

PSYC 2301 – GENERAL PSYCHOLOGY

SYLLABUS

INSTRUCTOR INFORMATION

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Since this is an on-line course, please contact me via e-mail.

I will respond to student e-mails within 24 hours, with the exception of weekends and holidays.

COURSE ORIENTATION

There is no **Course Orientation** for this class. EVERYTHING you need to know about this class is discussed in this START COURSE HERE area of the course site and the syllabus. If after reading the syllabus, you have a question regarding the class, please send me an email. I will be happy to answer your questions.

COURSE INTRODUCTION

Welcome to PSYC 2301, General Psychology on the Internet. Hopefully, you will find this course is more flexible than a regular classroom course, but just as much work! Enjoy this new way to take a course and really have fun learning too.

Course Description: This course is the study of human behavior and mental processing.

Prereq: There is no prereq for this course.

FREQUENTLY ASKED QUESTIONS (FAQ)

Frequently Asked Questions (FAQ) for Psychology 2301

These questions are among the ones most frequently asked by online psychology students or should be asked and answered for successful participation in and completion of this course. Issues discussed in these questions relate to technological concerns as well as questions specific to the course itself.

1. *Do I need to purchase a textbook?* **ANSWER:** Optional. Hint: all my test questions come straight from my lecture notes.
2. *How can I make sure I earn an 'A' in this course?* **ANSWER:** Complete all assignments satisfactorily, follow all guidelines, observe all deadlines, get involved in the course, send e-mails to your classmates and myself. Also complete all required quizzes and other assignments with scores that give you the required number of course points for the coveted grade of A you desire.
3. *Is it true that online courses are easier than Face-2-Face courses?* **ANSWER:** I would say no, for some. However, if you are a mature student and an independent learner you will have no problems in the course. If you are self-motivated student you will do well. In order to be successful in this course, you will need to spend at least as much time and effort on a good online course as you would in a comparable on-campus course, or possibly more.
4. *How much extra credit do you offer in this course?* **ANSWER:** You will find the answer to that question in the syllabus and clearly stated. NONE!
5. *Will I need to have a computer of my own to succeed in this course?* **ANSWER:** Not necessarily, but it would help. If you rely on using a computer belonging to a friend, you may find that the equipment may not be available when you need or want to use it. However, be creative. The libraries have public computers and Kinko's is probably not too far away.
6. *How can I see the questions I miss on a quiz?* **ANSWER:** You can't see missed questions. If this type of feedback is essential to your peace of mind or your educational philosophy, then this online course is not for you. Questions are pulled into an exam by a *Moodle question generator* and always in a constantly changing random order. No two exams are identical.
7. *Can I e-mail or fax my assignments to you instead of going through the MOODLE system?* **ANSWER:** NO! Next question :)
8. *How can I get a copy of your lecture notes?* **ANSWER:** You will find my lecture notes posted on the MOODLE site under each topic.

9. *Will you print a copy of your lecture notes and mail/fax them to me?* **ANSWER:** No.

10. *When are the assignments due?* **ANSWER:** Check the syllabus. Just scroll down, all assignments and their deadlines are listed in the syllabus.

11. *What do I do when my computer crashes in the middle of a quiz?*

ANSWER: As the **Syllabus** says, send me an e-mail immediately and then call your ISP to get the problem of being disconnected fixed.

12. *Where can I get a copy of the syllabus for this course?* **ANSWER:** There are links to the syllabus within the MOODLE PSYC 2301 course e-classroom. Look under - guess what? **Syllabus**.

13. *Do you accept late assignments?* **ANSWER:** In general I do not accept late assignments. I do not feel it is fair to make exceptions except in extenuating circumstances, which I review on a case-by-case basis. The best thing to do is, stay in touch. Let me know what is going on. I usually can work through any temporary problems students may find.

14.. *Can I take an exam early if I have a good reason like, medical, business, vacation?* **ANSWER:** Generally, I will work with individual situations. The most important thing is to let me know what is going on. Talk with me.

