

# Course Syllabus PSY 2012 General Psychology

## Sections 71, 72, 74

Fall 2022

<b>Course Title and Section number</b>	PSY 2012 General Psychology
<b>Credit hours</b>	3.0 (for AA degree counts as social science elective)
<b>Instructor</b>	Jana Bernhardt "Ms. B"
<b>Course location</b>	CANVAS
<b>Meeting times</b>	Asynchronous Online No scheduled mandatory Zoom sessions
<b>Office location</b>	8-107B
<b>Virtual Office hours</b>  <b>Individual Zoom meeting appointments are available upon request and appointment.</b>	8:30-9:30 am MWF 12:15-1:45 pm M/W 1:45-3:00 pm M/W 3:00-4:00 pm Monday  Available for other individual virtual meetings through Zoom by appointment request. Also available on limited basis for on campus appointments.  Available other times daily via email. Email checked minimum once daily and answered w/in 24 hours Monday-Friday. Answered within 48 hrs. weekends.
<b>Phone</b>	352-854-2322 ext. 1540
<b>External Email</b>	<a href="mailto:Bernharj@cf.edu">Bernharj@cf.edu</a> Use CANVAS email for course communication

## WHAT BOOK DO I NEED & WHERE DO I GET IT?

*Psychology in Everyday Life* 5<sup>th</sup> edition by Myers and DeWall. (2020).

The textbook may be rented from the CF Bookstore in Electronic or paperback format. It may be rented or purchased in new/used format from any online college bookseller. The 4<sup>th</sup> edition of the text is also acceptable for use in the course. Used books, E-textbooks, rentals, purchases or borrowed are acceptable.

## WHAT WILL I BE LEARNING & HOW WILL I LEARN IT? COURSE DESCRIPTION

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 lecture, video, 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.

## WHAT SHOULD I DO TO BE SUCCESSFUL IN THE COURSE?

### PLAN YOUR TIME

- a) Review all assignments and information on the Modules page to familiarize yourself with the requirements of the course.
- b) Make note of all due dates for assignments
- c) **PLAN TO SPEND APPROXIMATELY 2-3 HOURS EVERY WEEK STUDYING AND COMPLETING LEARNING ACTIVITIES IN THE COURSE.**

On the Modules page students will see sections containing important activities and course content that they should access as part of learning. Students should access all of the links for the learning tools provided in each chapter.

### LEARNING TOOLS

- a) **Chapter Study Guides** – print these out at the start of each assigned weekly chapter. As you watch and participate in the Virtual Lecture, write down the answers to the study guide questions as you review the lecture.

- b) **Chapter Virtual Lectures**- view each virtual lecture for all chapter topics. Watch the embedded videos for examples and explanations of complex topics.
- c) **Chapter Practice Quizzes**-each chapter practice quiz allows for multiple attempts with different questions. By using the practice quizzes, you can check your understanding of different chapter topics and identify topics you may need additional review and study time on.
- d) **Chapter Homework Assignments and Due Dates**- Each chapter has a minimum of one homework assignment with assigned due dates. In order to complete the homework assignments, students should **FIRST** complete the virtual lecture and chapter study guides before attempting the homework assignment.

Develop a **GROWTH MINDSET** about your Learning

- I also encourage you to adopt a Psychological **GROWTH MINDSET** (Dweck, 1999) about your experience in this course. Students who practice a **GROWTH MINDSET** believe their abilities and intelligence can be developed with effort, learning, and persistence. Their basic abilities are simply a starting point for their potential. **They also measure and reflect their learning in terms of improvement of their abilities and not according to a “fixed benchmark goal” such as a grade, score or percentage.** Students who practice **GROWTH MINDSETS** set goals of deep learning, intellectual curiosity and growth and experiences as a reflection of what they have learned in a course. They do not simply focus on and value a grade or score as the most important reflection of what they learned in a course.
- A **GROWTH MINDSET** values understanding and learning as a measure of cognitive performance and not simply a grade, score or credit.
- Students who practice the psychological concept of **GROWTH MINDSETS** are reported to experience greater levels of satisfaction, higher overall academic achievement, deeper and more long-lasting learning, and lower levels of performance anxiety and stress (Dweck, 1999).

