

Syllabus

Course Information:

PSYC 1301.060

Online

Spring 2020

Instructor Information: Ashlee Braswell Coleman, M.A., LPC, NCC

Email address: abraswell@uttyler.edu

As an adjunct I do not have an office on campus, so I make every effort to be highly accessible to my students via email. I will respond within 24 hours M-F. If you have not heard from me within that time frame, please resend your email.

NOTE: A student at UT-Tyler is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Course Catalog Description: A survey of empirically based knowledge of behavior and mentation of individuals

Student Learning Outcomes

1. Critical Thinking Skills (includes creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information). Students will be able to apply their critical thinking skills throughout this class. Through lecture time, students are presented with published research studies from psychology and information on how to critically analyze them.
2. Communication Skills (includes effective development, interpretation and expression of ideas through written, oral and visual communication. Students will be able to apply their communication skills through expression of ideas from psychology during class lecture time.
3. Empirical and Quantitative Skills (includes the manipulation and analysis of numerical data or observable facts and results in informed conclusions). Students will be able to apply empirical quantitative skills that illustrate an understanding of the techniques and methods of psychology.
4. Social Responsibility (includes intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities) Although psychology is the study of individual characteristics, students are exposed to topics such as social psychology, in which interactions between people becomes the focus, including race relations and prejudice. Individual difference is explored in relation to both "nature and nurture," the latter including contextual differences such as culture. Students will demonstrate an understanding of the factors which affect human interactions and relationships.

Evaluation and Grading:

Below you will find the specific category and the weight of that category.

- Chapter Quizzes (30%)
- Exams (60%)
- Comprehensive Final Exam (10%)

Please note that grades are weighted by category. *While I seek to always have Canvas reflect your current grade as reliably as possible, **do not rely on it solely**.* At any point during the semester you can do some simple math to figure out what your current grade is. Please see the example below:

- Student A has a Chapter Quiz average of 90, an Exam average of 88, and estimates they will make a Final Exam Grade of 80 (since the final is done at the end of the semester you will have to estimate here).
- Multiply your averages by the weights above then add each product for your final grade.
 - Chapter Quiz Average: $90 \times .30 = 27$
 - Exam Average: $88 \times .60 = 52.8$
 - Final Exam Grade Estimate: $80 \times .10 = 8$

$$27 + 52.8 + 8 = 87.8$$

FINAL GRADE: 87.8%, B

To calculate extra credit: add the number of points you've earned and divide by the number possible. Then multiply by 3. Add this number to calculations above.

Example: Student A earned 500 of 500 possible extra credit points. $500/500 = 1$ $1 \times 3 = 3$

$$27 + 52.8 + 8 + 3 = 90.8$$

FINAL GRADE WITH EXTRA CREDIT: 90.8%, A

Teaching Strategies:

Please make sure you have logged into Canvas and reviewed the informational messages explaining the workings of this course. I will make course announcements weekly to help you keep track of what assignments are due and inform you of any important updates within the course.

It is very important that you are reading each assigned chapter and taking notes on the provided PowerPoints. These notes will be your best tools to help you take your reading quizzes and prepare for the tests and final exam.

Required Text, Materials/Supplies, and Related Readings:

Your textbook is an "e-book". You must have access to the eBook (REVEL) in order to complete assignments. Please make sure you have purchased the access code by the first day of class. In case you have any difficulties getting access to your eBook, you can start a free 2-week trial. That way you won't get behind.

This e-book allows you access to a multi-sensory approach to learning this content. You can read the chapters on your own, pop in your ear buds and have it read to you, have it read over Bluetooth in your car, etc. Please take a little time and explore the Revel program for our textbook. I really think you will like it.

REVEL for Psychology



In addition to the text, **you are also required to have access to a working computer, webcam with microphone, and reliable Internet connection for this course.** Computer problems, Internet connectivity problems, etc. will not be substantial reasons for making up assignments. If you have issues with Canvas or Revel, you should contact the appropriate IT support, not your instructor, for help with the problem. If you have documentation from IT that the problems you encountered were related to Canvas or Revel, you may email that to me and we will discuss how you can make up your assignment. **Again, note, that computer and Internet problems not related to Canvas or Revel and documented by their respective IT departments will not be reasons for extended time or reassessment of your tests.**

The assessments in this online course will be proctored using ProctorU. Beyond the cost of initial equipment needed (e.g. a camera for your computer), there will not be any additional cost for proctoring. You will need to create a ProctorU account and install the ProctorU extension before attempting any assessment.

