



**PSYC 1300-011-012-IN Summer 2023**  
**Psychology for Success Online**

**Instructor Information:** LaWanda Morales M.A. 409-933-8312  
**E-mail:** [LMORALES4@COM.EDU](mailto:LMORALES4@COM.EDU) (the best way to reach me)

**Student Hours and location:** Monday through Thursday 10:00-10:45am and by appointment. During those times I will be online and available via email

**Technology Outage Policy:** In the event you experience a technology problem, it is your responsibility to communicate immediately with your instructor and the DE department at College of the Mainland (COM). It is a good idea to make a screenshot of the error and email it to me as well as the Distance Education Helpdesk. Contacting COM's Distance Education department can be accomplished by submitting a ticket anytime at <http://de-support.com.edu/requests> or via live chat Monday to Friday from 8 AM to 5 PM whenever the college is open. If the issue does not clear up and if there is no way around it, you may email your assignment to me directly at [LMORALES4@COM.EDU](mailto:LMORALES4@COM.EDU).

**Need Help?** There is a “Get Help” button that you can click on in D2L to receive help about questions directly related to D2L. They cannot answer questions about content of the class or assignments but can help with something like, how do I submit this assignment?

**Have a question?** Please refer to three different resources before contacting me. Those resources can include: Syllabus, D2L, D2L's Get Help, assignment directions, COM emails, classmates, or request help with D2L at <http://de-support.com.edu/requests> If you still have a question after contacting at least 3 resources, then please contact me. Let me know what 3 resources you checked with and what your question is.

**Required Text/Materials:** *The 7 Habits of Highly Effective College Students: How to Succeed in College...and Life Essentials 2<sup>nd</sup> Edition* by Sean Covey

Optional but useful: download for free the *Ten Steps to Earning Awesome Grades (while studying less)* by Thomas Frank at <https://collegeinfo geek.com>

You need a reliable computer and internet access (<http://www.com.edu/computer-labs>)

**Course Description:** Psychology 1300 Psychology for Success A study of the psychology of learning, cognition, and motivation; factors that impact life-long learning; and application of learning strategies in college, career and daily life.

**Course requirements:**

**Grading Rubrics:** Rubrics for coursework can be found in D2L within each assignment.

**Student Information Sheet:** One of the first assignments you will submit is the Student Information Sheet which is worth **40 points**. Basic information will be asked so your instructor can get to know you.

**Introduction Discussion Board:** You will introduce yourself to your classmates using the prompt found in D2L. Please view the rubric for grading details. Worth **30 points**

**Assignments:** The following projects will be assigned this semester. Details as well as a rubric for each Assignment will be found within D2L. Each of the below projects are worth **50 points** for a grand total of 450:

**Syllabus Scavenger Hunt, Campus Scavenger Hunt, Career Parts 1-5, Fixed Versus Growth Mindset, & Campus Connections.**

The campus connections assignment will require you to meet with your advisor AND go to tutoring OR a campus event. Plan ahead! This will be due at the end of the semester.

**Methods of Evaluation/Submissions-** You are held accountable for completing all assignments. All directions for assignments must be closely followed. A variety of means to evaluate student performance will be used. Submissions must be typed in a **Microsoft Word, PowerPoint, or Excel document, and attached to the assignment submission page** except when otherwise directed, like the discussion boards where you will type your response directly into the submission page dialog box. **Save files as .doc, .docx, .pdf, .jpeg, or .pptx**

If you have a Mac computer, saving files as **.pdf** will ensure I can open them. I cannot open .pages or .heic files. You will attach completed documents to the submission page. **If you do not have access to Microsoft products, you can download the programs for FREE by going here:** <https://www.com.edu/its/office-365-instructions.html>

**Check your submissions** in D2L and COM email! If an incorrect file type or blank document is accidentally uploaded, email me the assignment *right away* with the correct file attached. *Otherwise, no credit will be awarded.* This is the only time an assignment will be accepted via email.

**Determination of Course Grade/Grading Formula:**

ASSIGNMENT	Points Each	Total Points
Student Information Sheet	40	40
Introductory Discussion	30	30
Textbook Discussion Boards (8)	30	240
Study Guides (8)	30	240
Assignments (9)	50	450
<b>GRAND TOTAL</b>		<b>1000</b>

Point Breakdown for Grades
A: 900-1000
B: 800-899
C: 700-799
D: 600-699
F: 0-599

**Late Work, Make-Up, and Extra-Credit Policy:**

It is advised that you submit ALL assignments before the due date because **no late work will be accepted**. The instructor reserves the right to make changes and accommodations regarding late work in extreme circumstances but must notify me immediately. Late credit is not guaranteed.