15. *Is it possible to get an incomplete in this course?* **ANSWER:** Short answer - NO! Long answer - NO because it should never be necessary. However, I will listen and make this decision on a case-by-case basis.

16. *What do I need to know about computers and the Internet to take your online course?* **ANSWER:** *How to use a web browser, preferably *Microsoft Internet Explorer*. *How to save addresses of favorite websites using *Favorites* *How to navigate on the Internet using a web browser. *How to use a word processing application such as *Microsoft Word*, *Notepad*, or *Word Pad* *How to create a word processing document and save that document to a computer disk, either in read-only memory or on a floppy disk or USB-accessible memory storage *How to create an e-mail message and send that message to the desired recipient *How to open, read, and respond to an e-mail message that you have received. *How to save and print web pages to read offline. *How to save word processor documents in text or rich-text format.

17. *What skills do successful online students have that I need to be successful in your course?* **ANSWER:** *How to navigate within the online course and find elements and components necessary for successfully completing the course. *Know how to let the instructor and classmates know that you are present and ready to start to work. *How to post messages on the discussion board as well as access, read, and respond to messages posted by others. *How to access, read,

and successfully complete online exams in the course. *Be able to communicate through writing. *Be able to think ideas through before responding. *Be able to work with others in completing projects *Be able to use the technology properly. *Be able to meet the minimum standards as set forth by the institution. *Be able to keep up with the class and complete all work on time.

18. *What characteristics do successful online students have that will help me be more successful in your course and more likely to complete the course with positive outcomes?* **ANSWER:** *Be open minded about sharing life, work, and educational experiences as part of the learning process. *Be self-motivated and self-disciplined. *Be willing to "speak up" if problems arise. *Be willing and able to commit to 6 to 12 hours per week per course. *Be able to meet the minimum requirements for the program. *Be willing to accept critical thinking and decision making as part of the learning process. *Accept and hold the belief that high quality learning can take place without going to a traditional classroom. *Enjoy communicating in writing. *Have the desire to be in the course and to want the experience of successfully completing an online course.

GRADING POLICIES

All Assignments are graded on a percentage of 100 points.

Discussion Board Participation - 40%

- - - You will have FIVE discussion board assignments.
- The first discussion board, STUDENT SIGN IN, will be for attendance/participation credit.

- The COFFEE SHOP discussion assignment is the participation grade for this class. The more responses and replies that you post, the higher grade you will earn. Students are expected to post to this forum, at minimum, once per week. Worth 10% of your final course grade.

- The remaining discussion board assignments are listed on the Moodle course site along with their instructions.

Quizzes - 60%

--You will have 4 quizzes in this class. Each quiz is worth 15% of your final course grade. There is one quiz per unit of information.

There is NO comprehensive final exam in this class.

Grade Conversion

90 - 100 equals an A

80 - 89 equals a B

70 - 79 equals a C

60 - 69 equals a D

59 or below equals a F

GRADE REVIEW POLICY

Once I have graded an assignment and posted the grade, the student will have 48 HOURS to review this assignment/grade. Once this 48 HOUR period passes, I will no longer answer any questions regarding the assignment. So, PLEASE, check your grades and ask your questions immediately. Once an assignment is complete, I like to move on to the next!!!!

COURSE DEADLINES

All deadlines are at 11:59pm on the dates listed below.

- Check the COURSE CALENDAR in the Moodle course site.

COURSE DESCRIPTION

This course is the study of human behavior and mental processing.

A goal of this class is to emphasize development of critical thinking skills and to better prepare you to be a more cautious and analytical consumer of information that is proclaimed to be scientific or to be based on research. I also hope that you will derive personal benefits from the class. It is my desire that by the end of the course you will have increased your understanding and acceptance of yourself and others. I trust that you will have a greater tolerance and healthy respect for differences and that you will gain something from this class that will enrich your personal relationships. My hope is that this course will add to your success in your chosen occupation and you will be able to put into practice insights learned throughout this semester.

