McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

General Psychology
PSYC 2301

Susan Nash Spooner, Ph.D.

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html on any changes to these guidelines.

Course Description:

PSYC 2301 General Psychology is a survey of the major psychological topics, theories, and approaches to the scientific study of behavior and mental processes. It includes topics such as the scientific methods used in psychology, development of personality, learning, sensation and perception, and abnormal psychology. Semester Hours 3 (3 lec). *Prerequisite:* Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. (For additional information regarding the course content, see Learning Outcomes and Core Objectives below.)

Required Text & Materials:

Your **required** course materials for this class are included in your course fees and are substantially discounted. You will be provided instructions on how to access and use these materials the first day of class. You will be required to use your McLennan email address, so please make sure you can read and reply to emails via that account.
MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Instructor Information:

Instructor Name: Susan Nash Spooner, Ph.D.
MCC E-mail: SSpooner@mclennan.edu
Office Phone Number: 254-299-8932
Office Location: MAC 309

Conferences. *Please contact me using your MCC email address.* I am at my computer between 8:30 and 9:30 most mornings, as well as many other times. Unless I am teaching class or in a meeting, I tend to check emails routinely throughout the day. However, please give me up to 24 hours to respond to you on weekdays. On many weekends I am unavailable. I will respond to messages sent on the weekends as quickly as possible, but messages sent after 3pm on Friday may not be answered until the next Monday morning.

Zoom appointments. If you need to visit with me, please send me an email using your MCC email account, and we can set up a zoom meeting. I am available at many times. I am flexible! ***If you need to visit with me, please let me know, and we will work something out!***

Course Notes and Instructor Recommendations:

Psychology is the systematic study of behavior and mental processes and the factors that influence those processes. This course will *survey* the field of psychology with special emphasis on the use of the scientific method as the means for exploring the mind and behavior. Consideration is given to such topics as the specialties within psychology, current psychological perspectives, developmental and social psychology, brain/behavior relations & drug effects, learning and memory, personality, mental health, and abnormal behaviors.

Communication between instructor and students: Communication via email is a primary way to talk to your professor, however, written messages can be a difficult method of communication. First, because we cannot see the expressions of the writer, it is difficult at times to interpret the tone of the messages. For that reason, I often include emoticons to help with the problem of tone. Another reason messages and email are problematic is the fact that many people use informal English in such correspondence. While this may be appropriate if you are writing to a friend, it is *not appropriate in a college course* when writing to your professor. Communication between a professor and a student is a professional communication. It is expected that any communication will be professional and respectful.

An example of an inappropriate message to a professor would be one like this:

> hey i didn't see a grade for my assignment and so can u tell me my grade?
> 2cute4u@bbd.com

An appropriate message:

> Dear Dr. Spooner,
>
> I finished and submitted my assignment on memory. I was concerned that I might not have submitted it correctly, so I was wondering if you could check to make sure it is there. Thank you!
>
> Jane Smith

PLEASE BE CAREFUL!!!! If you are upset about a grade or an assignment, etc., your emotions may result in your message to me sounding terse and rude (even if that is not what you intended). Please re-read any messages before sending. I promise to always be respectful in my communication with you, and I expect the same in return.

Study time expected: You should log in to Brightspace and our course several time per week. You will be in class for 3 hours weekly, so you should expect to spend another 3 hours working on the course outside of class.

Learning the material: In a course like this, it is obvious that a student must take good class notes and read the assigned material in the text. Taking good class notes is essential to preparing for the exam. In this class, a significant amount of class material will be on the exams. I will discuss this in class and remind you to take notes that are well organized and easy to read. In addition, you will need to spend time with the material in our book. Absorbing material from a textbook is entirely different than reading a news article or story. Psychology can be dense so re-reading is an essential part of learning. It may be helpful to take reading notes as you go. Summarizing the material helps you to put it in a form in which you can more easily remember it. Because we will cover a significant amount of dense material in this course and because the final exam is cumulative, it is imperative that you diligently take good notes in class and be familiar with the textbook. .

Student Behavioral Expectations / Conduct Policy:

While the University experience is one which values academic freedom and liberty, it cannot reach its goals of facilitating learning if some structure does not exist. To that end, then, please review the following list of appropriate behaviors and act accordingly. If a student chooses to violate these expectations, I reserve the right to publicly request a change in their behavior and/or to leave the classroom. Repeat offenders may be permanently withdrawn from the class with an F or a W.

