



## **Psy 300.02W, Psy300.03WW**

Learning Processes and Development  
Course Syllabus: Spring, 2019

### **INSTRUCTOR INFORMATION**

**Instructor:** Rebecca Stephens

**Office Location:** Instructor will not be on campus this semester, but will be available to students via emails and phone conferences

**Office Hours:** I am not on-campus this semester however, so **all meetings will be via email or on the phone.** If you wish to have a phone meeting, then please email me with your request, along with a phone number where you can be reached, and the date and time when you would like for me to call you. I will then call you based on that information, or, if I am unavailable at that time, then I will email you in follow-up so that an alternate date/time can be arranged. I am generally available to be in touch with you on Mondays-Fridays, between the hours of 12noon - 4pm, and on Wednesday evenings between the hours of 6pm-8pm. Additional times may also be available.

You may also want to contact the Psychology Office in Commerce if you have any questions that they may be able to answer. Also, if you are having trouble reaching me for any reason (for example, if you do not have online access at any time), please call the office in Commerce and request that they call me to notify me. Speak with our departmental administrative assistant, Jonathan Metting, in Binnion 201, phone number 903.886.5631.

**Office Phone: 903.886.5940**

Mr. Metting are the departmental administrative assistants in the Psychology Department Office, and students are encouraged to call and visit with them about any questions or concerns. Mr. Metting is able to be in touch with the instructor if you have any emergencies or need to reach the instructor, but for any reason you are not able to email or get online. Marilyn Lewis is also a departmental administrative assistant and can assist you.

**University Email Address:** [Rebecca.Stephens@tamuc.edu](mailto:Rebecca.Stephens@tamuc.edu)

Please put **PSY300, Spring, 2018, and your name**, in the subject line of ALL emails that are sent to me. Also be sure to include your first and last names at the end of every email.

*Please limit emails to course related content, and please do not put my email address on your mass email forwarding list ;)*

**Preferred Form of Communication:** Email

**Communication Response Time:** Within 24 hours. If you do not hear back from me during that time, please re-send your email.

*The syllabus/schedule are subject to change.*

## COURSE INFORMATION

### Materials – Textbooks, Readings, Supplementary Readings

#### *Textbook(s) Required:*

Publisher's website: <https://www.pearson.com/us/higher-education/program/Woolfolk-Educational-Psychology-plus-My-Lab-Education-with-Pearson-e-Text-Access-Card-Package-14th-Edition/PGM334949.html>

#### THE FOLLOWING TEXTBOOK IS REQUIRED:

Woolfolk, Anita E. (2019). Educational Psychology, (14th ed.). Boston: Pearson Education, Inc.  
ISBN-13: 978-0-13-477432-9  
ISBN-10: 0-13-477432-9

Keep in mind the following: If you are considering purchasing an eText (electronic version of the textbook) only, you need to remember that our online eCollege quizzes are 'open book' quizzes, and you may not be able to access your etext while taking a quiz. You will need to have a printed version of the textbook if you wish to be able to access your textbook while taking a quiz.

VERY IMPORTANT NOTE: If, for whatever reason, you are unable to lease or purchase your required textbook (your own copy) AND HAVE IT IN YOUR POSSESSION before FRIDAY, JANUARY 18, 2019, you will need to drop Psy300 for the Spring, 2019 semester and take the course during a semester when you will be able to have the textbook at the start of the semester. **You are expected to have the textbook on the first day of class, which is Monday, 1/14/2019**, and you will be using it immediately. You MUST have it no later than 1/18/2019. If you are ordering a book from an online book seller, be sure to get a guaranteed DELIVERY DATE of 1/18/2019 or before; otherwise, purchase your book from one of our university bookstores so that you know that you will have it before 1/18/2019.

#### *Software Required:*

A word processing program such as Microsoft Office Word, or similar software enabling you to compose assignments and save/open files.

