Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is your responsibility to check Canvas and your email for corrections or updates to the syllabus.

General Course Information

Instructor: Debbie Palmer, Ph.D.
Office: Science Building B303
In-Person Office Hours: Wednesdays 12:45 – 1:45 PM and Thursdays from 3:30 – 4:30 PM; available also by appointment
Virtual Office Hours: Tuesdays 4-5 pm (See the Online (Virtual) Office Hours link in the "Begin Here" module within the Canvas course site)
Office Telephone: 715-346-3953
E-mail: dpalmer@uwsp.edu; all messages left on the voicemail of the office phone are automatically converted in to email

Course Description: Introduction to scientific study of behavior and mental processes, and methods used in psychological research.
Credits: 3
GEP: GEP: SS
GDR: SS1

Expected Instructor Response Times
  o I will attempt to respond to student emails within 24 hours. If you have not received a reply from me within 36 hours, please resend your email. Note that this does not apply during official UWSP breaks and holidays.
  ***If you have a general course question (not confidential or personal in nature), please post it to the Course Q&A Discussion Forum found on the course homepage. I will post answers to all general questions there so that all students can view them. Students are encouraged to answer questions, too.
  o I will attempt to reply to and assess student discussion posts within 48 hours of discussions closing.
  o I will attempt to grade written work as soon as possible, typically within 5 days. If illness or other unexpected circumstances arise, I will convey that information via Canvas, email.

Textbook & Course Materials
  Required Text: *Experience Psychology* (3rd edition, 2016) written by Laura King, published by McGraw-Hill, available via UWSP's Text Rental/Bookstore. ISBN # 9781308953830.

  Other Readings: All additional readings and/or their links are provided in Canvas.

Course Technology Requirements
- Minimum recommended computer and internet configurations for online courses are [here.](#)

- You will also need access to the following tools to participate in this course.

  o webcam
  o microphone
  o printer
  o a stable internet connection (do not rely on cellular)

Course Structure
This course is entirely online through the course management system Canvas. You will use your UWSP account to login to the course from [this page](#). If you have not activated your UWSP account, please visit the [Manage Your Account](#) page to do so.

## Student Expectations
You will be doing the following:
- communicating via email
- completing basic internet searches
- downloading and uploading documents to Canvas
- reading documents online
- viewing videos online
- participating in online discussions
- completing practice quizzes and exams online
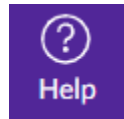- uploading documents to Canva

Technical Assistance
If you need technical assistance at any time or wish to report problems with Canvas, you can:

- Visit with a [Student Technology Tutor](#)

- Seek assistance from the [IT Service Desk](#) (Formerly HELP Desk)

  o IT Service Desk Phone: 715-346-4357 (HELP)

  o IT Service Desk Email: techhelp@uwsp.edu

- Use the Canvas Student Guide: [Student Guide](#)

Canvas Support
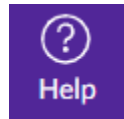
Click on the [Help] in the global (left) navigation menu and note the

options that appear:

Support Options	Explanations
Ask Your Instructor a Question Submit a question to your instructor	Use **Ask Your Instructor a Question** sparingly; technical questions are best reserved for Canvas personnel and help as detailed below.
Chat with Canvas Support (Student) Live Chat with Canvas Support 24x7!	**Chatting with Canvas Support (Student)** will initiate a *text chat* with Canvas support. Response can be qualified with severity level.
Contact Canvas Support via email Canvas support will email a response	**Contact**ing **Canvas Support via email** will allow you to explain in detail or even upload a screenshot to show your particular difficulty.
Contact Canvas Support via phone Find the phone number for your institution	Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7.
Search the Canvas Guides Find answers to common questions	**Search**ing **the Canvas guides** connects you to documents that are searchable by issue. You may also opt for **Canvas video guides.**
Submit a Feature Idea Have an idea to improve Canvas?	If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer your thoughts through this **Submit a Feature Idea** avenue.

All options are available 24/7; however, if you opt to email your instructor, s/he may not be available immediately.