To create a ProctorU account, follow the ProctorU tool within Canvas. Please make sure you are using the current version of Chrome or Firefox and download the ProctorU extension available at <http://bit.ly/proctoruchrome> or <https://www.proctoru.com/firefox>.

In order to use ProctorU, you will need the following:

- High-speed Internet connection
- Webcam (internal or external)
- Windows, Mac, or Chrome Operating System
- Up-to-date Chrome or Firefox browser and ProctorU extension installed
- Valid photo ID
- Quiet, private environment to take your assessment

These are required components of the course

You can visit the Test Taker Resource Page for additional information at <https://bit.ly/ProctorMe>

Course Policies

What if I miss a test?

TESTS: If you miss a test for an excused reason (doctor's documented illness, death/funeral, evacuation for natural disaster, University related activity, or religious observance), I may permit you to retake the test. *You will be required to provide an acceptable form of documentation for missing the scheduled test before missing the test unless it is related to illness.* That documentation must be submitted via email within 48 hours of missing the test. Please email to abraswell@uttyler.edu.

TOPICAL OUTLINE –

READING QUIZZES (30%)- and dates for reading (administered online through REVEL) are listed below. Quizzes open one week prior to the due date listed below. Make sure you complete the quiz by the due date. Because quizzes are open for a full week, I do not allow deadline extensions.

Feel free to use your notes to take these quizzes. These quizzes are meant to help you prepare for the tests. You are also allowed 3 attempts on the quiz questions. You will not earn as many points the more attempts you make, however this gives you an extra opportunity to redeem yourself if you miss some questions the first attempt.

Quizzes must be completed by 11:59pm on the last date that they are open.

Ch. 1: 1/13-1/19- Note that this week you will have 2 chapters due, please plan accordingly.

Ch. 2: 1/13-1/19- Note that this week you will have 2 chapters due, please plan accordingly.

Ch. 3: 1/20-1/26

Ch. 4: 1/27-2/2

Ch. 5: 2/3-2/9

Ch. 6: 2/10-2/16

Ch. 7: 2/17-2/23

Ch. 8: 2/24-3/1

Ch. 9: 3/2-3/8

Spring Break- no chapter quiz 3/9-3/15

Ch 10: 3/16-3/22

Note that we skip Ch. 11

Ch. 12: 3/23-3/29

Ch. 13: 3/30-4/5

Ch. 14: 4/6-4/12

Ch. 15: 4/13-4/19

EXAMS (60%)- Each exam is approximately 100 questions and is administered on Canvas using ProctorU. There is a roughly equal representation of each chapter on each test. You will have 100 minutes to complete the test. Instructor reserves the right to change the test dates and will notify the class via a Canvas announcement should test dates be changed.

Exam 1, Chapters 1-3: 2/4 12:00am-11:59pm

Exam 2, Chapters 4-6: 2/18 12:00am-11:59pm

Exam 3, Chapters 7-9: 3/17 12:00am-11:59pm

Exam 4, Chapters 10, 12-13: 4/7 12:00am-11:59pm

Exam 5, Chapters 14-15: 4/21 12:00am-11:59pm

***Note that when you take your exam, your computer will be monitored via ProctorU. Use of your notes, text, Internet searches, cell phones, moments when you are not visible at your computer screen, or any other informational source including other people present during your exam administration is considered academic dishonesty. If academic dishonesty is suspected, it will be investigated and reported. If you are the student signed up in the course, you are expected to complete all of your assignments in this course. No one else is permitted to complete this course for you.*

COMPREHENSIVE FINAL EXAM (10%)- Your exam is approximately 101 questions and is administered on Canvas using ProctorU. There is a roughly equal representation of each chapter on each test. You will have 120 minutes to complete the test. Instructor reserves the right to change the test dates and will notify the class via a Canvas announcement should test dates be changed. Your final exam will include an essay question. In the event that you already have 2 exams scheduled on the same day as your final exam in this class (meaning this class would make a 3rd final exam in one day), email me proof of the 2 other scheduled exam times and we will arrange an alternate testing time for you.

