



Course Policies and Syllabus

Course Number: PSY1012 General Psychology – ONLINE

Instructor: Dr. John W. McNeeley

Title: Professor – Behavioral and Social Sciences

Office: Flagler/Palm Coast Campus, Bldg. 3, Room 114C

Office Hours: Monday & Wednesday: 2:00 p.m. – 5:00 p.m.
Tuesday & Thursday: 11:00 a.m. – 12:30 p.m. & 5:00 p.m. – 6:00 p.m.
(Thursday Only)

Phone: (386) 246-4808

Email: mcneelj@daytonastate.edu

Department Homepage:

<http://daytonastate.edu/CampusDirectory/DeptInfo.aspx?dept=BHS>

Faculty Web Page:

<http://daytonastate.edu/CampusDirectory/EmployeeInfo.aspx?id=i47g/wXt5aMm2KPlka0ipw>

Credit Hours: 3 Semester Hours Degree: A.A. and A.S

Course Description: A scientific study of human behavior in relation to our development, motivation, emotion, perception learning and thinking. (Prerequisite or co-requisite: ENC 1101.)

Minimum Technical Requirements: This course is offered **completely online**. Students may work as quickly as they choose to complete the course, however, there are weekly deadlines that **must** be met. The schedule for the assignment due dates is found next to each assignment under “Quizzes and Tests”. All of the information for your tests, quizzes and essays is found in the textbook. For this course you will need to be able to access **Falcon Online** as well as have access to a **Microsoft Word** (you must complete all ESSAY QUIZZES using Word and save them as a file to upload in the drop box under “Assignments”).

Student Learning Outcomes:

Upon completion of this course, the student will be able to:

1. Demonstrate a basic knowledge and understanding of the historical perspective of psychology and the basis of contemporary psychological research. Program Goal: (Critical Thinking)
2. Demonstrate a basic knowledge and understanding of the Biological and Physiological basis of behavior Program Goal: (Critical Thinking)
3. Demonstrate a basic knowledge and understanding of the Cognitive basis of behavior. Program Goals: (Cultural Literacy) , (Critical Thinking)
4. Demonstrate a basic knowledge and understanding of the Clinical aspects of the science of Psychology Program Goal: (Critical Thinking)

Class Format: Psychology 1012 is an introduction to the broad scope and goals of Psychology in the attempt to understand, predict, and in some cases, change human behavior.

1. All assignments are released to students and visible on the first day of classes through logging into your Falcon Online account at: <http://daytonastate.edu/falcononline>.
2. Each week there are **deadlines** to complete the chapter quizzes and tests. **The Essays are always due on Wednesdays. The Quizzes are always due on Thursdays and the Tests are always due on Fridays of each week.** Once a deadline is missed, the assignment will be closed to the student and that student must contact me (the Instructor) with a valid explanation. See the list of quizzes for the due dates. Students are strongly encouraged to **stay ahead of the assigned schedule** and to complete the course as soon as possible. Incomplete grades cannot be assigned in this course.
3. **All** assignments are completed and submitted online.
4. It is **best** for you to communicate with me at mcneelj@daytonastate.edu . Please use **“FALCON ONLINE”** in your SUBJECT – so I know that you are in the Online Course. You may also contact me through my office hours.
5. Interaction: The platform of the course (D2L) includes a bulletin board/discussion for students to communicate between themselves, to discuss issues involving the course, and ask questions of their peers.

Required Textbook(s):

Textbook: **Psychology, 12th Edition, Wade and Tavris, Pearson Publishers; 2017; ISBN-13: 978-0-13-424083-1**

This Textbook is a **NEW** Textbook for this course and is **MANDATORY** – **ALL** of your quizzes and tests are directly from information in the book.

Here is a direct link to the [Daytona State College Bookstore](#) where students can find the location/days/hours of local DSC bookstores or order books and materials online.