- Students are expected to be on time, find a seat, and be prepared to engage in the work of the class (e.g., taking notes, participating in Socratic questioning or group activities, etc.).
- Students are expected to stay in class until the class is dismissed unless prior arrangements have been made for an early dismissal.
- Students are expected to stay alert throughout the class.
- Students are expected to refrain from talking with their peers while the professor or other students are speaking.
- Students are expected to participate until the end of class.

- Students are expected to use good manners, be courteous and act with decorum toward their peers and anyone who may be in class facilitating the learning process.
- Students are encouraged to ask questions at any time. Students are expected to raise their hands to participate in discussion or in raising questions.
- Work is expected on the date it is due.
- Students are expected to turn off cell phones, pagers, music, and other such electronic devices during class. Exceptions are permitted only with the professor's prior consent.
- Students are expected to have access to an up-to-date, functional computer on a regular basis to complete required course work. (There are computers located on MCC's campus that are available for student use. Not having access to a computer for any reason is not a valid excuse for missing an assignment or exam.)
- Students will be expected to check email, Brightspace announcements, etc. *several times each week.*
- Students are expected to abide by all policies in the MCC Highlander Guide.

Expectations regarding student behavior on in-person EXAM DAY: If you are more than 10 minutes late on the day of an exam, you may NOT enter and take the exam. You will have to take a make-up exam (and you only can make up one exam during the semester). If you know you are more than 10 minutes late on exam day, please do not enter the classroom. Wait until class is over to talk with me about your make-up exam. Entering late is disruptive and unfair to those who arrived on time. Please plan accordingly, and do not be late on exam days! On exam day you may NOT have a cell phone, iPad, tablet, calculator, or any other item on your desk, in your pocket, on your lap, etc. You may not have ear buds, etc. Cell phones must be turned off or otherwise silent and put away. You may not answer a phone call or receive a text message during the exam. All books, notebooks, papers, etc., must be in a backpack or bag and the backpack or bag must be closed. Baseball caps or other brimmed hats must be removed or turned backwards. You may not talk with another student, nor may you look, glance, gaze, etc. at another student's test or scantron. Since my exams are seldom more than an hour long, you may not leave class to go to the restroom during an exam. Please feel free to contact me to discuss or clarify any of these requirements. As the instructor, I reserve the right to amend or add to this list as needed. If any of these rules are violated, I reserve the right to take your exam and assign you a zero for that exam.

Plagiarism and Cheating: Plagiarism is cheating and is defined as the unacknowledged borrowing of information, wording, organization, or ideas. Whether the original source is public (e.g., a newspaper, book, journal article, the Web) or private (e.g., a classmate's paper), you need to indicate your indebtedness to it. Where you repeat the exact language of your source, you must treat the borrowed material as a quotation and place it within quotation marks. However, by merely changing a few words or the word order or by paraphrasing, you do not avoid plagiarism.

Online examples of plagiarism/cheating can include taking an exam for someone else, taking an exam in collaboration with someone who also is taking the exam, turning in the same assignment, and printing an exam and asking for a retake. If any type of plagiarism / cheating is suspected, all parties may receive a zero for the assignment, may be required to do an alternate assignment or exam, may be required to come to campus and make-up the assignment or exam, and/or may be dropped from the class. Consequences are at the discretion of the instructor. Instances of plagiarism/cheating will be reported to Student Discipline.

McLennan Attendance Policy:

*** Click Here for the MCC Attendance/Absences Policy**
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. As per the MCC Attendance Policy, you will be withdrawn from the course if you miss more than 25% of the class prior to the last day for student-initiated withdrawals. After the last day for student-initiated withdrawals, students will not be withdrawn, and all students will be assigned the grade they are earning in the class at the end of the semester. (We have 30 class meetings. Twenty-five percent of 30 is 7.5.)

Methods of Teaching and Learning:

A college course requires a great deal of personal discipline and work. Students enrolled in such courses should plan to work on those courses for approximately 6 or more hours/week in long semesters. In class I will lecture, we will have discussions, do activities, and take quizzes/exams over the in-class material. The syllabus, the class outline, online class assignments, online quizzes, and your grades are posted Brightspace. You will be required to read, complete assignments, and take exams & quizzes. You also may do written reports/papers, post to a discussion board, conduct internet research, and work in an online tutorial software lab.

Reading is a primary means to understand the course assignments and the course content. A student must be willing to put in the work to read and comprehend content independently to succeed. That includes reading instructions as well as the textbook assignments carefully. Virtually everyone who reads Psychology, including professionals, finds that it is necessary to read most psychological material more than once. The material can be dense, complex, and challenging. *Further, since we all tend to see ourselves as "amateur psychologists," we tend to assume we "know" the material. I have found that this false sense of knowing the information results in less studying and poor exam grades.* Most students must study efficiently and effectively to really learn the information and pass the tests in psychology.