Final Exam: 4/28 12:00am-11:59pm

***Note that when you take your exam, your computer will be monitored via ProctorU. Use of your notes, text, Internet searches, cell phones, moments when you are not visible at your computer screen, or any other informational source including other people present during your exam administration is considered academic dishonesty. If academic dishonesty is suspected, it will be investigated and reported. If you are the student signed up in the course, you are expected to complete all of your assignments in this course. No one else is permitted to complete this course for you.*

UT-Tyler Department of Psychology and Counseling Research Requirement

The Research Requirement is for Credit or No Credit

This is a required (not optional) project you must complete in this course set by the Department of Psychology. If you fail to complete the research requirement (see description below), your grade will be dropped an automatic letter grade. **I encourage you to begin this immediately** so you will not have any problem completing it. *Problems always arise for students who wait until the last minute.*

The Department of Psychology and Counseling requires that all students taking 1000- and 2000-level psychology courses to complete a research requirement. Research Methods and Statistics are exempt from this policy. However, these two courses and certain 3000- and 4000-level courses also may include some type of research experience as either a course requirement or as extra credit.

In order to fulfill this requirement or access extra credit opportunities, all students should register in Sona within the first week of class. The registration will take only a few minutes, and will include a brief survey to collect demographic data. This data will serve as a screening tool to determine potential survey eligibility.

Once you register in the system, there are two ways to fulfill the research requirement:

Options (you must complete one of these two):

- #1: You may complete research credits by participating in psychology studies. A credit is earned for every 30 minutes of research participation. Most studies are 30 minutes long or less, so most studies will count as 1 credit. If the study is longer than 30 minutes, you will receive 2 credits. ***In this course, you will need to complete a total of 4 credits (even if Sona says 6, I require 4).*** Following each deadline, I will log in to the SONA system and "claim" your credits for this course. You will see a deduction in credit made by me in the SONA system and see the credits noted in the grade book on Canvas.
- #2: You may complete a 5-page research paper. You must submit the **final draft** of your paper by the **first** research deadline via Canvas. If your paper is accepted then you will receive your 4 credits. If it is not acceptable, you will be notified to revise and resubmit by the final deadline through a grading comment on Canvas. If you choose to complete this option, I strongly recommend that you submit a high quality paper that completely follows the prompt and APA-style requirements below for the first deadline as the end of the semester tends to become hectic for students; making corrections to your paper does not have to be one of the things that you're trying to cram in. The paper is to be **five-pages of content (this does not include your title page or works cited page), APA style formatting, double-spaced, 1-inch margins and written in Times New Roman 12pt. font. You do not need to complete an abstract.**
 - **Prompt: 5 research methods used in psychological research.**

Timeline:

Deadline #1 (for both options #1 and #2): 3/8

Deadline #2 (for option #1 and revisions to option #2): 4/26

Option #1: If you choose to complete the research participation, at least 2 of the credits must be submitted on or before 3/8. The remaining 2 credits needed to fulfill the requirement must be submitted on or before 4/26. Failure to submit the remaining credits by this date will result in an **additional 10% reduction** to your final grade.

Option #2: If you choose, instead, to complete the research report, the **final report** must be submitted via Canvas **no later than 3/8**. Failure to do so will result in a **10% reduction** to your final course grade. If you are caught plagiarizing or engaging in other forms of academic dishonesty with regard to the research report, you will face university disciplinary measures in addition to the 10% reduction to your final grade. If revisions are needed, your paper will be returned to you by the first week of November and you will need to have revisions completed by **4/26**.

For Option #1: Initial Registration and Account Setup:

The psychology pool administrator maintains the student credits in the department's online research participation system, which is called Sona Systems. Students are required to register with this online system to track and submit their credits.

How to Create an Account for the Research/Counseling Sign-up System

Go to the following website: <http://uttyler.sona-systems.com>

Please follow these steps:

(1) On the right-hand side of the page, click the link that says "Request Account."

(2) Type in your information. Your user ID can be anything you wish. However, note that **YOUR EMAIL ADDRESS MUST BE ACCURATE!!!!** You will also enter your telephone number and select the psychology course(s) that you enrolled in this semester. Make sure that you select the **ONLINE** section of Introduction to Psychology: PSYC 1301.**060**. If you sign up for the face-to-face section I will not see your credits.

