



**Psy 211 Psychology of Adjustment
Online section**

COURSE SYLLABUS: winter 2018

INSTRUCTOR INFORMATION

Instructor: William G. Masten, PhD, Associate Professor

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Office Hours: by appointment.

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Preferred Form of Communication: email

Communication Response Time: during semester 48 hours.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook for Psy 211: Schaefer, R. T. (2014). Racial and ethnic diversity in the USA. Pearson: Boston.

Required assignment: read chapters 1 to 9. Dropbox Essays, Discussions and Quizzes as well as due dates are located under specific Units. Complete Essays, Discussions, as well as PowerPoints, videos, and all documents under Doc sharing. All assignments must be posted to eCollege, sending it in an email message is not acceptable.

Greetings

I am excited about this new semester and the additional students that I will meet over the Internet. I encourage you to view the Units and the syllabus to know the class content, quizzes, discussions, essays and course requirements. You should go ahead and begin the first assignment. I will be responding to questions sent to my email (william.masten@tamuc.edu).

Notice: Online versions of this course have the same requirements regardless of the semester offered. I reserve the right to add to or change this syllabus.

Important Announcement

The syllabus and schedule are subject to change.

All quizzes in this course are timed, usually 1 minute per item. If you are a “slow reader” or have other problems taking tests; there is assistance on campus. Be sure contact

1. Office of Student Disability Resources and Services or call
2. Trio at 903-886-5833 or the
3. Community Counseling & Psychology Clinic (903) 886-5660 or
4. Texas A&M University-Commerce Counseling Center, Student Services Building, Room 204, Phone: 903-886-5145.

Software Required: Word, PowerPoint

Materials: those articles under Doc Sharing.

Student Learning Outcomes: Psychology 211

1. Learning Objectives for Quality Enhancement Plan (QEP)

The Quality Enhancement Plan (QEP), for the University is Preparing Students for an Interconnected World.

Learning Outcome 1: Students will be able to demonstrate knowledge of the interconnectedness of global dynamics (issues, processes, trends, and systems).

Learning Outcome 2: Students will be able to apply knowledge of the interconnectedness of global dynamics.

Learning Outcome 3: Students will be able to view themselves as engaged citizens within an interconnected and diverse world.

2. Learning Objectives Psychology 211 PSY 211 – Diversity, Hours: 3

COURSE OVERVIEW: This course will examine diversity in psychological functioning and the relationship between diversity and the self. This course will include, but is not limited to, topics relating to culture, intergroup relations, and the influence of one’s own and others’ cultural diversity for understanding others, one’s self, and the world. (the core curriculum)

This course is a presentation of psychological principles, which are fundamental to personal and social adjustment.

People First Language

In special education, general education, and psychology, it is important to refer to individuals who have a disability (or a D.S.M. diagnosis) in “people first” language as described in the federal special education law, I.D.E.A. 2004. We do this to focus on the individual first, not the disability. Always refer to the person first, and the disability second. For example, you would **not** discuss a person as “an A.D.H.D. student,” but as “a student with A.D.H.D.”

Diagnosis in Special Education

We will follow the federal special education law IDEA 2004, to guide our use of use of the various diagnoses in special education. Some individuals do not like this however, I did not write the law! We will follow IDEA to avoid confusion. For example, I.D.E.A. used autism, not autism spectrum disorder.

Required assignments

Dropbox Essays, Discussions and Quizzes as well as due dates under located under specific Units. Read and learn all assigned chapters, study the PowerPoints, study all documents under doc sharing, complete all assignments. All assignments must be posted to eCollege, sending it in an email message is not acceptable.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the learning management system, using Microsoft Word and PowerPoint.

Instructional Methods

Delivery modalities: lectures, readings, course structure,

Getting Started: How to find this course. Go to the university web site, (<https://www.tamuc.edu/>). Click on the box My Leo at the bottom of the screen (<https://leo.tamuc.edu/>). This will take you to the My Leo sign in page (<https://leo.tamuc.edu/>).

Enter your Username / CWID and password, then click login. This takes to where you may sign in to eCollege. Click on eCollege. Then find my courses, click on it, go the current semester, then click on this course.

Types of learning activities: reading, discussions, essays.

Assessments: tests, learning tutorials, essays, discussions.

The syllabus and schedule are subject to change.

Student Responsibilities or Tips for Success in the Course

All students should regularly log into the course website; amount of weekly study is 10 hours and participation time for discussions is 2 hours per week.

