Course Policies and Syllabus
General Psychology PSY 1012

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Department Homepage:
http://www.daytonastate.edu/CampusDirectory/deptInfo.jsp?dept=BHS

Faculty Web Page:
http://www.daytonastate.edu/CampusDirectory/empInfo.jsp?id=7128161613228879

Course Description: A scientific study of human behavior in relation to our development, motivation, emotion, perception learning and thinking. (Prerequisite or corequisite: ENC 1101.)

Minimum Technical Requirements
Students enrolled in this course must be able to:
- Use all required features of Falcon Online such as discussion boards and the Dropbox
- Send and receive attachments by e-mail
- Create and submit files using Microsoft Word processing or Excel spreadsheet programs
- Create, edit, and present using programs such as PowerPoint or Prezi

Student Learning Outcomes: Upon completion of this course, the student will be able to:
1. Demonstrate a basic knowledge and understanding of the historical perspective of psychology and the basis of contemporary psychological research. (Critical/ Creative Thinking)
2. Demonstrate a basic knowledge and understanding of the Biological and Physiological basis of behavior (Critical/ Creative Thinking)
3. Demonstrate a basic knowledge and understanding of the Cognitive basis of behavior. (Cultural Literacy) (Critical/Creative Thinking)

4. Demonstrate a basic knowledge and understanding of the Clinical aspects of the science of Psychology (Critical/ Creative Thinking)

**Class Format/Structure:** Lecture, Discussion, Videos, Activities

This course is designed to both introduce you to the field of Psychology as well as develop your critical thinking skills, reading skills, writing skills, and interpersonal communication skills. Participation in class is highly encouraged. Learning should be fun, and being actively involved in class will promote learning of the material as well as enjoyment of the course! Reading any assigned materials before coming to class will aid you in participating in class.

**Required Textbook(s) and/or Materials:** Psychology, Psychology, Carole Wade and Carol Tavris, Pearson Publishers, New York (11th edition or higher)

**Optional Materials:** None

**Equipment and Supplies:** Having Internet access will be helpful for this course as the syllabus, exam reviews, and outlines of concepts and topics we will cover in class will be posted online. Links to videos required for assignments are located on the class website (though we will also watch these during class).

Internet access isn’t required for the course, however, it will facilitate your ability to do well in the course. Knowledge of Word (or some type of word-processing software) and Falcon Online, will also assist you in doing well in this course. You will also be able to access your exam and paper grades using Falcon Online.

**Important Links:**
Link to DSC bookstore:
Classroom Policies

Disclaimer: Teaching policies and regulations for this course are not open for discussion or negotiation. This syllabus has been constructed to be as complete as possible but is by no means a binding document. I reserve the right to alter policies, procedures, and the syllabus as needed. Please utilize the website regularly as any changes to the syllabus will be posted there.

Communication: I am always available during my office hours and via email. You are also more than welcome to leave a message at my extension and I will attempt to return all emails and calls within 48 hours.

Attendance and Lateness Policy: Attendance is important, as exams will be based primarily on lectures from the course. It is also important to arrive to class in a timely manner; coming in to class late disrupts other students so please try to arrive to class on time.

Individuals who constantly disrupt class by arriving late or leaving and entering the classroom numerous times during the class will be penalized (test penalties at the instructor’s discretion)

Late Work/Make-up Work and Exams: One make up exam is permitted for the class. To be able to make up an exam you will need a doctor’s excuse or have a family/personal emergency. If you are unable to take a regularly scheduled exam, you will need to notify me by phone or email as soon as possible. Make-up exams will consist of essay questions only and will be taken the last day of class.

Classroom Etiquette: All students should be on time for class. Attend to your needs before entering the room. Students who come late or leave during the class are a distraction to both the instructor and other students. The use of cellular phones, MP3 players and other electronic devices is also a distraction. Please ensure electronic devices are off (or on silent alert). If an emergency arises, please be courteous to your fellow students and leave quietly. Finally, cell phones, watch alarms, beepers, etc. are strictly prohibited to be anywhere in sight during exams.

CELL PHONES, PAGERS, AND HEADSETS/EAR BUDS: All courses taught through the Behavioral and Social Sciences Department adhere to a “Zero Tolerance Cell Phone” policy. Students who bring cell phones, pagers, headsets, earbuds or other electronic devices to class must turn them off or use silent mode.
Students, however, may use a computer during lectures to take notes, but computers cannot be used or turned on during exams.

Ringing cell phones and beeping pagers are extremely disruptive to other students and the instructor, and therefore, they will not be tolerated. Additionally, cell phones, pagers, headsets or earbuds must not be used in class, or be in view during class (e.g., cell phones must not be placed on desks or handled during class - this means NO TEXTING!). Students who fail to abide by the “Zero Tolerance Cell Phone” policy or cause disturbances during class will be asked to leave class. Habitual offenders will receive penalties that may affect their final grade (e.g., test penalties at the instructor’s discretion).

During exams & class, cell phones are not to ring, nor are you allowed to answer any calls or send text messages. If you do, this will affect your exam score for that exam.

