

Syllabus
Introduction to Psychology; Fall 2012

A. GENERAL INFORMATION

1. **Instructor:** Linda I. Perrotti, Ph.D.
2. **Office Number:** Life Science, 511
3. **Office Telephone Number:** 2-1202 (no voicemail please)
4. **Email Policy:** I *do not* reply to student e-mails when the answer to their question can be found by reading this syllabus.
5. **E-mail Address:** Please email me ONLY via the course Blackboard site Perrotti@uta.edu. Yes, I do realize that the addresses are the same, however complying with this simple request makes for a more direct and efficient method of communication between me and the students enrolled in this course.
6. **Office Hours:** Tuesday and Thursday 10:00-10:50AM
7. **Section Information:** PSYC 1315-005
8. **Time and Place of Class Meetings:** Tuesday and Thursday 11:00AM-12:20PM; LS124
9. **Description of Course Content:** The course is a general survey of the various areas of psychology and is intended to provide a scientific basis for understanding behavior, emotions and thought. The course is designed to interest and meet the needs of both majors and non-majors.
10. **Student Learning Outcomes:** Instructional goals are directed toward enabling students to recognize and recall basic facts and describe major concepts and terminology in all fields of psychology. Instructional materials will be provided in assigned textbook readings and lecture presentations. Assessment of mastery of these goals will be via exams with questions that focus on the above knowledge and skills.

B. SPECIFIC COURSE REQUIREMENTS

1. **Blackboard Requirements:** *The use of Blackboard is required in this course.* Occasional syllabus updates and course announcements will be communicated via Blackboard. All quizzes and exams will be taken on Blackboard. Quiz, exam, and course grades are posted on Blackboard only. Go to <http://www.uta.edu/blackboard/students/index.html> and login with your usual UTA Net ID and password. If you are unfamiliar with how to work within this system contact the Help Desk in the

Central Library. You must bring a photo ID with you. You can also email them for assistance: helpdesk@uta.edu.

2. **Required Textbook:** "Psychology Around Us" by Ron Comer and Elizabeth Gould, 1st edition Wiley ISBN 978-0-471-38519-6, © 2011 Note: this textbook is REQUIRED meaning that you will need to read and study from it in order to pass this course.

In an effort to reduce the cost of the text for students, I have collaborated with your textbook's publisher and created a "custom" book. It should be available at the UTA book store. You may purchase either the custom text or the book identified above.

3. **Research Participation Requirement:** The Psychology Department *requires* that all students taking Introduction to Psychology complete a 6-credit research requirement. This consists of participating in experiments conducted by Department Faculty and their Research Assistants. These experiments are approved by the UT Arlington Human Research Review Committee. A typical 30-minute experiment is worth 0.5-credit. The purpose of the requirement is to give you first-hand knowledge of psychological experimentation. In lieu of participating in experiments, you may choose to write reviews of current research articles. Each review is worth 1-credit. You will not be graded on your performance in an experiment or on your reviews. **FAILURE TO COMPLETE THE REQUIREMENT WILL RESULT IN AN INCOMPLETE FOR THE CLASS.** You will then need to complete your requirement during the next semester or the incomplete will turn into an "F".

For additional information about this requirement, please go to <http://www.uta.edu/psychology> and click on Participant Pool Information (in the Links section) to receive a copy of the latest Psychology Pool Handout.

More details will be provided in an orientation session and in an information handout. Points are **not** added to the course grade for completion of the research participation requirement.

4. **Descriptions of major assignments and examinations:** There will be five (5) exams and eleven (11) quizzes. These will cover lectures, videos and assigned textbook readings. Exams and all of the quizzes will be taken on Blackboard. You must complete all exams and quizzes within the assigned time frame. **Due dates are listed in the course schedule**, located in Section D.
5. **Attendance:** Students do not do well in this course unless they are routinely present for lecture. This is NOT a correspondence (distance education) course. However, I have no attendance requirement for this course. Students who miss a class meeting(s) for any reason or miss portions of classes due to tardiness or early departure will **still be held accountable for all of the material that is covered** during those sessions, including materials presented in lecture that are not in the book. If you miss a class, find a classmate (or two) with whom you can share resources. **Please do not email or phone the course instructor to ask what materials you missed in class.** Material covered in class is your responsibility.