Assumptions Related to Successful Completion of this Course:

1. You have access to a computer with a reliable internet connection. There are a number of computer labs on campus.
2. Ability to use "MS Word" word processing.
3. You have adequate writing abilities. You may seek the assistance of the University Writing Lab. There will be no loss of points for using the University Writing Lab.
4. You are able to read the required reading materials.
5. All assignments must be posted to eCollege, sending it in an email message is not acceptable.

These questions are listed as every semester students present numerous inquiries along the following lines of thought:

- a. I do not have a computer and I did not know a computer was required for the course! Where should I go? Use the computers in the library.
- b. I am not accustomed to writing essays. Can you prepare an alternative task for me? Unfortunately, No.
- c. I am working 40 hours per week, taking 18 semester hours, and have three children. Can you reduce the course workload for my situation? Regrettably, No.
- d. I just do not have the time to do all the requirements of the course. May I do less? Lamentably, No.
- e. Can I take this course without reading the book or support materials? Regrettably, No.
- f. You really do not expect me to read all the assignments, do you? Yes.
- g. I do not like to read, may I avoid the readings? No, I do not see how.
- h. I cannot take the test on the days indicated. Take another section of this course; there are many.

The previous quotes are taken from actual emails received in the past. Anything I do for one student, I must do for all students. Each student will receive 3 credits for this course. There will not be an * next to the course indicating you did less than the requirements. If you are not able to meet the course requirements, then you are encouraged to drop this course.

Study Recommendations:

1. Study the syllabus, Units and know the due dates.
2. Do not wait until the last minute to post your Discussions or essays. Post an assignment early as opposed to the last minute. Remember Murphy's Law: "Anything that can go wrong will go wrong." Murphy's Extended Law: "If a series of events can go wrong, they will do so in the worst possible sequence." The same laws apply to the quizzes.

Discussions, Dropbox essays, and quizzes. Always refer to the Units to know the due dates.

Use of Discussion

The purpose of discussion is to provide students an opportunity to interact with each other. The discussion topics are your chance to give your opinion. For full credit, give your opinion and comment on another students post. To obtain the maximum points make sure your responses are **more** than simply agreeing or disagreeing with others' comments. Give the logic of reacting to others' ideas and demonstrate your critical thinking in your Discussion comments.

All of your Discussion responses will be submitted via Discussion. Where is Discussion? Look towards the top of this page and you will see Unit 1. Hit the "Discussion" tab. Look for "Unit 1 Discussion" and then scroll to appropriate Discussion. Do not forget to push "post response." Demarcations will obviously change with the Discussions, such as units 2, 3, 4, etc. Do not attach files in Discussion. All students must be able to see your Discussions. For every Discussion, be sure to respond to one of your fellow students about some aspect of the topic. Discussions are worth 10 points. If you neglect to post a response to at least one of your fellow students for every Discussion question, expect fewer points.

The quizzes

There will be 3 quizzes (unit 1, unit 8 and unit 15); the first one will be on A.P.A. style and the syllabus. The others are on the textbook, PowerPoint and documents in doc sharing. All the quizzes will have multiple-choice questions. The quizzes must be taken at the time designated, not before, not after (Ecollege does not have the flexibility for students to take a quiz on different dates). You may not enter a quiz early, to do so is cheating. At 11:00 pm on the quiz day, your ability to access the quiz will end. After you take a quiz, you will receive your score. The items are not provided because the quiz

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has not been designed to be a learning experience. Rather, they are designed to measure learning. If you want a learning activity, make up questions before you begin reading a chapter, go to the textbook web site, or use the study guide. The textbook website and the study guide may have practice quizzes to measure learning. If you attempt to copy or print any items of the quiz, this is cheating and it is a violation of copyright. I will set up the quizzes to determine which students do this.

Late quiz

If you miss a quiz for reasonable reason, notify me on the day of the quiz. Otherwise, you may receive a 0. If you lose the internet during a quiz and wish to complete it, notify me on the day of the quiz and I will arrange things for you.

Study tips

Reading the assigned chapters, documents and PowerPoint presentations are crucial to academic success in this class.

