

**PSYC 2301.01211 IN  
Course Syllabus  
General Psychology  
Spring 2025  
Online**

**Course Information**

**Instructor Information:**

Ms. Candi Hollier, M.A., chollier@com.edu

**Office Hours and Location:**

I will post online office hours in an Announcement during the first week of the semester. Office hours are conducted using COM Email. No face-to-face option exists.

**Required Textbook & Technology:**

Spielman, Rose M.; Jenkins, William; and Lovett, Marilyn, "Psychology 2e" (2020). Open Access Textbooks. 1. [Textbook Link](#)

You are required to obtain and use a webcam for testing within this course. Please refer to the Respondus LockDown Browser & Monitor section of this syllabus for more information.

**Course Description:**

This course is an introduction to the major topic areas of psychology including neuroscience, the nature vs nurture debate, learning, cognitive psychology, motivation, personality theory, psychological disorders, and therapeutic approaches.

**Course Requirements:**

This course primarily consists of online lessons and discussions provided by the instructor. Additionally, videos and other supplementary articles are to emphasize key issues. The online lessons are the "lecture" portion of the course and reinforce assigned textbook readings; therefore, it is essential that students keep up to date with their online work. A variety of means are used to evaluate student performance.

**Determination of Course Grade**

**Lesson Activities/Quizzes**

There are graded Lesson Activities/Quizzes located throughout each of the Chapter Lesson Notes. The activities and quizzes are objective in nature (multiple choice, matching, labeling, &/or True/False) and are based on the textbook readings and lesson notes. DO NOT attempt to skip these. All quizzes/activities are due by 11:59pm on the due date listed on the course schedule.

**Please note that only the First Attempt is scored. You may complete the activities/quizzes as many times as desired, but only the first attempt will be graded.** Your two lowest Lesson Activities/Quizzes grades will be dropped at the end of the semester.

You must click "Check Answers" on the Quiz Groups within the lesson notes to save your quiz answers. **You MUST click "Finish" on the last page of each set of Lesson Notes to submit your score and receive your receipt!**

**Discussions:**

Discussions represent the interactive component of this course. The graded topics relate to the course readings, presentations, and/or current events taking place in psychology today. These forums are a way of exchanging information with your fellow students. You will receive a grade for your *thoughtful* participation in the discussions associated with each of the topics. Remember: **unsupported opinions have no place in an academic environment.** You must be able to demonstrate your knowledge and research on a particular topic from reliable resources.

"Participation" means that for each topic, you should post an Initial Post (a minimum of 250 words) as well as a Response Post to 1 other student (a minimum of 250 words) for full credit. Graded course

Discussions employ a “post first” setting that requires students to post their Initial Post before gaining access to read other students’ posts. Attempts to subvert this setting by submitting a blank initial post, posting gibberish, or by any other methods will result in a grade of “0” for the unit discussion - **No exceptions.**

**\*\*\*\* NOTE: Discussion Initial Posts and Response Posts have two DIFFERENT due dates! \*\*\*\***

**All graded discussion posts are due by 11:59 pm on the due date listed on the course schedule.** Pay close attention to due dates!

Ground Rules for Online Discussion:

1. Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on any discussions in this course unless explicitly permitted by the instructor.
2. We will respect each other’s confidentiality at all times! Though it is unlikely that we will discuss sensitive personal information in this course, please be aware that all members of this online course must hold any personal information revealed on Brightspace in strict confidence.
3. In the interest of promoting critical thinking, and serious discussion, students should be prepared to have their views challenged by the instructor and/or fellow students. Respect the right of others to have differing beliefs and attitudes. We do not all have to agree. However, we do need to be respectful in the way we disagree.
4. Disruptive behavior, flaming, or any behavior interfering with teaching and/or learning, will not be tolerated.
5. Any violation of these guidelines will result in an immediate zero for the discussion. Any second offense will result in a zero for that discussion as well AND will prevent students from participating in any upcoming discussion topics WITHOUT any option for alternative assignments to make up for missing discussion grades.

