



**PSYC 2301.013IN**  
**General Psychology**  
**Fall 2023**  
**100% Online**

**Instructor Information:**

**Name:** Professor Montemayor

**Email:** [cmontemayor1@com.edu](mailto:cmontemayor1@com.edu)

**Phone:** 409-933-8212. Please leave a message – name, email, phone number

**Student hours and location:**

By appointment/virtual

**Required Textbook/Materials:**

**Psychology, 2e. Open Stax. Here is the link for the textbook:**

<https://openstax.org/details/books/psychology-2e>

The textbook can be downloaded for free using the link above or the student may purchase a copy of the textbook. 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.

**Course Description:** This is an introduction to the field of psychology, dealing with such topics as the scientific method and theories, neuroscience and behavior, perception, consciousness, learning, memory, intelligence, motivation, emotion and stress, personality, psychological disorders, and therapy.

**Method of Instruction:** This course consists of online assessments. Additionally, videos and other supplementary articles may be used to emphasize key issues. The online lessons parallel and reinforce assigned readings; therefore, it is essential that students keep up to date with their online work. The online lessons will be open for one week, giving you plenty of time to complete the required materials.

Coursework will be assigned and opened online on a weekly basis. For this course, weeks begin at **12:00am** on the **MONDAY** of the assigned week and end at 11:59pm on the **SUNDAY** of the assigned week. Generally, course work is not released early, **except for Week 16. Because Week 16 is a short week, the coursework for Week 16 will be released a few days early.**

## **Course requirements (Details of course assessments)**

### **Required coursework is indicated with (R)**

#### **(1) Orientation Module (R)**

Introduction Discussion Forum; Syllabus/Contract Quiz; email communication

#### **(2) Discussion Forum Posts (R)**

Each student will be required to complete discussion forums during the term. 1 Orientation Discussion Forum, 12 Chapter Discussion Forums and 16 Attendance Discussion Forums. To be eligible for full points, the student is required to post twice to each discussion forum.

- Post 1: answer the questions posted by the course professor. Answer all of the questions. Post should be at least 50 words. Write complete sentences, use correct spelling and grammar, and follow punctuation rules. Include information, terms, theories from the assigned chapter. End the post with a question to classmates related to the topic/your post. Do not write any questions already posted by the course professor
- Post 2: answer a post made by a classmate. Begin post with classmate's first name. Post should be at least 25 words. Write complete sentences, use correct spelling and grammar, and follow punctuation rules. Include information, terms, theories from the assigned chapter.

Criteria to earn points:

- Must follow instructions listed with discussion forum
- Must submit 2 posts – answer question, reply to classmate
- Must write complete sentences, use correct spelling and grammar, follow punctuation rules
- Must incorporate terms, theories, information from assigned textbook
- Information will be evaluated based on “correctness” of discussion and application

**NOTE:** Responses can be deleted at the discretion of the course professor. Responses will only be deleted if the instructor determines them to be aggressive, rude, degrading, etc., and they may be deleted without notice to the student. All such responses will receive a grade of 0 for the deleted thread. Please refer to the syllabus for more information regarding student conduct and expectations.

#### **(3) Chapter Quizzes (R):**

13 quizzes each worth 20 points. Quizzes will be assigned for each chapter and each quiz will have a total of 10 questions. Chapter Quizzes may include a combination of true/false, multiple choice, and/or matching questions. Chapter quizzes are untimed with one attempt. NO exceptions. All students must complete the online quizzes by the scheduled due date. There are **no make-up Quizzes**. Students are offered a significant amount of time to take the quizzes, once the quiz has started it must be completed in that session. The student cannot start and stop the quiz.

### **Presentation Posts: (R)**

Each student is required to complete 4 short Presentation Posts. Presentation Posts offer students the opportunity to examine some of the ethical issues within psychology and identify how each impacts society at the community, state and national level. This presentation allows students to acknowledge their personal biases and/or stereotypes, and how they can be more informed regarding their future interactions.

