COURSE SYLLABUS

COURSE TITLE: PSYCHOLOGY 101

NUMBER/SECTION: PSYC 101-06C   CRN:27541

CONTACT INFORMATION

Instructor:

Name: Leigh-Ann Routh   Phone Number: 260-480-2085

Email: lrouth1@ivytech.edu   Office: Fort Wayne campus, Student Life SL 152

Office Hours: Varies by semester – see Blackboard for current semester hours

Online Learning Support:

First Name: Debra Ponsot   Phone Number: 260-480-2082
Email: dponsot@ivytech.edu   Office: Fort Wayne campus, HM 1335
Office Hours: Monday - Friday

Instructor's Supervisor:

First Name: Rula Mourad Koudsia   Office: Fort Wayne campus, HM 1513

Ivy Tech Technical Support: Help Desk
Phone: 1-888-IVY-LINE (1-888-489-5463), select option 4

Student Help Center: http://ivytech.edusupportcenter.com

Submit a Help Ticket: https://helpdesk.ivytech.edu/SelfService/Create.html

Disabilities Support Contact:

Name: Todd Nichols   Phone Number: 260-481-2210

Office Hours: Monday – Friday   Office: Fort Wayne Campus, HM 1710

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COURSE OUTLINE OF RECORD

PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of "C" or better in ENGL 093 Introduction to College Writing and ENGL 083 Reading Strategies for College

COREQUISITES: ENGL 073 Introduction to College Writing or ENGL 075 Integrated Reading and Writing and ENGL 111 English Composition

SCHOOL: Liberal Arts and Sciences

PROGRAM: Liberal Arts

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

DATE OF LAST REVISION: Fall, 2014

EFFECTIVE DATE OF THIS REVISION: Fall, 2015

CATALOG DESCRIPTION: Surveys behavior and cognitive processes as they affect the individual. The course focuses on biological foundations, learning processes, research methodologies, personality, human development and abnormal and social psychology.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Identify and differentiate theoretical perspectives of psychology.

2. Demonstrate a basic knowledge of research methods.

3. Exhibit a fundamental understanding of the biological basis of behavior.

4. Demonstrate an understanding of classical and operant conditioning, and social cognitive learning.

5. Identify theories and characteristics of cognition and memory.

6. Demonstrate a basic knowledge of the major theories of personality.

7. Demonstrate a basic understanding of physical, cognitive, emotional and social aspects of human development to include a variety of cultural and ethnic backgrounds.

8. Demonstrate a basic knowledge of symptoms, classification, treatment and causes of psychological disorders.

9. Demonstrate an understanding of how society and culture in various world contexts impacts individual behavior and cognition.

10. Demonstrate a basic understanding of motivation and emotion.

11. Exhibit a fundamental understanding of sensation and perception and altered states of consciousness.

COURSE CONTENT: Topical areas of study include:

History of psychology	Major psychological perspectives
Research methods	Learning/behavior
Cognition & memory	Biological functioning
Social psychology	Personality
Motivation & emotion	Psychological disorders & treatments
Sensation and perception	Altered states of consciousness

REQUIRED TEXT & MATERIALS

Title: Experience Psychology *(w/out Connect Plus Access Code)*

Author: Laura King

Edition: 2nd

Publisher: McGraw-Hill

ISBN: 9780078035340

Recommendations

- ➢ All books and materials, unless otherwise noted, should be purchased from the Ivy Tech online bookstore.
- ➢ It is advised that students order textbooks and materials *before* the start of the semester when possible.
- ➢ Students who live in Indiana and surrounding states will normally receive their book order within one day from the time the book is shipped from the warehouse. Paying for overnight shipping on textbook orders from the bookstore is normally not a good use of money as it does not ensure overnight processing of the order – it only ensures that once the book order has been processed, it will be shipped out overnight.

Before Ordering

Prior to visiting the online bookstore, students should review their detailed schedule in Campus Connect to get a few pieces of information.

- ➢ Campus from which the course is being taught
- ➢ Course ID (something like ENGL 111, ACCT 101, etc.)
- ➢ Section Number (something like 00A, 80N, 11R, etc.)