Course Objectives and/or Competencies:

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behaviors and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.

- **Critical Thinking (CT) --** to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
- **Communications Skill (COM) --** to include effective written, oral, and visual communication.
- **Empirical & Quantitative Skills (EQS) --** to include applications of scientific and mathematical concepts.
- **Social Responsibility (SR)** -- to include intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global

Learning Outcomes:

Psychology is the systematic study of behavior and mental processes and the factors that influence those processes. This course will survey the field of psychology with special emphasis on the use of the scientific method as the means for exploring the mind and behavior. Consideration is given to such topics as the specialties within psychology, current psychological perspectives, developmental and social psychology, brain/behavior relations & drug effects, learning and memory, personality, mental health and abnormal behaviors. Upon successful completion of this course, students will be able to

1. Identify various research methods and their characteristics used in the scientific study of psychology. (CT, COM, EQS, SR)
   Taught through lectures, assigned reading, and class discussions
   Assessed by objective exams, written assignment, and/or class projects.
2. Describe the historical influences and early schools of thought that shaped the field of psychology. (CT, COM, EQS, SR)
   Taught through lectures, assigned reading, and class discussions
   Assessed by objective exams, written assignment, and/or class projects.
3. Describe some of the prominent perspectives and approaches used in the study of psychology. (CT, COM, EQS, SR)
   Taught through lectures, assigned reading, and class discussions
   Assessed by objective exams, written assignment, and/or class projects.
4. Use terminology unique to the study of psychology. (CT, COM, EQS, SR)
   Taught through lectures, assigned reading, and class discussions
   Assessed by objective exams, written assignment, and/or class projects.
5. Describe accepted approaches and standards in psychological assessment and evaluation. (CT, COM, EQS, SR)
   Taught through lectures, assigned reading, and class discussions
   Assessed by objective exams, written assignment, and/or class projects.
6. Identify factors in physiological and psychological processes involved in human behavior. (CT, COM, EQS, SR)
   Taught through lectures, assigned reading, and class discussions
   Assessed by objective exams, written assignment, and/or class projects.

Course Outline:

Unit 1 (1, 2, 3, 4, 5, 6)
- Ch. 1: The Science of Psychology
- Ch. 6: Memory
- Ch. 7: Thinking, Intelligence, and Language

Unit 2 (1, 2, 3, 4, 5, 6)
- Ch. 8: Development
- Ch. 10: Personality
- Ch. 11: Social Psychology

Unit 3 (1, 2, 3, 4, 5, 6)
- Ch. 2: The Brain and Behavior
- Ch. 4: States of Consciousness
- Ch. 14: Health Psychology

Unit 4 (1, 2, 3, 4, 5, 6)
- Ch. 5: Learning
- Ch. 12: Psychological Disorders
- Ch. 13: Therapies

This course outline is subject to change. Updated information, more specific details and any other changes will be announced in class and posted in Brightspace. Please find your Course Calendar that includes the detailed weekly reading assignments and the exam dates posted on Brightspace under Reading Assignments and Exam Dates. More specific weekly assignments that include quizzes, assignments, and other readings will be posted each week on the Announcements page of Brightspace.

Course Grading Information:

Course grades are based on a weighted average system. **I do not use a point system**.

This course is organized into units. Each unit will include in-class lectures and online weekly assignments. Each unit will culminate with a face-to-face exam. **The online assignments and due dates will be announced in class and in Brightspace.** Students are responsible for carefully reading the instructions and submitting the assignment according to those instructions; not following assignment instructions will result in lower grades. Students should always keep a copy of their submitted work on their computer or have a hard copy. There are times when submitted work gets lost. It is the student's responsibility to have copies of all work submitted.

How do I earn my final course grade?

Extra Credit: I do **not** offer extra credit because I want you to spend your time doing your assignments and preparing for the quizzes and exams. Please do not ask for extra credit opportunities. Do well on your required class assignments and exams.

Smartbook Questions: All Smartbook grades will be graded on a 100% scale, averaged at the end of the semester, and count as 10% of your final grade. You may not make up any missed Smartbook assignments. However, at the end of the semester I will drop the two lowest grades from the Smartbook chapters.

Quizzes and other Assignments: Class assignments, quizzes, discussion board postings, etc., will be graded on a 100% scale; then all these grades will be averaged and will count as 10% of your final grade.

Unit Exams: There will be 4 **Unit** exams taken in class. They may consist of multiple choice, short answer, matching, etc. No exams may be taken over; however, you may make up a missed exam as per the course make-up policy (keep reading!). Each unit exam will be worth 17.5% of your final grade (4 exams at 17.5% each equals 70% of your final grade).