Optional Materials: New Textbooks have an “Access Code” containing additional study material. This is **NOT** necessary for our class.

Equipment and Supplies: Access to a Competent Computer is **required**.

Classroom Policies

Sensitive Materials: Course content aims to enable students to reach course goals and objectives. As such, students may be introduced to a wide range of topics and ideas that differ from familiar understandings and beliefs. Some content may be considered sensitive or offensive or disturbing (or all of the above) by some students.

Disclaimer: Teaching policies and regulations for this course are not open for discussion or negotiation. This syllabus has been constructed to be as complete as possible but is by no means a binding document. I reserve the right to alter policies, procedures, and the syllabus as needed. Please utilize the website regularly as any changes to the syllabus will be posted there.

How to proceed through the course: Students should plan to have three hours of study time per week for each credit hour of class time. Example: when taking a typical 3 credit hour course, students should plan to spend at least 9 hours per week doing coursework and studying for that course regardless of the mode of delivery (online, hybrid, face-to-face).

This course is **OPEN** from the first day of classes. Students are not only able to; they are **encouraged to work ahead**. **EVERY week one or two chapters will be CLOSED – no longer accessible**.

Communication:

Please feel free to EMAIL me at: mcneeli@daytonastate.edu for my hybrid/online class(es). PLEASE type “**FALCON ONLINE**” in the Subject of your email. I will try and reply within a 24-hour period to all emails. If you are having difficulty, please do not hesitate to contact me.

Interaction: The discussion board is set up for students to interact with one another. Please do not put answers to the quizzes and/or tests up. Positive interactions ONLY – if you are having a problem, please address it to me directly through an email.

Students who stop attending this class will be withdrawn from the class and receive a final grade of W1 (Withdrawn). Attendance includes participating in online or face-to-face environments as required.

Late Work/Make-up Work and Exams: There is a **Schedule** that must be **strictly adhered to** in order to complete the course. Please do not ask me to reopen missed work, as it is not fair to the other students.

Student Rights & Responsibilities: See the [Student Handbook](#). Daytona State College is committed to providing you with quality instruction, guidance, and opportunities for academic and career success by fostering academic excellence in a supportive and personalized learning environment. Maintaining high standards of academic honesty and integrity in higher education is a shared responsibility and an excellent foundation for assisting you in making honorable and ethical contributions to the profession for which you are preparing. In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you.

All cases of suspected violations of the *Student Code of Conduct*, including academic dishonesty, are reported to the Judicial Affairs Office for resolution.

Forms of Academic Dishonesty

Cheating- Cheating can be defined as: receiving or giving unauthorized assistance on a quiz, test, exam, paper, or project or unauthorized use of materials to complete such; collaborating with another person(s) without authorization on a quiz, test, exam, paper, or project; taking a quiz, test, or exam for someone else or allowing someone else to do the same for you.

Plagiarism -Plagiarism can be defined as: submitting work in which words, facts, or ideas from another source are used without acknowledging that the material is borrowed whether from a published or unpublished source. For specific information on how to document information from other sources, students should check with their instructors, academic departments, or a recognized writing manual, such as the MLA or APA.

Self-plagiarism -Recently the idea that students can plagiarize themselves has surfaced. When students turn in the same assignment for two different classes, they are self-plagiarizing. This rule also applies to sections of an assignment. Not only does 'repurposing' assignments deny students the opportunity to learn, but also it is not fair according to the college's standards. Because of this, self-plagiarizing is coined 'double-dipping,' which leads to devaluation of grades and therefore, a devaluation of the College. Daytona State College prohibits self-plagiarism.

Online Academic Integrity Violations -These violations include, but are not limited to the following: sharing your Falcon Online password, working on an assignment with someone else when it is supposed to be done on your own, looking at someone else's work while taking a quiz or exam, using a cell phone to share quiz or exam information, revising a paper that was found on the Internet, or submitting a paper purchased from a website.

