



PSYC 1300-012IN
Psychology for Success
Fall 2023
Online

Instructor Information: Kristin O'Brien, M.A., kobrien4@com.edu, 409-933-8955

E-mail: Please use the Course Messages tool in D2L
You may contact me at kobrien4@com.edu - put "PSYC 1300 online" for the subject

Office (Student) Hours & Location: LRC Suite A-Office 217
M 11:00 AM-12:30 PM | T/Tr 1:30-3:00 PM | W 11:00 AM-12:30 PM, 1:30-3:00 PM
(& by appointment)

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 the content of the class or assignments but can help with something like, how do I submit this assignment?

Required Textbook/Materials: *The 7 Habits of Highly Effective College Students: How to Succeed in College...and Life Essentials 2nd Edition* by Sean Covey, ISBN 9781936111916
The text is available for purchase at the COM bookstore and online.

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

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

Course Description: A study of the psychology of learning, cognition, and motivation; factors affecting life-long learning; and application of learning strategies in college, career and 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 **10 points**. Basic information will be asked of you for your instructor to 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 **10 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 500:

Syllabus Scavenger Hunt, Campus Scavenger Hunt, Career (5-part assignment), RCQ Journal, Fixed Versus Growth Mindset, and Campus Connections.

Some of the above projects require advanced planning.

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 throughout the course. **All submissions must be typed in a Microsoft Word, PowerPoint, or Excel document, and attached to the assignment submission page except for the discussion boards where you will type your response directly into the dialog box.**

Save Word files as .doc, .docx, .pdf

Check your submissions in D2L and your COM email! If an incorrect file type or blank document is accidentally uploaded, email 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.

If you have a Mac computer, saving files as **.pdf** will ensure I can open them. I cannot open .pages files. **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>

Determination of Course Grade/Detailed Grading Formula:

ASSIGNMENT	Points Each	Total Points
Student Information Sheet	10	10
Introductory Discussion	10	10
Textbook Discussion Boards (8)	30	240
Study Guides (8)	30	240
Assignments (10)	50	500
GRAND TOTAL		1000

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:

Coursework is expected to be completed and submitted on time. Assignments submitted after the deadline will incur a 10% deduction per day late. Please note that technological issues are not an acceptable excuse for a late assignment. Be aware that assignments will become an automatic zero at the point of 10 or more days late with no exceptions. **Additionally, late assignments will NOT be accepted after Sunday, December 10th.**

In the event of illness or emergency, exceptions may be made on a case-by-case basis at the discretion of the instructor (a doctor’s note may be requested in the case of an illness). **If you anticipate missing any assignment deadlines for an excusable reason, contact me at kobrien4@com.edu as soon as possible.**

Extra Credit Opportunities: There are numerous extra credit opportunities available at the end of the semester. Each opportunity is worth 20 extra credit points.

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). 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 Project Pt. 4 Related to strategies and skills leading to personal success
2. Synthesize effective strategies and skills that lead to interdependence, self-awareness, lifelong learning and emotional intelligence.	Critical Thinking	Career Pt. 4 Related to strategies and skills leading to personal 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 Occupational Outlook 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

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
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 Soc. Resp. directly 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. 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.

Preventing Plagiarism Links:

https://owl.purdue.edu/owl/teacher_and_tutor_resources/preventing_plagiarism/avoiding_plagiarism/index.html

<https://www.com.edu/tutoring/writing-resources.html>

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**, or by clicking the Tutoring icon on the COM website.

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.

TENTATIVE COURSE OUTLINE-You are responsible for any changes

NOTE: Post your original discussion postings early in the module so others may respond. 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 Mondays at 12:01am and close Sundays at 11:59 pm. However, Module-Conclusion will close Wednesday, December 13th at 11:59pm

Week(s) Dates	Module	Class Topics	Things To Do	Due At the End of This Module
1 8/28-9/3	Module- Introduction	Welcome to the Course!	<ul style="list-style-type: none"> ○ Read the “Read Me First” File ○ Read the syllabus carefully ○ Explore D2L ○ Read Introduction Discussion Board 	<ul style="list-style-type: none"> ○ Student Information Sheet ○ Introduction Discussion ○ Syllabus Scavenger Hunt Assignment
2-4 9/4-9/24	Module- Foundation	Setting Foundations	<ul style="list-style-type: none"> ○ Read Foundations, watch video clips in D2 L and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Textbook Discussion Board Foundation ○ Study Guide ○ Campus Scavenger Hunt Assignment
	Module 1	Habit 1: Be Proactive	<ul style="list-style-type: none"> ○ Read Habit 1, watch video clips and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Textbook Discussion Board 1 ○ Study Guide ○ Career Assignment Pt. 1-OOH
5-7 9/25-10/15	Module 2	Habit 2: Begin with the End in Mind	<ul style="list-style-type: none"> ○ Read Habit 2, watch video clips and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Textbook Discussion Board 2 ○ Study Guide ○ Fixed vs. Growth Mindset Assignment
	Module 3	Habit 3: Put First Things First	<ul style="list-style-type: none"> ○ Read Habit 3, watch video clips and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Textbook Discussion Board 3 ○ Study Guide ○ RCQ Journal
8 10/16-10/22	Module: Paper	Habit 3: Put First Things First	<ul style="list-style-type: none"> ○ Continue analyzing future career 	<ul style="list-style-type: none"> ○ Career Assignment Pt. 2: Paper
	Module 4	Habit 4: Think Win-Win	<ul style="list-style-type: none"> ○ Read Habit 4, watch video clips and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Textbook Discussion Board 4 ○ Study Guide

Week(s) Dates	Module	Class Topics	Things To Do	Due At the End of This Module
9-11 10/23- 11/12				○ Career Assignment Pt. 3: Social Responsibility
	Module 5	Habit 5: Seek 1 st to Understand Then to be Understood	○ Read Habit 5, watch video clips and complete activities found within the readings for personal self-assessment	○ Textbook Discussion Board 5 ○ Study Guide ○ Campus Connections Assignment
12-14 11/13- 12/3	Module 6	Habit 6: Synergize	○ Read Habit 6, watch video clips and complete activities found within the readings for personal self-assessment	○ Textbook Discussion Board 6 ○ Study Guide ○ Career Assignment Pt. 4: Success Strategies
	Module 7	Habit 7: Sharpen the Saw	○ Read Habit 7, watch video clips and complete activities found within the readings for personal self-assessment	○ Textbook Discussion Board 7 ○ Study Guide
15 12/4- 12/10	Module: Career Presentation	Oral Communication Skills	○ Create notes, record presentation, upload video to discussion board, comment on other presentations	○ Career Assignment Pt. 5: Presentation (upload video to discussion board)
16 12/11- 12/13*	Module: Conclusion	Putting It All Together	○ Read Putting It All Together and complete activities found within the readings for personal self-assessment	○ Optional: Extra Credit

*All modules will open on Mondays at 12:01am and close Sundays at 11:59 pm. However, **Module-Conclusion will close WEDNESDAY, December 13th at 11:59pm.**

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. *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. 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 1st 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 2nd 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 or communityresources@com.edu.

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. <https://www.com.edu/student-services/student-handbook.html>

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.

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 kobrien4@com.edu.