The University of New Mexico – Los Alamos
Psychology 105, Section 301: General Psychology
FALL 2014 – Web-Enhanced
Version 1.0 August 12, 2014

INSTRUCTOR: Carol S. Furchner, Ph.D. (Dr. F)

<table>
<thead>
<tr>
<th>Office:</th>
<th>Bldg. 6, Room 623A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:furchner@unm.edu">furchner@unm.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Hours:</th>
<th>MW 11:45 – 1:15 PM or by appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>505-412-3379 (cell - leave message or text)</td>
</tr>
<tr>
<td>Skype:</td>
<td>carol.furchner (prearranged calls only)</td>
</tr>
</tbody>
</table>

Links to syllabus sections: Course Resources, Online Environment, Road Map, Course Policies, Expectations & Communications, Technical Needs, Computer Support, Academic Support, UNM/UNM-LA Policies

Textbook Information

|--------------------------|----------------------------------------------------------------------------------------------------------------------------------|

NOTE: You may purchase your textbook through the MBS online bookstore that UNM-LA now uses: [http://bookstore.mbsdirect.net/unm.htm](http://bookstore.mbsdirect.net/unm.htm). You are not required to purchase your textbook through this bookstore; it has a return policy and buyback policy that may not be offered by other vendors, but textbooks purchased elsewhere may cost less. Textbooks purchased elsewhere can’t be sold back to MBS.

I don’t recommend using older versions of the textbook, because there are significant differences between the 8th and 9th editions. To reduce your costs, you may want to look into renting the book or using the e-book version.

Course Resources

Course Web Site – Blackboard Learn
Login with your UNM NetID at this URL (web address): [http://learn.unm.edu](http://learn.unm.edu) and then select PSY-105-301

Catalog Description

“Overview of the major content areas in psychology. Topics to be covered include learning, cognition, perception, motivation, biological systems, social and abnormal psychology, development, personality and approaches to psychotherapy. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences.” (3 credits, no prerequisites; from UNM catalog)

Course Objectives and Learning Outcomes
In this course, we will be talking about ourselves, our lives, and the people around us (and sometimes other animals). On completion of this course, you will be able to demonstrate proficiency by identifying, defining, describing, explaining, and/or applying your knowledge, using the scientific vocabulary of psychology:

1. Fundamental research concepts, perspectives, and areas of psychology.
2. How psychologists use scientific methods to conduct research.
3. Critical analysis of popular media representations of research in psychology, “common sense” vs. psychology, and popular myths about human behavior.
4. Biological, psychological, and social/environmental influences that interact to affect behavior and mental states.
The Online Environment and Blackboard Learn in This Course

Online Environment
Although this class meets twice a week in a regular classroom, we will use UNM’s learning management system, Blackboard Learn, for this course for:

- Storage of course materials, in order to save photocopying costs and save trees. Printable course materials will not be handed out, and they will be available online, in the Learn Classroom. You may save them on your computer or print them out, as you like.
- Quizzes and exams. Quizzes and exams will be given online, outside of class hours, and you may take them anytime during the several days that they are available. If you will have difficulty taking them this way, discuss it with me to make alternate arrangements.
- Assignments and essays will be available online, and you may turn them in online. If you prefer to turn in paper copies, you may do so. Paper copies will be due by 3 PM on the day each assignment is due, under my office door (623A).
- We will use Learn’s Course Messages to send and receive email that deals with this course.

Because we are using Learn, you should become familiar with its use during the first week of classes (see below). Learning to use Learn in this class is an excellent preparation for later taking courses online, since online courses will use similar features.

NOTE: This is a web-enhanced course, which expects you to have regular access to a computer and the internet. It is YOUR RESPONSIBILITY to make sure that you have access to a reliable computer and internet connection that you can use several times each week to work on this course. UNM-LA has computers in the Library, Academic Support Center, and in hallways, and you may use classroom computers when a class is not meeting in that room.

Learning to Use Learn and How It Is Used in This Course
You should become familiar with Learn during the first week of classes. In the second class, we will have a demo of how to use Learn, and how it will be used in this class. In addition, you will work through the Course Orientation – Do First! learning module, during which you will explore the online classroom and submit some easy assignments that will help familiarize you with the tools in Learn.

Road Map: Overview of Course Activities and Where to Find Them

Overview
The course is organized around major topics covered in Modules in the textbook, mostly one major topic per week. The topics are further organized into two units, each of which covers 5-6 major topics. You will see this organization in the list of Learning Modules that appears in the “Course Content” section in the course menu.

The Home Page
On the home page of the course, which is the page that opens after you login and select the course, you will see:

- On the left, the Course Menu contains the following sections:
  - The Psychology 105 Home Page (“the Home Page”).
  - The Course Information section contains the Course Orientation – Do First! and Course Resources modules, Syllabus, Semester Schedule, Calendar, Course Dashboard, Announcements, and Information about the instructor.
  - Course Communications and Tools contains links to Course Messages, My Grades (your grades), and Discussion Board.
  - Course Content contains links to learning modules used in this course. There is a learning module for each major topic. Links to Extra Credit Quizzes and Publisher Resources are also in this section.
  - The Support and Resources section contains links to technical support, academic and student support, and other resources in psychology, for use inside and outside the course.
• On the right, you’ll see the Course Content Area, in which course materials will be displayed. The course home page contains a brief introduction to the topic for the week and gives you information about which learning module is currently in use.

Most but not all materials are posted at the beginning of the semester; more will appear as the semester goes on, at least one week before any due dates, usually earlier.

See Navigation and Tool Use in Learn in the Course Orientation – Do First! module for information about other things you’ll see in Learn.