Presentation Post instructions:

1. Review the assigned topic
2. Develop and record a 5-7 minute presentation on a topic. Specific instructions will be provided.
3. Presentation can use any type of presentation software
4. Upload file to D2L to designated link.

Presentation Posts are worth **50 points**. Presentations will be evaluated based on Quality of Information and Organization, Quality of Verbal Communication, and Quality of Non-Verbal Communication, presentation (PPT, etc.) **Presentations must meet the time limit to be graded.**

### **Exams: (R)**

4 online exams. Each has 50 questions and is worth 100 points. Exams may include a combination of true/false, multiple choice, matching, and/or short answer questions. Exams are timed (130 minutes). Students have ONE (1) attempt to complete the exam, with no second attempts. Complete each exam by the due date. There are **no make-up exams**. Once a student starts an exam, the student must complete the exam – in one session. Once the time limit hits, the student will have to complete/submit the exam. **NOTE:** Please be aware that although you have one full week to take the exam, once the exam has been started it must be completed in **one timed session**.

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

<b>Assessment Name</b>	<b>Possible Points</b>	<b>Points Earned</b>
<b>Required</b>		
(1) Orientation Module Assignments (3)	100	
(2) Discussion Forums 13 at 15pts each	195	
(3) Chapter Quizzes. 13 at 20pts each	260	
(4) Presentations 4 at 50 pts each	200	
(5) Attendance Discussion Forum 10 at 16 pts each	160	
(6) Exams 4 at 100 pts each	400	
<b>Total Points</b>	<b>1315</b>	
<b>Optional/Extra Credit*</b>		
(1) Additional Quizzes or Discussion Forums over articles, videos related to course material	TBD	

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

**Late Work/Make-Up Work:** Online course work are offered each week with one major due date for each module. Students may submit weekly online assessments as long as the work is submitted by the major deadline/due date. FWA Data Collection and Paper are not accepted late, unless otherwise announced. There are no make up opportunities for module exams. A comprehensive final is offered during the last of the course – takes the place of a missed exam, if needed.

This set up allows the student flexibility, as needed. If you miss a due date/deadline, take advantage of extra credit offered for another topic to “make up missed points.” If there is a medical emergency that prevents a student from submitting coursework, contact the course professor before the due date/deadline. The course professor will work with the student if contacted before the due date/deadline.

**Extra Credit:** Additional assessments will be offered throughout the course. Each assessment will be offered under the chapter tab. Optional/extra credit will be marked as (EC)

**Attendance Policy:** The Weekly Attendance Discussion Forum is the specific assessment that will be used to take attendance. Attendance discussion forums are to be completed weekly. In addition, students must log in and participate by completing coursework each week. Just logging in is NOT attending class – counts as absent. Complete coursework to be counted present

Plan to spend at least 1-3 hours weekly reading the textbook/course material and 1-3 hours completing assessments. The online material goes beyond the material presented in the text, and each student will be held accountable for this material on exams and course assessments.

**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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

**Student Learner Outcomes:**

Upon successful completion of this course, students will:

1. Identify various research methods and their characteristics used in the scientific study of psychology.
2. Describe the historical influences and early schools of thought that shaped the field of psychology.
3. Describe some of the prominent perspectives and approaches used in the study of psychology.
4. Use terminology unique to the study of psychology.
5. Describe accepted approaches and standards in psychological assessment and evaluation.
6. Identify factors in physiological and psychological processes involved in human behavior.
7. Develop, interpret, and express ideas through written communication.
8. Develop, interpret, and express ideas through oral communication.
9. Demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

**Student Learning Objectives/Core Objectives:**

Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. **Critical Thinking Skills\*:** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
2. **Communication Skills\*:** Develop, interpret, and express ideas through written, oral, and visual communication.
3. **Social Responsibility\*:** Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. **Empirical and Quantitative Skills\*:** To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