PARTICIPATION POLICY

It would be important for you to understand my definition of **Participation**. In this course **Participation** is synonymous with student success. You must understand **the how to** in this course. There are multiple ways of earning participation points. Understand each way and you will succeed in the course.

I expect you will want to login at least TWICE a week (to the MOODLE course site) but **when** you work on this course is up to you. Remember, this is a 24/7 (available 24 hours per day; 7 days per week) electronic classroom. Successful students will establish a time schedule and adhere to that schedule. Check your e-mail and Announcement frequently. In turn I expect to receive at least an e-mail once a week from you.

ONLINE STUDENT SUPPORT SERVICES

Support services and resources are available to all online students and may help you succeed in this course. Find out what services are available and how to access them by visiting our [Online Student Support Services](#) page.

GRADEBOOK

As you progress through this course you will discover that ALL quiz grades are posted immediately. The Discussion Board assignments grades are posted within one week (hopefully sooner) of the deadline - manually. If your grades are not posted in this timely manner, please send me an e-mail letting me now. DO NOT wait TOO LONG to ask about a missing grade or you may lose those points. You don't want that and I don't want that either. I need you to attend to your grades in a timely manner. This is important.

ATTENDANCE

Attendance requirements is that each students log-in to the course a minimum of TWICE weekly. If a student fails to meet this minimal requirement, I will count them absent for that particular week.

NEED TECH SUPPORT?

I am NOT a computer person, so if you need some type of technical assistance, I would recommend that you contact the IT Department: help@jacksonville-college.edu

CORRESPONDING BY E-MAIL

When you send me your weekly Check-In e-mail, send it to my Jacksonville e-mail address, wmills@jacksonville-college.edu. Some students have found it very helpful to know what my personal schedule is like as far as responding to student e-mails. I receive anywhere from 30 to 50 e-mails a day and cannot provide a 24/7 response schedule. Generally, I will respond to student e-mails within 24 hours on a daily basis - worse-case scenario. If you contact me and do not receive a response within 24 hours, please resend your e-mail. On Friday, Saturday and Sunday I *shall attempt* to check my e-mail late morning and late afternoon. My philosophy towards e-mail communication is that if you need to get in touch with me I want to be available to you. Understand that I do have other things going on.....mainly, my family time! So while I shall make a commitment to my students to follow this schedule, it may or may not be possible all the time. But the 24 hour reply schedule, should, for the most part, be possible. There are some exceptions to the 24 hour rule – should I go out of town for a conference or illness. Otherwise, you send ‘em and I will reply to ‘em. Just ask some of my past students.

A few pointers on e-mails. Please use the subject line to help me organize your e-mails. I teach PSYC 2301 and PSYC 2314 online. Tell me you are in PSYC2301 as the FIRST thing in your Subject Line. Please give me a clue in the subject line so I can make some effort to catalog your e-mails. I must find more efficient methods in managing e-mails in this course. I need your help in doing this.

Sometimes, if your e-mail address is a ‘dot com’ – hotmail.com or yahoo.com – for whatever reason, I get some of them back as undeliverable and yet the next time they go through with no problem. That is why if you send me an e-mail and I

don't reply in 24 hours, send it again. If you still don't receive a reply, call me at the college and leave a voice mail message.

If you use AOL (maybe others) I need your help. When I reply to your e-mail, I return your original e-mail in my reply. I had to set my e-mail options to do this. I need you to bug AOL – you know that ISP with such great Customer Service – and ask them to help you set your e-mail account so that you can return my e-mail with your reply – if there is one. Sometimes, this is no big deal. If you ask me for a question and I respond to you, I need all our e-mail traffic on that topic - whatever the topic. It is a very big deal when you ask me a question on say, Monday, I reply on Monday, and you reply on say, Thursday with a simple “YES – that would be fine.” I have received 150 e-mails since Monday and I don't have a clue what you meant by ‘Yes, that would be fine’. Now another e-mail back to you to ask for clarification. Help me help you. PLEASE return my e-mails when you reply.