**More guidelines for online discussion are provided in the Course Orientation document.**

**Oral Presentation Assignment:**

This course includes an oral presentation to be recorded and submitted as a graded assignment for course credit. There is an “Oral Presentation” module of this course containing all the pertinent information necessary and required for completing this assignment. **DO NOT skip any of the documents or links provided in that folder.** It is your responsibility to review all documents and links thoroughly and submit the assignment by the due date listed on the course schedule. **NO LATE SUBMISSIONS are accepted.** A score of zero is applied to any presentation not submitted by the deadline.

This Oral Presentation assignment also includes a required **APA Publication Manual (version 7) styled “References” page** submitted to Brightspace and account for 20% of your total Oral Presentation assignment grade.

As you prepare to complete this presentation assignment, you may want to utilize the Speaking, Reading, and Writing Center in TV 1306. You must make an appointment to use the Speaking Booths or to work with a tutor on oral communication. Contact the [Tutoring Center](#) for more information on obtaining assistance.

Upload your video to YouTube (MUST be either Public or Unlisted – NEVER Private!) or Google Drive. Once you have your link, post the link to the “Oral Presentation Assignment – Submission Area” in Brightspace. **DO NOT EMAIL THE LINK!**

It is your responsibility to verify that your video link is properly submitted and that the submitted link to your presentation video is accurate and fully functional. It is also your responsibility to verify that the

submitted video itself is accurate, complete, and appropriate. A presentation submitted in the incorrect format, emailed to the instructor, or inaccessible by the instructor at the time of grading will receive a grade deduction of 20%. If I cannot access the video when I go to grade it, it will receive a grade of "0" for the presentation assignment!

An ungraded "Oral Presentation Assignment Questions" Discussion topic will be provided where you may ask the instructor and your fellow classmates questions about all aspects of the assignment. You will have the option to post anonymously, should you feel nervous about asking a silly question.

NOTE: There are no silly questions.

Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on any assignments in this course unless explicitly permitted by the instructor.

### Unit Exams:

There are 3 Unit Exams – one at the end of each lesson Unit. Exams are objective in nature and consist of both objective (T/F, Multiple Choice, etc.) and subjective (Essay) questions sourced from both the Lesson Notes and Textbook. Answers to the essay questions should be between 130-150 words, reflect a thorough understanding of the concepts as discussed in this course, and be well-written with few spelling or other grammatical errors. **You will get two attempts on each Unit Exam and the highest of the two scores will be calculated into your course grade.** The Exams will be timed in Brightspace. **Once the time limit is reached, you will be forced to submit the exam.** The Unit Exams are secured with Respondus LockDown Browser & Monitor and are due by 11:59 pm on the due date listed on the course schedule. All exams in this course are closed note/closed book exams to be completed independently without assistance from materials or others.

### Respondus LockDown Browser & Monitor:

This course requires the use of Respondus Lockdown Browser & Respondus Monitor for all exams. The Lockdown Browser software prevents a user from accessing other applications or going to other websites during an exam. The webcam (Respondus Monitor) verifies the identity of the person completing course exams, records you during the exam, and records your screen for security purposes. Together, these tools make it possible for students to take online exams from any location, and at times that are convenient. It also creates a fair testing environment for everyone in the course.

You **MUST** read the "**How to Test with Respondus**" document! It will provide you with detailed information on how to properly complete these exams. Complete the Getting Started quiz as if you were completing a course exam and ensure your equipment is functioning properly.

**The following table lists conduct requirements for proctored online exams, as well as consequences for conduct violations:**

<b>Exam Conduct Requirement:</b>	<b>Consequence for Violation of Exam Conduct:</b>
Valid photo ID shown – Students must present a valid, government-issued photo ID before beginning the exam. Acceptable forms of ID include, State-issued driver's license, Government-issued ID card with name and photograph, Passport, Military ID, High school ID	A zero will be given for the exam until the student's identity is confirmed by a valid photo ID.