Each Class...
Classes will consist of lectures, viewing video clips, individual and group activities, and discussions.

At the beginning of each class, pick up a slip of paper that contains “Beginning of Class Questions” (BOCQ). When the class ends, take a minute to fill it out and turn it in as you leave. You’ll get 2 points for each BOCQ slip that you complete.

Each Week ...
This course is organized around major topics, one per learning module. In most weeks, one learning module/topic will be covered (and some topics span more than one week).

The textbook/e-book is organized into Modules containing a subtopic (not the same as a learning module). Each week you will be assigned to read between two and four Modules from the textbook, plus some additional online materials. In most weeks we will begin a new topic on Monday with a pretest and finish it on the next Monday with an assignment and a quiz due. Exceptions will be noted in the Semester Schedule.

You will be assigned two activities related to the major topic. With the exception of modules in the textbook/e-book, each topic’s learning module contains links to all of the online materials that you will need to access for that topic. This includes links to:

• Week x Topic n … – This introductory material contains a brief description, schedule, and learning objectives for the topic

• Reading assignment – the Modules in the textbook, plus a list of other assigned readings and links to them; some learning modules will also contain links to optional (recommended) readings

• Video clips – required and optional (links to videos that you can view online

• An Assignment that is related to the week’s topic (most weeks, not all).

• A Quiz on the assigned reading, classroom activities, and videos, which is available until the quiz’s due date; and a Make-up Quiz, available after each week’s quiz deadline until the end of the semester.

• A Pretest about topics covered in the NEXT topic

• Lecture Notes – you may print these out before coming to class and use them for taking notes, if you like. We may not always follow them closely in class, but they contain important topics and information.

• Links to optional and Supplementary Information about the topic (optional, just pointers to further exploration if you’re interested)

You should normally work through the materials in each learning module in the order in which they are presented.

When we cover individual topics, the schedule is mostly predictable, and all items are due by 11:59 PM Mountain time (GMT-07). The schedule for items you turn in usually looks like this, and exceptions are noted in the Semester Schedule. Unit Consolidation weeks’ (see below) schedules will differ, and the schedule will be altered around the Thanksgiving holiday.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Pretest is due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday/Wednesday</td>
<td>Class meets to explore the topic of the week</td>
</tr>
<tr>
<td>The next Monday</td>
<td>Assignment and Quiz are due</td>
</tr>
</tbody>
</table>

Unit Consolidation Weeks
There will be two Unit Consolidation weeks in which the schedule and work will differ. You will write a Unit Essay, which is a 3-5 page paper discussing a question related to one or more topics in the unit. You will also construct a Unit Presentation, which you will present to the class on Wednesday of this week. This gives you an opportunity
to do something creative with the material covered in the unit. There will be a **Unit Exam**. Instructions and links to these exams are found in **Unit 1** and **Unit 2 Consolidation** learning modules.

Check the due dates of **Unit Exams**, **Unit Essays**, and **Presentations** in the **Semester Schedule**. You will be given several days during which you may take a **Unit Exam** at any time. See Exams, below

**Semester Schedule**

The **Semester Schedule** is your guide to “what” and “when” for this course. It lists all topics we will cover, assignments you will do, required discussions, quizzes, blogs, exams, and dates when all work is due. A link to the Semester Schedule can be found in the course menu. Changes will be announced in **Announcements** and shown as updates in the schedule. Print out the Semester schedule – it is set up to be used as a checklist for work items as you complete them. The Semester Schedule in the course menu is the “official” schedule/calendar. Check the date of your printed copy against the Semester Schedule in the course menu to make sure you have the latest version.

**Learn Calendar**

The Learn Calendar contains links to graded items. This calendar will not contain links to reading materials; they can be found in the Semester Schedule and in each topic’s learning module.

**How Much Work Will This Class Require?**

You can expect to spend 6-9 hours per week on reading and studying the textbook and lecture notes and watching videos, and on quizzes and assignments. This is typical in a three-credit college class.

**Is This Course Self-Paced?**

This course is **NOT** self-paced. It proceeds on a schedule, in which some work is due each week. You are expected to turn in assigned work on the dates that are specified in the Semester Schedule.

**Course Policies**

**Grades and Grading Policies**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Max Points</th>
<th>Approx. % of total</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Exam</td>
<td>200</td>
<td>17%</td>
<td></td>
</tr>
<tr>
<td>Unit 2/Final Exam</td>
<td>200</td>
<td>17%</td>
<td>approx. 70% on Unit 2</td>
</tr>
<tr>
<td>Pretests (11)</td>
<td>50</td>
<td>4%</td>
<td>5 points each; miss one without penalty</td>
</tr>
<tr>
<td>Quizzes (11)</td>
<td>250</td>
<td>21%</td>
<td>25 pts each; miss one without penalty</td>
</tr>
<tr>
<td>Assignments (10)</td>
<td>200</td>
<td>17%</td>
<td>20 pts each; miss one without penalty</td>
</tr>
<tr>
<td>Unit Essays (2)</td>
<td>150</td>
<td>13%</td>
<td>50 and 100 pts</td>
</tr>
<tr>
<td>Unit Presentations (2)</td>
<td>60</td>
<td>5%</td>
<td>30 points each</td>
</tr>
<tr>
<td>Course Orientation</td>
<td>40</td>
<td>3%</td>
<td>Message, survey, assignment, quiz</td>
</tr>
<tr>
<td>Begin of Class</td>
<td>48</td>
<td>4%</td>
<td>2 pts each; miss three without penalty</td>
</tr>
<tr>
<td>Questions (BOCQ) (27)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1174</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Extra Credit</strong></td>
<td>96+</td>
<td></td>
<td><strong>See Extra Credit below for restrictions</strong></td>
</tr>
</tbody>
</table>

Your grade will be determined by the number of points you earn during the semester, divided by the **TOTAL** possible points (see above table). Grades will be based on the above components (subject to minor changes, which will be announced). They are not curved and they are not competitive. Information about how each type of activity is graded can be found in the **Course Resources** folder in the Course Menu or in individual assignments.

