

UNM

General Psychology

Syllabus

Course Title: Psychology 105

Credit Hours: 3

Prerequisite Course: None

Instructor: Candice Fuentes

Phone: (509) 432-3956 (work)

Email: email through class website

Course Description: This is a college transfer course in which the following topics are presented:

1. Methods used in the scientific study of behavior.
2. Introduction to the basic theories and concepts in the science of behavior.
3. Motivation and Emotion.
4. Learning.

Required Text: **Introducing Psychology**, 3rd edition. Schacter. ISBN: 978-1-4641-1308-6

Instructional Methodology:

We will cover a chapter each week in this class (fall/spring). For condensed courses we will go through material faster. For each chapter you are required to complete an essay paper, review the lecture notes, and complete discussion board work. You will also be responsible for completing a research paper and Final Exam.

Writing Assignments:

For each chapter you will be assigned an essay paper project where you will need to do some research (e.g. on the internet, in your text, outside reading, or a combination of these). You will write a 1-2 page reaction type paper discussing what you learned and submit as an attachment (.doc or .docx file type) by the due date indicated on the course calendar. Double-spaced, 12 size font, times new roman. Title and reference pages also required. Worth 10 points each. See weekly assignments for details.

Research Paper:

You are required to complete one research project. Choose a topic from the text book or you may choose to elaborate on one of the chapter writing assignments (above and beyond the weekly chapter assignment). You must run your topic idea by me prior to submitting it. Your paper must be in APA style and 5-7 pages, double-spaced (not including title and reference page). You must use outside sources (other than your text book) such as internet sites, and scholarly psychological journal articles. A minimum of 3 outside sources must be used. Worth 50 points. See schedule for due date.

Discussion Board:

Post your biography to the Discussion Board during the first week of class. Introduce yourself to the instructor and your fellow cyber-students by submitting a 100-200 word description of your life experiences, goals, and interests along with anything else you wish to add that will enable us to know you as an individual in our class. Be sure to include why you decided to take this class in an online format and what you hope to learn. Respond to two of your classmates posts. Worth 10 points. See course schedule for due date.

Discussion Board Participation

For each chapter assigned you are required to post your own question and respond to two questions posted by classmates. As you read through the text I expect that you will come away with unanswered questions, or will want more clarity or direction on a topic, or may want to test your classmates knowledge on a topic. Post your question to the Discussion Board. There is a link there specifically for each chapter. Questions postings are due no later than Wednesday of each week. Respond to at least two questions posted by a classmate for each chapter as well. Responses are due no later than Sunday of each week. Worth 10 points for timely participation and posts throughout the semester.

*Students are required to log on to their class web site at least once every 48 hours and this is a good way of doing so.

Note:

There will be a Question & Answer thread in the Discussion area for you to post general questions either to me, or to your fellow students. This is an excellent forum for clarifying concepts and bouncing ideas around. I suggest you use and check it often.

Evaluative Methodology:

Final Examination:

You will have one cumulative Final Exam for this class. Students must complete the Final Exam during finals week as indicated on your course calendar. The exam will consist of true/false and multiple choice questions covering material from the entire course. You will have the opportunity to answer one additional essay question for extra credit points. The Final Exam will

be worth 100 points. See course calendar for exam date. It will be open book/open note and timed for 2 hours with one attempt provided.

Grading Scale:

310 total possible points.

A	279-310
B	248-278
C	217-247
D	186-216
F	185 and below

Academic Honesty:

Students are expected to comply with the academic policy of UNM - Valencia. Any academic dishonesty will result in expulsion from the course. Students must provide picture identification to take tests at the Assessment Center.

Successfully Navigating Your Online Course

Helpful Tips

1. **Be familiar with your Course and Assignment Syllabi.**
2. **Become familiar with the Learn platform; click on all of the Course Tools to discover what is available to you in your online course. You may want to visit The Learning Center at UNM Valencia Campus if you need additional help learning how to navigate.**
3. **Keep copies of all of your work. Saving all writing is necessary. Learn how to save Word or RTF files. If you do not know how to save files, go to The Learning Center or call 277-5757.**
4. **Be proficient in with the Mail component. If you need to send me a message, do the following: 1) click on "Mail" in Course Tools, 2) then click on "Browse for Recipients," 3) choose my name, 4) follow guidelines for writing e-mails (see the section on E-mail Netiquette, and 5) type your message and click on "Send."**
5. **Send me e-mails through the course e-mail, not through my UNM e-mail account. I am not expecting e-mails from you in the general account, and I do not want to delete your message as spam.**
6. **To be successful, I suggest you create a routine. Here is a suggested routine to help you get started.**
 - A. **Log on!** Lessons open on Monday and close the following Sunday. On Monday, log in and read the list of assignments for the week. Make sure you have all materials you need to complete the assignments, such page numbers or links. Jot down due dates.
 - B. **Read** the assignments actively, highlighting important ideas. Use any resources (dictionaries, asking questions, etc.) to help you acquire the information the session is trying to relay. Be pro-active and disciplined in your study habits.