How to Order Texts/Resources from the Ivy Tech Online Bookstore

1. Go to http://www.ivytech.bkstr.com. Students can order all books and materials for all courses from this site, regardless of whether it is an online or on-campus course.
2. Click on the "Books" tab.
3. Use the provided drop-down menus to select details for a course and click 'Submit.'
4. Review the available materials carefully and confirm your selection.
5. Click the 'Add to Cart' button.
6. Click the 'Go to Cart' button if you are finished or 'Select another course' to add more texts to your cart.
7. When ready, after clicking the 'Go to Cart' button, follow the prompts to continue through the ordering process.

Need Help?

- ➢ If you need assistance, there are several help links at the bottom of the bookstore website or you can visit their FAQ page (Frequently Asked Questions): http://www.bkstr.com/ivytechstore/help-faq

COLLEGE POLICIES

Academic Honesty Statement

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests, or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

Copyright Statement

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

ADA Statement

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If students need an accommodation because of a documented disability, please contact the Office of Disability Support Services.

Disabilities Services

Students with questions or needs for disabilities support services should contact their local Disabilities Support Services director/coordinator. In the future, it is recommended that students contact Disabilities Support Services at least 30 days before the start of the semester. For information about disabilities support services, please visit: http://ivytech.edu/dss/ or Campus Connect (http://cc.ivytech.edu).

Blackboard Accessibility

Blackboard is committed to accessibility for all students. The following link connects students to Blackboard accessibility resources:
http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx

COURSE POLICIES & PROCEDURES

Instructional Method

This is an online distance learning course. Each week's assignments and readings are summarized on the Course Calendar, accessed from the "Start Here" button in Blackboard. It takes a great deal of discipline, self-motivation, and effective time management skills to successfully complete an online course. Many students find it helpful to set aside specific times each week to work on course assignments.

Online Communication Etiquette

Students are expected to uphold their responsibilities in terms of appropriate and professional communication with faculty and peers. Please review the 'Students Rights and Responsibilities' section of the student handbook (located within Campus Connect) and review common netiquette (Internet etiquette) practices, like those found at:

http://www.ivytech.edu/online/resources.html

Grades

All grades will be maintained in Blackboard's online grade book. Students are responsible for tracking their progress by referring to the online grade book. Students can generally expect to receive grades and feedback within seven days of the assignment due date. If exceptions occur, the instructor may notify students of changes to this expectation.

Due Dates & Deadlines

The Syllabus and Course Calendar are two important tools to help students understand the course, student and instructor expectations, and deadlines. Both documents can be found under the "Start Here" button in the course within Blackboard.

Students are required to submit work on time for a chance to receive credit. Deadlines for each week/assignment are summarized on the course calendar. Students should check the calendar frequently for deadlines and to be aware of what to expect next. Deadlines are listed in Eastern Time and are subject to change.

Students are responsible for timely assignment submission. Should a computer system or network go down, students must still turn in work in a timely-manner. Don't wait until the last minute. Plan ahead by seeking alternative means for submitting work before it is due. Local libraries and all Ivy Tech Community College campuses can serve as alternative resources. Contact the closest/most convenient campus or other public lab for schedules and Internet availability. Not having access to the required software on a home or work computer is **not** a legitimate excuse for turning in homework late.

Make-Up Policy

Late assignments will be assigned a grade of "0" unless a student has received prior approval from the professor. If a student has a problem or scheduling conflict that prevents the student from submitting an assignment on time, the student should contact the professor immediately. The professor will determine if the seriousness of the problem warrants an extension on the assignment. Unless absolutely unavoidable, students need to contact their instructor *before* missing the deadline – not after. Instructors have the right to decline accepting work for any credit after a deadline passes with a few specific exceptions, including but not limited to:

- If there is an outage of the Blackboard system that is verified by central system administrators, instructors will provide an extension for students to submit work at no penalty.

- If the student has documentation of serious illness or death of a family member, instructors will work with the student to determine an alternate deadline.

Attendance Policy – Don't Get Dropped from Class!