**Table Mapping SLOs, Core Objectives and Assignments:**

<b>Student Learner Outcome (SLO)</b>	<b>Maps to Core Objective (CO)</b>	<b>Assessed via this Assignment</b>
1. Identify various research methods and their characteristics used in the scientific study of psychology	Empirical and Quantitative	Discussion Board Questions, Quizzes and Exams
2. Describe the historical influences and early schools of thought that shaped the field of psychology		Discussion Board Questions, Quizzes and Exams
3. Describe some of the prominent perspectives and approaches used in the study of psychology	Critical Thinking	Discussion Board Questions, Quizzes and Exams
4. Use terminology unique to the study of psychology		Discussion Board Questions, Quizzes, Presentation and Exams
5. Describe accepted approaches and standards in psychological assessment and evaluation	Empirical and Quantitative	Discussion Board Questions, Quizzes and Exams

6. Identify factors in physiological and psychological processes involved in human behavior	Critical Thinking	Discussion Board Questions, Quizzes, Presentation and Exams
7. (CS1) Develop, interpret and express ideas through written communication	Communication Skills (Written)	Discussion Board Questions, Presentation and Exams
8. (CS2) Develop, interpret and express ideas through oral communication	Communication Skills (Oral)	Discussion Board Questions and Presentation
9. (SR) Demonstrate intercultural competence, knowledge of civic responsibility and the ability to engage effectively in regional, national, and global communities.	Social Responsibility	Discussion Board Questions and Presentation

**Academic Dishonesty:** Any incident of academic policy 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 and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**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 Department Chair, Shinya Wakao at 409-933-8107 or [swakao@com.edu](mailto:swakao@com.edu).

Calendar on next page

**Course outline: PSYC 2301 Course Calendar**

Date	Chapter/Topic	Task/Assessment to Complete
Week 1: 8/28-9/3	Orientation Module	*Complete Orientation Assignments 1, 2, 3 *Complete Week 1 Attendance Discussion Forum *If you complete the above tasks early, start working on Chapter 1 as next week students are required to work a shorter week due to the Labor Day holiday
Week 2: 9/4-9/10	<b>Monday: Labor Day Holiday; COM is closed. No email/no coursework due</b>  <b>Tuesday – Sunday</b> Chapter 1: Intro to Psychology	*Ch 1 Discussion *Ch 1 Quiz  *Complete Week 2 Attendance Discussion Forum
Week 3: 9/11-9/17	<b>Monday – Sunday</b> Chapter 3: Biopsychology Chapter 4: States of Consciousness	*Ch 3 Discussion and Ch 3 Quiz  *Ch 4 Discussion and Ch 4 Quiz  *Complete Week 3 Attendance Discussion Forum
Week 4: 9/18-9/24	<b>Monday – Sunday</b> Chapter 5: Sensation and Perception	*Ch 5 Discussion and Ch 5 Quiz  *Complete Week 4 Attendance Discussion Forum
Week 5: 9/25-10/1	<b>Monday - Sunday</b> Module 1 ends this week Complete the required assessments	* <b>Create and post Module 1 Presentation</b> * <b>Take Module 1 Exam: Chs 1, 3, 4, 5</b>  *Complete Week 4 Attendance Discussion Forum
Week 6: 10/2-10/8	<b>Monday - Sunday</b>  Chapter 6: Learning	*Ch 6 Discussion and Ch 6 Quiz  *Complete Week 6 Attendance Discussion Forum
Week 7: 10/9-10/15	<b>Monday - Sunday</b>  Chapter 7: Thinking and Intelligence	*Ch 7 Discussion and Ch 7 Quiz  *Complete Week 6 Attendance Discussion Forum
Week 8: 10/16-10/22	<b>Monday - Sunday</b>  Chapter 9: Lifespan Development	*Ch 9 Discussion and Ch 9 Quiz  *Complete Week 8 Attendance Discussion Forum
Week 9: 10/23-10/29	<b>Monday - Sunday</b>  Chapter 10: Emotion and Motivation	*Ch 10 Discussion and Ch 10 Quiz  *Complete Week 9 Attendance Discussion Forum
Week 10: 10/30-11/5	<b>Monday – Sunday</b> Module 2 ends this week Complete the required assessments	* <b>Create and post Module 2 Presentation</b> * <b>Take Module 2 Exam: Chs 6, 7, 9, 10</b>  *Complete Week 10 Attendance Discussion Forum
Week 11: 11/6-11/12	<b>Monday - Sunday</b> Chapter 11: Personality	*Ch 11 Discussion and Ch 11 Quiz  *Complete Week 11 Attendance Discussion Forum