#### *Required Materials:*

Also, you need to purchase a spiral notebook with pockets or a 3-ring binder with pockets in which you write the notes that you take throughout the semester, and in which you can store documents/materials that you print from our course website.

#### *Optional Texts and/or Materials:*

While the MyEducationLab supplement is **NOT required**, it is **HIGHLY RECOMMENDED**. You may purchase the package that includes the loose-leaf version of the textbook, the eText, and the MyEducationLab supplement. This is an excellent option and I highly recommend this package/ bundle:

0-13-444680-1 / 978-0-13-444680-6 Educational Psychology plus MyLab Education with Pearson eText -- Access Card Package

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Package consists of:

- 0-13-477432-9 / 978-0-13-477432-9 *Educational Psychology*
- 0-13-480043-5 / 978-0-13-480043-1 MyLab Education with Pearson eText -- Access Card -- for *Educational Psychology*

***Additional Optional Resources:***

These are not required, but might be helpful to you.

- 1) IF you are able to find it, the following study resource might also be helpful. It is NOT a textbook, and is not a substitute for a textbook! It is simply a study guide that has some practice quizzes, etc. It is completely optional, and it relates to a previous edition (10<sup>th</sup> Edition) of the textbook, and there have been numerous changes since the 10<sup>th</sup> edition; however, this study guide can be helpful, and if you can find it for a really low price (I've actually seen used copies on sale for a penny plus 3.99 shipping on Amazon.com), it might be worth the investment:

Study Guide for Woolfolk *Educational Psychology, 10th edition.*

Prepared by Emilie Wright Johnson.

©2007 Pearson Education, Inc.

ISBN: 0-205-49852-3

It is a paperback book that is brown/maroon in color. It has 234 pages.

This is a resource that was published to accompany the 10<sup>th</sup> edition of the textbook, and it is no longer very easy to locate, but if you do find this, it'll be a good resource for you. It contains practice quizzes, concept maps, etc.

- 2) An additional supplement that might be helpful in terms of providing practice quizzes is located fully online. It is a companion website to an even older edition of the textbook (the 9<sup>th</sup> edition), but on this website, using the "Jump to" menu located at the top of the website, you can access various practice quizzes relating to chapters in the 9<sup>th</sup> edition of the textbook. Many of these practice quiz items would still be relevant, and helpful, but just be sure that the chapter that you access on this companion website corresponds correctly to the chapter that we are covering in the 14<sup>th</sup> edition of our textbook.

[http://wps.ablongman.com/ab\\_woolfolk\\_edpsych\\_9/](http://wps.ablongman.com/ab_woolfolk_edpsych_9/)

**Course Description**

This course is designed to provide the student with information about the application of psychological theories to the learning processes, and provide information about the development of children and adolescents. Principles and procedures of measurement and evaluation are also included. The primary objective is to facilitate a clear understanding of the complex and dynamic processes of learning and development.

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## Student Learning Outcomes

The following are the standard course objectives: The student is expected to be able to 1) distinguish age-appropriate behaviors as they relate to learning and teaching; 2) apply information regarding the theories of the teaching-learning processes to how people learn, what factors motivate them, and how they retain knowledge; and, 3) distinguish between measurement and evaluation and the implication of each for assessing student progress.

The four major areas that will be covered in this course are: 1) development; 2) learning and motivation; 3) measurement and evaluation; and, 4) professionalization issues, including critical thinking.

## COURSE REQUIREMENTS

### Minimal Technical Skills Needed

Using the learning management system

Using Microsoft Word and PowerPoint

Using general Internet search engines (i.e. Google.com, Yahoo.com) to locate research related to topics

Accessing and using the Texas A&M University-Commerce Library electronic databases

### Instructional Methods

Your course is delivered to you fully online, using the LMS (MyLeoOnline/D2L/Brightspace) instructional system that is available to you through Texas A&M University-Commerce. There are no on-campus meetings of this class. "LMS" refers to learning management system, and the names "MyLeoOnline", "D2L", and "Brightspace" are all names that refer to the one online learning management system that TAMU-C is currently using for all of its web-based courses. In this syllabus, sometimes you will see the LMS referred to as MyLeoOnline, and sometimes it will be referred to as D2L or Brightspace or your LMS website.

