Instructor
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Office Hours: McKee 14w, Monday 11:00-12:00 and Wednesday 9:30-11:30 & 12:00-1:00

PSY 120 Online
This is an online class. We will not meet in a classroom at any time. All work will be completed through Blackboard, UNC’s online learning environment. Blackboard can be accessed at http://bb.unco.edu.

Course Description and Objectives
This course provides an introduction to psychology. We will survey research in psychology and psychology’s applications in clinical settings. A goal of the course is to provide content knowledge about human behavior, learning, development, and cognition. Upon successful completion of this course, students will understand the major theoretical perspectives in psychology, the biological foundations of behavior, the basic principles explaining adaptive and maladaptive behavior, and practical applications of psychology.

Blackboard Help
To succeed in this class, you must be proficient in the use of Blackboard. To receive help with Blackboard, go to http://www.unco.edu/blackboard/student.html or call the help desk at 351-4357 or 1-800-545-2331.

Communication between Students and the Instructor
Students are encouraged to stay in contact with the instructor to ensure that all questions are answered and all assignments are clearly understood. The following procedures are recommended for communicating with the instructor:

- Send email to the instructor to ask questions about the material covered in the book and PowerPoint presentations, tests, and course requirements. When sending e-mail, always include “PSY 120” in the subject line of the message.
- Use email to communicate with the instructor. The instructor can be reached by phone, but email is preferred.
- The instructor will post important information, such as deadlines and reminders of tasks that need to be done, on the Blackboard announcements page. Check the announcements regularly.
- If you would like to speak with the instructor, feel free to come to scheduled office hours (listed above). No appointment is necessary.

Accommodations Statement
Students who believe that they may need accommodations in this class are encouraged to contact the Disability Support Services, voice/TTY (970) 351-2289, or fax (970) 351-4166, or visit www.unco.edu/dss as soon as possible to ensure that accommodations are implemented in a timely fashion.

Inclusivity Statement
The College of Education and Behavioral Sciences (CEBS) supports an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. We expect that students, faculty, administrators and staff within CEBS will respect differences and demonstrate diligence in understanding how other peoples’ perspectives, behaviors, and worldviews may be different from their own.
**Academic Integrity Policy**
The University of Northern Colorado’s Student Code of Conduct [http://www.unco.edu/dos/Conduct/codeofconduct.html](http://www.unco.edu/dos/Conduct/codeofconduct.html) and Honor Code [http://www.unco.edu/dos/Conduct/academicIntegrity.html](http://www.unco.edu/dos/Conduct/academicIntegrity.html) strictly prohibit any form of academic misconduct. Academic misconduct includes but is not limited to plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating, or fabrication. Academic misconduct is an unacceptable activity in scholarship and is in conflict with academic and professional ethics and morals. All incidents of alleged plagiarism or other forms of academic dishonesty will be investigated and violations of academic integrity will result in a consequence that may be as severe as an F in the class and a recommendation for expulsion. For more information on plagiarism and appropriate paraphrasing, please see: [http://www.unco.edu/dos/Conduct/codeofconduct.html](http://www.unco.edu/dos/Conduct/codeofconduct.html) (Student Code of Conduct Index / III. Student Conduct / D. Academic Integrity)

**Textbook**
The primary learning tool for this class is the textbook: *Mastering the World of Psychology*, by Wood, Wood, and Boyd. The textbook comes in a paper version and an online “e-book” version. You may use either version, or both versions. You may use either the 4th or 5th edition of the book.

**E-book.** The online e-book is a multi-media version of the textbook. The text of the e-book is the same as that of the paper version of the book; but the e-book also contains video clips, interactive exercises, practice quizzes, and chapter exams.

**Buying the textbook.** There are three options for buying the textbook.

Option 1. Buy the custom edition of the book at the UNC bookstore. This custom edition consists of a paper version of the textbook and an access code for the e-book. If you purchase the custom edition, you can access the e-book at [http://www.mypsychlab.com](http://www.mypsychlab.com). The advantage of option 1 is that you will have a paper copy of the book and access to the e-book. The e-book is useful because of its practice quizzes and chapter exams. These practice tests will help you prepare for quizzes and exams and are highly recommended.

Option 2. Buy a used or new paper copy of the textbook (without access to the e-book). This option is adequate for passing PSY 120. Tests in PSY 120 will not cover any material that is not in the paper textbook. The disadvantage of this option is that you will not have access to the optional (but recommended) e-book practice quizzes and chapter exams. (But there is a practice test at the end of each chapter in paper version of the book; and these practice tests can be as useful as those in the e-book.)