Guidelines for essays

Finding the Assignments

Where is Assignment? Look under Course Home and you will see Unit 1. Hit Unit 1. Hit the "Assignment" tab. There will be a "drop down menu" then scroll to the appropriate Assignments. Assignment demarcations will obviously change with the assignment numbers, such as Assignment for Units 2, 3, 4, etc. If you need help, first phone call to technical support may be necessary for further clarification. From time to time Ecollege may not work. When this happens, be sure to notify me. You will not lose points if you explain the problem, the time, and date of the problem

Criteria for Dropbox Essays

Type your Dropbox Essays in MS Word and use the spellcheck. Do not use websites from the Internet as references. Use of websites = 0. Use only journal articles and books. Two or three sentences do not constitute an essay. All assignments must be posted to eCollege, sending it in an email message is not acceptable.

On the use of direct or verbatim quotes

Do not use direct quotes of more than three consecutive words (unless you want a 0). Put the answers in your own words and credit the source (use A.P.A. style: <http://flash1r.apa.org/apastyle/basics/index.htm>
I want you to taste, chew, digest and enjoy the readings.

Questions

Is it ok to submit an outline instead of an essay?

Answer: No, no outlines, outlines = 0. Always submit a written Dropbox essay, not an outline.

What are the expectations for the Dropbox essays? The questions should be answered completely, accurately and in the greatest detail possible for the highest score.

All assignments must be posted to eCollege, sending it in an email message is not acceptable.

On the use of abbreviated English or slang

When you write your essays, avoid short hand English (i.e. R for are, U for you, cant for cannot, 5 mth for five months) or slang. This is fine in email messages or text messages to your friends, but not in a formal Dropbox Essays where you are graded. Think of these essays, as formal essays that you would type on white paper and hand in if this were a face-to-face course.

On the use of websites

Do not use websites from the Internet as references.

No use of Psychology Today, or Ladies Home Journal type popular magazines or websites, blogs, Facebook, etc. as references for Dropbox Essays. Use of these = 0. Use only journal articles and books as references.

Stereotyping

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Stereotype: to believe unfairly, that all people or things with a particular characteristic are the same. A **stereotype** is a thought that can be adopted about specific types of individuals or certain ways of doing things. In reality, there are very few characteristics of humans that we can say that is true for everyone. For example, we cannot say all human beings have 46 chromosomes. Most people do, but some have 47 chromosomes. In biology, we can accurately say that (biologically) men have a Y chromosome, because in biology maleness is defined as having a Y. Most males have an XY combination, but not all. Some males have a XYY configuration. Another way of explaining stereotyping is “jumping to conclusions.” You can quickly appreciate the danger of stereotyping! Educated people know the difference between stereotypical statements and facts.

Factual Knowledge versus Opinion in Dropbox Essays

“I always support my statements with empirical data.”

Every Dropbox Essays requires factual knowledge supported by scientific data. Therefore, do not give your personal opinion as if it were fact. Any statement of fact you make in a Dropbox Essays must be supported by **empirical data**. Empirical data does not mean your personal experience. For example, a student wrote in his essay “all students who are LEP have low academic self-concepts.” He based this on observations he made in his classroom. The problem is that he is generalizing from his classroom to all LEP students. What about the student who comes from Mexico, both his parents have PhDs and are professors. He was an honors student (GPA=4.0) in Mexico, lettered in 3 sports, was captain of the baseball team, class president and was popular among his peers? Is his academic self-concept low?

Another example from **my experience**: about 80% of bilingual Mexican Americans referred for special education evaluation had low verbal intelligence tests scores compared nonverbal scores. However, **I cannot say** all bilingual Mexican Americans have low verbal intelligence tests scores. This simple is not proven by my small sample.

One student in class said “all crack heads don’t have teeth (sic).” This statement cannot be made unless she had data to support this assertion. This student should have said “all crack heads I know don’t have teeth.” Alternatively, “some crack heads I have seen are missing a number of teeth.” Part of this problem is stereotyping. We have a tendency to believe the entire world is congruent with our experience. Most of the time, it is not!

Use references such as books and journal article in your Dropbox essays. Save your personal opinions for Discussions. Other times, when Dropbox Essays ask students to support a specific view, some students think they can support the opposite of the view. Be sure you do not fall into these mistakes.

GRADING

Grading of Dropbox Essays

If you go the extra mile on every Dropbox Essays, you will be rewarded. If you have everything “down pat” from the book, documents, PowerPoint, videos, etc. you will gain a higher score on the quizzes. Each time you post a Dropbox Essays, copy and paste the question. In this way, everyone will know which question you are answering. Always save the essay on your hard drive just in case you lose the essay in Ecollege. Each one of the Dropbox Essays has been designed to enhance your skills and abilities in various areas, which correspond, to the course objectives. I usually give comments on the Dropbox Essays. All assignments must be posted to eCollege, sending it in an email message is not acceptable.