**Letter Grades**

The percentage of the total possible that you earn will be translated to the UNM fractional grading scale. In addition, the minimum requirement for getting an A+ is earning at least 95% on both exams and on each Unit
Essay, and your points from quizzes, discussions, blogs, presentations, other assignments, and extra credit must bring the total percentage of points to 99% or greater.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99-100%</td>
<td>A</td>
<td>93-98%</td>
</tr>
<tr>
<td>B+</td>
<td>88-89%</td>
<td>B</td>
<td>83-87%</td>
</tr>
<tr>
<td>C+</td>
<td>78-79%</td>
<td>C</td>
<td>73-77%</td>
</tr>
<tr>
<td>D+</td>
<td>68-69%</td>
<td>D</td>
<td>63-67%</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note that you must earn a C or better (not a C-) for this course to count towards some majors, academic programs, and prerequisites, and for it to count towards fulfilling the UNM requirements for Core Courses. See the UNM and UNM-Los Alamos Course Catalogs for specific requirements.

Tracking Your Grades
A record of your grades will be maintained in “My Grades,” which can be found on the course menu. See My Grades: Where to Find Grades and Get Feedback in the Course Orientation folder. You will also find feedback and comments on your work in My Grades, in a link next to each item.

Questions about Grades
If you have questions about your grades, contact me (the instructor). If you think that an error has been made, contact me within 7 days of the time that the grade was recorded and explain the problem. I will attempt to resolve the problem, but in the end, my decision is final.

Exams
Exams will be administered online, and they will be take-home/open book. They are given in order for both you and the instructor to assess your progress towards meeting the learning objectives for the course. All exams will be administered online, and they will be open book. The Unit 1 exam will cover the topics just completed (readings, handouts, videos/audio, discussions, and assignments), and the Unit 2/final exam will cover the entire course, with about 70% devoted to Unit 2 topics.

Each exam will be available for a few days – see Semester Schedule for dates. This is to allow you to find a time to take it that does not conflict with work or other classes. After you begin, you will have 2 hours to complete the Unit 1 exam and 2.5 hours for the unit 2/final exam. You must take the exam during the interval in which it is scheduled. You will be informed of your grade immediately upon completion of the exam.

Plan to avoid taking exams during scheduled Learn maintenance intervals, during which Learn is not available. Check for Announcements of these times on the My Learn page when you login, since these can change.

For more information, see Information – Quizzes, Pretests, and Exams in the Course Resources folder.

Links to Exams can be found in the Unit 1 Consolidation and Unit 2 Consolidation learning modules.

Pretests
There will be a pretest for each learning module (topic). It will be due on the day before we begin covering the topic. You will find the link near the END of the PREVIOUS week’s learning module (where you’ll most likely be working as you finish up the previous topic). The purpose of pretests is to introduce you to questions about the materials covered in the learning module, to “prime” your brain/memory for the topics that are about to be covered. After you have completed the pretest, you will be given your score and answers to each question; you should review the answers. Your score will be recorded as 5 points if you take the pretest and attempt to answer all of the questions; you are not expected to know the answers, and you won’t be penalized for incorrect answers. You will be given 60 minutes to take each pretest. You may take it as many times as you like. There will not be a make-up available after its due date. (Many people take far less time, especially on re-takes.) Some questions from pretests will appear on Topic Quizzes and Unit Exams.

Each pretest will be available at least one week before it is due. You should normally take it before you begin reading and working on the materials in the topic. (Take them before the first class on a topic, if at all possible.) You may miss one pretest without penalty, and you will earn 5 extra credit points if you take all the pretests.
Quizzes
There will be one quiz per topic (learning module), plus one on the course orientation materials during Week 1. The purposes of quizzes are to help you and the instructor assess your progress in learning and understanding the materials covered in each topic, and to help you remember them using the technique of quizzing yourself (aka “the Testing Effect.”).

Quizzes will cover all materials assigned for the topic (reading from textbook and elsewhere, video/audio clips, handouts, and assignments). Most quizzes will contain 25 questions, which are drawn at random from a large pool of questions, and each quiz will be worth 25 points. You will be given 60 minutes to complete each quiz. Quizzes will be made available at least a week before they are due and most will be due on Mondays (except where noted on the Semester Schedule). You may miss one topic quiz without penalty and earn up to 25 extra credit points if you take all the quizzes.

You may take each quiz an unlimited number of times, up until the cut-off time for the quiz. You will normally see a different set of questions each time you take a quiz. Your recorded grade on each quiz will be your highest score of all of your attempts on that quiz, including the make-up version (see below). After you have completed a quiz, you will immediately be given your score and you may view the correct answers.

Make-up Quizzes: You will be given an opportunity to make up each quiz after its deadline. Make-up quizzes will be available online after the deadline for each quiz, for the rest of the semester, until Tuesday of finals week. You may also take make-up quizzes as many times as you like. However, make-up quizzes are worth only 80% of on-time quizzes. If you get all questions correct on a make-up quiz, your score will be 80% of 25, or 20 points. You can also use make-up quizzes to help you review for exams, since you won’t be penalized if your score on a re-take is lower than earlier scores.

For more information about the reasons that we’re using this quizzing method, see Information – Quizzes, Pretests, and Exams in the Course Resources folder.