One final word on e-mails, please sign your enrolled name to your e-mails. You can set this up automatically, but someone else will have to tell you how.

LEARNING OUTCOMES

Upon completion of this course, students should be able to:

1. Trace the historical background of psychology from its early history, to the modern era; include the major schools such as: psychoanalysis, behaviorism, humanistic, biological, cognitive and cross-cultural.
2. Define the role of the scientific method in psychological research, delineating between the experimental method, descriptive methods, and correlation studies; discuss the role of ethics in research.
3. Identify the biological contributions to behavior; the major systems and subsystems of neurophysiology; understand how specialization within the central nervous system helps to develop the ability to make esthetic judgments.
4. Recognize the biological rhythms and states of consciousness including sleep, dreams, hypnosis, and psychoactive drugs.
5. Define the major components of the various behavioral theories and cognitive learning theory; appreciate the role of learning principles in the development of personal values and ethical behavior.
6. Define memory, and explain the processes of encoding, storage, and retrieval.

7. Identify major cognitive processes involved in such components as problem solving, decision making, characteristics of language, and the nature of intelligence.
8. Define motivation and discuss motivational concepts as they pertain to biological and psychological needs as motivators; identify the three components of emotions and compare and contrast the major theories of emotions.
9. Recognize developmental factors that influence human behavior throughout the entire human lifespan – from the womb to the tomb.
10. Identify the multiple factors that are involved in understanding human sexuality.
11. Compare and contrast the major concepts of personality development; understand the character traits that help develop personal values for ethical behavior in mankind.
12. Recognize major terms used in social psychology, the important influence of groups on individual behavior; discuss the role of ethical behavior in leadership and citizenship; and discuss an understanding of responsibilities in living in a culturally and ethnically diverse world
13. Identify the impact of stress and coping differences between individualistic and collectivistic cultures in attitudes about coping with stressors; discuss and recognize the importance of maintaining health and wellness.
14. Employing the textbook and DSM-IV-TR, distinguish between major psychological disorders.
15. Compare the major therapies used in the treatment of psychological disorders; discuss how technology and science affects our lives; such scientific advancements in radiography have advanced the field of biomedical therapies.

In addition to the content-based outcomes listed above, the student is expected to:

1. Write a college-level paper, report, or essays using appropriate computer technology to demonstrate computer literacy.

2. Make meaningful verbal contributions to class discussions; to restate their understanding of concepts, ideas, or terms presented in the lecture.

3. Demonstrate computer literacy through the use of the Internet in research and/or in employing computer technology in producing their paper and/or by interacting with web based course material available at the publisher's web site.

4. Examine the historical impact of music, art, and literature on American society and on the individual's ability to make aesthetic judgments.

5. Analyze the interrelationships among history, political science and other social and behavioral sciences.

6. Upon completion of Psychology 2301, you will be able to demonstrate a thorough knowledge of the topics covered in this course as well as the following *Exemplary Educational Objectives*:

1. *To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.*
2. *To examine social institutions and processes across a range of historical periods, social structures, and cultures.*
3. *To use and critique alternative explanatory systems or theories.*
4. *To develop and communicate alternative explanations or solutions for contemporary social issues.*
5. *To analyze the effects of historical, social, political, economic, cultural, and global forces on the area of study.*
6. *To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, civil and human rights.*
7. *To understand the evolution and current role of the U.S. in the world.*
8. *To differentiate between and analyze historical evidence (documentary and statistical) and differing points of view.*
9. *To recognize and apply reasonable criteria for acceptability of historical evidence and social research.*
10. *To analyze, critically assess, and develop creative solutions to public policy problems.*
11. *To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.*
12. *To identify and understand differences and commonalities within diverse cultures.*

EXTRA CREDIT OPTIONS

There will be no opportunities for extra-credit points in this course.