Fabrication -Fabrication can be defined as: listing sources in a bibliography that one did not actually use in a written assignment; presenting false, invented, or fictitious data/evidence in a written assignment.

Other Academic Misconduct: Other Academic Misconduct might include, but is not limited to:

- In a testing situation, conduct, such as, looking at a classmate's test, talking to a classmate, or leaving the classroom without the instructor's or proctor's permission.
- Obtaining help while taking online tests or quizzes in the form of another person consultation, Googling for answers, texting, or using other social media.
- Obtaining part or all of a test by theft/purchase, OR selling /giving part of all of a test to someone else.
- Soliciting someone to impersonate you online or in a classroom setting.
- Entering an office or building for the purpose of changing a grade on a test, assignment, or in a grade book or for the purpose of obtaining a test.

- Altering or attempting to alter academic records of the College which relate to grades; being an accessory to same.

Honor Pledge: I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another’s work as my own, nor will I tolerate anyone who does.

Furthermore, As a DSC Falcon, I give my word that this work is my own and that I have neither given nor received unauthorized help.

For more information on academic integrity, view [Honor Code](#).

College Network Acceptable Use Policy: The purpose of this policy is to outline the acceptable use of the network and resources provided by Daytona State College and to establish a culture of openness, trust, and integrity. Please make yourself very aware of this policy by clicking these two links:

- [Terms of Use](#)
- [Falcon Online User Expectations](#)

The **COURSE ASSIGNMENTS** are as follows:

QUIZZES and PRACTICE TESTS: (25% of your final grade)

There are THREE QUIZZES / PRACTICE TESTS for EACH Chapter:

Multiple Choice Quiz 1 Unlimited Attempts Unlimited Time

Multiple Choice Quiz 2 Unlimited Attempts Unlimited Time

Practice Test Unlimited Attempts Unlimited Time

You have unlimited time and unlimited attempts on the Quizzes and Practice Tests. HOWEVER, you must score a PERFECT score (100%) on the Practice Test in order for the Chapter Test to be released to you. Remember this is a “points based” course. Retake the quizzes – **EVERY Point Counts!**

TESTS: (70% of your final grade)

There is **ONE** Test for **EACH** Chapter. **Chapter Tests have only ONE Attempt and a 30 Minute Time Limit – NO Exceptions!**

ESSAY QUESTIONS: (5% of your grade)

Directions for submitting Essay Questions / Answers

YOU MUST WRITE YOUR ESSAY USING MICROSOFT WORD

In order to **successfully submit** your answer to an essay question, follow these instructions.

1. **Essay Questions** can be found under the “Assignments/Essays” tab. Each Chapter has an Essay Quiz Question, which can be accessed by clicking on the corresponding Chapter.
2. Write your answer in Microsoft Word on your computer. **In order to receive full credit your answer must contain AT LEAST 300 words.**
3. Save your answer to your desktop. **You MUST save your summaries in only one of the following formats: doc; docx .**
4. Use the browse button to locate your essay answer on your desktop. Upload your essay answer to the appropriate Drop box.
5. You only need to upload your Essay to the correct drop box and click “Submit”.
6. PLEASE use your **OWN words**. Turnitin.com IS enabled.

GRADING POLICY:

FINAL GRADE DETERMINATION

Quizzes and Practice Tests = 25%

Tests = 70%

Essay = 5%

INCOMPLETE GRADES:

Grades of “Incomplete” CANNOT BE ASSIGNED IN THIS COURSE. All work must be completed by the final deadline at the end of the semester.

Academic Support Services

The Division of Library and Academic Support provides the following free services to students.

Microsoft Office 365, with 1TB of OneDrive storage, is available to enrolled Daytona State College students. Students are provided a college email address that serves as the student’s official source for college communication. In addition to email, Office 365 provides students with shared calendars, the ability to create and edit documents online, team sites, and other collaboration tools. Whether you work on a PC, Mac, tablet or phone, you will have a consistent experience across all of your devices. The service includes online versions of Word, PowerPoint, Excel, OneNote, and OneNote Class Notebook. For more information about Office 365, visit the Student Self-Service Help page at <http://daytonastate.edu/help/> and click on Office 365 **Find Out More**.