(3) The system will use your email address to send you a password.

(4) Log into the system at the web address above with your username (that you created) and password (that the system will email to you). You may change your password upon logging in to the system for the first time.

(5) Click the link that says "Study Sign Up"

(6) Click the link of the study you wish to participate in (the number of credits the study is worth will be listed on the webpage).

(7) Click the link that says "Timeslots Available." Note that a specific study is available until the study is completed, after which you can no longer sign up for it. New studies are posted throughout the semester, but the timing of new study availability depends on the individual researchers in charge of those specific studies.

Start early!!!! Do NOT wait until the end of the semester to start your research participation. There will NOT be a large number of studies available toward the end of the semester because the researchers and their student assistants are trying to analyze the data from their semester projects before the semester ends. Check Sona each week throughout the semester in order to find new studies in which you can participate!!!!

(8) Select a date and time that will work for you. Some studies are completely online, so you can complete that study immediately. Other studies require that you show up to one of the psychology research laboratories on campus. There are three psychology laboratories on campus, so please note which one you need to attend.

(9) The Sona system will send you an email reminder about your study sign up (including information about the day, time, and location of the study) at 5:00 pm the night before the study is to take place.

(9) Repeat Steps 5 - 8 until you have completed all credits that are required for your course.

Once you participate, the system will track the number of credit hours you have completed. This information is available by clicking the "My Schedule/Credits" link.

Types of Studies:

There are two basic types of studies. The first is a laboratory study, and you will meet with a researcher at a specific location on the UT-Tyler campus. The second type is an online study. With this type of study, you can complete it from any computer connected to the internet. Although the majority of studies are of the first type, a few online studies may be posted during the semester for your convenience. The type of study will be listed in the description of the project on the website.

Cancelling an Appointment:

If you need to cancel an appointment for a timeslot you have signed up for, you can do this from the My Schedule / Credits page on the website. Select this link, and you will see all the studies you have signed up for, as well as those you have completed. Click "Cancel" on the appointment you need to

cancel, and you will see a confirmation page. Note, however, that you should avoid cancelling an appointment unless absolutely necessary. Aside from not receiving the credit from the study, you are also inconveniencing the student researchers who are waiting at the laboratory to greet you. If you do need to cancel, you may try to contact the researcher in charge of the study (listed on the website) to reschedule.

To assign credits to specific courses –in the event that you are in more than one course that requires participation and/or offers extra credit for participation – please do the following:

- Click the “My Schedule/Credits” link.
- Assign the credits for each study in which you have participated to a specific course. This may include volunteer hours for student counseling.
- The system will allow you to assign any number of the total credits you have accumulated to any specific course. However, you only have your total number of accumulated credits to distribute to your course(s). For example, if you have two courses that require participation and you have 10 accumulated credits, you can allocate those 10 credits to one course, the other course, or divide them in some way between both courses.

Before the end of the semester, be sure that you “apply” the credits that you have accumulated to the course(s) that require research participation and/or that offer extra credit for participating in research or volunteering for counseling.

If you have any questions about Sona or the research participation requirement for your course, please talk with your course instructor. Or, you may contact the Sona System administrator, Dr. Stocks, directly at estocks@uttyler.edu.

University Policies:

UT Tyler Honor Code :

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities:

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry:

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University:

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies:

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy:

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services:

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at

<http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance:

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester. Revised 05/17

Student Absence for University-Sponsored Events and Activities:

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct:

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

1. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test; failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;

- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

1. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

1. All written work that is submitted will be subject to review by SafeAssign™, available on Canvas.

UT Tyler Resources for Students:

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

CEP Vision and Mission and Program Standards:

Vision: The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of academic excellence, scholarly inquiry, and public service. The College prepares leaders to meet the critical challenges of the 21st Century, to make significant contributions to local and global communities, and to work toward individual and cultural equity.

Mission: The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contribute to knowledge through scholarly inquiry; organizes knowledge for application, understanding, and communication; and provides leadership and service. Additionally, the College is committed to affirming and promoting global perspectives, cultural diversity, and respect for individual differences as a means of enhancing learning, service, and scholarship.