**Extra Credit Opportunities:** There are numerous ways to earn extra credit.

*Student Letter:* Receive 20 Extra Credit Points

Write a letter to next semester’s Psychology for Success students. Directions will be posted in D2L the last week of class.

Course Evaluation: Receive 20 Extra Credit Points

Please complete the online course evaluation sent to your COM e-mail at the end of the semester. Open and close dates will be announced by the college. I will be sent an email letting me know you have completed the evaluation and you will receive credit.

*Interviewing and Finances:* Receive 20 Extra Credit Points

Directions can be found within D2L the last week of class.

**Attendance Policy:** Regular attendance is a critical component to being successful in courses. If you want to pass, “attend” class. This course is completely online. You must log on to this course at least **TWICE** a week on separate days. For each week that you do not log in twice this semester, **15 points will be deducted** from your overall points total.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

I make every effort to return messages (email, phone, etc.) within 24 hours (except for weekends and holidays). You can also use email messages in D2L to contact me.

I generally post new grades twice a week-except discussion questions which are graded at the end of each module. *Classwork feedback will be provided via rubric scores and comments left on each assignment.*

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Synthesize effective strategies and skills that lead to personal success, personal responsibility, self-motivation, and self-management.	Critical Thinking: Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.	Career pt. 4 Skills leading to success
2. Synthesize effective strategies and skills that lead to interdependence, self-awareness, lifelong learning and emotional intelligence.	Critical Thinking	Career pt. 4 Skills leading to success
3. Manipulate and analyze data and observable facts to result in informed conclusions	Empirical and Quantitative Skills: To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.	Career Pt. 1 OOH Handbook Chart
4. Develop, interpret, and express ideas through written communication	Communication Skills (Written): Develop, interpret, and express ideas through written, oral, and visual communication.	Career Pt. 2 Compare/Contrast Paper

5. Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.	Social Responsibility: Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.	Career Pt. 3 Related to chosen career
6. Develop, interpret, and express ideas through oral communication.	Communication Skills (Oral)	Career Pt. 5 Presentation

**Academic Dishonesty/Plagiarism:** Any incident of academic dishonesty or plagiarism will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense. Plagiarism includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else’s words without quotation marks, or using your own work over again in a different assignment. You cannot submit any work that is not your own. Both will result in a **grade of zero** on that exam or assignment and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

The **Tutoring Center** provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and non-academic assignments/projects. Located in the Industrial Careers Bldg. #23, Room 104, the center provides face-to-face and online tutoring sessions in a welcoming environment. Appointments can be made in person, or on the center scheduler at [com.mywconline.com](http://com.mywconline.com), or by clicking the Tutoring icon on the COM website.

**Preventing Plagiarism Links:**

- [https://owl.purdue.edu/owl/teacher\\_and\\_tutor\\_resources/preventing\\_plagiarism/avoiding\\_plagiarism/index.html](https://owl.purdue.edu/owl/teacher_and_tutor_resources/preventing_plagiarism/avoiding_plagiarism/index.html)
- <https://www.com.edu/tutoring/writing-resources.html>

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Dr. Shinya Wakao at 409-933-8212.

**TENTATIVE COURSE OUTLINE-You are responsible for any changes**

**NOTE:** Post your original discussion postings early to give other students the chance to comment on your post. If the class decides to wait until the last minute to post, I will create a due date for the original post.

\*\*\*All modules will open on Saturdays at 12:01am and close Fridays at 11:59 pm\*\*\*

Week(s) Dates	Module	Class Topics	Things To Do	Due At the End of This Module
<b>1</b> 6/5-6/9	<b>Module- Introduc tion</b>	Welcome to the Course!	<ul style="list-style-type: none"> <li>○ Read the “Read Me First” File</li> <li>○ Read the syllabus carefully</li> <li>○ Explore D2L</li> <li>○ Read Introduction Discussion Board</li> </ul>	<ul style="list-style-type: none"> <li>○ Student Information Sheet</li> <li>○ Introduction Discussion</li> <li>○ Syllabus Scavenger Hunt Assignment</li> </ul>

