**Syllabus**

**Course Information:**
PSYC 1301.060 Introduction to Psychology
ONLINE
Fall 2017

**Instructor Information:** Ashlee Braswell Coleman, MA, LPC, NCC
Email address: abraswell@uttyler.edu

**email is the best way to contact me. I make every effort to be easily available to my students through email and to respond within 24 hours Monday-Friday. If you have not received a response from me in this time, please re-send your email to me.**

**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.

- Reading Quizzes (20%)
- Tests (70%)
- Comprehensive Final Exam (10%)

Please note that grades are **weighted by category**. 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 Reading Quiz average of 80, Test average of 90, and estimate they will make an 80 on the final exam (since this 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.
  - Reading Quiz Average: \(80 \times 0.20 = 16\)
  - Tests Average: \(90 \times 0.70 = 63\)
  - Final Exam Estimate: \(80 \times 0.10 = 8\)

____________________

**FINAL GRADE: 87%**

**Teaching Strategies:**

Please make sure you have logged into Canvas and reviewed the informational messages explaining the workings of this 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.

Each chapter module has a YouTube lecture covering the chapter. The lectures are anywhere from an hour to almost 2 hours.

**Required Text, Materials/Supplies, and Related Readings:**
Your textbook is an “e-book”. It is integrated into Canvas where you will log in/register once at the beginning of the course. If you have not purchased an access code, you will be able to do so from the registration process begun in Canvas. The link to Revel is found on the left-hand menu under “Modules.” If you want a hard copy (not needed), you can purchase it for a very reduced rate (around $20) through Pearson/Revel after you have enrolled in the Revel part of the course.

This e-book allows you access the learning content with a multi-sensory approach. 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 think you will like it.

REVEL for Psychology

Saundra K. Ciccarelli, Gulf Coast Community College
J. Noland White, Georgia College & State University

ISBN-10: 0134623703

Course Policies (attendance, make-up assignments, etc.)

Class Attendance Policy: Class attendance is the responsibility of the student. When a student has a legitimate absence, the instructor may permit the student to complete missed assignments. In many cases, class participation is a significant measure of performance, and non-attendance may adversely affect a student’s grade. When a student’s absences become excessive, the instructor may recommend that the student initiate a withdrawal.

WHAT IF I MISS AN ASSIGNMENT?

READING QUIZZES: Your reading quizzes are open for one week. They are untimed and can be completed at any point during that week. I do not allow any makeups on these quizzes- NO EXCEPTIONS. Start far enough in the week to anticipate vacations, illnesses, funerals, internet outages, etc. I can promise you, if you wait till the night or even hours before they are due, trouble seems to find you.

TESTS: If you miss a test for an excused reason (doctor’s documented illness, death/funeral, evacuation for natural disaster, University related event, 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 *prior* to a makeup test and *before the missed test* when at all possible.

**TOPICAL OUTLINE –**

*TESTS (70%)* administered online through Canvas: Each test is approximately 75 multiple choice questions. There is an equal representation of each chapter on each test. You will have 1 hour and 15 minutes to complete the test. This is the same amount of time the students in the face-to-face section have. The tests are administered on Canvas. You may not stop and start the test. Once you click, “BEGIN”, your timer will start. You may begin your test anytime during the dates listed below. Make sure that you remember that you only have one attempt, cannot stop and start, and your test will be cutoff when the timer ends. **Tests open at 12:00am on the dates listed below and close at 11:59pm on the dates listed below.**

Using search engines, your book, and/or notes to find answers for the tests is considered cheating. If cheating is suspected, a report will be made to the Student Affairs Office. Please prepare for the test just as you would if this was a face-to-face class.

*Ch. 1-3: 9/19-9/20*
*Ch. 4-6: 10/10-10/11*
*Ch. 7-9: 10/31-11/1*
*Ch. 10,12-13: 11/16-11/17*
*Ch. 14-15: 12/7-12/8*

*READING QUIZZES (20%)* are administered online through Revel (your text for the course). **Quizzes open at 12:00am on the dates listed below and close at 11:59pm on the dates listed below.**

Please feel free to use your notes to take these quizzes. These quizzes are meant to help you prepare for the tests and are untimed. 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.

*Ch. 1: 8/28-9/3* Note that this week you will have 2 chapters due, please plan accordingly.

*Ch. 2: 8/28/-9/3* Note that this week you will have 2 chapters due, please plan accordingly.

