure you have reliable internet access for this course. <i>Please see the "Troubleshooting" section for tips on avoiding this problem before it happens.</i>

Blackboard, and/or the textbook for the course, is unavailable at some point during the week, but not at the time the exam is due.	No makeup is given. All students are able to download a free PDF copy of the textbook, or single chapters. Thus, students are able to complete readings even if Blackboard or the textbook website is down.
A student forgot to submit an exam by the due date.	No makeup is given. I have provided students with all due dates. It is your responsibility to get your work done by those dates.
A student was traveling and did not have access to the internet when the exam or written assignment was due.	No makeup is given. It is your responsibility to make sure you have reliable internet access for the duration of this course. If you must travel during the semester, you need to get your work completed ahead of time, or make sure that you have access to the internet at your travel destination.

TECHNOLOGY PROBLEMS AND HOW TO GET HELP:

There are a several technology problems that students are likely to encounter this semester. Remember, a computer issue that affects an individual student, but not the entire class, will not merit an extension on quizzes or exams. Thus, it is best to plan ahead and assume that you might experience one or two (or all) of these problems. If you take the time NOW to review the “Technology Contingency Plan” table below and figure out how you will address these issues if/when they arise, you will not be flustered—instead, you will be ready to execute your backup plan.

TECHNOLOGY CONTINGENCY (BACK-UP) PLANS	
Problem(s)	Solution
“Argh! My internet is down!” &/or	Free WiFi is available at many area businesses (Starbuck’s, McDonald’s, Chick-fil-A, United Supermarkets), and in the buildings and <i>parking lots</i> of many schools including SPC campuses (also look for “Park and Learn” signs near the LISD schools). Click here for WiFi Resources at SPC (at the bottom of the “WiFi Resources at SPC” page you will also find phone carrier assistance plans).
“OMG! My computer is not working!” &/or	Make a list of friends, family members, classmates &/ or even neighbors who might let you borrow their computer, or their WiFi, or their printer in the event yours is not working
“Darn! I need to print [that thing], but my printer is out of ink.” &/or	If you are an SPC student, and within driving distance, we have computer labs with computers, printers and internet access at every campus: <ul style="list-style-type: none"> • SPC Reese Campus computer labs: Building 8 (room 827 and the library), Building 2 (room 207), and Building 4 (adjacent to room 451) • SPC Levelland Campus computer lab: Technology building • SPC Lubbock Center, 39th & Avenue Q: Room 109 and Room 138 • SPC Plainview Center, 1920 W. 24th St., Plainview, Texas
“Ugh! I’m out of town, and I don’t have a computer [or access to the internet]”	Public libraries (wherever you live) typically have computers available to the public If your computer breaks down, contact a local computer repair business (e.g., Best Buy, Office Depot, etc.). Or, if possible, buy an inexpensive computer from sites like eddealinfo.com , Amazon marketplace, Newegg or eBay. If you are traveling, find out if the hotel has a computer lab for guests, or if the person you are staying with has a computer with internet access. If not, work ahead and get your quiz, or exam, or written assignment completed before you leave.

Blackboard and Email Technical Support

For technical problems using **Blackboard**, contact the SPC Tech Support staff at 806-716-2180, Mon-Fri, 8 am – 4 pm; or email blackboard@southplainscollege.edu or go to <https://help.blackboard.com>. You can also call Blackboard Support at (800)424-9299. For problems with **SPC email**, contact the SPC help desk at (806)716-2600 or at helpdesk@southplainscollege.edu.

The table below contains possible troubleshooting solutions to help you solve common technology issues:

TECH TROUBLESHOOTING	
Problem	Possible Solution
I cannot access Blackboard, but I can access other websites	Blackboard might be down. Check your SPC email and MySPC for announcements about Blackboard outages. If you cannot access these sources of information, or if there are no such announcements, contact Blackboard support (see above).
I cannot access any websites.	Your internet may be down. If you know how, try resetting your modem and/or router. If your internet is still not working, contact your internet provider, or implement one of your contingency plans (see above).
I cannot access the textbook website, but I can access other websites.	Use the PDF of the textbook, posted on Blackboard, to complete assigned readings for the week.

