

Sample Syllabus Template Fall 2022

Fall A (Aug. 15 – Oct. 3)

I. Course Information

Course Title: General Psychology

Course No. and Section: PSY 2012

Credit Hours: 3

Meeting Day & Time: Monday

Course Location: Room 101

Meeting Dates: Mondays 6:00pm to 8:45pm

Instructor Name: Barbara Sanders

Office Location: Building 8 RM 107

Office Hours:

Mondays 5:00pm to 6:00pm

Zoom meeting are available by appointment

Email: sandersb@cf.edu

Extended Emergency Closure

For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our [website](#) (CF.edu).

II. Course Description

My teaching philosophy is that of a constructivist. I believe that learning occurs from behavior and cognitive functions. The student's life experience is paramount to making long-lasting connections to the materials and a deeper understanding. This class will consist of primarily student lead discussions and activities. Your participation is essential for academic growth. To be successful in this course you should plan your time. Review all assignments and information on the Canvas modules page to familiarize yourself with the requirements of the course. Set calendar reminders for all due dates for assignments. Read assigned chapters before weekly class meetings and be prepared to discuss them in each class. Plan to spend approximately 2 – 3 hours every week studying and completing learning activities in the course.

Students will receive an in-depth view of General Psychology. Major contributors, terminology, theory, and applications are all investigated. Students will be self-directed and engaged in active learning strategies as well as participate in various other instructional methods, including lectures, videos, group discussions, and interactive projects, as well as student writing assignments which will enable the earnest student to gain significant insights into the field.

We will be using CANVAS website for completing learning assignments in the course.

General Description: This course is a beginning general psychology course focusing on the content area of developmental psychology. We will study various physical and psychological aspects of human growth and development from pre-birth until old age and death. This course covers human development stages across the life span.

Required Text Title: Psychology in
Everyday Life

Author of Text: David G. Myers and
C. Nathan Dewall

Edition: 5th Edition

ISBN-13: 978-1-319-13372-6

ISBN-10: 1-319-13372-X

Optional Materials: Publication
Manual of the American

Psychological Association, 7th edition

III. Student Learning Outcomes/Course Objectives

The following chart offers students a consistent way to see how CF's global learning outcomes are assessed in each class. This is for information purposes only and does not change the grading system used in this class. Only those learning outcomes relevant to this course are included below.

Learning Outcomes	Exam	Paper	Discussion	In class activity
<i>Critical reasoning:</i> (1) The student will reflect, analyze,		x	x	x

synthesize, and apply critical thinking by Identifying assumptions, bias, and point of view presented				
Communication: (1) The student will read, write, speak & listen effectively	x	x	X	x
(2) The student will write an organized document that communicates effectively appropriately for the situation		x	X	x
Global Socio-Cultural Responsibility: The student will be an informed and responsible citizen in social, cultural and global matters	Exam	Paper	Discussion	In class activity
Demonstrate an understanding of the values and expressions of other cultures that arise from human experience	x	x	X	x

IV. Assessment

Active participation is expected throughout this course. Participation means submitting your assignments on time each week. As a general rule, learners should write one paragraph per question posed in the discussion prompt. The discussion posts are due by Day 3, and two separate responses to classmates by Day 5. All written assignments and projects are due by Day 7. All students will be expected to use proper APA-style writing. Plagiarized work will receive a zero. Textbooks are a requirement; this is the responsibility of the learner. Please see the literature section to ensure you have obtained the appropriate textbooks.

(1) The instructor reserves the right to adjust the course topic schedule to best meet the needs of the class.

(2) CIVILITY, RESPECT, CONSIDERATION FOR OTHERS. Our learning activities may include diverse topics for Psychology discussions. It is important that we maintain a sense of community, respect and tolerance for differences perspectives and viewpoints while sharing our comments during discussions and activities. THE INSTRUCTOR STRIVES TO PROVIDE A SAFE, ENJOYABLE, RESPECTFUL AND FUN LEARNING ENVIRONMENT FOR EVERY STUDENT IN THE COURSE. No disrespectful language will be allowed in discussion peer reply postings.

Attendance: You are required to attend all class meetings. Attendance is required for all tests and **there will be no make-up tests**. Non-attendance does not constitute withdrawal from this course. It is your responsibility to complete the withdrawal forms by the appropriate date. Attendance accounts for 5% of your final grade.

90-100%	A
87-89%	B+
86-80	B
77-79%	C+
76-70%	C
69-60%	D
Below 60%	F
Cheating/Plagiarism	FF

Make-up policy: Late assignments will be deducted one letter grade for every day late for up to five days unless prior approval has been given. In such an event, you must notify me before the exam or item is due unless the emergency prohibits it. You might be asked to bring proof of the emergency. A make-up exam must be taken within one week of the original exam date unless the emergency prohibits it.

While you do not need to disclose personal details, let me know as soon as possible if something is preventing you from participating online or completing work.