## COURSE DESCRIPTION

- **General:** 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.
- **Teaching philosophy and expectations:** I want you to learn the material in this class and be able to apply it to your life and the real world. I will strive to make the learning experience interesting and varied by offering multiple opportunities to interact with the material online and in class. I expect you to participate in this class each week, follow directions, and have an open mind, always giving your best.

## WHAT IS CANVAS & WHY SHOULD I CARE?

Students will need to become familiar with navigating the CANVAS learning management system to find course assignments, grades, and other information that is necessary for success in PSY 2012.

CANVAS is where you will find information, assignments, grades, announcements, and where you will submit learning activities for grading in drop boxes for the PSY 2012 course.

Students should download the CANVAS app on each device that they will use to access the course.

## WHAT HELPFUL INFORMATION IS AVAILABLE and WHERE DO I FIND THIS STUFF IN THE COURSE? (CANVAS Navigation links)

1. Be sure to click on all of the links in the CANVAS menu to familiarize yourself with the course.
2. **HELPFUL INFORMATION to BE SUCCESSFUL:** Contains supplemental information about study skills, time management, handling technical problems and other resources. READ IT.
3. **MODULES: ALL INFORMATION AVAILABLE ON MODULES PAGE.** All supplemental readings, practice activities, videos, assessments, needed to complete homework assignments are located on **MODULES** page.
4. **GRADES:** You can check your grades at anytime using this link
5. **QUIZZES:** This link allows you to access your exams. Exams will be taken online. They will be 50 question, multiple choice. The exam will be timed at 75 minutes.
6. **ANNOUNCEMENTS:** Check and **read** announcements **frequently**. This is where your instructor will post important information about any changes in the course or other pertinent information you will need to know.

## WHAT IS MY CANVAS ID and PASSWORD?

When accessing Canvas directly from [www.cf.edu](http://www.cf.edu). Your User ID will be your CF Student ID number and your password will be the first three letters of your first name followed by the first three letters of your last name, all lower case letters. You are urged to change your password after your initial login.

**If you encounter any problems logging on to CANVAS or within the system, FIRST contact the 24/7 Help desk with CANVAS available by clicking “Help” on any screen in Canvas.** If you cannot resolve the problem through the CANVAS help desk, then contact the Distance Learning Help Desk at [dlhelp@cf.edu](mailto:dlhelp@cf.edu) or at 352-854-2322, ext. 1317. Be aware, the Distance Learning help desk is not available outside of regular college hours.

## WHY IS IT IMPORTANT TO SET UP A PATRIOT EMAIL ACCOUNT?

**Students will be required to register and set up their Patriot Email account.**

Important Financial Aid information and other notifications from the college will be sent to students at this account **ONLY**. In addition, all written assignments must be typed and saved using a Microsoft Word program. **By registering your Patriot E mail account, you can receive a free subscription to Microsoft 365 that includes Microsoft Word and Powerpoint software.**

For information about setting up your Patriot email account, directions and the benefits you will receive along with it, log in to your CF Portal home page, click on the link under the Patriot Email account that says find out more or get help.

## WHAT IS THE FINANCIAL AID ATTENDANCE POLICY?

The Federal Title IV definition of course attendance for financial aid eligibility includes that a student must attend all of his or her classes the first week of his/her enrollment and have demonstrated academic participation in the course. The Federal Title IV Definition of course attendance includes: Attendance must be “academic attendance” or “attendance at an academically-related activity”.

Examples include:

- (1) Physical class attendance where there is direct interaction between instructor and student-and: (2) Submission of an academic assignment –or-
- (3) Examination, interactive tutorial, or computer-assisted instruction study group assigned by the school –or-
- (4) Participation in on-line discussion groups concerning academic matters-or-
- (5) Any activity the instructor deems as the academically related activity substantiating attendance.

Prior to the first disbursement of Financial Aid funds, a graded written learning activity will be completed as the requirement for financial aid attendance reporting.