<b>Exam Conduct Requirement:</b>	<b>Consequence for Violation of Exam Conduct:</b>
Correct placement of webcam - The webcam must be positioned to provide a clear, unobstructed view of the student and their immediate testing environment. Improper placement includes any position that hinders or obstructs the instructor's ability to monitor the student and the environment throughout the exam.	Any penalty, up to a zero on the exam, may be assessed for this infraction.
At the start of the exam, students must perform a thorough and slow scan of their environment using their webcam. The scan must include: the desktop and surrounding area, the front, sides, and rear of the computer, underneath the keyboard or laptop, a scan of the entire testing environment.	Any penalty, up to a zero on the exam, may be assessed for this infraction.
The webcam and microphone must remain active and recording for the entire duration of the exam. Any interruptions or deactivation will be considered a breach of exam conduct.	Any penalty, up to a zero on the exam, may be assessed for this infraction.
The testing environment must be well-lit, ensuring the student's face and upper body are clearly visible at all times. Poor lighting, such as excessive darkness or backlighting that obscures visibility, is not permitted.	Any penalty, up to a zero on the exam, may be assessed for this infraction.
Students must be seated in a stable position with their computer placed on a hard surface, such as a desk, table, or TV tray. Sitting on a bed, couch, or placing the computer in one's lap is strictly prohibited.	Any penalty, up to a zero on the exam, may be assessed for this infraction.
Students must stay entirely visible within the webcam frame for the entire duration of the exam. Movement outside of the webcam's view is not allowed.	Any penalty, up to a zero on the exam, may be assessed for this infraction.
No unauthorized materials are allowed within the testing area. Unauthorized items include, but are not limited to: books or printed materials, TVs, monitors, or devices displaying images, videos, or other content, notes, blank paper, or cheat sheets, phones, tablets, or additional computers/monitors. All surfaces and areas in the testing environment must remain clear of these items.	Any penalty, up to a zero on the exam, may be assessed for this infraction.

<b>Exam Conduct Requirement:</b>	<b>Consequence for Violation of Exam Conduct:</b>
Students are not allowed to communicate with others in any manner during the exam. This includes verbal, nonverbal, and electronic communication.	Any penalty, up to a zero on the exam, may be assessed for this infraction. Blatant evidence of collusion or cheating involving another individual during the exam (any point during or after the environment video) may result in a grade of "F" for the course, per the Academic Honesty Policy listed in this syllabus.
No background music, audio, or external sounds are permitted during the exam. The use of earbuds, headphones, AirPods, or any similar devices is strictly prohibited.	Any penalty, up to a zero on the exam, may be assessed for this infraction.
Students must not read exam questions or answers aloud. Doing so may be considered an attempt to share or broadcast exam content.	Any penalty, up to a zero on the exam, may be assessed for this infraction.

### **Exam Penalty and Grade Review Policy**

- **Penalty Application and Accumulation**

Any penalties applied to an exam will be calculated as a percentage of the student's exam score. Multiple penalties may be applied to the same exam, and these penalties will stack and accumulate as warranted.

- **Instructor Discretion**

The instructor retains the authority to impose any level of penalty deemed appropriate and justified based on the guidelines outlined in this syllabus.

- **Grade Finalization**

Automatically graded exam scores are provisional and subject to review. The instructor will evaluate Respondus monitoring videos and, if necessary, apply grade adjustments or penalties to ensure compliance with the exam conduct requirements. Final grades will be determined only after this review process is complete.