6. **Examinations:** There will be five (5) examinations (tests). The first four (4) will **cover approximately 3-4 chapters each and the corresponding lectures material**. The fifth is a “**final exam**” and will be **cumulative/comprehensive**. Each exam will be available for a three-day (72 hour) time period. However, it is expected that all students enrolled in this course take the exam during the scheduled class meeting time (virtual exam day; see schedule).

- a. **Exam Format:** A predetermined time allowance, dependent upon the number of questions in a given exam, will be set for each exam (e.g. 45 minutes for a 25 question multiple choice exam). You will not be permitted to continue after the time has expired. If for some reason you are permitted to continue after the time has expired, **one point will be deducted from your score for each minute elapsed**. For each exam, one question will be delivered at a time and backtracking (returning to previous questions) will be prohibited. I cannot prevent you from taking the test open book/open note, but you will not do well if you do not study and know the material prior to taking the test (i.e. you will not have time to look up answers and complete the test in a timely manner). Therefore, you will need to **STUDY** for the exams.
- b. Other pertinent information regarding your exams:
- Questions will be drawn from text, lectures, videos, etc. covered during the semester.
 - Questions and answers are given in randomized order.
 - Each exam may only be taken once. **If you do not take the exam during the required period for any reason, it will be considered a “missed” exam.** For that reason, I recommend that you do not wait until the last hour. I also **STRONGLY RECOMMEND** that students complete the exam during the virtual exam time.
 - You should not discuss the questions with other class members. Be aware that the questions, sequence of questions, and the order of choices have been randomized. Assistance in answering the exam questions from another person or discussing exam items with other students of the class will be considered cheating (see section B-13).
 - You can drop your lowest exam grade. If you miss one exam (for any reason), this will be your “dropped” exam grade. If you miss more than one exam, you will get a zero (0) on each additionally missed exam. There will be **NO MAKE-UPS**.
 - Once an exam or quiz has expired (been closed) it will not be reopened.
 - You do not have to take the final **if** you are happy with the average from exams 1-4 because only your four highest exams (and up to 10 points from your quiz grades; see section B-7 below) will be used to determine your course grade.
 - I will not go over examinations in class. **Grades will be posted on Blackboard.**
 - Refer to the “Test Taking Tips” document located on the course Blackboard site, and here http://www.uta.edu/blackboard/_pdf/test-taking-tips.pdf before taking any and all assessments. Failure to follow these recommendations may cause students to become locked out of the system prior to completion of an assessment. One of the most common reasons students become locked out of the system is because they do not heed the requirements to **not use a wireless internet connection while taking an assessment.** Use a computer plugged in directly to an internet router. *Avoid wireless internet.*

7. **Extra Credit/Quizzes:** There will be 11 **extra credit** quizzes. These are **not** required. You will have **15 minutes** to complete each **10 question** quiz. You must complete each quiz by the due dates. All due dates are listed in the course schedule, which is located at the end of this syllabus. In addition, **an announcement will be posted on Blackboard when a new quiz is made available**. Students must take 10 quizzes to attempt to obtain the total possible points (i.e., 10/10 points). Since the quizzes are extra credit AND you can miss (at most) one quiz and still have the opportunity to earn 10 points, no make-ups will be given for quizzes under any circumstance. You cannot make up any of the quizzes.
8. **Grading Format, Weighting/Point Value of Assignments, and Examinations:** The final course grade will be based on the **sum of of the four highest out of the five exam grades**. Points earned from weekly quizzes (up to a maximum of 10) will be added to the final grade. *If you miss one exam, this will be the grade that is dropped from the final calculation.*
- a. The grade for each exam will be the % correct of exam questions. The minimum points for a letter grade are (A=89.5, B= 79.5, C=69.5, D= 59.5, and F= 59.4 and below). The grade for each exam will be the **mean (average) of the four highest out of the five exam grades plus the sum of all points earned from the weekly quizzes** (up to a maximum of 10 quiz points). *If you miss an exam and do not have an University approved excuse for doing so this will be the grade that is dropped from the final average.* The minimum percentage for a letter grade are depicted in the table above. All exams are of equal weight. Rounding will be applied only for the calculation of the course grade. This will consist of raising a decimal fraction of 0.5 or greater to 1. For example, a course grade of 79.5 will be rounded to 80 for a course letter grade of B. A course grade of 79.4 will not be rounded and will yield a course grade of C. This grading policy is not flexible under any circumstances. No consideration for special circumstances will be given. The numbers will dictate the grade.
- b. The table below contains four different possibilities of the same individual earning three different grades. This is an example for comprehension purposes only. Looking at the last column, we can see that this individual has taken all five exams and each quiz. By earning 8 of the 10 possible extra credit quiz points and taking all five exams, she has now given herself the opportunity to drop the lowest exam score (68) and add the 8 quiz points her final course grade. In this way, she has elevated her grade from a 78 (C) to a 92(A).