<b>Date</b>	<b>Chapter/Topic</b>	<b>Task/Assessment to Complete</b>
Week 12: 11/13-11/19	<b>Monday - Sunday</b> Chapter 12: Social Psychology Chapter 14: Stress, Lifestyle, and Health	*Ch 12 Discussion and Ch 12 Quiz *Ch 14 Discussion and Ch 14 Quiz *Complete Week 12 Attendance Discussion Forum
Week 13: 11/20-11/26	<b>Monday – Wednesday</b>  Module 3 ends this week Complete the required assessments  <b>Thursday – Sunday:</b> <b>Thanksgiving Holidays;</b> <b>College of the Mainland is</b> <b>closed. No email</b> <b>communication/no</b> <b>coursework is due</b>	* <b>Create and post Module 3 Presentation</b> <b>Take Module 3 Exam: Chs 11, 12, 14</b>  *Complete Week 13 Attendance Discussion Forum  Assessments for Week 13 are not due until 11:59PM Monday, 11/27/2023. Why? Sunday, 11/26/2023 is an official college holiday. No coursework due on holidays
Week 14: 11/27-12/3	<b>Monday - Sunday</b> Chapter 15: Psychological Disorders	*Ch 15 Discussion and Ch 15 Quiz  *Complete Week 14 Attendance Discussion Forum  * <b>Last day to drop November 28, 2023</b>
Week 15: 12/4-12/10	<b>Monday - Sunday</b> Chapter 16: Therapies	*Ch 16 Discussion and Ch 16 Quiz  *Complete Week 15 Attendance Discussion Forum
Week 16: 12:11-12/13	<b>Monday – Wednesday</b> <b>**THIS IS A VERY SHORT</b> <b>WEEK – PLAN</b> <b>ACCORDINGLY.</b>  <b>The course ends this week on</b> <b>Wednesday, December 13,</b> <b>2023 at 11:59PM.</b>	* <b>Create and post Module 4 Presentation</b> <b>Take Module 4 Exam: Chs 15, 16</b>  *Complete Week 16 Attendance Discussion Forum

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## **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 [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2023-2024\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.pdf). *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 or [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> 8-week session is October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 7.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN 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 FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN 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).