LECTURES

Lecture notes will be posted under each unit. Study these lecture notes for that unit's quiz. The lecture notes are the most important source of information for the quizzes!

JACKSONVILLE COLLEGE HONOR CODE

Click the link below and it will take you to the Jacksonville College Honor Code and Student Pledge page on the college's main website. Please take a minute to read this document. At the end of the document is the STUDENT PLEDGE. Please print out the pledge, sign the pledge, and email to the instructor within the first 72 hours of class.

<http://www.jacksonville-college.edu/honor-code>

STUDENTS WITH DISABILITIES

504 Accommodations Statement

Jacksonville College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable accommodations for students with a disability. In accordance with Section 504 and ADA guidelines, Jacksonville College strives to provide reasonable accommodations to students who request and require them. The Federal regulations implementing Section 504 and the ADA establish that reasonable and appropriate academic accommodations

must be provided to students with disabilities to allow equal access to educational opportunities. While providing accommodations, however, institutions of higher education are not required to lower academic standards or compromise the integrity of the school, department, or program. The Office of Disability Services recommends accommodations for students with disabilities in compliance with these Federal and State mandates. *If you believe that you have a disability requiring accommodations, please contact the Office of Disability Services.* (counselor.504@jacksonville-college.edu; 903 586 2518 ext. 7232.)

TESTING INFORMATION

Each quiz will have an “open” and a “close” time. You cannot take the quiz until it is open to you and you must complete it before it is closed to you. Be careful that you check your schedule and don't miss a quiz opportunity. No make-up quizzes!!!

All testing for this course is usually taken online. Do not go to any campus testing centers unless directed to do so by me. The Centers do not have my quizzes. The testing for this course is electronic; it is online. This means you do not have to drive to a campus, battle for a parking place, stand in line to get a test, and hope the testing center gave you the right test to take. However, it also means you do not get to see a copy of your test. If you are uncomfortable with this concept then you might want to take this course in the classroom. Understand that this means you will not get to see which question you missed on a quiz or a test. Many students know when they see their grade which area of the material they missed and need to review. Keep in mind; you are taking this Internet course because you are an independent learner.

TESTING SCHEDULE

Quiz #1 is worth 15% points and covers Introduction and Biology.

Quiz #2 is worth 15% points and covers Learning, Memory, and Consciousness.

Quiz #3 is worth 15% points and covers Lifespan, Personality, and Gender/Sex.

Quiz #4 is worth 15% points and covers Disorders, Social, and Stress.

TEXTBOOK

Using a textbook is optional in this course. I do provide lecture notes. All testing questions will be pulled straight from my lecture notes.

If you still want to purchase a textbook, any PSYC 2301 (General Psychology) will work. That are all basically the same.

Required Technological Resources

Reliable Computer or access to a computer

Adobe Reader (free download online)

Access to the internet (preferably high-speed)

ONLINE STUDENT SUPPORT SERVICES:

Support services and resources are available to all online students and may help you succeed in this course. Find out what services are available and how to access them by visiting our Online Student Support Services page.

LIBRARY COURSE ON MOODLE:

The Norman Library provides many online resources to students. To access these resources, or to request assistance with using these resources, you may visit the Library course on Moodle. Just sign into Moodle and then in the navigation block on the left side of the page click the current term and then the link to the Library course.

WHAT IS THE JACKSONVILLE HOME SITE CRASHES?

Every once in a while, the Jacksonville homepage crashes. In the event that this occurs, there is an alternate way to access the course site. Please write this information down somewhere....in case you need to do coursework...but the Jacksonville homepage is down and you can't get to MOODLE via the homepage.

<http://courses.jacksonville-college.edu>

This way, we can continue to work... If the Jacksonville homepage is down, the course continues!!!!