Course Syllabus
PSY101, Section 731
Introductory Psychology
Summer Session B
July 5 – August 18, 2017

Instructor: Catherine LeBlanc

Office Hours: I will be available to talk with you in the Private Area for Office Hours in D2L on Mondays from 3:00pm to 5:00pm (EST) and Thursdays from 10:00am to 12:00pm (EST). This is the easiest and quickest way to get your questions answered. I will respond to all other posts in the Private Area for Office Hours within 24 hours (Monday through Friday). Weekend posts will be responded to by the following Monday. PLEASE USE D2L TO CONTACT THE INSTRUCTOR; DO NOT USE MSU EMAIL.

Please use the following resources if you have any problems with D2L (Desire2Learn):
Call the MSU Help Line: 1-800-500-1554 or 1-517-355-2345
24 hours/7 days a week

Required Textbook:

Note: This book can be expensive. If you are concerned about the cost, I would encourage you to rent the text or purchase an e-book or digital download.

Course Description:
This course is intended to provide a broad overview of the scientific study of behavior and mind. In this ONLINE course, we will address the basic methodology, theories, and findings in the field of psychology. We will cover many of the subfields of psychology, including biological, cognitive, social, community, developmental, industrial/organizational, personality, and clinical psychology.

Learning Objectives:
By the end of this course you should have a basic understanding of the field of psychology and its various subfields. You will become familiar with the research methods used. You will be able to identify and discuss terms and concepts that are core to the discipline. You will also gain increased awareness of the practical relevance of research findings from psychology.

Online Course Materials:
Online materials are available for each chapter. It is STRONGLY recommended that you use ALL of the online materials in addition to reading the chapters in your textbook. You are responsible for all material in the book’s chapters, and the video lectures and accompanying lecture slides.
The course is divided into 7 sections. Within each section, materials for each chapter will be available to students according to the course schedule below. With the exception of Section 1, which will open on the first day of class, chapters and lectures will be available at 5 PM on the day when the quiz for the previous section closes. Quizzes will be available for 24 hours starting at 5:00 PM on the day noted on the calendar. You MUST take each quiz during the posted 24-hour period for that quiz.

**About Online Courses:**
Since this course is completely online, you must make sure that you will have consistent access to the Internet throughout the course. Study abroad programs and vacations do not fit well with an accelerated summer course. **Remember, each week of an accelerated summer course is equal to TWO WEEKS of a regular semester!**

There are no face-to-face meetings of any type. Please read all instructions carefully. It is your responsibility to familiarize yourself with the policies and procedures of this course. Most of the course videos were created by Dr. Cathleen McGreal.

If there is a problem during a test or activity, report it as soon as it occurs to the MSU HELP LINE at (517) 355-2345 or 1-800-500-1554. They will log the problem and, in turn, report the details to us. These technical problems should be reported immediately (maximum 1 hour). If there is a system problem, then hearing about what happens from more than one student will help in fixing what is wrong. If it is just a problem with your computer, the help desk can help troubleshoot that issue, too.

**Course Requirements**

There are 2 major course requirements, described below:

1. **Top 6 (out of 7) Quizzes** (each graded out of 50 points).............95%
2. **7 HRP credits** (research participation)........................................5%

**Quizzes (worth 95% of your final grade)**
- Each quiz includes **50 multiple-choice questions**, randomly selected from a larger pool of questions. Thus, no two students will receive the same quiz.
- Quiz questions are presented one to three questions at a time. **Once you choose and submit an answer on a question, you CANNOT go back to change your answer.**
- You will have **1 hour to complete each quiz**. Once the quiz time has passed, D2L will automatically submit your answers and you will receive a score of 0 for unanswered questions. Upon quiz submission, you will see the number of questions that you answered correctly.
- Quizzes will appear in “Assessments” under Quizzes during the time period scheduled (see Schedule, below). You can also access the quiz in the appropriate section module (e.g., quiz 1 will be located in the section 1 folder). **You may ONLY access the quizzes during the given**
24-hour period. Once the 24-hour period has passed, all quizzes will close and you will no longer be able to access the quiz. For example, this means that if a quiz is scheduled from 5:00 PM on Thursday to 5:00 PM on Friday, and you access the quiz at 4:40 PM on Friday, you WILL NOT have the full allotted quiz time to complete the assessment. It is your responsibility to find adequate time within the 24-hour testing period to complete the quiz.