**This is not a self-pace course.** There is a very specific and scheduled format that you will follow for the course. All assignments and quizzes are to be completed according to the posted schedule. **You are required to complete all assignments, quizzes, and other course requirements.** You may not "skip" any assignments. **Assignments that are submitted past the deadline dates that are listed in the MyLeoOnline topic assignment guidelines must still be submitted; however, they will be submitted for partial credit (half credit), or no credit if they are submitted very late.**

**You will need to sign online daily, seven days a week, to check your campus email.**

**You will need to sign onto your course LMS website at least five days a week to work on your course. You may select which five days you sign on, but you need to sign on at least five days (or more, if you wish) each week.**

**So....**

**Monday through Sunday: Sign online and check your campus email every day.**

**Monday through Sunday: Sign onto our course LMS at least five days a week, and work on your Psy300 course, including composing your topic assignment posts; reading and reviewing the online lectures and any additional assigned materials, such as videos or assigned articles; reading classmates' topic posts; as well as reading your assigned readings in your course textbook.**

New topics may be posted once a week, or sometimes, twice a week; however, this schedule of posting topics may vary some at the instructor's discretion. Basically, **you need to sign on daily**

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(perhaps including weekends), and will be addressing new topics/discussions/assignments every several days or week. A more detailed day-by-day schedule appears later in this syllabus. Print out this syllabus and make several copies of the last page, which is the time line, so that you will know exactly what we are doing, and when we are doing it, throughout the semester. There is no reason to ever feel uninformed or 'lost' about your schedule of assignments, quizzes, and project.

Important note about weekends: You will not be required to sign on and do work for this class on weekends; however, depending upon your own personal schedule of work/school/home, you may choose to work on weekends. You will have the option to complete your weekly assignments before the weekend, or you will also be able to work on the weekends on your assignments. Assignments will generally be due at the end of each weekend, although this will vary some. Even if you do complete your assignments before the weekends, you will still need to sign online and check your emails on the weekends, so that, if I send out an email on a weekend, you will be able to read that in a timely manner.

All class components are completed online on our course website, or via email with other students and the instructor. There are no face-to-face class sessions, nor are students required to go to one of our campuses. Students are required to have access to a computer with internet access and email, and are required to have in their possession at all times the course textbook (purchase or lease). Students are expected to check the course website daily, Monday-Friday, and on weekends if you choose to do so, and are expected to check your email daily (every day). If students are unable to meet this requirement, then they are not able to be enrolled in this web-based section of the course. In general, you will not have assignments on the weekends; however, you will still need to sign online and check your campus email in case anything is communicated to you on the weekends (and it usually is). I realize that I am repeating this information several times, but it is very important, and I want to be clear about the requirement.

### **Attendance/Participation:**

We cover a tremendous amount of information each week, therefore, participation at a high level is very critical to your performance in this course. ALL students are expected to be 100% active in participating throughout the course. You will not have the option of "going AWOL" for a few days. When it relates to attendance and participation, it's as simple (and demanding) as this:

- Check this website daily.
- Interact with your classmates and instructor frequently.
- Get your assignments done early and on time.
- If you are "absent"/not participating for a couple of days for an excused reason (see student handbook or instructor for detailed explanation of excused absences), you will be able to make up your work (daily participation assignment, projects, or exams). **You will have to produce documentation for your excused absence**, and make arrangements immediately upon missing class. You will have a few days to make up any missed work if it's an excused absence and approved by the instructor. **Assignments, projects, or exams that are missed due to an unexcused absence may not be made up.**
- **If AT ANY POINT, the instructor perceives that you are not participating in full, then you may be dropped from the course. This can occur at any time during the semester, even if it's towards the end of the semester.**

It is each student's responsibility to communicate honestly and frequently with the instructor about any circumstances that prevent the student from participating, and result in a temporary period of inactivity. Do NOT simply stop participating or drop out of the course. If you are not actively involved every day, it needs to be for reasons that are serious and cannot be avoided, and when that occurs,

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communicate ***immediately*** with your instructor by email ([Rebecca.Stephens@tamuc.edu](mailto:Rebecca.Stephens@tamuc.edu)), or if you cannot access email, then call and speak with Mr. Metting in the Dept of Psychology and Special Ed.