No dissertations, websites, blogs, or thesis as references

Assessments

Dropbox Essays grades will be based on quality of responses, not length of responses. Length is not the measure; completeness and accuracy are the measures.

Essay Score = 100%-95%.

This essay is a highly effective response to the assignment, no errors were noticed, has more than 2 references. It has the following additional characteristics:

- Good organization and overall coherence.
- Clear explanation and/or illustration of main ideas.
- Variety of sentence syntax.
- Facility in language usage.

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- Complete freedom from mechanical mistakes.
- No Errors in word usage and sentence structure.
- Has 2 in text citations

Essay Score = 90%-94%.

This essay shows competence in responding to the assigned topic but may have minor errors, has 2 references. It has the following additional characteristics:

- Competent organization and general coherence.
- Fairly clear explanation and/or illustration of main ideas.
- Some variety of sentence syntax.
- Facility in language usage
- General freedom from mechanical errors.
- Minor errors in word usage and sentence structure.
- Has 2 in text citations

Essay Score = 89%-80%

This essay displays competence in response to the assignment, has 2 references. It has the following additional characteristics:

- Adequate organization and development.
- Explanation and illustration of some key ideas.
- Adequate language usage.
- Some mechanical but inconsistent errors and
- Mistakes in usage or sentence structure.
- Has 2 in text citations

Essay Score = 79%-70%

This essay shows some competence but is plainly flawed, has 1 reference. Additionally, it has the following characteristics:

- Inadequate organization or incomplete development.
- Inadequate explanation or illustration of main ideas.
- A pattern of mechanical mistakes or errors in usage and sentence structure.
- Has 1 in text citation

Essay Score = 69%-60%

This essay shows limited competence and is severely flawed. Additionally, it has the following characteristics:

- Poor organization and general lack of development.
- Little or no supporting detail.
- Serious mechanical errors and mistakes in usage, sentence structure, and word choice

Essay Score = 59%-50%

This essay shows a fundamental lack of writing skill. Additionally, it has the following characteristics:

- Practically nonexistent organization and general incoherence.
- Severe and widespread writing errors. No screen shots are permitted for any assignments.

Essay Score = "0"

A "0" essay does not address the topic assigned.

A "0" essay does not have a reference, or used a website, blog, newsletter, etc.

A "0" essay did not complete the assignment.

A "0" for assignments not answered by the due date.

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A "0" for essays that have direct quotes longer than 3 consecutive words from a source.

A "0" essay used dissertations, websites, blogs, or thesis as a reference.

A "0" for no in text citations.

Notes on acceptable Dropbox essays

Your essays will be written at a college level. You must post your essays in Dropbox, not Doc Sharing, not, Discussion, do not send me the essay via email. You must submit essays using 12 font size, Arial font type, and 1-inch margins on all four sides. I expect you to proofread, utilize spell-check and grammar-check software prior to submitting your assignment. Each essay will have 200 words, 2 references and 2 in text citations.

APA Format

You are required to use A.P.A. format to cite the source of all ideas (including our textbook and journal articles). Any time you cite facts, you need a reference. If it is not your idea, then you must cite the source by using a reference. If you fail to list a reference, you will lose all possible points. If you improperly use A.P.A. format, then you will lose some points. Below are sites that discuss the A.P.A. Style. Reference List: Basic Rules: <http://owl.english.purdue.edu/owl/resource/560/05/>. Reference List: Author/Authors. Reference List: Articles in Periodicals. Reference List: Books. Online Bibliographies and Annotated Bibliographies.

Jürgens, R. (2005). HIV/AIDS and HCV in Prisons: A Select Annotated Bibliography. Retrieved from http://www.hc-sc.gc.ca/ahc-asc/alt_formats/hpb-dgps/pdf/intactiv/hiv-vih-aids-sida-prison-carceral_e.pdf

The final grade is based on total points earned on all assignments.

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Grading of Discussions

Two posts will receive 10 points; 1 post = 5 points.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check http://help.college.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset](http://help.college.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)

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Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.
JavaScript is enabled.
Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft PowerPoint is the standard presentation software. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical](https://secure.ecollege.com/tamuc/index.learn?action=technical)

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx) and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab. <http://www.tamuc.edu/myleo.aspx>

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site http://247support.custhelp.com/](http://247support.custhelp.com/)

The student help desk may be reached in the following ways:

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number

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3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you.
5. All assignments must be posted to eCollege, sending it in an email message is not acceptable.