WHAT KIND OF EXAMS WILL I BE TAKING?

All exams will be worth 100 points each.

Exams will be taken online

Exams will be timed at 75 minutes

They will be multiple choice.

Some exams will also include short answer questions

Students will take exams during the scheduled exam period.

WHAT ARE THE GENERAL EXAM POLICIES?

1. Students who take online exams must complete the exam in one sitting and within the allotted time period. Exams are NOT to be taken using any outside materials.

2. Students who fail to complete the exam within the scheduled time period will receive a 0 score for that exam. It will not be administered for any make-up attempts.

Online exams will not be reopened for completion attempts after the due date

3. The lowest exam score will be dropped from the final semester grade calculation.

4. There are NO make-up attempts for missed exams. If a student misses a scheduled exam, he/she will receive a 0 score for that exam and that exam score will automatically count as the lowest regular test score and will NOT be counted in the final semester course grade calculation.

STUDENT SUCCESS CAMPUS RESOURCES: WHAT IF I NEED HELP?

1. Go to MY CF webportal. Click on Campus Resources Directory. The list includes the name and location of the services available on the Ocala, Citrus and Levy county campuses., click on the name of the service on the left side and you will see more detailed information about each service, hours of operation and contact information.

2. An additional copy of this resource list is included in the Helpful Information Module in this course.

WHAT IS THE POLICY ABOUT ATTENDANCE & COURSE PARTICIPATION?

1. Attendance for this course is a part of your course participation. This includes completing all reading assignments, learning activities, course discussions and homework assignments by the assigned due dates.
2. Attendance will be monitored, but it is not included as part of your final course grade. Occasionally supplemental Zoom sessions will be scheduled to review course information and provide additional explanations. These are not mandatory.
3. For extenuating circumstances such as lengthy illness, injury, hospitalization and absences, it is the student's responsibility to contact the instructor As Soon As Possible to discuss the circumstances and see what accommodations may be made.

****If the student does NOT contact the instructor early in the anticipated absence period, it is up to the instructor's discretion whether or not to provide any make up opportunities or other accommodations for the student and whether or not to recommend that the student withdraw from the course if too much work has been missed.****

WHAT IS THE GRADING POLICY ABOUT HOMEWORK ASSIGNMENTS?

1. The instructor does NOT accept late assignments for full credit.
2. An assignment submitted to the CANVAS drop box within 24 hours past the posted due date will be deducted 10% daily for a period of 3 days for maximum of 30% deducted. After 3 days, no credit will be awarded.
3. Homework writing assignments should be typed, using Microsoft Word (any edition), double spaced 12 font and should be uploaded electronically into CANVAS for grading. Homework assignments should be uploaded to CANVAS as a .doc, .docx or rtf file extension.
4. If you use Google Docs or a word processing software program other than Microsoft Word, you must first save your work using the SAVE AS option and then change the format to Microsoft word document.

5. If you use a Macintosh computer, I Phone, I Pad or other Apple product, you must first convert your work from the IOS format to the Windows format in order for the file to be opened and graded. Save your work as a Microsoft word file before you upload it to CANVAS for grading.

GRADING INFORMATION: WHAT DO I NEED TO KNOW?

HOW DO I CALCULATE MY COURSE GRADE?

Course grades in PSY 2012 are calculated on a straight point and percentage basis. To calculate your course grade, follow the steps below:

1. Add up your total points for all completed learning activities
2. Add up the total possible points for all completed learning activities
3. Divide your score by the total number of points possible
4. Multiply that number by 100 to see your course average
5. Example: My total = 95 pts.

Total possible points 125

95 divided by 125 = 0.76

0.76 x 100 = 76% for a letter grade of C

Proctoring:

This course may require proctored assessment(s), in order to verify student identity assessments are proctored online through Honorlock or at a CF Testing location. Fees for online proctoring using Honorlock generally range between \$5 per assessment or \$10 per course. If you plan to take a proctored exam online, you will be required to have a computer with Google Chrome, webcam and microphone, as student identity must be verified on proctored quizzes and tests.

V. WHAT IS ACADEMIC INTEGRITY & the STUDENT HONOR CODE?

1. Plagiarism or cheating is a violation of the CF Honor Code and will result in disciplinary action such as an FF grade for the course as well as disciplinary action under the Student Code of Conduct. It is a serious matter.

2. A student found guilty of a first- time offense of cheating/plagiarism will be meet with the instructor and be referred to the Academic Integrity Seminar. The student will also be subject to the following course penalties:

If documented as cheating on an exam by the Honorlock proctor, the student will receive a 0 grade for that exam AND that exam grade will NOT qualify to be dropped at the end of the semester under the course exam policy.

The 0 grade will be included in the student's final semester course grade.