<b>2</b> 6/10-6/16	<b>Module-Foundat ion</b>	Setting Foundations	<ul style="list-style-type: none"> <li>○ Read Foundations and complete activities found within the readings for personal self-assessment</li> </ul>	<ul style="list-style-type: none"> <li>○ Foundation Discussion Board</li> <li>○ Study Guide (sentence)</li> <li>○ Campus Scavenger Hunt Assignment</li> </ul>
	<b>Module 1</b>	Habit 1: Be Proactive	<ul style="list-style-type: none"> <li>○ Read Habit and complete activities found within the readings for personal self-assessment</li> </ul>	<ul style="list-style-type: none"> <li>○ Habit 1 Discussion Board</li> <li>○ Study Guide (mapping)</li> <li>○ Career Pt. 1</li> </ul>
<b>3</b> 6/17-6/23	<b>Module 2</b>	Habit 2: Begin with the End in Mind	<ul style="list-style-type: none"> <li>○ Read Habit 2 and complete activities found within the readings for personal self-assessment</li> </ul>	<ul style="list-style-type: none"> <li>○ Habit 2 Discussion Board</li> <li>○ Study Guide (outlining)</li> <li>○ Fixed vs. Growth Mindset Assignment</li> </ul>
	<b>Module 3</b>	Habit 3: Put First Things First	<ul style="list-style-type: none"> <li>○ Read Habit 3 and complete activities found within the readings for personal self-assessment</li> </ul>	<ul style="list-style-type: none"> <li>○ Habit 3 Discussion Board</li> <li>○ Study Guide (charting)</li> <li>○ Career Pt. 2</li> </ul>
<b>4</b> 6/24-6/30	<b>Module 4</b>	Habit 4: Think Win-Win	<ul style="list-style-type: none"> <li>○ Read Habit 4 and complete activities found within the readings for personal self-assessment</li> </ul>	<ul style="list-style-type: none"> <li>○ Habit 4 Discussion Board</li> <li>○ Study Guide (flashcard)</li> <li>○ Career Pt. 3</li> </ul>
	<b>Module 5</b>	Habit 5: Seek 1 <sup>st</sup> to Understand Then to be Understood	<ul style="list-style-type: none"> <li>○ Read Habit 5 and complete activities found within the readings for personal self-assessment</li> </ul>	<ul style="list-style-type: none"> <li>○ Habit 5 Discussion Board</li> <li>○ Study Guide (color)</li> <li>○ Career Pt. 4</li> </ul>
<b>5</b> 7/1-7/7	<b>Module 6</b>	Habit 6: Synergize	<ul style="list-style-type: none"> <li>○ Read Habit 6 and complete activities found within the readings for personal self-assessment</li> </ul>	<ul style="list-style-type: none"> <li>○ Habit 6 Discussion Board</li> <li>○ Study Guide (your choice)</li> <li>○ Campus Connections Assignment</li> </ul>
	<b>Module 7</b>	Habit 7: Sharpen the Saw	<ul style="list-style-type: none"> <li>○ Read Habit 7 and complete activities found within the readings for personal self-assessment</li> </ul>	<ul style="list-style-type: none"> <li>○ Habit 7 Discussion Board</li> <li>○ Study Guide (your choice)</li> <li>○ Career Pt. 5-Video</li> <li>○ Optional: Extra Credit</li> </ul>

\*\*\*All modules will open on Saturdays at 12:01am and **close Fridays at 11:59 pm.**

No late work will be accepted. Keep up with classwork. Contact your instructor at the first sign of an issue.

### **Success Tips for Students:**

1. Log in at least twice a week & submit work on time
2. Use learning techniques that work for you & make use of campus resources
3. Communicate effectively with your instructor and classmates. Use student hours.
4. Take advantage of extra credit
5. Make a schedule for working on this class and stick to it
6. Use critical thinking to problem solve (Ex: internet went down? Go to a fast-food place and use their Wi-Fi. Ex: Know you have a busy week coming up? Do your work early)

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook> . Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Students should act in a professional manner at all times. Professionalism, which includes preparedness, a positive attitude, commitment, interaction, and RESPECT is expected and graded via discussion boards and student log-ins. As this is an online course, you must be extremely dedicated, motivated, and persistent. It is up to you to read all chapters and learning modules and complete all assignments before the set deadlines.

### **Institutional Policies and Guidelines**

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career

by state law. The last date to withdraw from the 1<sup>st</sup> 5-week session is June 30th. The last date to withdraw for the 2<sup>nd</sup> 5-week an/or 10 week session is July 31. The last date to withdraw for the 2nd 5-week session is August 4.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).