*Ch. 3: 9/4-9/10*
Ch. 4: 9/11-9/17
Ch. 5: 9/18-9/24
Ch. 6: 9/25-10/1
Ch. 7: 10/2-10/8
Ch. 8: 10/9-10/15
Ch. 9: 10/16-10/22
Ch 10: 10/23-10/29

Note that we skip Ch. 11

Ch. 12: 10/30-11/5
Ch. 13: 11/6-11/12
Ch. 14: 11/13-11/19

THANKSGIVING BREAK 11/20-11/26

Ch. 15: 11/27-12/3

Comprehensive Final Exam (10%): The comprehensive final exam has 150 multiple-choice questions and will be administered online through Canvas. About 10 questions are chosen from each chapter. You will have one attempt and 2 hrs. and 30 minutes to complete the exam. You are not allowed to stop and start the exam. Once you click “Begin” your timer will start. Your final opens at 12:00am on the date listed below and closes at 11:59pm on the date listed below. It will only be administered on the dates assigned.

FINAL EXAM DATE: 12/14-12/15.

RESEARCH REQUIREMENT
Scientific and Social Responsibility Component for Lower-Division Psychology Courses

Research Requirement: CR/NC
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.
We in the Psychology Department believe it is important that students in psychology courses demonstrate behaviors consistent with the conduct and understanding of scientific research. We also believe that it is important that we strive to improve the communities in which we live. Based on these ideals and values, the UT-Tyler Department of Psychology requires that students in 1000 and 2000 level psychology courses complete one of the following two options to demonstrate social and scientific responsibility.

**Option #1:** Students will complete 6 credits of psychology research or training participation credits. Four credits of research participation or training is equivalent to 2 hours of your time. These studies and training are either research projects conducted by psychology faculty or graduate students, all of which have been approved by the UT-Tyler Institutional Review Board (IRB).

Each credit is equivalent to ½ hour of time spent participating in a research project. Some projects will be 30 minutes or less (equal to 1 credit), whereas others may be up to one hour (equal to 2 credits) or longer (equal to 3 or more credits). Below are step-by-step instructions for students to log into the web-based research participation system.

**How to Log on to Research Sign-up System**

Go to the following website: [http://uttyler.sona-systems.com](http://uttyler.sona-systems.com)

Follow these steps:

1. On the left-hand side of the page, click the link that says “New Participant?”
2. Type in your information. Note that your student ID number MUST be accurate.
3. Log in with your new username and password
4. Click the link that says “Study Sign Up”
5. 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)
6. Click the link that says “Timeslots Available”
7. Select a date and time that will work for you
8. Repeat Steps 4 - 7 until you have completed all 6 credits.

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

**HOW TO DOCUMENT RESEARCH HOURS ON SONA:**

I will go into SONA on the due dates and print out a summary of credit. There is no need to supply me with a printout. *Following each deadline, I will go in to SONA and claim your credits for this course.*
means that you will see a deduction of your credits on the SONA system. You will then see them noted in the Canvas gradebook to demonstrate credit earned.

Option #2: Students will 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 6 credits. If it is not acceptable, you will be notified to revise and resubmit by the final deadline. 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, APA style formatting, double-spaced, 1-inch margins and written in Times New Roman 12pt. font.

Paper Topic: You are to write a full 5 page paper discussing 5 major research methods used in psychology. This paper must be APA style- no exceptions. You do not need to include an abstract, but you do need to include a title page. You must include a works cited page as well as proper in-text citations of your sources. Note that your paper should contain 5 pages of content in addition to your cover page and works cited page (at least 7 pages total).

For help with APA style I recommend this website: https://owl.english.purdue.edu/owl/resource/560/01/

Additionally, I recommend that you make an appointment with the writing lab on campus for them to review your paper for APA-style compliance. This is a free service to students.

Be warned… APA-style templates available on the Internet are not always reliable… be sure to put in the time to have your paper properly formatted.

For both Option #1 and Option #2 the following deadlines apply:
Deadline #1: 10/9 (3 credits on SONA due OR final draft of paper due)
Deadline #2: 11/27 (3 credits on SONA due- for a total of 6- OR corrections to paper due)
*Note that you may complete and submit your research requirement any time before the above stated deadlines.

University Policies:

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
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 that students need to be aware of. 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 the Census Date is the deadline for many forms and enrollment actions that students need to be aware of. 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 Services:

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic
diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

**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. 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. (i) “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 instructor 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, homework 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 U. T. 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. (ii) “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.

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 contributes 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.