Cumulative (Comprehensive) Final Exam: At the end of the course, there will be a required **cumulative (comprehensive)** final exam which will contribute 10% to your final grade. Cumulative means that the entire course will be covered on the exam. Sometimes you may hear Comprehensive Exam, which is typically the same thing. The final exam will be comprised of multiple-choice questions like the unit exams. If for any reason you are unable to take the final exam, you must contact me immediately or you may be assigned a course grade of "F".

You must bring a scantron (882-E) and a pencil to each exam. You also may be required to show a picture ID. No exam grades will be dropped, and exams may not be taken over. Exams will not be returned to the student nor will they be discussed in class. However, I strongly encourage students to make an appointment with me to review your exams in my office.

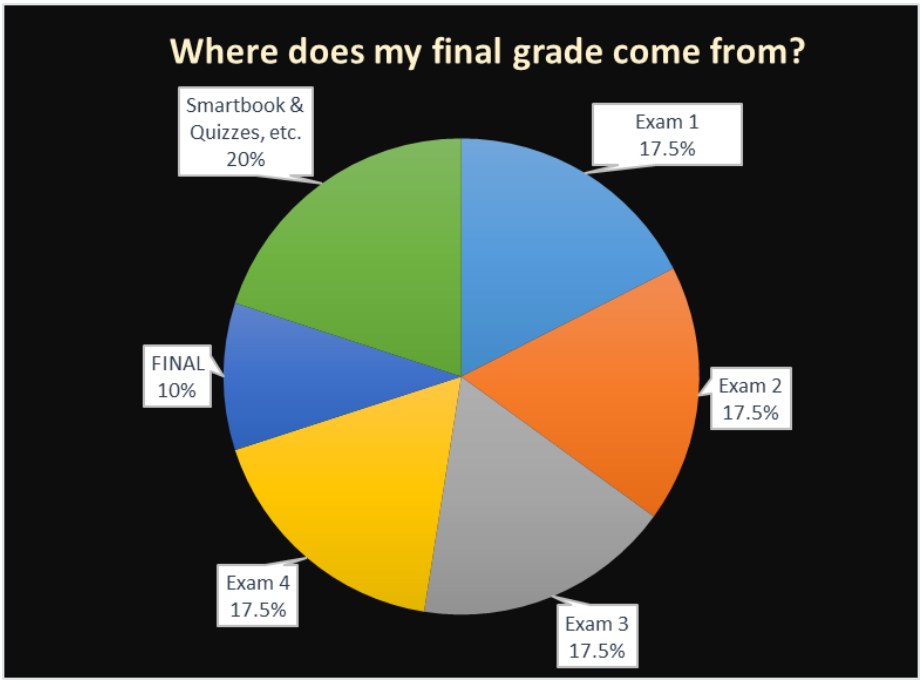
Make-up Policy for Smartbook chapter questions, chapter quizzes, and other assignments: Announcements in Brightspace will provide specific details and due dates prior to the start of each week and each unit. Assignments and quizzes will not be available after the due date. *You will not be allowed to make up any missed Smartbook chapter questions, however, at the end of the semester I will drop the two lowest grades from the Smartbook chapters.* Students will be allowed to make up one missed assignment (other than the Smartbook questions). After using your one make-up, any additional assignments will receive a zero. To make up an assignment or quiz, you must send me a message asking for the make-up at least 48-hours before you need to take it, and you must make-up the assignment by the deadline for that unit exam. For example, if you miss Quiz 1, which is part of Unit 1, you must contact me at least 48 hours before, and make up that quiz before, the deadline for the Exam 1.

Make-up Policy for Exams: Announcements in class and on Brightspace will provide specific details and due dates for each unit exam. You can make up one missed exam. If you miss an exam, please contact me within one week. We will schedule your make up exam for the last week in April. If you miss a second exam you will be assigned a zero for that exam.

Current Grade in Brightspace: In the Brightspace grade book you will see a Current Grade column. Throughout the semester this is the best current estimate of your grade. After all grades are entered, including the final exam grade, then this column will reflect your final course grade.

Grade Calculation
Smartbook Questions will be averaged and will equal 10% of your final grade.
Quizzes & assignments will be averaged and will equal 10% of your final grade.
Unit Exams will be averaged and will equal 70% of your final grade.
Final Comprehensive Exam will equal 10% of your final grade.
For a TOTAL of 100%.

Your final grade should be posted to WebAdvisor within 24 hours of the end of the final exam.



* *You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

Last updated January 2022.

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

Title IX:
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

Disclaimer:
The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.