- **THERE ARE NO MAKE-UP QUIZZES.** You MUST take each quiz within the date and time period that it is scheduled. The only exception to this rule is if you have a documented medical illness or documented family emergency. You must present documentation for an excused absence at least 24 hours before the quiz is scheduled to begin. Forgetting is NOT an acceptable excuse for missing a quiz. If you have a technical problem during a quiz, you MUST contact the MSU Help Line within an hour of experiencing the problem.

- There are 7 quizzes. Your final grade will be calculated based on your 6 highest quiz scores. Your lowest quiz score will be dropped.

- Quizzes are **non-cumulative.** Each quiz covers only the chapters covered in the current section prior to that quiz.

- The quiz dates are listed below in the Course Schedule and in D2L on the Course Calendar. You will NOT receive an e-mail reminder from your instructor about the exams. It is your responsibility to know the quiz dates.

- **Note:** Obtaining or sharing quiz information from or with other students is considered cheating. Collaborating on exams with other students is considered cheating.

**Research Participation (worth 5% of your final grade)**

You are required to participate in online psychological research studies through the psychology department’s Human Participation in Research (HPR) pool from the MSU Psychology Department website (https://msu-psychology.sona-systems.com). The purpose of such participation is to give you some direct experience with real experiments and to give you a better idea of how the work of psychology is carried out. Students receive 1 HPR credit for every 60 minutes spent in research. The research participation requirement for this course is 7 HPR credits (approximately 7 hours of research participation). Research participation must be completed no later than 5pm (EDT) on August 18, 2017. Instructions for registering as a participating student in the HPR Subject Pool are posted on D2L.

**Note:** Students under 18 years of age may NOT participate in HPR experiments. Special options have been created for students under 18 years of age to meet the 7 credit participation requirement for PSY101 courses. Please contact the Psychology Undergraduate Office at psyugrad@msu.edu for more details.

If you have questions or problems with anything related to research participation, please contact the Psychology Undergraduate Office at psyugrad@msu.edu. DO NOT contact your course instructor about problems with the HPR system. Course instructors do not have access to the HPR system and will not be able to assist you.

Individuals who do not wish to participate in psychological research may write seven one-page papers instead. Each paper is equivalent to 1 HPR credit hours. Instructions about these papers...
are posted on D2L. Please note that all alternative papers must be submitted to the D2L Dropbox called “Alternative to HPR Dropbox” by 5 PM, August 18, 2017.

Weekly Surveys (worth 0.25% each; 1.75% total). [Extra Credit]

Each week you will have an opportunity to earn extra credit by engaging with a real-world example of a topic covered in class. This may include reading an article, watching a video, or doing an activity.

To earn your extra credit you must complete a survey about that week’s example. Surveys will appear in “Assessments” under Quizzes during the time period scheduled (see Schedule, below). You can also access the survey in the appropriate section module (e.g., Survey 1 will be located in the Section 1 folder).

Surveys close at 5:00 p.m. on Fridays. Exceptionally, the first survey closes at 5:00 p.m. on Saturday, July 8th.

Grading Policies

All of the online quizzes consist of multiple choice questions that are automatically graded within the system. Grades from research participation will be computed at the end of the semester. Please note that the course instructor will NOT be able to see your completed credits before that time. You will be responsible for tracking your completed credits during the semester.

How do I view my grades in D2L?

1. Select your course.
2. Click the Assessments dropdown.
3. Select Grades.

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<thead>
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<th>Percentage</th>
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Policy on grade changes: I will adhere to these cut-offs to ensure fairness for all students in the course. If you believe that I made an error in calculating your final grade at the end of the
semester, please let me know. I will check your grade, and I will change it if I have made an error. Unfortunately, I will not be able to “bump up” your grade or give any special extra credit opportunity. Therefore, please take advantage of the extra credit opportunities already offered throughout the term. Also, do keep track of your progress throughout the course and reach out to me as soon as possible if you encounter any difficulties. I am here to help you learn about Psychology and I want everyone taking this class to succeed!

Additional Course Information

D2L Recommendations and Requirements:
Please follow these suggestions to prevent problems during your participation in this course:
1. Use a recommended browser. For a list of recommended browsers visit: http://help.d2l.msu.edu/technical-requirements.
2. Clear your cache and cookies before starting a quiz.
3. Have D2L open only to the quiz browser. If you have the course open in a second browser then you may have guest status in the quiz browser and be logged in with your NETID in the other. Your quiz could end up with blank sections even after you enter data or it can skip questions.

Getting Started in the Course:
Log into D2L and go through the orientation materials. Once you have gone through those materials, take the orientation quiz. Once you are done with the quiz, go through the other materials that will help you with this course such as the “Meet Your Psychology 101 Course Instructor,” “Need Help with D2L?” and “Research Requirement” tabs. Once you have looked through those materials, do the prologue and the rest of section 1 and continue going through the class as listed on the course schedule.