## Evaluation/Rubric

### Discussion Forum Posts

Points Possible	5	4	3	2	1	0
Description of topic and What you have learned	<p>Length of approximately ½ word processing page (e.g. Microsoft Word).</p> <p>Discussion of what was learned and not just a recitation of facts from the assigned articles or videos.</p> <p>Relation of new information to old information learned in the course to date.</p>	<p>Length of approximately ½ word processing page (e.g. Microsoft Word).</p> <p>Discussion of what was learned and not just a recitation of facts from the assigned articles or videos.</p>	<p>Length of less than approximately ½ word processing page (e.g. Microsoft Word).</p> <p>Majority of content comes from recitation of facts from the assigned articles or videos.</p>	<p>Length of 3-4 sentences.</p> <p>Majority of content comes from recitation of facts from the assigned articles or videos.</p>	<p>Length of less than 3 sentences</p> <p>Discussion of topic with no reference to the assigned articles or videos.</p>	<p><b>No Discussion Post Submitted</b></p> <p>OR</p> <p><b>Post is deleted by Instructor.</b></p>
Thoughts on the Topic	<p>Length of approximately ½ word processing page (e.g. Microsoft Word).</p> <p>Mention of at least two specific points from the assigned articles or videos.</p> <p>Information from assigned articles or videos is related to personal experience or opinions.</p> <p>Post is written thoughtfully and in original thoughts.</p>	<p>Length of approximately ½ word processing page (e.g. Microsoft Word).</p> <p>Mention of at least one specific points from the assigned articles or videos.</p> <p>Information from assigned articles or videos is related to personal experience or opinions.</p> <p>Post is written thoughtfully and in original thoughts.</p>	<p>Length of less than approximately ½ word processing page (e.g. Microsoft Word).</p> <p>Mention of at least one specific points from the assigned articles or videos.</p> <p>Information from assigned articles or videos is related to personal experience or opinions.</p> <p>Post is written thoughtfully and in original thoughts.</p>	<p>Length of 3-4 sentences.</p> <p>Mention of at least one specific points from the assigned articles or videos.</p> <p>Information from assigned articles or videos is related to personal experience or opinions.</p> <p>Post is written thoughtfully and in original thoughts.</p>	<p>Length of less than 3 sentences.</p> <p>Mention of no specific points from the assigned articles or videos.</p> <p>Information from assigned articles or videos is not related to personal experience or opinions.</p> <p>Post relies on recitation of facts.</p>	<p>Responses can be deleted at the discretion of the instructor. Responses will only be deleted if the instructor determines them to be aggressive, rude, degrading, etc., and they may be deleted without notice to the student. All such responses will receive a grade of 0 for the deleted thread. Please refer to the syllabus for more information regarding student conduct and expectations.</p>
Follow-up Postings and Replies	<p>Reply to a minimum of one other student's post with thoughtful and elaborate connections to course materials while integrating personal thoughts and opinions.</p>	<p>Reply to a minimum of one other student's post with connections to course materials.</p>	<p>Reply to a minimum of one other student's post with simple and unelaborated thoughts.</p> <p>No connection to course material or personal thoughts or opinion provided.</p>	<p>Provided reply with no originality or original thoughts.</p> <p>Examples: "I like when you said..." "Great job." "I agree."</p>	<p>All responses with less than 5 sentences will be automatically given a score of 1.</p>	<p>0</p>

### **Presentation Post:**

#### **Instructions:**

In this presentation, you will examine one of your favorite discussion topics and strengthen your understanding of it using the Internet.

In order to receive full credit, you must complete the following:

1. Choose a discussion topic that we have already covered in the Discussion Forum, and find **three sources** that help strengthen your understanding of it.
2. Develop and record (**See below for recording instructions**) a presentation( **5 minute minimum**) that includes the following:
  - a. an **introduction** of your topic, including information covered in the text and PowerPoints.
  - b. a **description of why you have chosen the topic** or what peaked your interest in this topic
  - c. a **description of what you have learned from the websites** you have visited (make sure to cite your sources in APA format\* in your written summary)
  - d. a **conclusion** summarizing what you have learned about your topic
3. In a word document, write a brief summary (**1 page minimum**) of your presentation
4. On a separate page, make sure to include a list of your references/websites. Please be sure to include the following:
  - i. Your References page must be in APA format\*.
  - ii. Under each reference/website, please provide a brief summary (no more than one paragraph) of the website
5. **Email** your recording to your professor. **Students must use their College of the Mainland One Drive Account to upload the presentation. If this does not work, contact the instructor via email to discuss an option.**
6. Lastly, **upload** your completed written summary to the assignment.
  - a. Always be sure to upload assignments by opening the assignment link and going to ***Attach File*** in the ***Assignment Submission*** section.

Be sure to turn in all materials by the assigned DUE DATE (posted in your syllabus and in the assignment title).

