



# TEXARKANA COLLEGE

## COURSE SYLLABUS

### Course Information

**Course Title:** Dual Credit General Psychology  
**Course Prefix & Number:** PSYC 2301.QC  
**Semester & Year:** Fall 2018

### Instructor Information

**Instructors Name:** Denise Swint  
**Office Location and #:** Texarkana College  
**Office Phone:** 903-823-3311  
**Email:** [denise.swint@texarkanacollege.edu](mailto:denise.swint@texarkanacollege.edu)

**Instructor Response:** The Instructor will reply back to the student within 24 hours of an email message Monday through Thursday. The exception is for messages or posts left after 3:30PM on a Friday. These messages or posts will be replied no later than the following Monday, 5:30PM.

### Course Description

**General Psychology (3,3,0).** A study of the basic principles in psychology bearing on growth, motivation, learning, drives, emotions and similar aspects of human behavior.

**Prerequisite:** Successful completion of the reading portion of the TSI test.

### Textbook & Course Material

**Suggested Text:** Psychology: An Exploration 4<sup>th</sup> Edition by Ciccarelli & White

**ISBN: 9780134517964**

This textbook can be purchased in the TC Bookstore and at various online sellers. You do NOT need to purchase the online access for this class.

**Microsoft Office:** Texarkana College offers Office 365 to all students. Instructions on how to download this free software can be located at <https://www.texarkanacollege.edu/helpdesk/install-office-2013>.

## Computer Requirements

**Access:** This online course. If you do not have access to a computer off campus, there are computers located in the Palmer Memorial Library that may be used by students. It is best if you have high speed internet access. If you have Dial-up, it may be difficult to download videos and other materials.

**Operating System: This is probably out of date**

Windows Operating System		Mac OS X Operating System	
Minimum System Requirements		Minimum System Requirements	
Operating System:	Windows XP	Operating System:	OS X 10.6 (Snow Leopard)
Processor:	1.7 GHz	Processor:	1.83 GHz
RAM:	1 GB	Memory:	1 GB
Browser:	Firefox 4.0 Internet Explorer 8	Browser:	Firefox 4.0 Safari 4.0

### Computer Hardware Requirements:

- Internet Access: High speed internet connection such as cable modem or DSL
- Processor: 2GHz processor
- Memory: 1GB RAM; 4 GB free hard drive space
- Some courses and/or assignments may require the use of a webcam.
- The learning management system is optimized for desktop displays; tablet and smartphone users should use the Mobile Apps. **Always** use a wired desktop or laptop to take you quizzes and exams on.

**Browser:** Texarkana College’s Learning Management System (Jenzabar’s eLearning) suggests that students use the most current version of the Internet Explorer browser. You can download

Internet Explorer by going to:

<https://www.microsoft.com/en-us/download/internet-explorer.aspx>

### Student Learning Outcomes

- Discuss in general terms the major concepts of general psychology.
- Understand the connections between the mind and body.
- Demonstrate basic working knowledge of human lifespan development.
- Have general understanding of major personality theories & associated environmental factors.
- Understand the appropriate application of psychological principles in daily life
- To engage in creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information (Critical Thinking Skills)
- To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities (Social Responsibility)
- Demonstrate effective development, interpretation and expression of ideas through written, oral and visual communication (Communication Skills)
- To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions (Empirical and Quantitative Skills)

### Communication between Instructor and Student

All communication in the course will be conducted through email or the forum within the class page. I will respond to emails within 24-48 hours Monday through Thursday. The exception is for messages or posts left after 3:30PM on a Friday. These messages or posts will be replied no later than the following Monday, 5:30PM. If you have not received a reply within that time limit, please resend. All email communications must be through your TC email account.

Email is the preferred and most reliable method of communication. Mrs. Nettleton can contact me or you may call Teresa Allday the Texarkana College division secretary between 8:00am and 3:00pm and she will get a message to me.