### **Detailed Grading Formula:**

<b>Graded Course Work/Activity</b>	<b>Percentage</b>
3 Unit Exams	30%
1 Oral Presentation (80%) & 1 Reference Page (20%)	25%
4 Graded Discussions	25%
Lesson Note Activities & Quizzes	20%

### **Grading Scale:**

<b>Percentage Range</b>	<b>Letter Grade</b>
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D

Percentage Range	Letter Grade
Below 59%	F

## Make-Up Policy

Makeup opportunities for course assessments are **not permitted under any circumstances.**

1. **Advance Notice of Deadlines**

All graded coursework is available for an extended period, as outlined in the attached course schedule. This schedule is provided on the first day of the semester, ensuring that all students have ample time to plan and complete their assessments.

2. **Responsibility and Time Management**

Students are responsible for managing their time effectively to meet all deadlines. Waiting until the last minute to begin or submit graded work is strongly discouraged and will not be accommodated.

3. **Firm Deadlines**

Assessment due dates are clearly defined and are not suggestions or flexible starting points. Late submissions are not accepted under any circumstances.

4. **Accountability**

It is the student's responsibility to adhere to the course schedule. Failure to submit assessments on time will result in a grade of zero for the missed work. No exceptions will be made.

## Attendance Policy:

If you want to pass, come to class. In an online environment, this means that you are **expected to log into the course a minimum of 3 times per week** and you should expect to spend at least 4-6 hours a week in the course reviewing lessons, and other course material, and completing assignments, exams, and discussions.

**NOTE:** If for any reason the college closes, continue to work on the assignments spelled out in your syllabus and refer to Brightspace for further instructions.

## Course Communication:

I generally respond to COM Emails within 36 hours, weekends and holidays excluded.

- **Email Requirement**

All electronic communication with the instructor must be conducted through your official College of the Mainland (COM) email account. This ensures compliance with FERPA regulations and protects the confidentiality of your academic information.

- **FERPA Compliance**

Per FERPA guidelines, information about your performance in the course will not be shared through any non-official communication channels, including personal email addresses or other means.

- **No Phone Discussion of Grades**

Grades and other course-related information will not be discussed over the telephone. Verifying the identity of the caller is not feasible, and this policy ensures your academic privacy is maintained.

### Student Learner Outcomes & Associated Objectives:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Identify various research methods and their characteristics used in the scientific study of psychology.	Empirical & Quantitative	Unit Exam
Describe the historical influences and early schools of thought that shaped the field of psychology.		Unit Exam
Describe some of the prominent perspectives and approaches used in the study of psychology.	Critical Thinking	Unit Exam
Use terminology unique to the study of psychology.		Unit Exam
Describe accepted approaches and standards in psychological assessment and evaluation.	Empirical & Quantitative	Unit Exam
Identify factors in physiological and psychological processes involved in human behavior.	Critical Thinking	Unit Exam
(CS1) Develop, interpret, and express ideas through written communication.	Communication Skills (Written)	Discussion Assignment(s)
(CS2) Develop, interpret, and express ideas through oral communication.	Communication Skills (Oral)	Oral Presentation Assignment
(SR) Demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.	Social Responsibility	Unit Exam & Oral Presentation Assignment

### Academic Dishonesty:

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty is an extremely serious offense and may result in a penalty up to, and including, a **grade of zero** on that exam/assignment/etc. and possible referral to the Office of Student Conduct for the appropriate disciplinary action, including possible dismissal from the course. The instructor reserves the right to define "Academic Dishonesty." Below are some examples of Academic Honesty (not an exhaustive list; academic dishonesty is not limited to only these types of incidences):

#### **Plagiarism**

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving a proper citation, copying directly from a website and pasting it into your paper/final/discussion/etc., and using someone else's words without quotation marks. Any assessment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

#### **Links to Resources about Avoiding Plagiarism:**

1. [Purdue OWL: Avoiding Plagiarism](#)
2. [Plagiarism.org](#)

### **Cheating**

Cheating includes looking at or copying from another student's exam, having another person take an exam or complete a project or assignment for you, bringing/accessing unauthorized notes, texts, audio/video recordings, electronic devices, or other materials to complete an online exam, and/or obtaining or distributing unauthorized copies of exams or any part of an exam.