Accommodations for Students with Disabilities:
Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities, with documentation from the MSU Resource Center for Persons with Disabilities, may be requested by contacting me within the first week of the term. Requests received after this date will be honored whenever possible.

Academic Integrity
Article 2.3.3 of the Academic Freedom Report states that, "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the Department of Psychology adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Website: http://www.msu.edu.) Therefore, unless authorized by the instructor, you are expected to complete all course assignments without assistance from any source other than the course
Web site, textbook, and ancillary materials you may have chosen to purchase from the publisher when you purchased the textbook (e.g., access to the publishers website).

You MAY NOT use any student-based websites for completing the work in Psych 101 online. These sites are known to faculty members who are updated about their contents on a regular basis by honest students and others concerned with academic integrity. Students who violate MSU rules may receive a penalty grade of ZERO, applied either to a specific assignment/quiz or to the entire course, the decision to be made by the instructor. In addition, a letter describing the transgression will be sent to the Dean of your college and the Dean of the Social Science College.

For more information about permitted and forbidden activities see the very useful website prepared by the MSU Ombudsman, https://www.msu.edu/unit/ombud/academic-integrity/student-faq.html. When in doubt, contact the course instructor BEFORE engaging in the activity.

Every student is held responsible for knowing the academic integrity policy at MSU. The policy can be found at https://www.msu.edu/unit/ombud/RegsOrdsPolicies.html

Here are some examples of academic dishonesty:
• Having another student provide academic assistance or coaching during an online quiz or test.
• Having another person take a quiz or test for you.
• Copying questions or answers from your online quiz or test and sharing them with another student.
• Copying questions or answers from your online quiz or test and posting them on a website for others to view.
• Getting questions and/or answers from students who have already taken an exam or quiz you are scheduled to take.
• Collaborating with other students on projects or assignments without your instructor's permission.

Please be aware that D2L tracks all student login information. For example, it tracks when you have logged into D2L and when you have logged out. It also tracks when you begin your quiz and when your quiz is submitted. This is helpful for the instructors because it allows us to resolve issues if there is a problem with the D2L system in terms of logging on and/or gaining access to the various sections of the site. Tracking can also help us resolve disputes about exams and assignments, particularly those that are timed. D2L tracking also can reveal academic misconduct.

Limits to confidentiality
Materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, students should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU
community members and others. As the instructor, I must report the following information to other University offices (including the Department of Police and Public Safety) if you share it with me:
- Suspected child abuse/neglect, even if this maltreatment happened when you were a child,
- Allegations of sexual assault or sexual harassment when they involve MSU students, faculty, or staff, and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting you are encouraged to make an appointment with the MSU Counseling Center.

Commercialization of any material in this course is not permitted.
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<th>Week 1</th>
<th>MONDAY</th>
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<th>WEDNESDAY</th>
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<td>Quiz on Prologue and Chapter 1</td>
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<td>July 4</td>
<td>July 5 Complete Day One Orientation and the Orientation Quiz Survey 1 closes Saturday 7/8 at 5pm</td>
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<td>July 7 Quiz 1: Available FRIDAY (7/7) 5 PM to SATURDAY (7/8) 5 PM Prologue and Chapter 1</td>
<td>July 8 Quiz 1: Available FRIDAY (7/7) 5 PM to SATURDAY (7/8) 5 PM Prologue and Chapter 1</td>
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<td>July 13 Quiz 2: Available THURS. (7/13) 5 PM to FRIDAY (7/14) 5 PM Chapters 2,3</td>
<td>July 14 Quiz 2: Available THURS. (7/13) 5 PM to FRIDAY (7/14) 5 PM Chapters 2,3</td>
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<td>July 20 Quiz 3: Available THURS. (7/20) 5 PM to FRIDAY (7/21) 5 PM Chapters 4,5</td>
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<td>July 26 Quiz 4: Available THURS. (7/27) 5 PM to FRIDAY (7/28) 5 PM Chapters 6,7,8</td>
<td>July 27 Quiz 4: Available THURS. (7/27) 5 PM to FRIDAY (7/28) 5 PM Chapters 6,7,8</td>
<td>July 28 Quiz 4: Available THURS. (7/27) 5 PM to FRIDAY (7/28) 5 PM Chapters 6,7,8</td>
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<td>Quiz on Chapters 9,10</td>
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<td>Quiz on Chapters 15, 16, and 12</td>
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August 19

Semester Ended on August 18.