Option 3. You can buy the e-book only (and not get a paper copy of the book). The e-book can be found online at [http://www.mypsychlab.com](http://www.mypsychlab.com). Instructions for buying and/or accessing the e-book can be found in the Course Materials folder on Blackboard. The disadvantage of option 3 is that you will not have a paper copy of the book.
**Grading**
This course is letter graded. Your grade will be based on the number of points you earn on quizzes, exams, and three library projects. There are 460 points available. Points needed for each grade are:

A = 414-460 (90%), A- = 404-413 (88%), B+ = 391-403 (85%), B = 368-390 (80%),
B- = 358-367 (78%), C+ = 345-357 (75%), C = 322-344 (70%),
C- = 312-321 (68%), D+ = 299-311 (65%), D = 276-298 (60%), D- = 266-275 (58%), F = 0-266

The 460 available points will be distributed as follows:

- 3 exams: 100 points each
- 13 quizzes: 10 points each
- 3 library projects: 10 points each

You can view your up-to-date grades anytime in the student tools area on Blackboard.

**Quizzes**
Quizzes can be found in the Course Materials folder on Blackboard (they are available only on UNC’s Blackboard site; the quizzes and exams in the e-book are for practice only and do not count toward your grade). There will be 13 quizzes, worth 10 points each.

The first quiz covers the syllabus. This quiz has no time limit. A score of 10 points (100% correct) is required on this “syllabus quiz.” Scores of less than 10 points will be converted to zero in the grade-book. You may take the syllabus quiz as often as necessary (up to the quiz deadline) until you score 100% correct. The syllabus quiz cannot be taken after its deadline.

There will be 12 chapter quizzes. Each chapter quiz covers the material from one chapter. There will be quizzes covering chapters 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14. Each quiz is numbered according to the chapter it covers (for example, the quiz covering Chapter 2 is called Quiz 2, even though it is the first chapter quiz that you will take; and there is no Quiz 1, because we are going to skip that chapter). A PowerPoint presentation and a study guide, that highlight the most important concepts in each chapter, will be available in the quiz folder to help you prepare for each quiz.

Each chapter quiz consists of 10 multiple-choice questions, has a time limit of 15 minutes, and can be taken only once. Once you start a quiz, you must finish it within 15 minutes in one sitting. You cannot start a quiz, stop, and then go back later to re-take or finish it. Do not open a quiz until you have thoroughly studied the material and are ready to complete the quiz in one sitting. If you spend more than 15 minutes on a quiz, 1 point will be deducted for each minute taken past the deadline. For example, 1 point will be deducted from your score if you take between 15:01 and 16:00 minutes, 2 points will be deducted if you take between 16:01 and 17:00 minutes, and so on.

A deadline for each quiz is given in the detailed schedule at the end of the syllabus. Chapter quizzes can be taken after their deadlines, but 2 points will be deducted from your score on any quiz completed after its deadline.

**Exams**
There will be three exams, worth 100 points each. The exams will be available in the Course Materials folder on Blackboard. Each exam covers 4 chapters and includes 50 multiple-choice questions (worth 2 points each). Exam 1 covers Chapters 2, 4, 5, and 6. Exam 2 covers Chapters 7, 8, 9, and 10. Exam 3 covers Chapters 11, 12, 13, and 14. There will not be a comprehensive exam covering more than 4 chapters.
Each exam can be taken only once and must be finished in one sitting. The time limit for each exam is 60 minutes. If you spend more than 60 minutes on an exam, 2 points will be deducted from your score for each additional minute (over 60) taken to complete the exam. You cannot start an exam, stop, and then go back later to re-take or finish it. Do not open an exam until you have thoroughly studied the material and are ready to complete the exam in one 60-minute sitting.

A deadline for each exam is given in the detailed schedule at the end of the syllabus. Exams 1 and 2 can be taken after their deadlines, but 5 points will be deducted from your score on any exam completed after its deadline. Exam 3 cannot be taken after its deadline (its deadline is the last day of the term).

**Quizzes and exams are “open book”**
You may use your book and notes during quizzes and exams. However, don’t expect to have time to look up answers during a quiz or exam. Before starting a quiz or exam, you should study the material as thoroughly as you would for a closed-book test in a classroom.