Grading Policy: Grades will be determined via a point scale (overall points accumulated on class assignments) according to the following criteria:

- **Exams**: 375 possible points (75 points each)
- **Reaction reports**: 50 possible points (10 points each)
- **Unit projects** (unit 4& 5): 20 possible points (10 points each)
- **Texting/Cell Phone Penalty**: At the discretion of the instructor

### Grading Scale:

<table>
<thead>
<tr>
<th>Number of Points Earned</th>
<th>Percent</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>425-382</td>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>381-366</td>
<td>87% - 89%</td>
<td>B+</td>
</tr>
<tr>
<td>365-340</td>
<td>80% - 86%</td>
<td>B</td>
</tr>
<tr>
<td>339-323</td>
<td>77% - 79%</td>
<td>C+</td>
</tr>
<tr>
<td>322-297</td>
<td>70% - 76%</td>
<td>C</td>
</tr>
<tr>
<td>296-255</td>
<td>60% - 66%</td>
<td>D</td>
</tr>
<tr>
<td>254-0</td>
<td>0% - 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

An incomplete grade will NOT be given UNLESS the following criteria are met:
- A request in writing is submitted to the instructor prior to last three weeks of class,
- All assignments, term paper, and quizzes were completed at that point in time,
- The student has a grade C or higher at that point in time.
Tentative schedule:

Introduction to Psychology, Critical Thought, & Research Methods - **Exam 1**
Genetics, the Brain, & Sensation and Perception - **Exam 2**
Mental States, Learning, & Cognition - **Exam 3**
Memory, Emotions, and Motivation - **Exam 4**
Personality Psychology, Social Psychology, and Abnormal Psychology - **Exam 5**

**Class Withdrawal Process:** Example: Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Many times issues and concerns can be resolved with communication. Please review Refund/Repayment Policy in the current college catalog and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility.

**Student Rights & Responsibilities**

Students are responsible for reading and following all college policies outlined in the Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at [http://www.daytonastate.edu/academics.html](http://www.daytonastate.edu/academics.html) under “Student Resources.”

**Academic Integrity**

In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you.

Cases of suspected academic dishonesty may be reported to the Judicial Affairs Office for resolution and will result in a loss of points on the assignment.

*Honor Pledge:* I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another’s work as my own, nor will I tolerate anyone who does. For more information on academic integrity, view [Honor Code](http://www.daytonastate.edu/).
Forms of Academic Dishonesty

Cheating - Cheating can be defined as: receiving or giving unauthorized assistance on a quiz, test, exam, paper, or project or unauthorized use of materials to complete such; collaborating with another person(s) without authorization on a quiz, test, exam, paper, or project; taking a quiz, test, or exam for someone else or allowing someone else to do the same for you.

Plagiarism - Plagiarism can be defined as: submitting work in which words, facts, or ideas from another source are used without acknowledging that the material is borrowed whether from a published or unpublished source. For specific information on how to document information from other sources, students should check with their instructors, academic departments, or a recognized writing manual, such as the MLA or APA.

Fabrication - Fabrication can be defined as: listing sources in a bibliography that one did not actually use in a written assignment; presenting false, invented, or fictitious data/evidence in a written assignment.

Other Academic Misconduct

Other Academic Misconduct might include, but is not limited to:
- In a testing situation, conduct, such as, looking at a classmate's test, talking to a classmate, or leaving the classroom without the instructor's or proctor's permission.
- Obtaining by the theft/purchase OR selling/ giving part or all of a test.
- Entering an office or building for the purpose of changing a grade on a test, assignment, or in a grade book or for the purpose of obtaining a test.
- Altering or attempting to alter academic records of the College which relate to grades; being an accessory to same.

College Network Acceptable Use Policy: The purpose of this policy is to outline the acceptable use of the network and resources provided by Daytona State College and to establish a culture of openness, trust, and integrity. Please make yourself very aware of this policy by clicking these two links:

http://www.daytonastate.edu/current.html (see Student Handbook)

http://online.daytonastate.edu/docs/acceptable_use.pdf (Florida Online)
Academic Support Services

Students with Disabilities: The Student Disability Services (SDS) Office provides tools and resources to students with documented disabilities. Students who self-disclose a documented disability and provide the required documentation to the SDS Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the SDS Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). You can also find more information at http://www.daytonastate.edu/sds.

Veterans: If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065. Please visit https://www.daytonastate.edu/admsvet/

The Division of Library and Academic Support provides the following unlimited services to students via tuition and fees at the time of registration.

Academic Support Center: The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. For more information please go to http://www.daytonastate.edu/asc/ or email ASC@DaytonaState.edu.

Writing Center: For assistance with all stages of the writing process please visit the Writing Center (appointments recommended) www.daytonastate.edu/cwc

Library and Research Services: The Daytona State Library offers many types of resources to support your research materials and assistance.

www.daytonastate.edu/library

Technical Support is available for FalconMail, printing, web usage, Faclon Online, and more. Students may call 386-506-4AID (4243) or e-mail FalconAid@Daytonastate.edu.

Safety on Campus: Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit https://www.getrave.com/login/daytonastate.