\*For a brief description of APA format, including how to cite and create a References page, please click and review the following link: <http://www.landmark.edu/library/citation-guides/landmark-college-citation-guides/apa-citation-style-guide/>

Each Presentation Post will be worth a **maximum of 35 points**. You will earn up to 10 points for Quality of Information and Organization, up to 10 points for Quality of Verbal Communication, up to 10 points for Quality of Non-Verbal Communication and up to 5 points for the Written Summary.

### PRESENTATION POSTS

Points Possible	15-11	10-6	5-1	0
Information and Organization	<p>Begins with a clear focus.</p> <p>Clearly organized.</p> <p>Mention of at least five specific points from the assigned articles or videos.</p> <p>Information from assigned articles or videos is related to personal experience or opinions.</p> <p>Description of how your topic impacts (or may impact) our society on the community, state and national level</p> <p>Description of what you have learned and how this may influence your and society's thoughts</p> <p>Relation of new information to old information learned in the course to date.</p> <p>Discussion of what was learned and not just a recitation of facts from the assigned articles or videos.</p> <p>Concludes with final statement</p>	<p>Begins with a clear focus.</p> <p>Not clearly organized.</p> <p>Mention of at least three specific points from the assigned articles or videos.</p> <p>Information from assigned articles or videos is minimally related to personal experience or opinions.</p> <p>Minimal description of how your topic impacts (or may impact) our society on the community, state and national level</p> <p>Minimal description of what you have learned and how this may influence your and society's thoughts</p> <p>Minimal relation of new information to old information learned in the course to date.</p> <p>Discussion of what was learned and not just a recitation of facts from the assigned articles or videos.</p> <p>Concludes with final statement</p>	<p>Begins without a clear focus.</p> <p>Not clearly organized.</p> <p>Mention of at less than three specific points from the assigned articles or videos.</p> <p>Information from assigned articles or videos is not related to personal experience or opinions.</p> <p>No description of how your topic impacts (or may impact) our society on the community, state and national level</p> <p>No description of what you have learned and how this may influence your and society's thoughts</p> <p>Relation of new information to old information learned in the course to date.</p> <p>Discussion of what was learned and not just a recitation of facts from the assigned articles or videos.</p> <p>Concludes with final statement</p>	<p>No Presentation Post Submitted.</p> <p>Presentation is less than 5 minutes.</p>
Verbal Communication	<p>Presentation is more than 5 minutes.</p> <p>Voice is clear and not rushed.</p> <p>No more than 2 mispronunciations.</p>	<p>Presentation is more than 5 minutes.</p> <p>Voice is clear but rushed.</p> <p>3-4 mispronunciation</p>	<p>Presentation is exactly 5 minutes.</p> <p>Voice is not clear and rushed.</p> <p>More than 4 mispronunciations.</p>	

Points Possible	5	4	3	2	1	0
Written Summary	<p>Length of approximately 1 page</p> <p>Mention of at least five specific points from the assigned articles or videos.</p> <p>Information from assigned articles or videos is related to</p>	<p>Length of approximately 1 word processing page (e.g. Microsoft Word).</p> <p>Mention of at least five specific points from the assigned articles or videos.</p>	<p>Length of approximately less than 1 but greater than ½ word processing page (e.g. Microsoft Word).</p> <p>Mention of at least four specific points from the assigned articles or videos.</p>	<p>Length of approximately ½ word processing page (e.g. Microsoft Word).</p> <p>Mention of at least three specific points from the assigned articles or videos.</p>	<p>Length of less than 5 sentences.</p> <p>Mention of less than 3 specific points from the assigned articles or videos.</p> <p>Information from assigned articles or videos is not related to</p>	