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- A. **Log on** periodically throughout the week to check course e-mails and review new threaded discussions or blog responses. Watch for new announcements. Look at the schedule to see if anything is due.
- B. **Check Discussions.** Post to the discussion forums each week that are assigned. Your responses are an important part of your grade, so please take these exercises seriously. In responses, respect others. Finally, run spell and grammar check on your postings.
- C. **Importantly**, give yourself ample time to **submit work well before the deadline. You are allowed to submit work right at 11:59 PM MST, but this practice is very, very risky. For example, computer failures, corrupted discs, and outages are no excuse for work not completed (UNM VC policy). Plan for problems like these because** meeting deadlines will help you successfully complete the course.

SUPPORT SERVICES

Computer Technicians: Password problems? Trouble with files opening? Can't figure out why your browser doesn't work? What is a browser, anyway? If you have questions about computer problems, call 277-5757, M-F, 8:00 am-12:00 noon and M-F, 1:00 pm-5:00 pm MST. Computer technicians are available and happy to help you solve those difficult problems.

Tutors: At The Learning Center at UNM Valencia Campus, tutors are available to help you navigate the course. Call for an appointment: 925-8600.

LIBRARY RESOURCES

The UNM Valencia Campus library is a resource for articles and books. Go to <http://www.unm.edu/~unmvclib/> to search remotely (from home). You will need passwords. Call (505)-925-8990 to ask for passwords available to online UNM students.

Our class will have a library link where LeAnn Weller, our contact librarian, will provide helpful resources. Our class link is listed under my name on the UNM Valencia Library page à <http://www.unm.edu/~unmvclib/>.

EQUAL ACCESS SERVICES/ADA

Equal Access Services, phone (505) 925-8560 and website <http://www.unm.edu/~vcadvise/equalaccess.htm>, provides academic support to students with disabilities. If you need alternative formats for completing coursework, you should contact this service immediately to ensure your success.

Once you have been with Equal Access, you must send all documented forms to me ASAP. I cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services, who tell me how to help you best. Once I receive your paperwork, pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs. I encourage students to discuss their concerns with me!

LEARNING RESOURCE CENTER'S TUTORING

Face-to-face and online tutoring is available at The Learning Resources Center. You may call 925-8600 for information, or you may visit <http://www.unm.edu/~tutor/>.

Either Lucille Farrington, Director of the Learning Center, or any of the tutors will be happy to arrange tutoring sessions. They can also help you become familiar with how online tutoring works. Online tutoring allows you to work at home with a tutor from UNM Valencia Campus.

The University of New Mexico's Learning Outcomes For Psychology 105: General Psychology

All students registered at any of the University of New Mexico campuses must meet the following goals and objectives to pass General Psychology, PSY 105. *See Course Competencies in the Course Documents folder in your class.

Student Responsibilities in an Online Class: "Netiquette"

While I do not expect problems when working with adult learners, these policies ensure a safe and productive classroom environment. These policies are also in University of New Mexico Student Handbook:

1. Students must treat one another and the instructor with respect. Nasty remarks and name-calling are prohibited.
2. Students should not post non-related comments or questions about matters that are not a part of course curriculum.
3. Students may discuss complaints about the course with their instructor; however, they must do so in the proper environment, e.g. private e-mails in the course.
4. Students should use appropriate, polite language. Class time, e.g. discussion postings, is a professional learning environment, so obscene or offensive language, such as cursing, will NOT be tolerated.
5. Sexual harassment will not be tolerated.
6. Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. The offending student may be dropped from the course. Threats, cyber stalking, or stalking fall into this category.
7. Threatening the instructor to get a change of grade is prohibited. This behavior is harassment and/or verbal assault. Grades can be disputed; students should use the process outlined in the UNM Student Handbook.
8. Students violating any of these rules will be given a written warning and may be dropped from the class. They may be required to meet with the Chair of CHESS and the Dean of Instruction.

E-mail Netiquette

Please keep the following in mind when you write e-mails:

- **Include an informative subject line.** In every e-mail you write to me, the subject line should contain a descriptive phrase specifically about the problem. For example, "Problems with Nouns Worksheet in Lesson 5, question 4" is clear and helpful, but "Nouns Worksheet" is not. Unclear subject lines slow my response because I do not have enough information without having to asking you for clarification.
- **Include a salutation.** E-mails do not usually include "Dear," as a letter does, but they do include titles and last names. When you write to me, call me **Candice Ward**. Informal words of address, such as "Hey," are never appropriate and are

often rude. If we run into each other off campus or if you contact me after the class is completed, I do not care if call me by my first name or if you use my title. You decide. However, part of General Psychology 105 is learning when and how to use proper diction and registers of language; in a formal setting like a college course, professional titles are required.