Students who do not successfully complete and submit the assignment by the posted deadline will:

(1) receive a 0 grade for the assignment

(2) be reported as not attending status for class. This may jeopardize or delay any disbursement of financial aid funds.

**Note:**

If a student who is receiving Title IV financial aid funds stops attending class during the regular semester (not including final exam week), and does not follow the appropriate withdrawal procedures, the student will not only receive a failing course grade, but the last date of attendance will be reported to financial aid along with the failing grade. The last date of attendance will determine if the student has to repay Title IV funds and/or the amount of the funds the student will have to repay the college under the return of Title IV funds federal policy.

**WHAT ARE STUDENT LEARNING OUTCOMES/COURSE OBJECTIVES?**

The objectives of this class are to learn about the theories and research in the fields of psychology and apply this information to real world situations and experiences.

**WHAT ARE THE LEARNING OUTCOMES I WILL GET CREDIT FOR IN PSY 2012?**

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.

<b>Learning Outcomes</b>	<b>Exam</b>	<b>Paper</b>	<b>Discussion</b>	<b>In class activity</b>
<b>Critical reasoning:</b> (1) The student will reflect, analyze, synthesize, and apply critical thinking by identifying assumptions, bias, and point of view presented		x	x	x
<b>Communication:</b> (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
<b>Global Socio-Cultural Responsibility:</b> The student will be an informed and responsible citizen in social, cultural and global matters	<b>Exam</b>	<b>Paper</b>	<b>Discussion</b>	<b>In class activity</b>
Demonstrate an understanding of the values and expressions of other cultures that arise from human experience	x	x	x	x

## 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

### WHAT'S THE COURSE GRADING SCALE?

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

## WHAT ELSE DO I NEED TO KNOW ABOUT MY GRADE?

This course will follow the CF institution grading scale which assigns a final course letter grade by percentage.

1) **Final semester grades are NOT negotiable.** Your point total that you earn is your final grade. If there is an error in grading where a completed assignment score is not entered into the CANVAS grade book, it is appropriate to bring this to your professor's attention to correct the error.

*\*\*\*Other than this, it is NOT appropriate to ask your professors to raise your final semester grade because you want/need an A or to ask for last minute extra credit or to turn in assignments for grading that are past the original due date. \*\**

## WHAT LEARNING ACTIVITIES ARE PART OF MY GRADE?

Syllabus Quiz & Intro Discussion	30 points
Chapter Topic Discussions	140 points
Semester Project Part 1	50 points
Semester Project Part 2 Peer Feedback	20 points
Semester Project Part 3 Self Analysis	30 points
Regular Exams (lowest score dropped)	3 @ 100 pts (lowest score dropped) 100 pts
Final Exam	100 pts (NOT eligible for drop)
Total	540

## WHAT IS THE DISCUSSION GRADING POLICY?

1. Discussion posts for chapter discussions must be complete and contain proper grammar, spelling, and information. A grading rubric will be posted for each discussion and homework assignment so that students may view the criteria prior to submitting the assignment or discussion.
2. In order to earn full credit for a discussion post, a student must post his/her original information and then later in the week, post a reply to ONE classmate's posting. In addition, a student must use proper citation formatting in APA style to document all information sources and address all parts of the discussion prompt.
3. Discussion posts have a grading rubric and criteria to view for each assigned discussion.

## WHAT ARE THE COURSE INTERACTION EXPECTATIONS?

- (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.

## 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 contacted 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](mailto: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. Your instructors will **never** be notified that you called.

**WHAT ARE THE IMPORTANT DEADLINES TO REMEMBER?**

Classes Begin	August 15
ADD/DROP PERIOD SCHEDULE CHANGES	August 17
DROP ONLY PERIOD	August 18-19
LAST DAY TO DROP COURSE W/REFUND	August 17
Holidays (CF closed)	Labor Day September 5 Veteran's Day November 11 Thanksgiving Break November 23-27 Winter Break December 19-31
Faculty Professional Development Day (no classes 8-4:30)	October 4
Last Day to withdraw from a course with a W	October 25
Final Exam Week (classes ended exams only)	December 2-8
Semester grades available after 10:00 am	December 12
Spring 2023 semester begins	January 9