

PSYC 2301.014 IN Course Syllabus
General Psychology
S1 2024
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. 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.
2. 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.
3. Disruptive behavior, flaming, or any behavior interfering with teaching and/or learning, will not be tolerated.
4. 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 your COM OneDrive, 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%. You **MUST** ensure that I have access to your video, especially if you are using OneDrive! 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.

Unit Exams:

There are 3 Unit Exams – one at the end of each lesson Unit. Exams are objective in nature and consist of 50 multiple-choice, matching, labeling, &/or True/False, etc.

questions sourced from both the Lesson Notes and Textbook. **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.

Final Exam:

There is a required, cumulative, essay Final Exam consisting of 7 essay questions. Your answers to these essay questions will 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. Citations are not required or recommended and do not count toward the minimum word count. “Google” and related search engines and/or AI are not acceptable sources for your answers. I do not want to know what you can Google or what AI knows on the topic; I want to know what you have learned from this course. Copy/Paste plagiarism from any source is grounds for a zero for the final exam and a possible zero for the entire semester. **You will have only one attempt on the Final Exam.** The Final Exam is timed in Brightspace. **Once the time limit is reached, you will be forced to submit the exam.** The Final Exam is secured with Respondus LockDown Browser & Monitor and are due by 11:59 pm on the due date listed on the course schedule. A Final Exam Review is provided and will cover the exact concepts in the exam.

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:

| Exam Conduct Requirement: | Consequence for Violation of Exam Conduct: |
|--|---|
| Valid photo ID shown – defined as a state-issued driver’s license or other government ID card containing name and photograph, a passport, military ID, or high school ID (only for current dual credit students.) All other forms of ID must be approved in advance by the instructor. | A zero will be given for the exam until the student's identity is confirmed by a valid photo ID. |
| Correct placement of webcam - “Incorrect” placement of webcam is defined as any placement that makes faculty assessment of the exam process difficult or impossible. | Up to a 30-percentage point penalty may be given for incorrect webcam placement. |
| Complete environment scan - includes slowly panning entire environment (desktop, front, sides, and behind computer, the computer itself, under the keyboard or laptop, and a complete coverage of the testing room). | Up to a 30-percentage point penalty may be given for an incomplete, insufficient, or blurry scan of the testing environment. |
| Microphone turned on and recording. | Up to a 30-percentage point penalty may be given for an exam taken without the microphone being turned on and recording throughout the entire exam. |
| Sufficient lighting of the testing environment -“Insufficient” lighting is generally defined as a too-dark room or back-lighting. | Up to a 30-percentage point penalty may be given for an exam taken with insufficient lighting for the instructor to assess the testing environment or exam process. |
| Student is in a seated position with the computer on a hard surface (desk, table, TV tray, etc.). | Up to a 30-percentage point penalty may be given for an exam taken lying down or with the computer on the lap creating difficulty for the instructor to assess the testing environment. |
| Student remains in webcam view during exam. | A student who leaves the webcam view during an exam for |

| Exam Conduct Requirement: | Consequence for Violation of Exam Conduct: |
|--|---|
| | any reason will receive a zero for that exam. |
| No unauthorized materials near desk area - “unauthorized” includes but is not limited to books, TVs/monitors displaying static images or videos, notes, blank paper, phones, another computer, tablets, etc. | A student who has any unauthorized materials near the testing area will receive a penalty up to a zero for that exam. |
| No talking with others during the exam or playing music or other audio recordings. – no background music or audio, ear pods, air pods, headphones, or headsets are allowed. | Students may not read exam questions and answer choices aloud. A student who talks with anyone for any reason during the exam (at any point during or after the environment video) may receive a penalty up to a zero for that exam. 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. A student who has any music or audio recordings playing during exams or who wears headphones or earbuds during an exam will receive a zero for that exam. |

All percentages are taken from the student’s exam score. Penalties may be stacked and accumulate on the same exam. The instructor reserves the right to apply any level of consequence deemed necessary by the instructor and warranted as lined out in this syllabus.

Detailed Grading Formula:

| Graded Course Work/Activity | Percentage |
|---|-------------------|
| 3 Unit Exams | 25% |
| 1 Oral Presentation (80%) & 1 Reference Page (20%) | 20% |

| Graded Course Work/Activity | Percentage |
|------------------------------------|-------------------|
| 4 Graded Discussions | 25% |
| Lesson Note Activities & Quizzes | 10% |
| 1 Final Exam | 20% |

Grading Scale:

| Percentage Range | Letter Grade |
|-------------------------|---------------------|
| 90% - 100% | A |
| 80% - 89% | B |
| 70% - 79% | C |
| 60% - 69% | D |
| Below 59% | F |

Make-Up Policy

There are absolutely **NO** make-ups for any course assessments! The dates and times that the graded materials are available is clearly visible on the attached course schedule. Graded coursework is open and available for a wide period and you have a complete and detailed schedule from the first day of the semester. There is no excuse for not submitting assessments by the due date. It is not my responsibility to accommodate you for waiting until the last minute to complete and submit graded coursework. **Due dates are never suggestions of when to start an assessment. Start early and plan for technical issues and personal disruptions in advance.**

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 4 times per week** and you should expect to spend at least 6-8 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 24 hours, weekends and holidays excluded.

ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, I cannot share any information about performance in the class through other means. Also note that grades and other course-related

information are not discussed via telephone, as it is impossible to verify the identity of the individual on the other end of the line.

Questions I will not answer & emails I will not respond to: Questions answered by any information found in the Getting Started section of this course, requests for extra credit, requests to reopen a closed assessment, requests for extensions on an assessment that come *after* the due date, "what is my current grade," and requests for a grade "bump" at the end of the semester.

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 | Question #1 - Final Exam |
| Describe the historical influences and early schools of thought that shaped the field of psychology. | | Question #2 – Final Exam |
| Describe some of the prominent perspectives and approaches used in the study of psychology. | Critical Thinking | Question #3 – Final Exam |
| Use terminology unique to the study of psychology. | | Question #4 – Final Exam |
| Describe accepted approaches and standards in psychological assessment and evaluation. | Empirical & Quantitative | Question #5 – Final Exam |
| Identify factors in physiological and psychological processes involved in human behavior. | Critical Thinking | Questions #6 – Final Exam |
| (CS1) Develop, interpret, and express ideas through written communication. | Communication Skills (Written) | Discussion Assignment(s) |

| Student Learner Outcome | Maps to Core Objective | Assessed via this Assignment |
|--|-------------------------------|---|
| (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 | Question #7 – Final 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 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: June 3 - June 5

| Assignment Type | Assignment Name | Date Range / Due Date |
|--------------------------|--|-------------------------------------|
| Required Readings | All documents located in the Getting Started section. | June 3 - June 5 |
| Assessment(s) | <ul style="list-style-type: none">• Getting Started Quiz - secured with Respondus LockDown Browser & Monitor• Student Introductions | Wednesday, June 5 by 11:59pm |

Unit 1: June 5 - June 13

| Assignment Type | Assignment Name | Date Range / Due Date |
|--|---|--|
| Required Lessons & Readings | <ul style="list-style-type: none"> • Introduction to Psychology & Psychological Research Lesson Notes Activities/Quiz • Biopsychology Lesson Notes Activities/Quiz • States of Consciousness Lesson Notes Activities/Quiz • Psychoactive Drugs Lesson Notes Activities/Quiz | June 5 to Thursday, June 13 by 11:59pm |
| Discussion | “Biopsychology” Discussion – Initial Post | Monday, June 10 by 11:59pm |
| Discussion | “Biopsychology” Discussion – Response Post | Thursday, June 13 by 11:59pm |
| Exam | Unit Exam 1 - secured with Respondus LockDown Browser & Monitor | June 12 to Thursday, June 13 by 11:59pm |

Unit 2: June 13 - June 20

| Assignment Type | Assignment Name | Date Range / Due Date |
|--|--|--|
| Required Lessons & Readings | <ul style="list-style-type: none"> • Learning Lesson Notes Activities/Quiz • Thinking & Intelligence Lesson Notes Activities/Quiz • Emotion & Motivation Lesson Notes Activities/Quiz • Sex & Gender Lesson Notes Activities/Quiz • Lifespan Development Lesson Notes Activities/Quiz | June 13 to Thursday, June 20 by 11:59pm |
| Discussion | “Learning” Discussion – Initial Post | Monday, June 17 by 11:59pm |

| Assignment Type | Assignment Name | Date Range / Due Date |
|------------------------|--|--|
| Discussion | “Learning” Discussion – Response Post | Thursday, June 20 by 11:59pm |
| Exam | Unit Exam 2 - secured with Respondus LockDown Browser & Monitor | June 19 to Thursday, June 20 by 11:59pm |

Unit 3: June 20 - June 27

| Assignment Type | Assignment Name | Date Range / Due Date |
|--|--|--|
| Required Lessons & Readings | <ul style="list-style-type: none"> • Personality Lesson Notes Activities/Quiz • Stress, Lifestyle, & Health Lesson Notes Activities/Quiz • Psychological Disorders Lesson Notes Activities/Quiz • Therapy & Treatment Lesson Notes Activities/Quiz | June 20 to Thursday, June 27 by 11:59pm |
| Presentation | <ul style="list-style-type: none"> • Oral Presentation • APA Formatted Reference Page | June 3 to June 24 by 11:59pm |
| Discussion | “Personality” Discussion – Initial Post | Monday, June 24 by 11:59pm |
| Discussion | “Personality” Discussion – Response Post | Thursday, June 27 by 11:59pm |
| Exam | Unit Exam 3 - secured with Respondus LockDown Browser & Monitor | June 26 to Thursday, June 27 by 11:59pm |

Final Exam: June 27 - July 4

| Assignment Type | Assignment Name | Date Range / Due Date |
|--------------------------|---|--|
| Required Readings | Final Exam Review | June 27 - July 4 |
| Exam | Final Exam - secured with Respondus LockDown Browser & Monitor | July 2 to Thursday, July 4 by 11:59pm |

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” – 7/1/2024

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

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 5-week session is July 1, 2024.

F_N Grading:

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