**Technical problems with quizzes and exams**
Occasionally, Blackboard freezes during a quiz or exam and then locks you out of the test (a lock icon appears in the grade-book). If this happens, contact Dr. Granrud immediately to have the test re-opened. After the test is re-opened, you will have to re-take the entire quiz or exam (Blackboard will not let you start from where you left off). However, questions answered incorrectly on your first attempt will be counted as incorrect when your final score is computed, even if you answer them correctly on your re-take. So, your score may be adjusted later, after you receive your initial score.

**Library Projects**
For the library projects, you will read three chapters from the book: *Forty Studies that Changed Psychology*. Six chapters from this book (you will choose three of the six to read) and instructions for completing the projects are available in the Assignments folder on Blackboard.

**Keeping Up**
A key to success in an online class is to keep up and not get behind. The deadlines listed below are designed to help you succeed in this class by encouraging you to keep up with your work throughout the term.

**Detailed Schedule for PSY 120: Fall, 2015**
In this schedule, weeks start on Mondays and end on Fridays. All work is due at 5:00 PM on Fridays.

**Weeks 1 & 2: August 24 – September 4**
- Read the syllabus carefully and complete the syllabus quiz with a score of 10 points (100% correct) by 5:00 PM on Friday, September 4. Retake the quiz as often as necessary, up to the deadline, to achieve a score of 10 points. The syllabus quiz will not be available after its deadline.
- Buy the textbook (and/or obtain access to the online e-book).
- Read Chapters 2 & 4.
- View the PowerPoint presentation for each chapter.
- Recommended (but not required): Do the practice tests in the e-book or textbook.
- Complete Quizzes 2 & 4 by 5:00 PM on September 4 (there are no Quizzes 1 and 3).
Weeks 3 & 4: September 7-18
- Read Chapters 5 & 6.
- View the PowerPoint presentation for each chapter.
- Optional: Do the practice tests.
- Complete Quizzes 5 & 6 by 5:00 PM on September 18.

Week 5: September 21-25
- Complete Exam 1 by 5:00 PM on September 25.
- Complete your first library project by 5:00 PM on Friday, September 25.

Weeks 6 & 7: September 28 – October 9
- Read Chapters 7 & 8.
- View the PowerPoint presentation for each chapter.
- Optional: Do the practice tests.
- Complete Quizzes 7 & 8 by 5:00 PM on October 9.

Weeks 8 & 9: October 12-23
- Read Chapters 9 & 10.
- View the PowerPoint presentation for each chapter.
- Optional: Do the practice tests.
- Complete Quizzes 9 & 10 by 5:00 PM on October 23.

Week 10: October 26-30
- Complete Exam 2 by 5:00 PM on October 30.
- Complete your second library project by 5:00 PM on October 30.

Weeks 11 & 12: November 2-13
- Read Chapters 11 & 12.
- View the PowerPoint presentation for each chapter.
- Optional: Do the practice tests.
- Complete Quizzes 11 & 12 by 5:00 PM on November 13

Weeks 13 & 14: November 16-27
- Read Chapters 13 & 14.
- View the PowerPoint presentation for each chapter.
- Optional: Do the practice tests.
- Complete Quizzes 13 & 14 by 5:00 PM on November 27

Weeks 15 & 16: November 30 – December 11
- Complete Exam 3 by 5:00 PM on December 11.
- Complete your third library project by 5:00 PM on December 11.
**Blackboard Test-Taking Tips**

Use a computer with a fast internet connection. Close down all other programs you may have running on your computer. Having multiple programs open may cause problems with your test, including loss of data.

Use one of the following Web browsers when taking Tests in Blackboard:
- PCs -- Internet Explorer, Mozilla Firefox, or Chrome
- Macs -- Safari or Mozilla Firefox

Do not open a test until you are prepared to take it. Blackboard will not allow you to exit an exam and reenter it again later. Once you have started a test, DO NOT click on any of the menu buttons or the navigation buttons on your web browser (including the Back button). DO NOT print pages, send email, surf the web, or instant message while taking a test. Doing so may bump you out of the exam, in which case your test will be frozen. Do not click anywhere outside the test and do not click the back button or the refresh button on your browser tool bar.

You do not need to click on the "save answer" button (next to the point total for the question) after responding to each test item. Clicking the arrow to advance to the next question is sufficient. Your quiz answers are not submitted until you click the “Save and Submit” button at the end of the test. **You must hit the Save and Submit button when you have completed the test!**