**IMPORTANT NOTE: ALL STUDENTS MUST COMPLETE ALL ASSIGNMENTS, and ALL PARTS OF ALL ASSIGNMENTS, TO REMAIN ENROLLED IN PSY300!** If you turn in an assignment after the stated deadline for that assignment, you will be submitting it for partial credit only, **but it must still be submitted.** Partial credit is better than a grade of zero. There are no assignments that are “optional”. The sooner you submit the assignment after the deadline, the fewer points deducted for late submission. It is very important to submit every assignment before the stated deadline. If you are submitting an assignment more than a week after the original due date, then the assignment might not be accepted for any credit, and you will be at risk of being dropped from Psy300 for lack of participation. If you are submitting an assignment past the deadline, it is **REALLY IMPORTANT** to communicate with the instructor right away, at the point at which you realize that the assignment will be late, and then make arrangements for submitting it as soon as possible.

**LAST DAY TO SUBMIT LATE ASSIGNMENTS FOR NO/PARTIAL CREDIT: Wednesday, April 24, 2019, at 11:59 p.m.**

#### **Additional note about participation:**

Please keep in mind that this is NOT a self-paced course. The course has been developed with a very specific, deliberate, and thought-filled schedule in place, and this schedule is designed to support your progress throughout the semester, as well as your in-depth learning of the material. It is VERY important that you stay in track with all of your assignments. Even if your participation becomes an issue for reasons that are “excused” by university guidelines, this does not mean that you are able to remain enrolled in the course. **Excessive ‘absences’/lack of participation can result in being dropped from the class, whether those absences or excused or unexcused.**

**All students must complete all course assignments, quizzes, and other course requirements. You may not “skip” any assignments. If you do not turn in your assignment by the due date, you will be required to turn it in late, and there is a significant penalty for late submission (50%). Be sure to turn in ALL assignments by the assignment deadlines. Assignment deadlines are listed on eCollege, in each topic’s Assignment Guidelines.**

#### **Tips for Success in the Course**

- 1) Be sure to always read all of the emails that you receive from your instructor.
- 2) Keep a calendar in a location where you check it each day. On your calendar, write the course quiz dates and other topic assignment deadlines as you learn them each week.
- 3) **Purchase a spiral notebook and keep it near your computer as you work.** Take notes as you read online lectures. Take notes as you read your classmates' posts. No one can reasonably expect to keep all of the information and names and content in the memory--that would be a very poor study habit, and will keep you from doing well. Instead, use that spiral notebook as a study tool for success. Make notes as often as possible. Then, before and after each online session (an online session refers to each time you sign online), review what you have written in the spiral notebook, reminding yourself of what you have covered, posts to which you wish to respond, information that you have found on various course-related websites, etc. Your spiral notebook will then become a valuable resource for down the line as

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well...long after you have completed the course. If you pursue a career in teaching, then the spiral notebook is something to which you may refer for years to come.

**More on Taking Notes**: It is expected that **ALL** students will maintain a course spiral notebook containing notes that you take relating to all lectures, posts, etc. Maintain thorough notes that reflect the content of each lecture, and date each lecture. In addition to a critically important study aid, **your notes provide documentation of your professional participation in this course.**

## GRADING

Final grades in this course will be based on a points system, with the following percentage scale determining your final semester grade:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

The specific points system will be included in the final Course Syllabus that will be available on the first day of the semester.