Table 1. Example calculation of final grade:

Assessment	Maximum pts possible	Example 1: 4 exams no extra credit	Example 2: 4 exams + extra credit	Example 3: 5 exams, no extra credit	Example 4: 5 Exams + Extra credit
Exam 1	100	68	68	68*	68*
Exam 2	100	76	76	76	76
Exam 3	100	83	83	83	83
Exam 4	100	86	86	86	86
Final Exam	100			91	91
Quiz Points	10		8		8
Final Grade	100 (A)	78 (C)	86 (B)	84 (B)	92 (A)

*Dropped grade.

Take home message: the course is structured so that students have every opportunity to earn a desirable grade. Please take advantage of these opportunities from the very beginning. Extra credit is built into the course and given "up front"; please do not ask for additional extra credit opportunities as none will be granted.

9. **Borderline Grades Stay Borderline:** Every semester some people score just below the borderline of the next highest grade. I have great sympathy for people who find themselves in that position, but I have also found that raising those grades simply uncovers more people whose grades are near the new borderline. This situation makes everybody edgy. Therefore, the policy *must* be that borderline grades stay borderline.
10. **Make-up Exams:** Makeup exam requests will be approved only when appropriate documentation is provided that indicates compelling circumstances prevented a student from taking a scheduled exam within the 72 hour timeframe that it was available (http://wwweb.uta.edu/catalog/content/general/academic_regulations.aspx#4). Examples of such circumstances include but are not limited to: funeral attendance, religious holidays, and illness. No information should be provided in a makeup exam request that is private or confidential in nature. A note from a friend or family member is not acceptable documentation. A request for a makeup exam must be made **in writing within three days of the missed exam**. There will **not** be any occasion to make up the quizzes as they are extra credit, administered on Blackboard, and will be available for at least 4 days. If a student obtains **instructor approval** for a makeup exam, **ALL makeup exams will be taken in room LS 124 on Thursday May 3rd from 9:00AM-10:50AM. Makeup exams will be taken "face-to-face" in class.** The format of the makeup exam is at the discretion of the instructor. There will be no opportunity to make-up a makeup exam. There will **not** be any occasion to make up the quizzes as they serve as an extra credit opportunity.
11. **Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wwweb.uta.edu/ses/fao>).
12. **Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office

for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

13. Academic Integrity: At UT Arlington, academic dishonesty is completely unacceptable and will not be tolerated in any form, including (but not limited to) “cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts” (UT System Regents’ Rule 50101, §2.2). Suspected violations of academic integrity standards will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. In addition to the University’s sanctions, *students caught participating in any form of academic dishonesty will receive a final course grade of “F”. That is, students caught cheating in this course will fail the course.*

14. Electronic Communication: E-Mail Communications. When communicating with faculty members and other professionals, you are expected to communicate in a professional and formal manner. This includes addressing your audience using their proper title, using proper grammar, and using proper spelling. Indeed, *how you deliver your message is often as important as the message itself*. Thus, I expect you to communicate professionally when e-mailing me (and to use your grammar and spell-check functions before you send me an e-mail).

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at helpdesk@uta.edu. Important e-mails will be sent to you via Blackboard so you will need to check your UT Arlington e-mail account regularly.