Ivy Tech performs administrative drops for students who do not "attend" class early in the semester. ***Students need to complete an assignment* (**which may include, but are not limited to, such things as attending a live or synchronous session; posting in a graded discussion board, blog or wiki; or submitting a written assignment or taking a quiz) *prior to NW deadline listed below in order to avoid being dropped for non-attendance.* Posting any items not related to the graded assignments will be reviewed but may be disqualified for attendance purposes.

Attendance Drop Deadline: **Sunday, October 25 11:59 pm – Eastern Time**.

Am I Required to Come to Campus for this Course?

Some online courses require students to go to a local Ivy Tech campus for an activity, lab, or proctored assessment. For this course:

Yes, students are required to go to a convenient Ivy Tech campus or other acceptable testing site to take supervised (proctored) exams. See the section on 'Assignments & Grading' for more information.

What is a "Proctored" Exam?

Proctored exams are supervised exams. Every Ivy Tech campus has a testing center where students can take proctored exams.

It is the student's responsibility to provide their testing center location information to the instructor of the course, to schedule an appointment well in advance, and to follow the procedures of their selected testing center. How to provide this information to the instructor will be explained by the instructor.

If the proctoring center at that campus does not own and cannot provide the software or special tools required by the assessment, the student is responsible for locating a proctoring center with the required software/tools. As well, if a student does not live near or cannot conveniently get to an Ivy Tech campus, they should contact the instructor early in the semester to discuss options.

A link to approved Ivy Tech exam sites may be found on the front page of Blackboard, under the "Hot Links" box.

Ivy Tech has also partnered with ProctorU to give our students an online proctoring option. Using ProctorU does have a cost and the student is responsible for paying the associated fee. Fee information can be found on the Click for Help tab in Blackboard. To use the service, students need to first confirm with their Instructor that they would like to take their exam online using the service. The Instructor will then provide the required exam information to ProctorU. Students will need to create an account and register their computer in advance with ProctorU by going to **https://go.proctoru.com/students/users/new**. Students will then be able to sign up to take the specific exam that was loaded by their Instructor, sign up for a time to take the exam that is convenient for them, and register their computer. For more details please review the ProctorU information on the Click for Help tab in Blackboard.

Last Day to Withdraw

If a student wishes to withdraw from this course, students are responsible for completing an official withdrawal form with the registrar. Your local registrar contact information can be looked up here: http://www.ivytech.edu/registrar/.

The last day to withdraw from this course is Dec. 5, 2015

Right of Revision

The college reserves the right to change any statements, policies or scheduling as necessary. Students will be informed promptly of any and all changes.

COURSE COMMUNICATION

Instructor Commitment

Ivy Tech Community College instructors are committed to responding to students' written inquiries, sent via the instructor's preferred method shown below, within 36 hours, including weekends. If a student sends communication, but does not receive a response, they should double-check that the correct communication method was used and that the correct location is being checked for a reply. Students can contact their local Online Technologies Support with questions (http://ivytech.edu/online/contacts.html).

NOTE: **Course messages are very different from email**. Students should carefully review the information below to ensure they are sending and receiving course communication properly.

Email

All students must use the email function of the course for course-related communications. Students can send email from within the course in Blackboard, but will not receive responses inside the course. All emails are received in the Campus Connect email system. Students can also use the Campus Connect email system to send email.

To access email from within the course:

1. Log into Blackboard & enter the course.
2. Click on 'Communication & Tools,' then send email.
3. Please DO NOT use the COURSE MESSAGES feature inside Communication & Tools.
4. Select "All Instructor Users" to email the instructor.
5. To send an email to another member of the class, choose Select Users and choose the name(s) from the list. Use the right-facing arrow to move the person into the "recipient" box.

To access Campus Connect, go to: http://cc.ivytech.edu.

ASSIGNMENTS & GRADING

How is my grade calculated?

Your grade for this class will be based on the graded assignments described below.