- **Include a closing.** Please close with an appropriate phrase and sign your e-mail with your name. Signatures help me; I may not recognize your e-mail address. Some examples of appropriate phrases are "Sincerely" or "Thank you for your help."
- **Capitalize only the first word of a complimentary close.** If you close your e-mail with a multi-word phrase such as "Thank you," note that only the first word takes an initial capital letter.
- **Use short paragraphs.** Legibility on the screen is not as good as legibility on paper. Therefore, please use short paragraphs (in general, 3-4 lines maximum) to make the e-mail easy to read. In addition, be sure to skip lines between paragraphs.
- **Do not use instant-messaging spelling.** If u want 2 b treated like a pro, write like 1@.
- **Adhere to the conventions of Standard English.** Please edit and proofread for spelling errors and grammatical mistakes. Use your spell/grammar check. In addition, the computer does not catch all errors (form/from), so give your document one final read before submitting or sending it.
- **DO NOT SEND ALL CAP MESSAGES.** All capital letters means you are screaming at the person to whom you are writing. In an online class, this would be considered inappropriate behavior. If you wish to emphasize a point, underline it or put it in bold font.
- **Computer Policies**
- **Technical Safeguards**
- Please save or back up all of your work. First, save all assignments to the appropriate directory on your hard disk and then save copies to computer discs or memory sticks. For even better protection, print out hard copies of your work in a file folder in your desk. **Important Note:** At UNM Valencia, losing a file is not an excuse for missing work.
- **Getting Computer Help**
- If you experience computer difficulties, you are responsible for solving your own problems; call **(505) 277-5757** for help. These computer technicians can answer questions you may have concerning specific software, hardware, and other procedural issues related to this course.
- **Computer Policies in a UNM VC Lab**
- If you use the computers on campus, you must adhere to all policies set forth by the University of New Mexico at Valencia Campus. Check with the person who oversees the lab for a copy of the policies.
- **Meeting the Due Dates for Discussions and Essays**
- Online courses are not self-paced. The due dates for work completed for the class, including discussions, and essays, are posted in the course schedule and in the weekly announcement. Every Monday, the day when the week's lessons open, review the requirements for the week (See "Successfully Navigating Your Online Course") Check the Schedule regularly so you do not miss a submission or quiz date.
- **Avoiding Plagiarism**
- Your writing assignments must not be plagiarized. Plagiarism means using or copying language and/or ideas without acknowledging where you got them. Plagiarism includes copying another student's papers or ideas, downloading and turning in papers from the

Internet, copying passages from sources without proper documentation, or rephrasing an author's ideas and then presenting them as your own original thoughts.

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- To learn how to avoid plagiarism, you can talk to me, e-mail me or consult a tutor. If you would like even more information about plagiarism, The Owl at Purdue website offers sage advice: <http://owl.english.purdue.edu/owl/resource/589/01>. (You may have to copy and paste this link into the search bar – Owl Writing Center sometimes requires you to complete this extra step.) In addition, talk to your teacher about methods of quoting that will help you avoid plagiarizing.
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- In a world of high stress and busy schedules, coupled with ample resources on the Internet, you may be tempted to plagiarize. Stop! Ignore that temptation! Why? If you do plagiarize, you will face one or more of the following consequences: failing the assignment, failing the course, or facing disciplinary action taken by the University. Your actions may also be reported to the Co-Chair of CHESS (me) and to Dean of Instruction. Further disciplinary action, in addition to the actions taken for the plagiarism, may be taken based on the severity of the behavior. The University considers plagiarism a serious form of academic dishonesty or stealing.

Reasons Students Are Dropped

A student may be dropped from the course **if he/she . . .**,

1. **Does not turn in any one of 3 major essays assignments** that is required. These are the assignments requiring a minimum of 4 pages. Please remember, **no late papers are accepted.**
2. **Has a 50% grade average at the Midterm** (end of Week 4). A low average indicates that a student is active or participating in the class. Not turning in work is how a teacher takes attendance in an online course.
3. **Is not completing work and/or logging in.**
4. **Threatens the mental or physical safety or well-being of any member of the class.** This includes stalking, cyber stalking, or threats of/actual physical violence.
5. **Is disrespectful to me or other classmates** in correspondence, such as discussions, e-mails, or peer editing sessions. This behavior includes rude comments, swearing, or threats.