15. Student Feedback Survey: At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.

16. Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow

students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any exams constituting 10% or more of the final grade, except makeup tests and laboratory exams. In addition, no instructor shall give any portion of the final exam during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

C. STUDY TIPS/STUDENT SUPPORT ETC.

1. **Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may contact the Maverick Resource Hotline by calling 817-272-6107, sending a message to resources@uta.edu, or visiting www.uta.edu/resources.
2. **Study skills/tips:** Each semester students approach me for advice on how to study. I have been giving the same advice for some time now and have recently discovered that this method is called SQ4R (Survey. Question. Read. Recite. Relate. Revue). For students truly interested in doing well in this course (and any other courses), I strongly recommend 1) use of the pedagogical aids located throughout your text and the publisher's website; 2) the websites listed below for advise to guide reading, studying and note taking; 3) SQ4R method.
 - a. www.wvup.edu/academics/learning_center/sq4r_reading_method.htm
 - b. http://www.fastol.com/~renkwitz/sq4r_study_method.htm
 - c. <http://www.dartmouth.edu/~acskills/success/notes.html>
 - d. <http://www.studygs.net/marking.htm>
3. **START STRONG Freshman Tutoring Program:** University Tutorial and Supplemental Instruction (UTSI)/University College, UT Arlington. All first time freshmen can receive **six FREE hours of tutoring for this course and other selected subjects for this semester.**
 - a. Students must sign up and complete their first hour of tutoring by **September 14th**.
 - b. To sign up, visit UTSI in 205 Ransom Hall/University College.
 - c. Upon completion of your first tutoring appointment, you will receive five hours of additional free tutoring.
 - d. Flexible tutoring hours are available from 7:00am – 9:00pm, seven days a week at secure locations on campus.
 - e. All tutors receive extensive training. Find out more at www.uta.edu/Startstrong

*D. TENTATIVE SCHEDULE**

DATE	TOPICS	QUIZ AVAILABILITY AND EXPIRATION DATES
Aug 23	Opening Remarks & Chapter 1 History of Psychology	
Aug 28	Chapter 1: History of Psychology	
Aug 30	Chapter 2: Science of Psychology	Chapter 2: Aug 30; 12:30PM -Sept 5; 11:59PM
Sept 4	Chapter 2: Science of Psychology	
Sept 6	Chapter 3: Development	Chapter 3: Sept 6; 12:30PM -Sept 12; 11:59PM
Sept 11	Chapter 3: Development	
Sept 13	Exam 1 to cover Chapters 1-3: Available 11:00AM, TH, Sept 13– 11:00AM, SU, Sept 16	
Sept 18	Chapter 4: Neuroscience	Chapter 4: Sept 18; 12:30PM -Sept 24; 11:59PM
Sept 20	Chapter 4: Neuroscience	
Sept 25	Chapter 5: Sensation & Perception	Chapter 5: Sept 25; 12:30PM - Oct 1; 11:59PM
Sept 27	Chapter 7: Learning	Chapter 7: Sept 27; 12:30PM - Oct 3; 11:59PM
Oct 2	Chapter 7: Learning	
Oct 4	Exam 2 to cover Chapters 4,5,7: Available 11:00AM, TR, Oct 4 – 11:00AM, SU, Oct 7	
Oct 9	Chapter 8: Memory	Chapter 8: Oct 9; 12:30PM – Oct 17; 11:59PM
Oct 11	Chapter 8: Memory	
Oct 16	Chapter 8: Memory	
Oct 18	Chapter 9: Language	Chapter 9: Oct 18; 12:30PM – Oct 24; 11:59PM
Oct 23	Chapter 9: Language	
Oct 25	Chapter 11: Motivation	Chapter 11: Oct 25;12:30PM – Oct 31 11:59PM
Oct 30	Chapter 11: Motivation	
Nov 1	Exam 3 to cover Chapters 8, 9, 11: Available 11AM, TH Nov 1 – 11:00AM, SU Nov 4	
Nov 6	Chapter 12: Emotion	Chapter 12: Nov 6; 12:30PM – Nov 12; 11:59PM
Nov 8	Chapter 12: Emotion	
Nov 13	Chapter 13: Personality	Chapter 13: Nov 13; 12:30PM – Nov 19; 11:59PM
Nov 15	Chapter 13: Personality	
Nov 20	Chapter 14: Social	Chapter 14: Nov 20; 12:30PM – Nov 28; 11:59PM
Nov 27	Chapter 14: Social	
Nov 29	Exam 4 to cover Chapters 12, 13, 14: Available 11:00AM TH, Nov 29 – 11:00AM, SU Dec 2.	
Dec 4	Final Review Week	
Dec 6	Final Review Week	
Dec 11	Final Exam available for 24 hours 12:01 AM Tuesday, Dec 11 – 11:59PM Dec 11.	

*Exam and lecture content dates are tentative and subject to shift according to the needs of an individual class.