- Self-train on Canvas through the Self-enrolling/paced Canvas training coursehttps://www.uwsp.edu/infotech/Pages/HelpDesk/default.aspx

Course Learning Outcomes

1. Students will describe the characteristics of the scientific discipline of Psychology.
2. Students will investigate the structures and functions of the human nervous system, which relate to thinking, behavior, and emotional processes.
3. Students will assess the various types of learning that humans engage in during their daily lives.
4. Students will describe typical memory functioning across the human life-span.
5. Students will differentiate between the states of consciousness humans experience.
6. Students will consider the social relationships that exist with others throughout their lives.
7. Students will examine the origins, diagnoses, and treatments of psychopathology.

You will meet the outcomes listed above through a combination of the following activities in this course:

- Reading portions of the textbook and materials from additional sources.
- Reading, viewing, listening to PowerPoint files.
- Viewing videos.
- Completion of homework assignments.
- Completion of practice quizzes.
- Participation in online discussions.
- Taking exams.
- The completion of optional volunteering activities to substitute for select weeks of practice quizzes and/or homework assignments and/or online discussions (see the subsequent section about the volunteering).
- The completion of optional extra credit activities.
- The Psychology Department has a policy that requires their Psychology 110 students to participate in research or complete an alternative writing assignment. Failure to complete the research participation requirement or the alternative writing assignment will result in an incomplete course grade. More info may be found in the module (see the provided document), the associated Canvas site, and here.

Course Schedule

Important Notes: Please know that I have provided an overall class schedule in the "Begin Here" module within Canvas. In addition, there is a schedule provided for each week within the Modules within the Canvas course site. You can also refer to the Canvas course calendar for deadlines of certain components of the course, such as Practice Quizzes, etc. I will announce any changes to the schedules via the Canvas course site and email. If you have any questions, please contact me.

Course Grade Calculation: Exams = 55%, Practice Quizzes = 15%, Homework Assignments = 15%, Online Discussions = 15%.

EXAMS: 55%

Exam 1:   60 points
Exam 2:   60 points
Exam 3:   60 points
Exam 4:   60 points

All exams consist of 30 multiple choice item questions. Exams are non-cumulative. You have 1 hour from the time you begin exams #1-#3 to complete each before the stated deadlines. You have 2 hours from the time you begin exam #4 (the final exam) to complete it.

Exam review sheets will be available on the Canvas course site at least 1 week before each exam date.

I will drop the lowest exam score. I will then add any extra credit (where applicable) to the remaining lowest exam score. It *does not* matter if the lowest exam score is the final; if it is the lowest exam score, it will be the one dropped. This means you can opt to skip taking any single exam – even the final – and that would be the exam score dropped. You are welcome to take each exam, too. This choice is yours.

PRACTICE QUIZZES: 15%
Practice Quiz #1:   14 points
Practice Quiz #2:   7 points
Practice Quiz #3:   5 points
Practice Quiz #4:   9 points
Practice Quiz #5:   14 points
Practice Quiz #6:   9 points
Practice Quiz #7:   8 points
Practice Quiz #8:   8 points
Practice Quiz #9:   10 points
Practice Quiz #10   12 points
Practice Quiz #11   9 points
Practice Quiz #12   9 points

You have a total of 2 submissions permitted for each practice quiz before each practice quiz deadline, with the highest score being recorded. Each practice quiz will be made available for use in studying for the exam(s) after the deadline to complete it passes.

HOMEWORK ASSIGNMENTS: 15%
Homework Assignment #1:   10 points
Homework Assignment #2:   20 points
Homework Assignment #3:   12 points
Homework Assignment #4:   14 points
Homework Assignment #5:   5 points
Homework Assignment #6:   10 points
Homework Assignment #7   12 points
Homework Assignment #8   16 points
Homework Assignment #9   10 points
Homework Assignment #10   10 points

Homework Assignment #11   10 points

You have a total of 2 submissions permitted for each homework assignment before the respective deadline, with the highest score being recorded.

ONLINE DISCUSSIONS: 15%
Introduce Yourself: 5 points
Online Discussion #1:   10 points
Online Discussion #2:   10 points
Online Discussion #3:   10 points
Online Discussion #4:   10 points
Online Discussion #5:   10 points

Extra Credit Opportunities: I will offer opportunities for you to earn extra credit this semester. Check out the guidelines posted in Canvas.

Participation
I expect you to participate in all required aspects of this course. I will monitor how often you visit the Canvas course site. I expect that you will visit the Canvas course site at least every other day. Individuals with problematic participation levels will be in danger of having a reduction of their course grades, as appropriate.

Course Work
You will submit all work for this course electronically through Canvas.