	<p>personal experience or opinions.</p> <p>Paper is written thoughtfully and in original thoughts.</p> <p>Discussion of what was learned and not just a recitation of facts from the assigned articles or videos.</p> <p>Relation of new information to old information learned in the course to date.</p>	<p>Information from assigned articles or videos is related to personal experience or opinions.</p> <p>Paper is written thoughtfully and in original thoughts.</p> <p>Discussion of what was learned and not just a recitation of facts from the assigned articles or videos.</p>	<p>Information from assigned articles or videos is related to personal experience or opinions.</p> <p>Paper is written thoughtfully and in original thoughts.</p> <p>Majority of content comes from recitation of facts from the assigned articles or videos</p>	<p>Information from assigned articles or videos is related to personal experience or opinions.</p> <p>Paper is written thoughtfully and in original thoughts.</p> <p>Majority of content comes from recitation of facts from the assigned articles or videos.</p>	<p>personal experience or opinions.</p> <p>Majority of content comes from recitation of facts from the assigned articles or videos.</p>	<p>No Written Summary Submitted</p>
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**MORE INFORMATION REGARDING PRESENTATIONS ON NEXT PAGE**

## RECORDING INSTRUCTIONS

### General Instructions

You must record all of your presentations, AND at least another person – serve as your audience - **an the person should be at least 16yoa or older.**

For the presentation with the audience, you must pan (scan) across the audience to verify you have a minimum of two audience members in attendance. This panning (scanning) of the camera must occur at the beginning of the presentation and the end of the presentation (To make sure no one ran out on you ☺).

All presentation posts must be uploaded to a COM One Drive and the link must be sent to your instructor.

The following are some easy ways to record your presentation.

### EASIEST Solution for Recording:

1. Get a peer to record you doing your presentation using a phone, laptop, or video recording device.
2. Import the video to your computer.
3. Post to COM One Drive.

### EASY Solution for Recording:

1. Go to Screencast-o-matic.com or similar screen/video recording website/software.
2. Create an account
3. View the tutorial video
4. Record your presentation\*
5. Share link to the professor

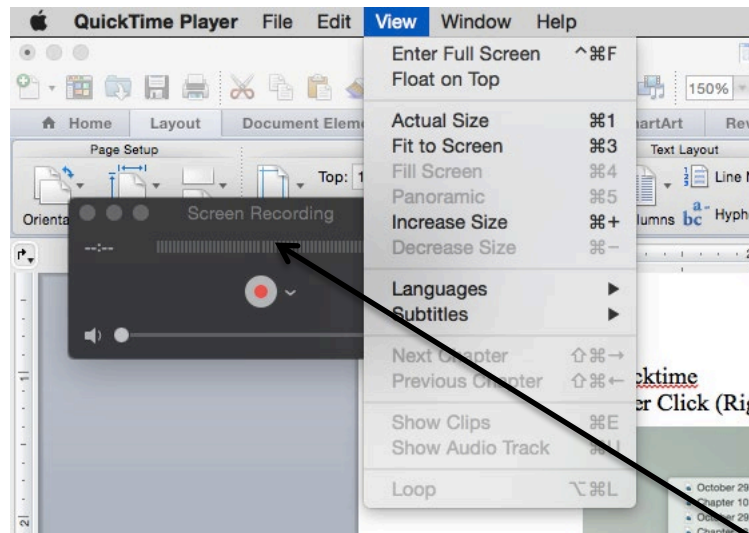
\*After recording Screencast-o-Matic automatically uploads videos to your account and/or YouTube and gives you the option to share your Video.

### For MAC Users (No Downloads Necessary)

1. Open Quicktime
2. Two Finger Click (Right Click) on Quicktime



3. Click on **New Screen Recording** and **New Movie Recording**
4. Click on **View** at the top of the screen and click **FLOAT ON TOP**



5. Then when you are ready click the record button on the **Screen Recording** window and you are ready to start your Presentation.  
 Sorry PC users I don't know how to make this happen without downloading an application. ☹

## **Online Course FAQs**

### **1. What do I do if D2L Brightspace is down?**

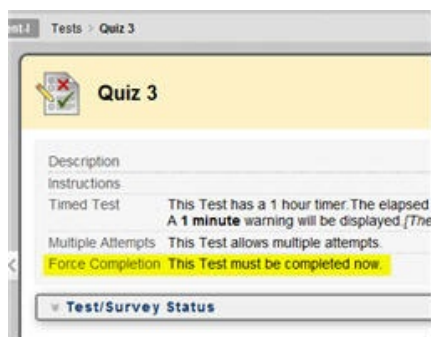
Please be aware that outages do occur. If a student has technical difficulties contact DE Hotline at 409-933-8453. Phone hours are Monday through Friday between 8:00am and 5:00pm. After 5:00pm or on weekends, please leave a message with the following information: Student name, COM ID, phone number and issue.