Syllabus Quiz and Introduction Discussion Board (10 points each)

During the first week of the course you are required to complete a quiz over the contents of this syllabus. You may take this quiz as often as you wish prior to its deadline. Also, during the first week you will introduce yourself to your classmates. Details of both of these assignments are provided within Blackboard

Content Discussion Boards (30 points each)

During the semester you will participate in six discussion boards, within which you will critically analyze and discuss issues related to course content. You are required to make at least three separate posts for these discussions, one post in which you give your own response to the question, and two replies to your fellow students. All posts will reflect substantial thought on your part, contributing something to the discussion beyond simple disagreement or agreement. Some examples of substantial contributions include:

- Elaboration on a point
- Constructive criticism
- Finding relevant examples or counterexamples from authoritative sources or personal experience
- Finding outside research on the topic, or addressing an example in the context of what is discussed in course materials.

Your response to the question should be at least 250 words in length, and your replies to fellow students should be at least 150 words each. Your response to the question is worth up to 20 points, and your reply posts are worth up to 5 points each. A grading rubric is provided within Blackboard.

Whenever your class session has a discussion board covering course content, the calendar will list a midweek deadline in addition to the session deadline. Your own response to the question is due by the midweek deadline, and your two replies are due by the session deadline.

Study Quizzes (15-25 points)

For each course session that covers new material there will be a study quiz. Study quizzes are intended to help you assess where you stand in learning the course material. They include 15-25 multiple-choice, ordering, or matching questions about the most important concepts in the chapter(s) covered during that session (most have 20 questions). These questions are not identical to the questions on your midterm and final exams; however, they are selected and structured so as to address the same concepts that will be assessed on these exams. Study quizzes are not proctored. These quizzes may be taken up to three times prior to their deadline; they have a time limit of one hour, and if you are not finished when time runs out, your attempt will be automatically submitted as it is. **The highest score of your three attempts will be the score that counts toward your grade in the course.**

These quizzes may be taken open-book or closed-book. Although it will be easier to earn a higher score with an open-book approach, you will gain a better understanding of your level of learning by making at least one of your quiz attempts under test conditions, without your book. Doing this will help you identify which concepts you understand better, and which concepts may require further attention

PsycARTICLES Assignment (10 points)

As noted below, during the second half of the course you will work on an annotated bibliography assignment, which will require you to read research journal articles from the EBSCO PsycARTICLES database within the Virtual Library. For this brief assignment you will learn how to use this database and will demonstrate to your instructor that you can access and use it.

Writing Assignments (75 points each)

Employers and four-year colleges expect that Ivy Tech graduates should be capable writers. For this course you will complete two writing assignments:

- For the first assignment you will review the chapter on memory, you will find an authoritative website that covers memorization study skills, and you will use this source and the textbook to construct a study plan for your midterm exam.
- For the second writing assignment you will explore recent research in the domain of personality. You will find five journal articles within the PsycARTICLES database, and you will summarize them within the structure of an annotated bibliography assignment.

Each of these assignments is worth up to 75 points. You will be graded on both content and quality of writing. Detailed instructions and grading rubrics are provided in their class sessions within Blackboard.

Course Exams (150 points each)

This course includes two exams, a midterm and a final, each covering approximately half of the required course material. Each exam has 75 questions, and is worth 150 points toward your final grade. Questions are multiple-choice, ordering, or matching, and will cover concepts discussed within the textbook and the course PowerPoints. You will be allowed 1.5 hours in which to take these exams. You are not allowed to use notes, your textbook, or any outside/online resources during the exam.

Exam questions will be similar in structure to those in the study quizzes (see above). A practice exam is available to help you assess your own level of preparation ahead of each exam. Practice exams are constructed using questions from your study quizzes, and they do not count toward your grade. The questions on the actual exams are different from those on the practice exams and study quizzes, but cover the same concepts.

Students often ask how they can best prepare for their exams. This course includes many materials, all of which will help prepare you for these exams. All concepts tested on each exam will be addressed in all three of the textbook, the PowerPoint study guides, and in the study quizzes. So, to develop a full depth of understanding and assess your own progress you should:

- Treat the PowerPoints as study guides as to what is most important in the textbook; they do not cover the concepts in as much depth as you will be required to know them for the exams, but they do highlight which concepts will be addressed on the exams.
- Read the textbook for full depth on these concepts
    - Actively take notes as you read, and think of your own examples for as many concepts as you can; such active reading is key to improving understanding of material and exam performance
- Focus your attention on the concept lists in the Activity Folders of Sessions 7 and 15
    - These concept lists highlight all of the concepts covered by questions in the exam pools. You will not be tested on all of these concepts, but your 75 questions on each exam will cover 75 of the concepts on these lists.
- Use the study quizzes to test how well you have learned the material