### Grading

**Online Issues: Have a backup plan** in case your home/school computer/internet connection goes down.

**Texarkana College is not responsible for issues related to your computer or internet service. A problem with your computer or internet service is not an excuse for completing your assignments by the deadline.**

Your final grade for this course will be determined by the following method:

- (1) Your semester research paper will be worth 100 points
- (2) Your tests will be worth 100 points each (total of 700 possible points)
- (3) Your final exam will be worth 100 points
- (4) Your forum posts will be worth a total of 100 points
- (5) The total points (including any bonus points) will be totaled and divided by 1000

<b>Test</b>	<b>Points Range</b>	<b>Potential Total Points</b>
1	0 - 100	
2	0 - 100	
3	0 - 100	
4	0 - 100	
5	0 - 100	
6	0 - 100	
7	0 - 100	
8 (Final)	0 - 100	
Semester Paper	0 - 100	
Forum Posts	0 - 100	
Bonus Points		
		<b>1000</b>

**Grading Scale:**

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = Below 60

## Student Assessment

Test/Assignment	Chapter	Test Date
	<b>Content</b>	
1	1-2	September 19
2	3-4	October 3
3	5-6	October 17
4	7-8	October 31
	Semester Paper Due	November 9
5	9-10	November 14
6	11-12	December 5
7	13	December 12
	Final	December 14

## Class Schedule

Week	Month	Date: Week Begins	Topic
Week 1	September	4 7	Chapter 1 Forum 1 due
Week 2	September	10 14	Chapter 2 Forum 2 due
Week 3	September	17 <b>19</b> 21	Chapter 3 <b>Test 1</b> Forum 3 due
Week 4	September	24 28	Chapter 4 Forum 4 due
Week 5	October	1 <b>3</b> 5	Chapter 5 <b>Test 2</b> Forum 5 due
Week 6	October	8 12	Chapter 6 Forum 6 due
Week 7	October	15 <b>17</b> 19	Chapter 7 <b>Test 3</b> Forum 7 due
Week 8	October	22	Chapter 8

		26	Forum 8 due
Week 9	October	29	Chapter 9
	November	<b>31</b> 2	<b>Test 4</b> Forum 9 due
Week 10	November	5	Chapter 10
		9	Forum 10 due
		<b>9</b>	<b>Semester Paper Due</b>
Week 11	November	12	Chapter 11
		<b>14</b> 16	<b>Test 5</b> Forum 11 due
	November	19	Thanksgiving Holiday
Week 12	November	26	Chapter 12
		30	Forum 12 due
Week 13	December	3	Chapter 13
		<b>5</b>	<b>Test 6</b>
		7	Forum 13 due
Week 14	December	10	Final Review
		<b>12</b>	<b>Test 7</b>
		<b>14</b>	<b>Final Test</b>

**Friday, November 16, 2018, is the last day to drop.**

## Activities/Assignments

### How the Course is Organized

This course will cover one chapter each week.

In order to complete General Psychology 2301, the student must: complete seven exams, thirteen forums, a FINAL and a Semester Paper. Tests 1 through 7 will consist of the content from one or two chapters. All exams including the final will consist of 50 to 60 multiple choice questions. We also may have periodic videos and activities that highlight particular chapters or aspects of general psychology. *In class activities and video quizzes may **not** be made up in the event of absence unless the absence was excused, as outlined in the student handbook.*

FYI: Mrs. Nettleton and I communicate regularly so I do know what you are or are not doing in class daily as well as your time spent online.

**Semester Research Paper:** Your paper will involve researching a particular topic and creating a report in **APA style**. See the handout for specific instructions.

**Forum Posts:** You will have one Forum Post for each chapter. The post is basically a discussion question covering a relevant topic within the chapter. You must post your response (a minimum of 150 words) for each unit and reply to at least two other student's posts. You will be scored on content as well as grammar. Poor grammar, spelling, capitalization, punctuation will result in the loss of 0.1 point per occurrence.

**Unit Tests:** You will have a total of 7 Unit Tests. These tests will consist of 50-60 multiple choice questions over the chapter(s) covered. You will take your tests in class with the help of **your** handwritten notes. **I will know how long you spend taking each test.**

**Final Exam:** Your final exam will be comprehensive. It will cover the learning objectives listed for the class. This will be a 50 question multiple choice test. You will NOT be allowed to use any notes for this test.

## Class Expectations

Please keep in mind that due dates do apply to everyone. You know at the beginning of the semester what will be required for the course, and can send in the work at any time before the due dates. You have been given every due date in this syllabus. If personal situations arise during the semester that prevent you from meeting due dates, or if just poor planning keeps you from getting work completed on time, these will not be accepted as excuses to give you extra time. In other words, **I will not make the course any easier for you than for your classmates**. Take tests on time and get work sent in by the due dates.