Links to quizzes and make-up quizzes can be found in the learning module for each topic.

Assignments
You will have eleven Assignments, most of which will involve using information in the current topic. The assignments are chosen in order to illustrate issues from the current topic, to help you improve your understanding of them. They are used to assess your progress towards the course and topic learning objectives, in giving you practice in defining, describing, analyzing, applying, and explaining what you are learning. These will be found in the learning module for the related topic. More information about assignments, how to submit them, and how they will be graded can be found in Information - Assignments in the Course Resources folder, and on the individual assignments themselves. You may miss one assignment without penalty, and you may earn up to 20 extra credit points by completing all assignments. Links to assignments are in each topic learning module.

Beginning of Class Questions (BOCQs)
On your way into the classroom, you’ll pick up a piece of paper with the BOCQs. In the last minute or so of class, you’ll answer the questions and turn in the paper as you are leaving. These questions are designed to help you think about what you’re learning in class, and what you’re having most difficulty with.

Unit Essays
You will be assigned two essays, one per unit.

There are several purposes for requiring the essays: (1) To encourage you to think critically about the topic, to find more information about it, to understand it well enough to write about it, to question what you have read about it, and to describe multiple points of view, experiments, theories, or pieces of data. (2) To provide you with feedback on your writing, because that is a skill that most beginning college students need to develop, and writing clearly is critical to success in college. (3) To help you develop the ability to critically analyze what you read or hear in the media, on blogs, and in the popular press about various topics related to psychology – these are often full of misinformation.

Essay topics will be published as we begin each Unit. They will be found in the Unit Consolidation learning module for the Unit. See the Semester Schedule for essay due dates. For more information about writing and submitting essays and how they will be graded, see Information – Unit Essays, Presentations, and Discussions in the Course Resources folder and the individual essay assignments themselves.
- The first essay may be **revised** at your option after you receive comments and a grade; revisions may raise your grade up to 90% of the points that the essay is worth. Revisions are due one week after your essay is graded and returned to you. (There is no time for a revision for the Unit 2 essay.)

Turn in your essay on time; the rewrite option is not available for papers that were turned in late, unless the instructor has given prior approval.

**Unit Presentations**

Unit Presentations give you the opportunity to create something related to the topics covered in each unit, to encourage you to think about the topic in a new way that is meaningful to you. The presentation can be more writing, a poem, a cartoon, a picture or poster, a web site, music, video, a Pinterest board ... and you may work with other students or alone, as you choose. You’ll give a short presentation to the class about what you did during the Unit 1 and Unit 2 Consolidation weeks. See Information – Unit Essays & Presentations and the essay & presentation assignments themselves for details.

See Information – Unit Essays and Presentations and the Unit Essay, Presentation, and Discussion assignments themselves for details.

**Discussions**

Discussions in Learn will not be required, nor will they be graded. However, I am making the Discussion Board available, and it is under Communications and Tools, in the Course Menu. Two ungraded discussions will be available for you to use, as you like.

"The Water Cooler" Discussion (not graded)

The Water Cooler discussion will be open all semester. It is there for the purpose of asking questions about the course or its components (quizzes, assignments, etc.) or a topic in psychology, asking for help, sharing tips about Learn or other campus-related topics, commenting on current events and their relation to what we are studying, pointing out interesting and relevant articles or movies, etc. I will post items of interest and controversy here from time to time. Access "The Water Cooler" using the Discussion Board item on the course menu.

Feedback about the course (Survey) (not graded)

The Feedback discussion will allow anonymous posting. It is a place for you to post comments, suggestions, and criticisms of the course, policies, procedures, etc., without fear of retribution. From time to time I may post questions in this discussion requesting feedback about various aspects of the course. All posts in this discussion will be anonymous, unless you choose to identify yourself in your comment. Obviously, this discussion will not be graded. Access Feedback using the Discussion Board item on the course menu.

**File Formats**

Unit Essays and Assignments may be submitted in any of the file formats listed in Information – Unit Essays, Presentations & Discussions in the Course Resources folder. Files that I can’t read will be returned for resubmission and marked late. If you’re unsure, “save as”, print, or export the file as a .doc, .pdf, .rtf, or .html format; most word processing programs allow at least one of these options. Files of type .doc, .docx, and .pdf files are strongly preferred, but other types will be accepted if I can read them.

My Computer Crashed!

If Learn goes down, or your internet link goes down, or if your computer crashes and you can’t submit an exam, DON’T PANIC! Call or text me (505-412-3379) and we’ll work it out. If a Learn problem prevents you from submitting an assignment or essay, use your external email to send it as an attachment to me at furchner@unm.edu. (It would be wise to write this phone number and email address down somewhere that you can access it if your computer has crashed.)

Late and Missed Work

You are expected to complete all assigned work by the deadlines stated in the schedule and to take exams during the periods that they are offered. Exceptions for late work will be made or consequences will be applied at my discretion. Whenever possible, you must inform me of the problem before the deadline for the assignment or exam. I will adjust deadlines if problems attributable to Learn occur. Otherwise, you should follow the course deadlines, because it can be difficult to catch up if you fall behind.
The following table gives you general guidelines for late submissions of each type of assignment:

<table>
<thead>
<tr>
<th>Item</th>
<th>Penalty for being late</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Exam</td>
<td>Grade of 0, unless prior arrangements are made with me. With my permission, must be made up within one week of the last day the exam was given. No partial credit will be given.</td>
</tr>
<tr>
<td>Unit 2/Final Exam</td>
<td>Grade of 0, unless prior arrangements are made with me. Making up the Final (taking it late) will probably result in a grade of Incomplete for the course, which will be changed after the exam is made up. No partial credit will be given.</td>
</tr>
<tr>
<td>Pretests</td>
<td>Grade of 0, no make-up available. Must be done on time.</td>
</tr>
<tr>
<td>BOCQ</td>
<td>Grade of 0, no make-up. Must be done in class.</td>
</tr>
<tr>
<td>Quizzes</td>
<td>80% credit on make-up quiz, as described above. Make-up quizzes will be available until Tuesday of Finals Week at 11:59 PM.</td>
</tr>
<tr>
<td>Assignments, Essays, and Presentations</td>
<td>Grade reduced by 10% per calendar day that it is late, up to two days late, unless prior arrangements have been made and I have given an extension. After that, you may turn the item in late for up to 50% credit if you turn it in by the last Friday of classes. For the Unit 2 essay, which is due on the last Friday of class, you will receive a 10% deduction per day and no late work will be accepted after Tuesday of Finals Week. Extension requests will be considered on an individual basis.</td>
</tr>
</tbody>
</table>

NOTES:
- If an extension (e.g., because of illness or a problem in Learn) is granted on an item, penalties begin on the new due date.
- You may take an exam early, if you need to do so (for example, because of work-related travel). Contact me to make arrangements for the exam to be made available to you. Other materials (pretests, quizzes, assignments) will be available well in advance, and you may turn in or complete them before the due date.

Religious Holidays
If you cannot take an exam because it falls on a religious holiday that you observe, please contact me in advance to make alternate arrangements for you to take it. (Most religious holidays last for less time than the interval that exams are available.) Other assignments are given far enough in advance to be completed before the holiday, so if a due date for one of these falls on a religious holiday, it is your responsibility to complete it on time or turn it in early, or accept a late penalty. If you have questions or concerns, discuss them with me.

Extra Credit
There are two opportunities to earn extra credit in this course.

- You may earn extra credit by taking all pretests and quizzes and submitting all assignments and discussions and blogs, since you are allowed to miss one of each without penalty.
- We won’t cover several modules in the textbook. You can earn up to 40 extra credit points by taking quizzes on these modules. These quizzes can be found in the Extra Credit link on the Course Menu and will be available until the day before the final exam. These will be available after the middle of October.

NOTE: Extra Credit points will be given for these extra credit quizzes only if you have completed all of the required work: all required pretests, quizzes, assignments, and BOCQs (allowed misses can be missed) and all exams, essays, and presentations/discussions. Extra credit is not a way to compensate for “I didn’t do all the work.” You may take the extra-credit quizzes before you have completed the remainder of the coursework, but make sure that you complete all of the required work in order for these extra-credit quizzes to count towards your grade.

Attendance and Participation Policy
You will get a lot more out of the class meetings and activities if you have done all of the reading and watched videos before discussions of the materials begin in class.

Attendance and participation are important to your learning experience in this class. You are expected to attend and participate in all classes, and attendance will be taken, per University policy, via your BOCQs.
You should discuss any planned absences or problems with completing work with me, and you should contact me as soon as possible anytime you don’t attend class for more than a week or if you fail to complete assigned work on time.

If you are falling behind, it is important that you contact me to discuss your situation and your options. It’s better if we can solve a problem than it is to fail the class or have to drop.

Classes will begin at the scheduled time. We will not wait for late arrivals.

Classes will end at the scheduled time. Please be considerate of your classmates and DO NOT start packing up your materials and shuffling your papers before 11:30.

Please arrange your schedule so that you can normally arrive and leave class on time. If you must occasionally arrive late or leave early, please be considerate of your classmates and enter or leave quietly and unobtrusively.

You should discuss any planned absences or problems with completing work with me, and you should contact me as soon as possible anytime you miss class for more than a week or if you fail to complete assigned work on time.

One further note regarding illness: PLEASE DO NOT ATTEND CLASS IF YOU ARE SICK, AND ESPECIALLY IF YOU ARE EXPERIENCING FLU-LIKE SYMPTOMS, such as aches, chills, sore throat, fever, coughing. The CDC recommends that people with flu-like illness remain at home until at least 24 hours after they are free of fever (100° F) or signs of a fever without the use of fever-reducing medications. This is for everyone’s benefit, including your own, if you are ill. Notify me, and we’ll work it out.

Academic Honesty Policy
You are expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests or assignments; claiming credit for work not done or done by others, by failing to cite and acknowledge their work (plagiarism); and hindering the academic work of other students.

You are expected to understand what plagiarism is and to avoid doing it. Please read materials in the Plagiarism links, found in Course Resources → Information – Unit Essays, Presentations, and Discussions, and make sure you understand what plagiarism is and how to avoid it. A brief guide to what constitutes plagiarism and how to avoid it can be found here: http://losalamos.unm.edu/library/docs/avoiding-plagiarism.pdf. If you can figure out how to work together on the quizzes, you may do so, but the answers you submit should be your own, and not answers you have been given by someone else. You may work together on assignments and presentations, and you will each get the same grade (let me know if you plan to do this). You may not work together on the Unit and Final Exams or Unit Essays. If your answers on these suggest, or if I otherwise find out, that you have collaborated with your classmates, plagiarized, or cheated, at best all affected submissions will receive a 0.

You should take care not to leave your computers or thumb drives where others can steal or copy your work or make your files "public." When using a public computer, you should make sure that you erase your work from the computer and remove your thumb drive.

Cell Phones, Tablets, and Laptops in Class.
Turn off your cell phone in class, or set it on “vibrate.” If you have to take a call, take it outside the classroom. Refrain from texting, surfing, playing games, listening to music, etc. during class.