Late Work Policy
Be sure to pay close attention to deadlines and exam dates—I will accept no late work without a reason I consider to be legitimate, which typically is supported by documentation. It is best to let me know ahead of a deadline or exam date if you have a legitimate reason for requesting a schedule change- if possible. If contacting me ahead of a deadline is not possible, then contacting me as soon after a deadline or exam date as you can would be best.

Viewing Grades in Canvas
I will enter the grades for your work in the course within the Canvas course site. I will attempt to reply to and assess student discussion posts within 48 hours of discussions closing. I will attempt to grade written work as soon as possible, typically within 5 days. If illness or other unexpected circumstances arise, I will convey that information via the Canvas course site, email.

UWSP's grading scale:

Letter Grade	Percentage
A	93-100%
A-	90-92%

B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	60-66%
F	0-59%

Course Policies

Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. Your fellow students and I wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips will enhance the learning experience for everyone in the course:
- Do not dominate any discussion.

- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions must be respected.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

Adapted from:

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). *Netiquette: Make it part of your syllabus*. Journal of Online Learning and Teaching, 6(1).

Retrieved from http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm

Shea, V. (1994). Netiquette. Albion.com. Retrieved from:
http://www.albion.com/netiquette/book/.

Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let me know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing me when difficulties arise during the semester so that my colleagues and I can help you find a solution.

Understand When You May Drop This Course

It is your responsibility to understand when you need to consider unenrolling from a course. Refer to the UWSP Academic Calendar for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes:

(1) documented and significant change in work hours, leaving student unable to attend class (for online courses this means completing the coursework), or (2) documented and severe physical/mental illness/injury to the student or student's family.

Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. I will permit incomplete grades if compelling circumstances consistent with UWSP policies exist, and if you have completed 80% of the coursework. You must complete all remaining coursework by the end of the next semester. In other words, you must finish the incomplete by the end of the Fall, 2019 semester or the incomplete grade will automatically convert in to an F.

Inform the Disability and Assistive Technology Center Staff and I of any Accommodations Needed

If you have a documented disability and verification from the Disability and Assistive Technology Center and wish to discuss academic accommodations, please contact me as soon as possible. It is your responsibility to provide documentation of disability to Disability Services and meet with a Disability Services counselor to request special accommodation *before* classes start.

The Disability and Assistive Technology Center is located at 609 Albertson Hall and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at datctr@uwsp.edu.

Statement of Policy

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees

of professionalism, commitment to active learning and participation in this class, and integrity in your behavior in and out of the classroom.

UWSP Academic Honesty Policy & Procedures
Student Academic Disciplinary Procedures
UWSP 14.01 Statement of principles
The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.
UWSP 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student:
  (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
  (b) Uses unauthorized materials or fabricated data in any academic exercise;
  (c) Forges or falsifies academic documents or records;
  (d) Intentionally impedes or damages the academic work of others;
  (e) Engages in conduct aimed at making false representation of a student's academic performance; or
  (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Religious Beliefs
Relief from any academic requirement due to religious beliefs will be accommodated according to UWS 22.03, with notification within the first three weeks of class.

Notice of Disclosure Responsibility:
Due to Wisconsin laws, if any disclosure of unreported neglect or abuse of a child, elder, or disabled individual is made to a University Instructor, that Instructor is required to report such information to the appropriate administrative or law enforcement officials. This includes instances of sexual assault of an adult.

Tutoring: All UWSP students can receive individual tutoring assistance arranged via the Mary K. Croft Tutoring and Learning Center here on campus – please visit the website at http://www.uwsp.edu/tlc/Pages/default.aspx for information on their services (and possible fees, when applicable) that are offered.

Optional Reading in the Disciplines discussion groups attached to this course will be available. These are **one-credit, pass/fail courses** that meet once a week for 50 minutes. The groups will start meeting around Week 3 of the semester and will provide opportunities to interact with fellow classmates and a trained peer discussion leader, work to improve understanding of the course material, ask questions in a comfortable and exploratory environment. While there are no guarantees, research has shown that students who participate in discussion groups tend to do better in the associated course. The peer facilitator for these groups can provide additional information about this opportunity and will share dates/times of the group meetings with you. You can find more information about the program at http://www.uwsp.edu/tlc/Pages/Reading-In-the-Disciplines-Groups.aspx