### **Collusion**

Collusion is inappropriately collaborating on assignments designed to be completed independently. All graded coursework in this course is designed to be completed independently.

### **Artificial Intelligence**

Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on any assignments in this course. Each student is expected to complete each assignment without substantive assistance from others, including automated tools.

**Please** -- if you are having trouble of any kind discuss it with me. The tiny advantage you would get from cheating is vastly outweighed by the risk you would be taking. I am willing to help you in any way I can, but I will NOT excuse academic dishonesty no matter how much I like you or feel sorry for you.

### **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. Wakao at [swakao@com.edu](mailto:swakao@com.edu) or 409-933-8107.

### **Course Schedule:**

All assessment activities listed on this course schedule are due by 11:59 pm on the date listed in the tables below. NOTE: This is the **official** schedule for the semester. Any conflicting information found within Brightspace are irrelevant and accidental.

#### Getting Started: January 13 - January 15

<b>Assignment Type</b>	<b>Assignment Name</b>	<b>Date Range / Due Date</b>
<b>Required Readings</b>	All documents located in the Getting Started section.	January 13 - January 15
<b>Assessment(s)</b>	<ul style="list-style-type: none"><li>• <b>Getting Started Quiz</b> - secured with Respondus LockDown Browser &amp; Monitor</li><li>• <b>Student Introductions</b></li><li>• <b>Course Orientation</b></li><li>• <b>How to Test with Respondus</b></li></ul>	<b>January 15 by 11:59 pm</b>



Unit 1: January 13 - January 29

Assignment Type	Assignment Name	Date Range / Due Date
<b>Required Lessons &amp; Readings</b>	<ul style="list-style-type: none"> <li>• Introduction to Psychology &amp; Psychological Research Lesson Notes Activities/Quiz</li> <li>• Biopsychology Lesson Notes Activities/Quiz</li> <li>• States of Consciousness Lesson Notes Activities/Quiz</li> <li>• Psychoactive Drugs Lesson Notes Activities/Quiz</li> </ul>	January 13 to <b>January 29 by 11:59 pm</b>
<b>Discussion</b>	<b>“Biopsychology” Discussion – Initial Post</b>	<b>January 22 by 11:59 pm</b>
<b>Discussion</b>	<b>“Biopsychology” Discussion – Response Post</b>	<b>January 29 by 11:59 pm</b>
<b>Exam</b>	<b>Unit Exam 1</b> - secured with Respondus LockDown Browser & Monitor	January 26 to <b>January 29 by 11:59 pm</b>

Unit 2: January 29 - February 19

Assignment Type	Assignment Name	Date Range / Due Date
<b>Required Lessons &amp; Readings</b>	<ul style="list-style-type: none"> <li>• Learning Lesson Notes Activities/Quiz</li> <li>• Thinking &amp; Intelligence Lesson Notes Activities/Quiz</li> <li>• Emotion &amp; Motivation Lesson Notes Activities/Quiz</li> <li>• Sex &amp; Gender Lesson Notes Activities/Quiz</li> <li>• Lifespan Development Lesson Notes Activities/Quiz</li> </ul>	January 29 to <b>February 19 by 11:59 pm</b>
<b>Discussion</b>	<b>“Learning” Discussion – Initial Post</b>	<b>February 12 by 11:59 pm</b>
<b>Discussion</b>	<b>“Learning” Discussion – Response Post</b>	<b>February 19 by 11:59 pm</b>
<b>Exam</b>	<b>Unit Exam 2</b> - secured with Respondus LockDown Browser & Monitor	February 16 to <b>February 19 by 11:59 pm</b>