Academic Support Center: The Academic Support Center (ASC) assists students to achieve their potential by providing the resources they need to become successful, independent learners. ASC centers are available on all campuses providing academic support in the form of tutoring, learning sessions, instructor assistance, supplemental instruction and various workshops. For more information please go to <http://www.daytonastate.edu/asc/> or email ASC@DaytonaState.edu.

Writing Center: The Writing Center assists students, staff, and faculty to become better writers through face-to-face or virtual consultations (up to 50 minutes) and workshops. As the hub for writing at Daytona State, staff work with all writers at any stage of the writing process—so whether you’re brainstorming ideas for a psychology paper or need a new

perspective in the revision of a letter, consider meeting with the staff at the Writing Center. Scheduling appointments are recommended; call (386.506.3297) or visit the website www.daytonastate.edu/cwc for more information.

Library Services: Daytona State Library Services offers many types of resources to support research needs (or just your curiosity). These resources include everything from [e- books](#) to [online databases](#) containing countless number of full-text newspapers, magazines and scholarly journals. Many of the resources can be accessed from the web 24/7. A [staff](#) of very helpful librarians is available for guidance to the best resources for any type of project. [E-mail the librarians](#), and/or call 386-506-3518, or check out the [website](#) for more information.

Technical Support is available for Falcon mail, printing, web usage, Desire2Learn, and more. Students may call 386-506-4AID (4243) or e-mail FalconAid@Daytonastate.edu.

Local access numbers for your area are:

Daytona	(386) 506-4243
DeLand	(386) 785-2000 ext. 4243
Deltona	(386) 789-7241 ext. 4243
Flagler/Palm Coast	(386) 246-4800 ext.4243
New Smyrna	(386) 423-6300 ext. 4243

Please check the days and times to contact the [Student Helpdesk](#). Times may vary during holidays and special circumstances.

Personalized assistance via walk-in may be obtained at the new FalconAid Student Help Desk Kiosk located on the Daytona Campus in J. Griffin Greene, building 300, room 109. For days and times, check out the [Kiosk](#).

Withdrawal Process: Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Many times issues and concerns can be resolved with communication. Please review [Refund/Repayment Policy](#) and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility. If the decision has been made to withdraw, you should

- Go to MyDaytonaState.edu and log in
- Click on FalconNet in the menu bar
- Using the left hand menu, click on Registration

- Click on Class Registration link
- Read the message about tuition payment and then scroll down to acknowledge the information
- Click on the Continue button
- Select the current term you and year
- Click on the Registration button
- Select the course you want to withdraw from by clicking in the radio button; then click the Drop Course button

Students with Disabilities: If you need academic accommodations, such as private testing, interpreters, note takers, etc., please give me a current letter from Student Disability/Counseling Services that verifies your need for specific accommodations. Please make an appointment with me as soon as possible to discuss the accommodations. See Daytona State website for more information <http://www.daytonastate.edu/sds/> or see the Student Handbook at <http://www.daytonastate.edu/current.html>.

Veterans: If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065.

Safety on Campus: Daytona State College has partnered with Rave Mobile Safety to provide Rave Alert, an emergency alert system that can deliver text and voice messages to your cell phone and voice messages to your home phone, as well as email messages to your FalconMail account or personal email account of your choosing. Daytona State College Rave Alert is also capable of posting emergency messages to the College's official Facebook and Twitter accounts and to the Falcon Central page. Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit <https://www.getrave.com/login/daytonastate>. In addition, the first few weeks of class you should note the door exits and stairwell locations in case of emergency situations. For more information concerning campus safety, go to http://www.daytonastate.edu/campus_safety/.