Your semester grade will include three areas of assessment:

MyLeoOnline/D2L Weekly Topic Assignment and Response Posts

4 Quizzes

Final Paper/Project (ERIC Project)

## Assessments

Exams/quizzes will contain objective questions over material that is presented in the textbook ***and*** online lectures. Multiple choice format will be used. You will take your exams online, on our course website, and they will be timed exams. You will have a certain period of time in which you are able to take the exams, and you will have to complete the exam in the designated period. **You will be able to use your textbooks when you take the exam; however, because the exams are timed, you will find that you MUST read and learn the material thoroughly prior to taking the exams, just as you would do for a closed-book exam in a face-to-face class.**

If you try to take the exam without having read and studied the material, you will run out of time as you try to look up each answer. You will find that you will fail the exams if you try to do that (trust me, and those who have gone before you on this!). The requirement to read and study the material is the same for both web-based courses and face-to-face classes. Even though the quizzes are "open book", they will be challenging, and you will not have much time to answer each question. Don't make the mistake of ignoring this requirement (to complete the readings prior to each quiz), or you will find that you start the semester with a low grade, and that will impact your overall semester average.

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For test security reasons, you will learn your score, however, you will not have access to the questions that you missed or the correct answers for those items that you missed on the quiz.

## TECHNOLOGY REQUIREMENTS

### Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

### Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

### Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)

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Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- 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.

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

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

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- 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](https://get.adobe.com/flashplayer/) (version 17 or later) <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 Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

## **ACCESS AND NAVIGATION**

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](mailto:helpdesk@tamuc.edu).

**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/roommate's/family member's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## **COMMUNICATION AND SUPPORT**

### **Brightspace Support**

#### **Need Help?**

#### **Student Support**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, contact Brightspace Technical Support at 1-877-325-7778 or click **Chat** or click on the words "[click here](#)" to submit an issue via



please on the **Live** email.

### **System Maintenance**

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

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## Interaction with Instructor Statement

If you email instructor and do not receive an email response within 36 hours, most likely, your email was not received. Instructor will respond to all emails within a reasonable period of time.

- **Communicate, communicate, and communicate.** Email your instructor at [Rebecca.Stephens@tamuc.edu](mailto:Rebecca.Stephens@tamuc.edu) whenever you have ANY problems, questions, concerns, or schedule conflicts. Please do not email instructor using any other email addresses. Use only the email address of [Rebecca.Stephens@tamuc.edu](mailto:Rebecca.Stephens@tamuc.edu) to communicate with the instructor. Failure to communicate with your instructor can have very negative consequences. When you communicate with your instructor, you place her in a much better position to assist you, if it's possible to do so. When you do not communicate with her, she has no way to assist you. Always read ALL of the emails that you receive from your course instructor, and be sure to read all of each email. It is EXTREMELY IMPORTANT that the student contact the course instructor in the event of any circumstances that prevent the student from participating fully. If you have any technical issues, as discussed elsewhere in this syllabus, it is important that you immediately contact the D2L/MyLeoOnline technical support and document your communication with them.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures/Policies

Attendance: The course attendance policy has been described in detail on Pages 6&7 of this Syllabus.

Late work: To remain enrolled in Psy300, all students must submit all assignments and all parts of all assignments. When an assignment is submitted past the deadline, it is being submitted for partial credit only, but it must still be submitted. Always email instructor upon submitting a late assignment to notify her that it has been posted.

No late ERIC Projects will be accepted for any reason, excused or unexcused.