You may use your laptops or tablets to take notes, but again, refrain from surfing, playing games, doing Facebook, or other activities not related to the class. Occasionally students who have a device will be asked to look up something on the internet.

If your activities with your electronic devices disrupt others in the class, you and your device will be asked to leave. If your activities divert only your attention from class, your grade will probably suffer.
Expectations and Communications

Expectations of the Instructor
What you can expect from the instructor (me):

- I will take all your questions, comments, and concerns seriously.
- I will be on time and prepared for each class.
- I will treat each of you politely and professionally.
- I will respond promptly to communications from you. If you send me a course message or an email, I will respond within 24 hours (within 48 hours for messages sent on Friday and Saturday).
  - If you need help immediately or if there is an emergency, call me or text me at 505-412-3379. I’ll respond as quickly as I can (my phone is usually, but not always, on). Unless the emergency is dire, please call only between 9 AM and 9 PM.
- I like to encourage interactions among everyone and do not wish to be the “professor” so much as the “guide.”
- I will grade your work objectively and give you constructive feedback about your assignments and essays, within 7 days after the due date for items turned in on time, usually sooner. If I am unable to do so, I will let you know when you can expect to receive feedback. If your work is turned in late, I will grade it when I can, but it will probably take longer for me to provide feedback.
- I will keep an accurate record of your grades.
- I will announce changes to schedules in class and in Learn, using Announcements and/or Course Messages in Learn.
- I will make sure that course materials are posted well in advance of due dates; I will try to make sure that all links are working. I will work with the UNM Learn support team to resolve as quickly as possible any problems that are caused by Learn.
- I will listen to criticism of the course objectively (although I may opt not to change it), and I will welcome it when you point out errors, broken links, contradictory instructions, etc.

Expectations of Students
What is expected from the student (you)

- Attend class and participate in all activities.
- Arrive on time for class and stay for the full period.
- Be prepared for each class.
- Treat your classmates and me with respect and professionalism.
- Keep up with the readings and turn in the assigned work on time. Your grade will be much better and your stress will be much lower if you don’t procrastinate.
- You are expected to have read the reading assignments and watched the video clips in each topic’s learning module before you participate in a discussion and write a reflection on the topic. You will get a lot more out of the class if you read and view the assigned materials before other activities begin. Active, informed participation will make the course more meaningful and enjoyable for you, and you will remember and understand more.
- Academic honesty: no cheating, no plagiarism.
- Be polite and respectful in how you address your classmates and me, even if you disagree with what is said.
- Ask questions about anything that is problematic or unclear. Don’t be shy – there’s no penalty for asking a question, and the only stupid question is the one for which you need the answer but don’t ask.
- Login to the course at least twice times each week and check your Course Messages, announcements, and feedback on assigned work.
- Respond to my messages to you within 48 hours. Reply ASAP to phone calls or texts; these will signal a matter that needs to be taken care of quickly.
 Read all of the feedback I provide you on your written work, discussions, and blogs, and discuss it with me if you like – it’s given to help you learn.
 Check your progress on My Grades periodically; call problems to my attention.
 Notify me as soon as you are aware that you have problems with doing the coursework on time or if there is a problem with taking an exam; don’t wait until the due date has passed, unless the problem is due to an emergency.
 Notify me as soon as possible if you find problems with the course (such as a link that doesn’t work) or problems with Learn or a question about your grade. I want to get these fixed ASAP, and I appreciate being told, especially if it’s due to my mistake. If the problem is due to your mistake, I want to help you resolve it.
 When asked for feedback on various aspects of the course, please try to give candid, anonymous (if you prefer) responses.
 Remember that I am here to help you succeed.

Contacting the instructor
My office hours are posted in this syllabus and in Instructor Information in the Course Menu. In addition, I’m happy to set up an appointment to meet with you or to talk on the phone or Skype. Feel free to send messages in Course Messages with comments or questions to me anytime, or call me on my cell phone between 9 AM and 9 PM. You can also send a text message to my cell phone. Keep my cell phone number (505-412-3379) and external email address (furchn@unm.edu) somewhere you can access them if Learn or your computer crashes.

Course Messages vs. Email in This Course
In this course we will communicate with each other using Learn’s Course Messages, which is accessed from the Course Menu. It’s like email, except these messages are sent and received entirely within the Learn classroom; they are NOT sent to your external UNM email. Make sure you check your Course Messages each time you log in to the class. When you first log in, in the upper left of the My Learn screen, you will see a box called My Messages that will tell you if you have a new message. You can also check for new messages by clicking on Course Messages on the course menu.

Please use Course Messages for normal communications with me about the course, unless you can’t login to Learn or you’re having problems with Learn; then use the email you normally use to send email to my UNM email address, furchn@unm.edu. Put PSY105 in the subject line so I don’t miss it – I get a lot of email, so I need this flag. (If it’s really urgent, just call me on my cell phone or text me).

Course Messages vs. Discussions
Use Course Messages to ask questions or make comments or provide information that you’d rather keep private between you and me, such as, “I will be on travel for my job the whole time Exam 1 is scheduled – can I arrange to take it early?” You may use the Water Cooler or Feedback discussion to raise questions or make comments that are likely to be of general interest, such as, “I don’t understand the difference between negative reinforcement and punishment. Can you explain or give me an example?” If you send a message to me with a question like this, I’ll probably post it in a discussion, with your name removed, because others will probably having this difficulty, too. If you have a question about how to submit an assignment or about something in the topic that you didn’t understand, chances are pretty good that some of your classmates will have the same question and would benefit from seeing the answer. If you have comments or want to discuss something that interests you, odds are that it will interest some of your classmates, too.