OTHER IMPORTANT POLICIES AND INFORMATION:

SYLLABUS STATEMENTS: For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit <https://www.southplainscollege.edu/syllabusstatements/>.

Important Academic Dates and Holidays:

Monday, August 28th— First day of classes

Monday, September 4th— Labor Day Holiday*

Wednesday, September 13th—the 12th Class Day (students who have not accessed Blackboard by 9/13 will be dropped)

Friday October 20th—Fall Break Holiday*

Wednesday November 22nd to Friday November 24th—Thanksgiving Holiday*

Thursday, November 30th —Last day for students to drop a course

Monday, December 11th to Thursday December 14th—Final Exam Week (no regularly held classes, final exams only)

**On these holidays, classes do not meet, campus buildings are closed, and faculty and staff are not available on the Holidays noted above*

COURSE OUTLINE/CALENDAR: (Instructor maintains the right to adjust calendar if needed.)

WEEK	READINGS	ASSIGNMENTS	DUE DATES (no later than...)
<u>Week 1</u>	WELCOME! Read & understand the Syllabus; Become comfortable navigating Blackboard; The Teenage Brain; Career Coach	Quiz #1	Sun by 11:59 pm
<u>Week 2</u>	The Brain and Nervous System http://noba.to/4hzf8xv6 Psychopharmacology (just the introduction and Tables 1 & 2) http://noba.to/umx6f2t8	Quiz #2	Sun by 11:59 pm
<u>Week 3</u>	History of Psychology http://noba.to/j8xkgcz5 Psychological Perspectives (video)	Quiz #3	Sun by 11:59 pm
<u>Week 4</u>	The Healthy Life http://noba.to/4tm85z2x	Quiz #4	Sun by 11:59 pm
End of week 4/Start of week 5	Complete Exam #1 on the material covered in weeks 1-4	EXAM #1	Mon by 11:59 pm
<u>Week 5</u>	Stress and Health	Quiz #5	Sun by 11:59 pm
<u>Week 6</u>	States of Consciousness http://noba.to/xj2cbhek The Unconscious http://noba.to/46hrvmab	Quiz #6	Sun by 11:59 pm
<u>Week 7</u>	Conditioning and Learning; Intelligence http://noba.to/ajxhcqdr	Quiz #7	Sun by 11:59 pm
End of week 7/Start of week 8	Complete Exam #2 on the material covered in weeks 5-7	EXAM #2	Mon by 11:59 pm
<u>Week 8</u>	Memory (Encoding, Storage, Retrieval) http://noba.to/bdc4uger	Quiz #8, and Writing assignment check-in	Sun by 11:59 pm
<u>Week 9</u>	Personality Traits http://noba.to/96u8ecgw Personality Assessment http://noba.to/eac2pyv7	Quiz #9	Sun by 11:59 pm
<u>Week 10</u>	Hunger	Quiz #10	Sun by 11:59 pm
<u>Week 11</u>	Sleep, Dreams, and Drugs	Quiz #11	Sun by 11:59 pm
End of week 11/Start of week 12	Complete Exam #3 on the material covered in weeks 8-11	EXAM #3	Mon by 11:59 pm
<u>Week 12</u>	Mood Disorders http://noba.to/aqy9rsxe	Quiz #12	Sun by 11:59 pm
<u>Week 13</u>	Anxiety Disorders http://noba.to/xms3nq2c	Quiz #13, and Writing assignment check-in	Sun by 11:59 pm
<u>Week 14</u>	Schizophrenia Spectrum Disorders http://noba.to/5d98nsy4	Quiz #14	Sun by 11:59 pm
<u>Week 15</u>	Writing Assignment due by 11:59 pm on Tuesday, 12/7. Study for your final exam during the remainder of the week	Writing Assignment Due!	Tues by 11:59 pm
<u>Week 16: Final Exam Week!</u>	Complete the Final Exam on the material covered in weeks 12-14	FINAL EXAM	You must complete the Final Exam no later than 11:59 pm on MONDAY!

***IMPORTANT NOTE:** Every week there will be videos and an occasional podcast that students are required to watch/listen to. These will be posted in the weekly folders. Please do not overlook these, as some quiz and exam questions are drawn directly from the videos and podcasts.*