**DO NOT ASK FOR EXTENDED TIME FOR ANY ASSIGNMENT NO MATTER WHAT YOUR EXCUSE. THE ANSWER WILL BE NO.**

Additionally, there will be no incompletes given in this class. The last day to drop courses this semester is **November 16**. Keep that in mind in case you find you are not able to complete the course work on time.

## Absentee Policy

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

**Withdrawal from a course(s) may affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.**

**A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER**

Class or Lab Meets:	An instructor <b>may</b> withdraw a student from a course if absences exceed:
Once a week (Night classes or Friday classes)	
Twice a week (MW or TR classes)	2
Three times a week (MWF or TRF classes)	4
Four times a week (MTWR classes)	6
	8
	Three tardies count as one absence

### **Make-up Policy / Late Work**

You must make an appointment with me and the class proctor to make up missed tests. You will have one week to make up the missed test, unless you have made other arrangements with me.

### **Academic Dishonesty Policy**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the TC Catalog/Student Handbook at <https://texarkanacollege.edu>.

### **Disability Act Statement**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3349, or go by his office located in the Palmer Memorial Library.

If you have an accommodation letter from his office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

### **Financial Aid**



**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making the decision to drop a course.

## Complaint Process

The complaint process can be found at <https://www.texarkanacollege.edu/wp-content/uploads/2014/11/online-classes-complaint-procedure.pdf>.

## Netiquette

“Netiquette” is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The ideas below are intended to help with electronic class discussion.

When communicating in an online course you are addressing a group of people. The following guidelines will help you to communicate effectively.

- Don't say things that you wouldn't say in a face-to-face environment, or in any public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up-to-date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Do not forward emails or discussion forum postings without asking permission to from the original author.
- Electronic communication does not provide visual cues, such as smiles or frowns that face-to-face communication allows. Therefore, humor and/or sarcasm in written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting, or angering anyone. Do not use emojis. Should emotions become inflamed, do not promote the anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
- Avoid using all capital letters in your text. This is considered 'shouting' in the online classroom.
- Aim for clarity and readability in your text.
- Use proper English and remember to spell check.
- If you do not understand the assignment's directions or the posts of your classmates don't be afraid to ask for clarification.
- The online classroom is a community of learners. Participate actively in the

community and reach out to your classmates with a helping hand.

## Technical Assistance

Texarkana College offers students several ways to access technical assistance for IT issues as well as their Online classrooms.

### General IT issues

Help Desk Link from TC's main webpage: <https://www.texarkanacollege.edu/helpdesk>

Phone: 903-823-3030

Email: [helpdesk@texarkanacollege.edu](mailto:helpdesk@texarkanacollege.edu)

### MyTC Issues

TC Online Web Page: <https://www.texarkanacollege.edu/online>

Rusty Hatchett:

Email: [harold.hatchett@texarkanacollege.edu](mailto:harold.hatchett@texarkanacollege.edu)

Phone: 903-823-3053

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)*

**NOTE: Every semester, no matter how hard I try and how many times I proofread – I may still miss something. If you are unsure about my requirements or due dates, you must ask! I cannot correct misunderstandings if they are not brought to my attention. The burden is yours.**

### **For your own survival...**

1. All emails to me should have your name and PSYC 2301 in the subject line.

2. Papers must be typed, double-spaced and with a cover sheet with student identifying data. (name, name of assignment, course name & time of class, date) APA style
3. If a student is not present in class on the day the paper is due, the paper **MUST** be delivered via email or by hand **BEFORE** the class period ends *in order to not be counted late*, papers should be sent as an email attachment in either a .doc or .docx format.

**It is not advisable to wait until the last minute to complete assignments!**

**This syllabus is subject to change at the discretion of the instructor.**

I have read the class syllabus and understand the expectations for Psychology 2301: General Psychology (Dual Credit).

Print Name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parents/Guardians by signing this you are acknowledging your understanding that this is a college course and you will not receive the same feedback from the instructor regarding grades that you may be accustomed to receiving. Additionally, you are aware of the class policies and due dates as stated. Mrs. Nettleton and I will communicate should an issue arise that would prevent the students from completing assignments on time.

The return of this sheet to Mrs. Nettleton and completion of the online Enrollment Verification Quiz counts as 10 bonus points.