### **2. Can I contact my instructor on the weekend?**

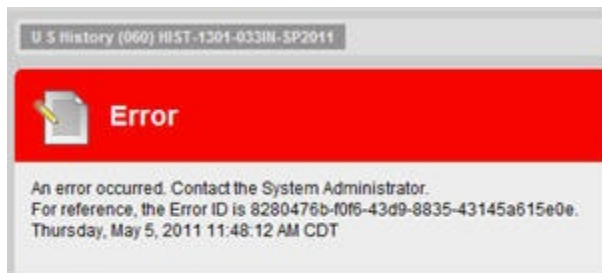
Yes, please feel free to contact your instructor whenever you have a problem or concern. However, be sure to review the instructor's communication policy to determine when you should expect a response.

### 3. I got disconnected from a quiz/exam...

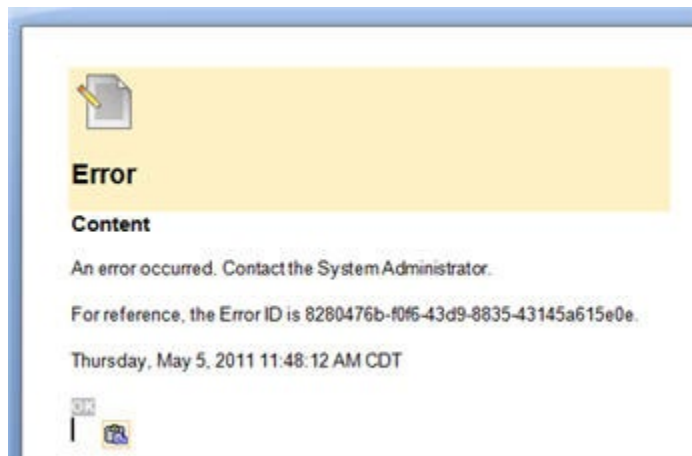
If you get disconnected from an exam, you may be able to log in and continue **if the instructor did not use Force Completion** (complete test in one log in session), and if there is any allotted time left. Information can be found on Force Completion in the test Instructions:



If you obtain an **Error ID**, please try to copy and paste the information in a word document and submit this information in a Support Ticket:



The above Error ID copied & pasted into a word document:



When submitting a support Ticket, please be sure to list the **course, section and exact quiz or exam** that you experienced the issue with and any helpful information, such as, what button you clicked last when the error or log out occurred.



Also **send an email to your instructor** and let them know you experienced a technical issue with the exam and that you have submitted a support ticket. Remember, **it is always up to the discretion of your instructor** whether or not a test attempt will be reset for you.

**4. What do I do if I need to look at PowerPoint slides, but don't have Microsoft Office?**

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College of the Mainland is excited to offer faculty, staff and students Microsoft Office 365 e-mail. Office 365 e-mail will deliver a cutting edge and feature rich e-mail experience to COM faculty, staff and students.

Benefits that faculty, staff and students will experience include:

- Access to e-mail anywhere (PC, tablets, mobile phones)
- E-mail, calendar, contacts, tasks sync across devices
- Large 50GB mail box size
- Experience with Outlook, a cross- industry standard e-mail platform
- 1 TB of storage on OneDrive
- 5 FREE Copies of Microsoft Office – [Click here](#) for instructions

**5. What should I do if I have a question about the course or the assignments?**

First refer to your syllabus. If you cannot find the answer, contact the course instructor immediately!