- o Based on your score on any given study quiz, revisit the reading and the PowerPoints to better learn what you have missed
- o Most study quizzes cover about 20 different concepts; there are six study quizzes in each half of the course, so there are approximately 120 concepts highlighted for study in the study quizzes for chapters 1-7 (tested in the midterm) and 120 covered in the study quizzes for chapters 8-13 (tested in the final exam). Of these, 75 concepts will be randomly selected for the 75 questions on each exam, at a rate of about 10-13 per chapter.
- Review the additional learning materials provided in the Activity Folder for each chapter
  - o Although these materials will not be covered on the test, they have been selected to reinforce concepts from the textbook, and to provide vivid and interesting examples of course content
- Take the practice exams under the same conditions you will take the proctored exams, so as to learn your own strengths and weaknesses ahead of taking the midterm and final; then, direct your own final study efforts toward improving your performance in those areas

Optional Learning Materials

Each class session includes an Activity Folder. Within this folder you will find links to that session's PowerPoint study guide in PowerPoint and text-only form. Also within this folder you will find additional learning materials and outside links on topics related to that session. These materials are not required for the course, and they will not be covered in the study quizzes or on the exams. They are provided to supplement your learning, and generally will provide interesting examples that will help you better understand the concepts from your textbook.

Grades in this course are determined by the following criteria:

Title	Quantity	Points Each	Total	Percentage
Syllabus Quiz and Introduction Discussion Boards	2	10	20 points	2%
Study Quizzes	12	15-25	240 points	27%
Content Discussion Boards	6	30	180 points	20%
PsycARTICLES Assignment	1	10	10 points	1%
Writing Assignments	2	75	150 points	17%
Proctored Exams	2	150	300	33%
			900 points	**100%**

NO extra credit will be available at any time during the course. Because this is a statewide course your instructor does not have the authority to change this policy, so please do not ask your instructor for extra credit. *Please note that due dates and deadlines are listed in the Course Calendar in the Start Here area and that all deadlines are listed in Eastern Time.

Grading Scale

90% - 100%	A	810-900 points
80% - 89%	B	720-809 points
70% - 79%	C	630-719 points
60% - 69%	D	540-629 points
Below 60%	F	0-539 points

Academic and Student Support Services

How to be a Successful Online Student

For tips and resources on how to be a successful online student, please visit Ivy Tech Online's resource page: http://www.ivytech.edu/online/resources.html

First Time Users

For Ivy Tech's Acceptable Use Policy, please click HERE. After reading through this policy, click "I Agree."

Click for Help

For links to accessibility, please visit the Click for Help area in Blackboard. Here, you will find helpful information regarding the Blackboard Mobile App, Blackboard IM, Publisher student guides, and other instructional documents. This tab provides students with important computer information, including security software, viewer software for users without Microsoft products, Adobe Reader, Flash player, Java, and more.

Technology Needs & Resources

It is expected that all students who enroll in the course have Internet access and a basic understanding of computer use (e.g., using e-mail, sending attachments via e-mail, using web browsers, using word processing software such as Microsoft Word).

It is recommended that students log into their course and also check email at least every 48 hours. Email is the PRIMARY method that the college will utilize to contact students. Instructors may use other communication tools, so students should read the Course Communication section of this syllabus for specific details.

Visit the Online Learning website at: http://www.ivytech.edu/online/resources.html for more information related to technology requirements for online courses. Check with the nearest campus bookstore for educational pricing if additional software is required for this course.

Optional Campus Support

Students are welcome to use the services and equipment available at the most convenient Ivy Tech Campus. Services include academic advising, equipment, libraries, and tutoring. Please locate the most convenient Ivy Tech campus by reviewing the information at http://ivytech.edu/campuses/.

Library

The Ivy Tech Library is available to students on- and off-campus, offering full text journals, books, and other resources essential for course assignments. The Library can be accessed from the "Library" tab in Blackboard or from the "Library" tab in Campus Connect.