### Unit 3: February 19 - March 5

Assignment Type	Assignment Name	Date Range / Due Date
Required Lessons & Readings	<ul style="list-style-type: none"><li>• Personality Lesson Notes Activities/Quiz</li><li>• Stress, Lifestyle, &amp; Health Lesson Notes Activities/Quiz</li><li>• Psychological Disorders Lesson Notes Activities/Quiz</li><li>• Therapy &amp; Treatment Lesson Notes Activities/Quiz</li></ul>	February 19 to <b>March 5 by 11:59 pm</b>
Presentation	<ul style="list-style-type: none"><li>• <b>Oral Presentation</b></li><li>• <b>APA Formatted Reference Page</b></li></ul>	January 13 to <b>February 24 by 11:59 pm</b>
Discussion	<b>“Personality” Discussion – Initial Post</b>	<b>February 26 by 11:59 pm</b>
Discussion	<b>“Personality” Discussion – Response Post</b>	<b>March 5 by 11:59 pm</b>
Exam	<b>Unit Exam 3</b> - secured with Respondus LockDown Browser & Monitor	March 2 to <b>March 5 by 11:59 pm</b>

**Students are accountable for timely submissions.**

**Beware: Non-attendance without dropping may result in an F at the end of the semester.**  
**Last Day to withdraw for a grade of “W” – 2/26/2025**

### 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](#). 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 career. 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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, 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 February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30.

**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 visit the [COM Community 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](http://communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

**Disclaimers/Additional Policies:****Technology Compliance Policy**

This class uses a Learning Management System called Brightspace for lectures, assessments, and other course-related materials and links. Each student must maintain Internet access throughout the duration of this course. Additionally, students are expected to maintain a state of technical compliance, including (but not limited to):

- up-to-date browsers,
- up-to-date operating systems (i.e., Windows & Mac OS)
- multiple (minimum of 2) browsers (recommended: Chrome & Firefox),
- appropriate and adequate computer hardware,
- a stable Internet connection,
- any other up-to-date software as required by the instructor (Adobe Reader)

The instructor is not required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues. Failure to maintain Internet or computer access shall not constitute a valid excuse for missed work. Any student who cannot keep up with the coursework owing to a lack of computer or Internet access or functionality should refer to the [Library](#)

[Computer Lab hours of operation](#) and plan to complete all coursework during posted hours (including testing, as needed).

In summation, if you fail to complete an assignment or exam because your computer crashes or loses internet access, you forget to attach a file, attach a wrong/blank/empty file to an assignment, did not verify submission of the correct file/information/link/etc., or did not use the appropriate browser or operating system to access and complete course work, etc. then you are not entitled to make up the course work. If the assignment, discussion, presentation, or exam was not completed or submitted in a timely manner due to your error or due to end-user technological issues of any kind, it cannot be made up.

In the event you experience a technology problem or error, it is your responsibility to communicate **immediately** (not the next day, not 3 hours later) with your instructor using a working form of technology, via Email at [chollier@com.edu](mailto:chollier@com.edu). If you experience any technical problems or errors with college software (Brightspace, etc.), **immediately** notify the DE department at the College of the Mainland (COM). If possible, make a screenshot of the error and email it to your instructor as well as the COM's Helpdesk. Contacting COM's Distance Education department can be accomplished by submitting a ticket through the [DE Support Request Form](#).

### **Success Tips for Students**

1. **Read your syllabus**, re-read your syllabus, and don't lose your syllabus.
2. **Don't procrastinate**. Determine the amount of time you are going to need to spend on each portion of the course. Make sure you give yourself enough time to complete the assignments.
3. **Stay organized &** dedicate a quiet workspace to complete course readings, assignments, quizzes, and exams.
4. Break readings & coursework down into **manageable goals**. Set personal deadlines and stick to them.
5. **Create a calendar of due dates** for this and all your courses using a digital calendar (Google calendar, smartphone calendar, etc.) or an old-fashioned paper calendar (Microsoft Word has Calendar templates! Can't find them? Google it!).
6. **Follow the Course Schedule!**

### **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 online [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.