**No late topic assignments will be accepted for partial credit after Wednesday, April 24, 11:59pm.**

Missing an exam: The 4 quizzes must be taken on the dates on which they are scheduled. See the Course Syllabus time line on the last page to note the quiz dates. Make up quizzes will ONLY be administered to students who miss an exam for a university-approved reason (i.e. extreme illness requiring a visit to the doctor or hospital, death in the family, court-mandated appointment). Official documentation (i.e. doctor's or hospital note, funeral notice or obituary, court document) must be submitted to instructor before a make up quiz will be administered. If you miss a quiz, you are responsible for contacting the instructor on the day of or before the day of the quiz. Not feeling well, having a child who is not feeling well (except for extreme illness requiring doctor's visit, of course), having to work, having other course work or other course exams, forgetting to take the quiz, having technical or computer issues (always have a back up plan for computer and internet access), etc. are not university-approved reasons for missing a quiz, and a make up quiz will not be administered for these reasons.

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Extra credit: "Extra credit" is not offered for Psy300. During the course of the semester, every student will have the opportunity to receive "bonus (or "freebie") points" for various assignments and on each quiz. Please do not contact instructor to request individual extra credit assignments or opportunities over and beyond those that are made available to all students during the course of the semester.

Dropping or Withdrawing from Psy300:

The deadline to drop a course is \_\_\_\_\_.

The deadline to withdraw from all of your courses is \_\_\_\_\_.

Contact the Registrar's Office to drop this or any class. Phone: 903.886.5068

### **Syllabus Change 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. A reasonable attempt will be made to communicate any changes.

### **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/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

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)

#### **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>

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

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

### ***Instructor's Statement relating to Academic Integrity:***

Academic Honesty and Integrity: I cannot emphasize the following enough or too much. Far too many students are "finding out the hard way" that instructors and the university are extremely serious about our policies relating to academic integrity and honesty, and this is true in both web-based and face-to-face classes. Each environment has its own set of security needs, and these are addressed by instructors in various ways. In the most simple of terms, NEVER engage in any behavior or practice that is dishonest or misleading in any way. You must ALWAYS do your work and only your own work. NEVER have another student do work for you and then present it as your own. NEVER agree to do another student's work, and NEVER do another student's work. NEVER copy information from an internet source or another source, online and otherwise, and present it as your own.

NEVER take an online quiz/exam with another student or individual present (in person or by phone, cell phone, online, or in any other way!). You must take your exams by yourself, alone. You are NEVER to be in communication with another person during the time when you take a test, by any means (in person, or by any other method). NEVER have another student take part or all of an online quiz/exam for you. You must always do your own work, no exceptions.

NEVER have another student complete a part or all of an assignment for you. This is academic dishonesty, and you will not only be removed from this course, you will have additional consequences in terms of your enrollment, etc. What most students do not understand, but are beginning to understand, is that web-based instructional technology is advancing at a rapid rate, and the instructional software/delivery systems (such as MyLeoOnline/D2L, what you are using right now) are VERY sophisticated in terms of being able to monitor student involvement, practices, etc. There are many "check systems" that exist within this learning environment, and therefore, you will want to take seriously the guidelines relating to academic honesty. This course is built so that, if you take your commitment to the course seriously, and read and study the required material, as well as participate in the online discussions and the ERIC endeavor, you should do very well in acquiring the information that you need not only to do well in this course, but also to prepare you for a career in teaching or elsewhere.

There is absolutely no room for unethical and unprofessional conduct in this class, and it will not be tolerated. Keep in mind that your quizzes in this course are open book, and therefore, you will be able to complete the exams on your own, with the help of your textbook (not another person!).

### **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:

*The syllabus/schedule are subject to change.*

## Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<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.

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

The complete course **time line** for the Spring, 2019 semester will listed on a table on the last page of this syllabus, available to students the first day of class. This includes quiz dates, project due date, and weekly readings.

You will learn the deadlines for your weekly topic assignments in each MyLeoOnline topic's Assignment Guidelines in MyLeoOnline.

Please make multiple copies of the timeline on the last page of the syllabus so that you can have the hard copy available to you for reference on a daily basis. Refer to it each day, so that you will always know exactly what we are doing, and when we are doing it. Mysteries are not a good thing when it comes to planning your course work and quizzes this semester <grin>.

*The syllabus/schedule are subject to change.*

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