Announcements.
I will use Announcements (on the course menu) to call your attention to anything you should know about, such as changes in a schedule, clarification of instructions, or when a week’s materials have been graded. You should check announcements each time you login to Learn.

Unexpected Class Cancellations.
If the class has to be canceled due to my illness or an emergency, I will attempt to notify you by email, text, or phone, but that may not be possible. If I’m not present at the beginning of class, you should wait 15 minutes (in case I am simply late), then call (505-662-5919) or go to the front desk in Building 1 to see if they have information (available 8-5 M-F). You can also check the classroom in Learn; if possible, I will post an announcement there. If
there is no information, you should assume that class has been canceled for the day and that you are free to leave.

Campus Closings and Lobo Alerts
Class will be canceled if UNM-LA closes (e.g., in case of bad weather). Here are several ways to check for closing:

- Call the University switchboard at 505-662-5919 or 1-800-894-5919 and listen for a recorded announcement.
- Check your local TV and radio stations, or check local TV station web sites, e.g., http://www.kob.com (Channel 4), http://www.krqe.com (Channel 13) or http://www.koat.com (Channel 7). If UNM-Los Alamos is not specifically mentioned, the campus has not been closed.
- Login to Learn. I will post an announcement that the class has been canceled, if at all possible.

Weather and road conditions vary a lot from place to place in this region, and if you feel that it is unsafe to drive to campus from where you live or work, even if classes have not been canceled, notify me about the reason for your absence, and we’ll work it out. Don’t jeopardize your safety.

You can receive a text message about campus emergencies via LoboAlerts. Confirm that you are signed up to receive notifications on http://loboalerts.unm.edu.

Technical Needs

Computer Requirements
Since this is a web-enhanced class, frequent use of a computer is required. You must have access to a computer and to the internet, and you will need to be familiar with the use of a browser such as Internet Explorer, Chrome, Safari, or Firefox. Access at least part time to a broadband (high speed) internet network, such as DSL, cable, wireless, or satellite, is strongly recommended because some of the assignments may involve audio and video clips. You can access a broadband network at many libraries and on campus.

From the UNM-LA campus, you can access the internet from public computers, from computers in computer labs, Academic Support Center, and Library. If you wish to use your own computer on campus, you can connect to one of the UNM-LA Wireless networks. Instructions for accessing these are given here: http://losalamos.unm.edu/campus-life/computing-services/wireless-network.html

Since this is a web-enhanced course, some minimum hardware and software are required in order to complete the course. For the most recent recommended operating system requirements and web browser compatibility, see Blackboard Help for Students, Service Pack 13, here: https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13. Note that Learn works with a limited number of browsers and versions, so you should make sure you are using one of these. For all browsers, JavaScript and cookies must be enabled. I do not anticipate that you will need to have Java enabled for this class, but you may need it in other online classes.

Remember, it is your responsibility to ensure that you have adequate computer and internet access when you are taking an online course.

Information on setting up your computer with the software for this course is available in Set Up Your Computer to Work with Learn in the Course Orientation module in the Course Menu.

At present, Learn works best on a desktop or laptop computer. It is not officially supported while running in a browser on mobile devices (tablets or smart phones) and some functions run poorly on these, if at all. You can try using them, but if you run into difficulties, UNM and UNM-LA personnel will NOT be able to help. You SHOULD NOT ATTEMPT to use one of these devices to submit critical work such as assignments, quizzes, or exams. Blackboard supplies a mobile version of Learn, for a small fee, which also is not officially supported and should be used only for viewing, not creating or submitting materials. You can find more information about the mobile version of Learn here: http://online.unm.edu/help/learn/mobile/students/

UNM-LA Computer Account Policy
You are required to have a UNM computer account (NetID). You will use this account to register for classes through MyUNM, http://my.unm.edu. This account is also used to read and send e-mail (the UNM email address looks like NetID@unm.edu), print transcripts, check financial status, and check degree progress. Your NetID and password for Learn are the same as your login to your UNM main campus account.
You are required to check your UNM email (LoboMail) periodically, because this is the main communication method used by the university. You may forward your LoboMail to another email address; however, this is not encouraged by UNM and not supported by UNM IT personnel. [https://unm.custhelp.com/app/answers/detail/a_id/6701/kw/forward%20lobomail](https://unm.custhelp.com/app/answers/detail/a_id/6701/kw/forward%20lobomail).

Remember that we will be using Course Messages in Learn as our primary means of communications within this class.

You should be aware of the computer use policies as they affect any aspect of their education at UNM-LA. See Computer Use Policy links on this page: [http://losalamos.unm.edu/campus-life/computing-services/index.html](http://losalamos.unm.edu/campus-life/computing-services/index.html).

### Computer Support and Resources

#### Technical Support

If you are having computer or software problems, you can contact free UNM and UNM-LA technical support in one of the following ways:

- UNM IT Computer Support: 505-277-5757. For hours of operation, see [https://unm.custhelp.com/app/answers/detail/a_id/3351](https://unm.custhelp.com/app/answers/detail/a_id/3351).
- Learn Technical Support: 505-277-0857, option 2 (M-F 8:00 am – 5:00 pm), [learn@unm.edu](mailto:learn@unm.edu), or click on “Support” box after logging into Learn
- UNM FastInfo: [https://unm.custhelp.com/](https://unm.custhelp.com/) (UNM searchable knowledge base)

In addition, you may call me at 505-412-3379 between 9 AM and 9 PM for technical questions; I may be able to help, or I may have to refer you to one of our technology professionals.

**Hint:** many Learn “oddities” and “hangs” can be fixed by saving your work, closing your browser and re-opening it, then logging back into Learn; or, if that fails, by saving all work, closing all your windows, and rebooting your computer.

