



# DAYTONA STATE COLLEGE

## Course Policies and Syllabus

**Course Number:** PSY1012 Sections. 302F & 304F General Psychology

**Instructor:** Dr. John W. McNeeley

**Title:** Professor of Psychology – Behavioral and Social Sciences

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

**Office Hours:** Monday, Wednesday: from 2:00 PM to 5:00 P.M. &  
Tuesday, Thursday: from 11:00 to 12:30 PM & Thursday 5:00 to 6:00 PM

**Phone:** (386) 246-4808

**Email:** [john.mcneelely@daytonastate.edu](mailto:john.mcneelely@daytonastate.edu)

**Department Homepage:**

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

**Faculty Web Page:**

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

**Degree:** A.A. (Core) and A.S.

**Credit/Contact Hours:** 3 Semester Hours – 45 Lecture Hours

**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:** The instruction method for this course is a Lecture/Discussion. Basic computer skills are necessary as well as the use of a computer to access course information.

**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:** Discussion/Lecture. 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.

The structure of this class is designed to introduce and familiarize students with the traditional areas of General Psychology. Additionally, this class is designed to help students develop skills in critical thinking, reading, writing, and interpersonal communication. It is important for students in this class to be actively involved in the learning process. Since classroom discussion is encouraged, students will be expected to read the assigned material prior to lectures in order to effectively participate.

**Class Policies:** These have been developed to assist you, the student, to complete this course successfully. If you have extraordinary circumstances, such as work schedule conflicts which may reflect on your academic progress, please inform me as soon as possible in person.

**Textbook:**

This is **NOT** necessary for our class. All relevant important course information will be presented in class Lectures. It is therefore very important to attend classes and take notes!

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

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.

## **Classroom Policies**

**IT IS THE RESPONSIBILITY OF ALL STUDENTS TO READ THIS SYLLABUS IN ITS ENTIRETY. STUDENTS WILL BE HELD RESPONSIBLE FOR ALL CONTENT SPECIFIED IN THIS SYLLABUS AND THERE WILL BE NO EXCEPTIONS!**

**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).

The **GRADING POLICY** is as follows:

Grades will be determined by the student's scores on Four (4) Tests (**tentative**) and Class Attendance / Participation.

**All relevant important course information will be presented in class Lectures. It is therefore very important to attend classes and take notes!**

Grade totals for this course may vary (**tentative**) however, in the past points have been allocated as outlined below:

Four Tests averaging 100 points each.....400

Participation / Attendance points.....50

**Total Possible Points.....450**

GRADING SCALE:

90% and above (405 – 450 points) = A  
85% to 89% (382 – 404 points) = B+  
80% to 84% (360 – 381 points) = B  
75% to 79% (337 – 359 points) = C+  
70% to 74% (315 – 336 points) = C  
60% to 69% (270– 314 points) = D  
Below 60% (0 – 269 points) = F

Nothing below 70% is acceptable for college transfer.

**Attendance and Lateness Policy:** Experience has shown that there is a high correlation between regular class attendance, punctuality and good grades. Attendance is linked to the grading policy in this course and therefore is mandatory, extremely important, and expected of all students. Also, since tests in this course are primarily generated from class lectures, students who miss classes will very likely experience difficulty in attaining a satisfactory grade. Therefore, it is expected that you will attend all classes except for medical reasons or other emergencies (All requests for excused absences must be submitted in writing within one week of absence, failure will result in an unexcused absence). Even though you may be absent from class, you are still responsible for all material discussed in class.

Since participation depends on class attendance, you have been given 50 attendance points in advance. Students who demonstrate chronic absence and/or tardiness will be penalized up to 50 points when their final grade is computed.

**This is Important: Each unexcused absence from, or tardiness for class, in excess of two (2) Classes will result in a point reduction of 5 points, (per class missed or tardy), which will be deducted from your total attendance points.**

\*Leaving class early, without prior consent, will be considered and treated as an unexcused absence.

Note: Students who arrive late for an assigned test will be subject to the following: 1) may not be allowed to take the test as scheduled; 2) may be required to take a different version of the test; and 3) may receive a 10-point penalty on the test grade. (Options 1, 2 and 3 will be at the discretion of and scheduled by the instructor. Students who arrive late to take an exam and are allowed to take the exam in class must complete the exam by the established "End Time" (usually 50 minutes), or when the last student who arrived on time turns in their exam – whichever occurs first. Please arrive to class on time.

Attendance requirements for students receiving VA benefits: VA Students are not permitted to accumulate three (3) absences within thirty (30) days of classes. Please see College catalog.

**Late Work/Make-up Work and Exams: *Makeup exams will not be given unless extenuating circumstances prevent the student from taking the exam as scheduled.*** Determination of extenuating circumstances will be at the sole discretion of the instructor, and will be limited to incidents such as illness, court appearances, etc. that are documented in writing. A student that simply states that he/she missed an exam due to illness (or other reasons) and cannot provide written documentation, will not be allowed an opportunity to take a make-up exam. It will be the responsibility of the student to make arrangements with the instructor for rescheduling exams prior to the scheduled exam date, or immediately upon resuming class if they have written documentation of extenuating circumstance. Note that the opportunity for makeup exams is an exception -- there is NO GUARANTEE that students will be allowed the opportunity for a makeup exam. The instructor will schedule all makeup exams, at a time and place that is convenient for the instructor. Students will not be allowed under any

circumstances to take more than one makeup exam during a semester without appropriate written documentation justifying class absence for the scheduled test day. Students who do not have written documentation of an extenuating circumstance for missing a scheduled exam will be subject to one of the following (at the sole discretion of the instructor): 1) receive a "0" for the missed exam; 2) take a makeup exam with a mandatory 10 point penalty; or 3) take a cumulative final exam at the end of the semester that will replace the missed exam. Students should note that if given an opportunity to take a makeup exam, they might be given a modified version of the exam.

**Classroom Etiquette:** All students should be on time for class. Attend to your needs before entering the room. Students who come late or leave during the class are a distraction to both the instructor and other students. **The use of cellular phones, MP3 players and other electronic devices is also a distraction. Please ensure electronic devices are off (or on silent alert). If an emergency arises, please be courteous to your fellow students and leave quietly. Finally, cell phones, watch alarms, beepers, etc. are strictly prohibited in the examination room, and any violation will be assumed to be a *Student Code of Conduct* violation which will result in an "F" on the exam.)**

**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 another 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](#)

**Evaluation/Assessment Methods:** There is a Pretest (offered at the beginning of the course) and a Post TEST at the end. These are not counted toward your grade – they are tools used to evaluate the progress made over the course of the semester. They are worth Extra Credit Points toward your final grade.

## Academic Support Services

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

**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](http://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](mailto: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

**The Last Day to Withdraw from Class is: March 30, 2018**



## **Incomplete Grades:**

**An incomplete grade** will NOT be given UNLESS the following criteria are met:

A request in writing is submitted to the instructor prior to last three weeks of class,  
All assignments, term paper, and quizzes were completed at that point in time,  
The student has a grade C or higher at that point in time.

**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/](http://www.daytonastate.edu/campus_safety/).