The student will receive a mandatory referral to attend and successfully complete the online Academic Integrity Seminar

If the referral is prior to the final course withdrawal date, the student WILL NOT be permitted to withdraw from the course until the Academic Integrity Seminar is successfully completed and the instructor is notified by the Registrar office.

If the referral occurs past the final course withdrawal deadline, the student WILL NOT be permitted to withdraw from the course and will stay enrolled until the end of the semester. The student will be subject to whatever final semester grade he/she earns.

WHAT HAPPENS IF I AM REFERRED TO THE ACADEMIC INTEGRITY SEMINAR?

1. My instructor will meet with me to discuss the situation
2. I will then be contracted in my Patriot Email account by the Vice President of Student Affairs Office with instructions on how to register and pay for the seminar.
3. The cost of the seminar is \$40.00 payable at the time of registration
4. I will then be enrolled in the virtual seminar in CANVAS and it will appear on my home screen just like my other courses that are in CANVAS.
5. On my official transcript, the Registrar Office will place a grade of FF for the course. This grade will remain in place until I successfully complete the seminar.
6. Once I successfully complete the seminar, my referring instructor will be notified, and the FF grade will be removed from my transcript by the Registrar.

7. If I chose to withdraw from the course after completing the seminar, I must follow the regular course withdrawal procedure that is available in the MYCF web portal under the Enrollment tab.

8. If I decide to stay enrolled in the course after seminar completion, my final course letter grade will calculate according to the course grading policy.

9. If I do not register for the seminar or successfully complete it, the FF grade for the course will remain on my official academic transcript. This grade designation has a definition of: Failure of a course due to Academic Dishonesty.

This is a serious offense and since academic records are permanent and follow you throughout your educational history, it can have serious consequences such as preventing you from being accepted into certain academic programs or majors and even some types of employment.

10. If a student is proven to have committed a second violation of the Student Honor Code, more stringent penalties may be implemented such as expulsion from the college.

WHAT HAPPENS IF I NEED TO WITHDRAW FROM A COURSE?

1. Students who intend to withdraw from the course are responsible for completing the required procedure prior to the posted deadline.

Withdrawal – If you want to withdraw from this class, you must fill out the necessary forms that are available in your MYCF web portal. After completing the withdrawal request form, you will receive a reply from the Registrar office and then have 3 days to decide if you wish the withdrawal request to be finalized.

2. If you decide to withdraw from this course, it is your responsibility to follow the appropriate procedure. The instructor will not drop you from the course. You must go to your MYCF web portal and complete the proper form to withdraw from the course. If you do not withdraw and simply stop attending the course, you will receive an F grade.

3. Students should be aware:

Withdrawals do not count in the CF gpa, but may not be viewed favorably at the university level and may negatively impact your financial aid award.

A withdrawal counts as an attempt under the forgiveness/withdrawal policy and the course repeat policy

If a course is repeated for the third attempt, there are increased tuition costs for that course (full cost of instruction tuition rates apply). The third enrollment attempt in the same course will be charged at 3x the cost of in-state tuition rates.

The third enrollment attempt for any course at CF is the FINAL attempt allowed at CF. A student may enroll in the course for the fourth attempt but must do so at another institution.

4. The college reserves the right to deny a student's withdrawal request

WHAT SHOULD I DO TO REQUEST ACCOMMODATIONS FOR A DISABILITY?

1. If you have a disability, serious medical condition, a learning or psychological disorder and want to request accommodations, it is your responsibility to register with the Office of Disability Services and to provide verifiable documentation to Disability Services as soon as possible.
2. If eligible, Disability Services will provide you with a notification of approved accommodations to give to your instructors at the beginning of the semester. Faculty will comply with the accommodations approved by Disability Services.
3. If you intend to utilize any of the approved accommodations for on campus testing, it is the student's responsibility to let the instructor know ahead of the exam and the student will then need to contact the Testing Center in order to make arrangements for the exam.
4. The instructor does not assume responsibility for making testing arrangements for students using Disability Services.

WHO DO I CONTACT ABOUT EQUAL ACCESS/EQUAL OPPORTUNITY?

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status in its programs, activities, and employment. For inquiries, regarding nondiscrimination policies contact Mary Ann Begley,

Coordinator of Diversity and Inclusion, 3001 S.W. College Road, 352-854-2322 ext. 1210 or begleym@cf.edu.

WHAT IF I NEED HELP WITH PERSONAL ISSUES THAT ARE KEEPING ME FROM DOING MY BEST IN MY CLASSES?

1. Students may take advantage of FREE mental health and personal counseling from a licensed therapist through the BAYCARE program. For confidential counseling help with personal or stress related problems that might affect your school, work, or home life, contact BAY CARE LIFE MANAGEMENT toll-free at (800) 878-5470, Monday through Friday from 8:30 am-5:00 pm.
2. For emergency counseling at other times, leave a message at the same number, and an on-call therapist will respond quickly.
3. Your instructors will never be notified that you called.