#### Training and Help for Learn


UNM has provided additional help and quick-start training materials for Learn at [http://online.unm.edu/help/learn/](http://online.unm.edu/help/learn/) and under the Support button inside the Learn classroom. You can request help from within Learn by clicking on Create Support Ticket from within the Learn Course Menu.

### Academic Support

#### UNM-LA Academic Support center

The Academic Support Center at UNM-LA offers tutoring and academic help. For more information, go to the ASC website at [http://asc.unm.edu](http://asc.unm.edu). Any questions related to course organization, setup, or requirements should be directed to me.

#### Libraries

The Library at UNM-LA has many electronic databases that you may find useful. You can link to the UNM-LA Library web site here: [http://losalamos.unm.edu/library/index.html](http://losalamos.unm.edu/library/index.html) This page contains information about library holdings and services and electronic resources available in the UNM-LA Library.

You can access many electronic resources, including books and journals, through the Main Campus Library at [http://elibrary.unm.edu](http://elibrary.unm.edu).
**Student Services**
Student Services is a central hub of information for prospective, current, and former students to find assistance and answers to questions about admissions, academic advising, registration, financial aid, and other resources on campus. [http://losalamos.unm.edu/faculty-staff/student-services/index.html](http://losalamos.unm.edu/faculty-staff/student-services/index.html)

**English as a Second Language**
The English as a Second Language (ESL) program at UNM-LA offers classes for people who are learning English. See the ESL website at [http://losalamos.unm.edu/adult-learning-center/esl-classes.html](http://losalamos.unm.edu/adult-learning-center/esl-classes.html).

**UNM and UNM-LA Policies**

**Drop Policy**
If you decide to drop the class, it is your responsibility to do so, and you should initiate your own withdrawal from the class. You should be aware of University-wide posted deadlines for tuition refunds and mandatory assignment of grades, posted on the UNM-LA Academic Calendar at [http://losalamos.unm.edu/academics/academic-calendar.html](http://losalamos.unm.edu/academics/academic-calendar.html). **I will not drop you** if you simply stop coming to class, stop logging in to Learn, or stop turning in work.

Dropping a course may affect your financial aid status and/or tuition refund. A drop after the “no grade” deadline will result in a grade of “W.” If you do not officially drop the class, you will receive the grade earned based on the syllabus grading criteria, which may be an “F.”

**If you find yourself in difficulty, don’t just stop logging in. Talk with me, and we’ll try to work something out!**

**Students’ Online Classroom Participation May Be Monitored**
Online learning environments provide tools for the instructor to monitor your online activities in this class. In addition to seeing all of the posts and comments that you make in discussions and blogs, I have access to records of when you logged in and what course materials you opened and submitted during each session. This data is made available to me to enable evaluation of class participation and to help me identify students having difficulties using the online environment. Your grades will not be based on this data, but rather on the work you submit, i.e., you will not be graded on how often or for how long you login. However, this information will be used to identify difficulties that you may be having with the online classroom or with the course, leading to an attempt to contact you.

**Assessment**
“UNM-Los Alamos conducts ongoing assessments of student learning so it can continue to improve its curriculum to give you the best education possible. The data collected for this assessment will be selected by the instructor or department and may come from exams, projects, or other assignments. The assessment will focus on the learning outcomes listed in this syllabus. The assessment will focus on the learning outcomes listed in this syllabus. The data from this assessment will be collected and reported anonymously. Data summaries will be reported to the department, to the Office of Instruction, and posted on the web. The information collected will be used to make improvements to curriculum and teaching. This assessment is not a reflection of your grade and is not a grading exercise; it is simply an evaluation of how well students are mastering certain skills.”

**Course Evaluations**
“You will be requested to participate in an online course evaluation near the end of the course. It is similar in intent, but somewhat different from, the paper course evaluation that is given in face-to-face classes. UNM-LA requests that all students participate because the information they provide is helpful in improving courses for future students.”

**American Disabilities Act and Accessibility Support**
“In accordance with University Policy 2310 and the American Disabilities Act (ADA), reasonable academic accommodations may be made for any qualified student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor’s attention, as the instructor is not legally permitted to inquire. The student is responsible for demonstrating the need for an academic adjustment by providing Student Services with complete and appropriate current documentation that establishes the disability, and the need for and appropriateness of the requested adjustment(s). However,
students with disabilities are still required to adhere to all University policies, including policies concerning conduct and performance. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Services at 505-661-4692 for additional information." The UNM Accessibility Resource Center’s web site is at this link: http://as2.unm.edu

In other words, if you need an accommodation to allow you to take and fully participate in this course, you have to tell me (the instructor) about it, because no one else is allowed to, and I am not allowed to ask you. If you inform me of a disability for which you need accommodations in this course, you may be required to document that disability, per UNM policy.

The UNM Online Accessibility Support policy statement is available here: http://online.unm.edu/help/learn/students/accessibility-support.html

Blackboard’s Commitment to Accessibility statement is available here: http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx

Other Policies – Student Handbook
UNM-LA follows the UNM policies as stated in the Pathfinder – Student Handbook, which can be found at this link: http://pathfinder.unm.edu/campus-policies/other-campus-policies.html.

Course Schedule
The schedule for this course is available in a separate document called “Semester Schedule.” A link to the Semester Schedule is provided in the course menu.

The syllabus for this course consists of this document, materials in the course that it references, and the Semester Schedule.

STRONGLY RECOMMENDED: Read the articles linked in Studying and Learning: Strategies for Success, which can be found in the Course Resources module in the Course Menu. They contain a lot of good strategies for this course and others.