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

MyLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu). <https://leo.tamuc.edu>

Learner Support

The [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/) was created to serve you by providing as many resources as possible in one location.

<http://www.tamuc.edu/admissions/onestopshop/>

The [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/) provides academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen, size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will

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automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed, be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

Communicate with the instructor via email and during the semester expect a response within 48 hours. Feedback on assessments require at least 1 week.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance/Lateness should attend each class on time

Late assignments

If the assignment is late, you may receive a 0 on that assignment. All assignments will be due at 11 pm on the designated deadline dates, as are the exams. However, I recognize things happen. **Even if late, be sure to post your assignment/Essay and Discussions.** Let me know beforehand if you will be late. Do not wait weeks to post a discussion or Dropbox Essays and expect your work to be graded. One student waited until after I posted final grades, and then asked if her late assignments could be graded. If you miss an assignment due to death, military, or reasonable excuse, please email me. If you miss an assignment without a legitimate excuse, you may receive 0 points. If you miss two (2) or more assignments, without a valid excuse, you may be dropped from the course. If you cannot get in Ecollege, go to technical support and then contact me. All assignments must be posted to eCollege, sending it in an email message is not acceptable.

Missed Exams and Quizzes: If you miss an exam, you should notify me by the day of the exam.

Extra Credit: none

Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf).
<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

Conduct:

The following are illustrations of misconduct by individuals or groups, which may result in review by the appropriate disciplinary agencies:

Academic cheating and plagiarism.

Malicious destruction, damage, unauthorized possession, or misuse of University property, including library and laboratory materials, or of private property on the campus.

Abuse, whether physical, mental, or otherwise, of another person in the University community.

Disorderly conduct, which inhibits or interferes with the educational responsibility of the University community or the University's social-educational activities.

Violation of local, state, and federal laws on or off campus.

Recurring incidents, which are in violation of University policies, and/or other such persistently irresponsible behavior that brings into question the student's serious intent to pursue an education.

Failure to respond to a summons by letter, telephone call, E-mail, or personal messenger from a University administrative official or faculty member.

The syllabus and schedule are subject to change.

Sexual or racial harassment.

TAMUC Attendance

For more information about the attendance policy, please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).
<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty, see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Academic Misconduct

If I detect academic misconduct, you may automatically FAIL this course.

On independent work

Everything you do in this course is completed without the aid of others, except the Writing Lab. You may not have aid on essays or quizzes. You may not use books, notes or other help on the quizzes.

Honesty and Plagiarism:

As an Internet class and there may be an opportunity to cheat (share exams, or perform other acts of academic dishonesty). Unless otherwise indicated, all of your work is completed independently. If you are suspected of academic dishonesty, you may be

Referred to the Vice President for disciplinary actions. I need to emphasize that there is the assumption that answers to Dropbox essays are your own. I welcome and encourage you to use the journal articles, and books. However, avoid independent websites that are not journal articles as resources to completing the Dropbox essays. You must provide a reference for every Dropbox essay. A simple statement such as "references included" will not be sufficient. No one cares if you get an idea from someone as long as you credit the source. Do not use sources without crediting the source. Another person's idea used without a reference is plagiarism.

Plagiarism

Instructors do not tolerate plagiarism and other forms of academic dishonesty. Students are expected to uphold and support the highest academic standards. Penalties for students guilty of academic dishonesty are listed in the Student Code of Conduct (Texas A&M University-Commerce Code of Student Conduct). If it is determined, you committed plagiarism or cheating will get you an F in this course.

Plagiarism is a complicated issue:

1. If you use a direct quote without using quotation marks, the page number of the quote and the authors name and year of publication, this is definitely plagiarism.
2. Using someone's idea without crediting the source is plagiarism. This includes information from our textbook.
3. Using an essay you have used before is plagiarism.
4. Using a paper from a "paper mill" is plagiarism (i.e. term_papers_are_us.com).
5. Using a paper or essay someone wrote for you is plagiarism. Using a paper or essay for 2 courses is plagiarism. You may not open or use another student's files.

How to avoiding plagiarism

- 1) Always cite the source.
- 2) Never use direct quotes longer than 3 consecutive words.
- 3) You may not open or use another student's files.

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Cheating is the willful giving or receiving of information in an unauthorized manner during an examination; illicitly obtaining examination questions in advance, unauthorized copying of computer or Internet files, using someone else's work for the assignments and presenting it as if it were one's own, copying test items, printing test items or saving test items, or any other dishonest means of attempting to fulfill the requirements of a course. You may not open, view, download, save or use another student's files or your work from another course. If you do this is cheating and will fail this course.

Collusion

is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, or allowing a classmate to copy answers.

On the use of direct quotes

Do not use direct quotes longer than 3 consecutive words, from **any source**. Any use of direct quotes longer than 3 consecutive words in a Dropbox Essay will gain the user a grade of 0.

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Prohibited Campus Premises

A license holder is also prohibited from carrying a concealed handgun on the following campus premises: (The prohibition is only for the identified rooms and not the building as a whole unless otherwise indicated.)

3.3.1

The Campus Counseling Center, Room 204, Halladay Student Services Building (B 17)

3.3.2

Psychology & Community Counseling Clinic, Rooms 106 -125 and 231-242, Binnion Hall (B 5)

3.3.3

The Children's Learning Center (B 8) 3.3.4 Student Health Services, Lobby and Connected Rooms, Henderson Hall (B 19)

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3.3.5

Nuclear Storage, Room 115, Keith D. McFarland Science Building (B 34)

34.06.02.R1

3.3.6 Nuclear Magnetic Resonance Laboratory, Room 314, Keith D. McFarland Science Building (B 34)

3.3.7

Student Assessment & Evaluation Testing Lab, Room 172, Student Access & Success Center (One Stop Shop) (B 38)

3.3.7.1

Other campus premises where standardized exams (ACT, CLEP, LSAT, THEA, etc.) are administered per the third party examination standards.

3.3.8

United States Post Office, Room 123 A, Postal Services Building (B 3)

3.3.9

The President's home during events where the President deems it appropriate. (2900 Highway 24 South, Commerce, Texas).

3.3.10

Campus premises during events heavily attended by minors as deemed appropriate by the President. (Camps/Programs for Minors, Pre-K through Grade 12 educational activities, etc.)

3.3.11

Any premises where the University, as directed or approved by the President as necessary for campus safety, gives effective notice on a temporary basis pursuant to Section 30.06, Penal Code. For this rule, the term "owner of the property" in Section 30.06(B), Penal Code, means the President of the University. No university employee is "someone with apparent authority to act for the owner" for purposes of Section 30.06(B), Penal Code. All notices under Section 30.06, Penal Code, will be institutional notice, conform to Sections 46.03 and 46.035, Penal Code, and apply equally to all handgun license holders.

3.3.12

Any portion of campus leased by the University to a third party, if the third party determines to prohibit the concealed carry of handguns on the premises and provides effective notice pursuant to Sec 30.06, Penal Code;

3.3.13

Assigned offices, as approved by the President, for which the employee has demonstrated that the carrying of a concealed handgun by a license holder in the office presents a significant risk of substantial harm due to a negligent discharge; and

3.3.14

On the following premises where a collegiate sporting event is taking place, so long as effective notice is given under Section 30.06, Penal Code:

3.3.14.1

Memorial Stadium (B 25)

3.3.14.2

Bleacher Area Inside the University Field House (B 39)

3.3.14.3

John Cain Family Softball Field

3.3.14.4

Lion Soccer Field

3.4

At all premises where concealed carry is prohibited, A&M-Commerce will give effective notices under Section 30.06, Penal Code. Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Due Dates

Each Unit's tasks are due at 11 pm on the due date. All assignments must be posted to eCollege, sending it in an email message is not acceptable. Assignments in this course will include quizzes, Dropbox Essays and Discussions. There will be 3 multiple choice quizzes.

Dropbox essays

Each Dropbox essay requires at least 200 words, 2 in text citations and at least 2 references. References may include our textbook and journal articles. Dropbox Essays require facts supported by references. Therefore, do not give your personal

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opinion, experience, philosophy, etc. Save your opinions (experience, philosophy, etc.) for the Discussions. Discussions are specifically designed for you to give your personal opinions. There will be many opportunities to give your personal opinions.

Any use of direct quotes longer than three consecutive words in a Dropbox Essay will gain the user a grade of 0. Do not use direct quotes longer than three consecutive words from any source.