



**PSYC 2301.022I2  
General Psychology  
Spring 2025  
Online**

**Instructor Information: Cynthia Montemayor**

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

**Phone:** 409-933-8212. This is the number to the Behavioral and Social Sciences Department. Leave a message with the department administrative assistant: Ms. Kerry Kloesel

**Student hours:** M-F by appointment only; online. Virtual meetings will occur via COM approved software

**Location:** Online

**Required Textbook/Materials:** Psychology 2e, by Rose M. Spielman, William J. Jenkins, Marilyn D. Lovett; published by OpenStax.

**Course Description:** General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**Course requirements and Grading Formula:  
Grading Formula**

Final Letter Grade Determination	
Final Letter Grade	Points earned AND Presentations (3)
<b>A</b>	• Student earns 1100 or more points/Presentations (3)
<b>B</b>	• Student earns 900-1099 points/Presentations (3)
<b>C</b>	• Student earns 700-899 points/Presentations (3)
<b>D</b>	• Student earns 600-699 points
<b>F</b>	• Student earns 599 or less points
<b>FN</b>	Student stops submitting required coursework – no online activity

\*Correct submission of 3 presentation posts is required to pass this course with a C and higher (presentations must meet minimum requirements)

The student who does not submit three (3) presentation posts, and yet earns more than 699 points, forfeits the higher grade. The highest final letter grade possible is a D

ALL numbers/points are included in the calculation of a student's numerical score which is connected to a letter grade. A 0 will be entered for assessments not completed. This includes required and extra credit assessments. This indicates to the student, the course professor, and college administrators which coursework was completed, and which was not. All numbers will be added together, even a 0.

When numbers are added together, the result is a SUM! A 0 does not decrease or increase a student's score.

In D2L, the student will see two numbers separated by a line: XX/XXX. At all times, the student is to focus on the first number only. This number is connected to a letter grade

Example:  $50+10+25+75+0+0+50+25+0+10+5+0+25+0+0+100+0+50+0+75+0+10+0=510$  points out of 860 points offered.

**The student will see 510/860. Focus on 510! The 860 has no meaning!**

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There are 5 modules in PSYC 2301, thus there are 5 benchmarks: after the Orientation Module, after Module 1, after Module 2, after Module 3 and after Module 4-end of course.

As a student completes an assessment, points are earned. Points are added together which results in a sum. This is a "running/current" score that increases each time points are earned. A 0 is a number and does not decrease nor increase one's score.

Once the coursework for the Orientation Module has been evaluated and points posted to D2L:

- The student has a current grade of A if the student has earned 68 points
- The student has a current grade of B if the student has earned 60 points
- The student has a current grade of C if the student has earned 53 points
- The student has a current grade of D if the student has earned 45 points
- The student has a current grade of F if the student has earned 40 points and fewer

Once the coursework for Module 1 has been evaluated and points posted to D2L:

- The student has a current grade of A if the student has earned 326 and more points
- The student has a current grade of B if the student has earned 270-325 points
- The student has a current grade of C if the student has earned 215-269 points
- The student has a current grade of D if the student has earned 184-214 points
- The student has a current grade of F if the student has earned 183 and fewer points

Once the coursework for Module 2 has been evaluated and points posted to D2L:

- The student has a current grade of A if the student earned 584 and more points
- The student has a current grade of B if the student earned 480-583 points
- The student has a current grade of C if the student earned 377-479 points
- The student has a current grade of D if the student earned 323-376 points
- The student has a current grade of F if the student earned 322 and fewer points

Once the coursework for Module 3 has been evaluated and points posted to D2L:

- The student has a current grade of A if the student earned 842 and more points
- The student has a current grade of B if the student has earned 690-841 points
- The student has a current grade of C if the student has earned 540-689 points
- The student has a current grade of D if the student has earned 462-539 points
- The student has a current grade of F if the student earned 461 and fewer points

Once the coursework for Module 4 has been evaluated and points posted to D2L:

- The student has a current grade of A if the student has earned 1100 or more points and submitted 3 presentations
- The student has a current grade of B if the student has earned 900-1099 points and submitted 3 presentations
- The student has a current grade of C if the student has earned 700-899 points and submitted 3 presentations
- The student has a current grade of D if the student has earned 600-699 points
- The student has a current grade of F if the student earned 599 and fewer points
- The submission of 3 presentations is required to earn a grade of C or higher. The student who does not submit 3 required presentations will not earn a grade of C or higher.

### **Course Requirements/Determination of Course Grade**

<b>Assessment Name</b>	<b>Possible Points</b>	<b>Points Earned</b>
<b>Required</b>		
(1) Orientation Module Assignments. 2 at 25/50	75	
(2) Topic (Ch) discussion assignments. 14 at 30 pts each	420	
(3) Topic quizzes. 14 at 20 points each	280	
(4) Module Exams. 4 at 75 points each	300	
(5) Presentation Posts. 3/75 points each. Choose any 3. 4 are offered with the 4 <sup>th</sup> counting as extra credit	225	
<b>Total Points</b>	<b>1300</b>	
<b>Optional/Extra Credit, if offered</b>		
Presentation Post (4 <sup>th</sup> )	75	
Additional quizzes, discussion assignments	TBD	

**Grade Assessments Explanation:** – The student can see how many points they earn on each assessment by clicking on the Grades link in D2L. Assessments must be submitted to D2L or via COM One Drive. Coursework will not be accepted via email. Contact the course professor, via email, if one has a question about course requirements or evaluation of coursework. Be sure to read comments/feedback posted to D2L.

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(R) Required coursework

(EC) Extra credit/optional coursework – check D2L

(1) Orientation Module

- (R) Introductions Discussion assignment
- (R) Syllabus/Contract Quiz

(2) Module 1

- (R) Topic/Ch 1 Discussion Assignment and Quiz
- (R) Topic/Ch 2 Discussion Assignment and Quiz
- (R) Topic/Ch 3 Discussion Assignment and Quiz
- (R) Topic/Ch 4 Discussion Assignment and Quiz
- (R) Module 1 Presentation Post
- (R) Exam 1

(3) Module 2

- (R) Topic/Ch 5 Discussion Assignment and Quiz
- (R) Topic/Ch 6 Discussion Assignment and Quiz
- (R) Topic/Ch 7 Discussion Assignment and Quiz
- (R) Module 2 Presentation Post
- (R) Exam 2

(4) Module 3

- (R) Topic/Ch 9 Discussion Assignment and Quiz
- (R) Topic/Ch 10 Discussion Assignment and Quiz
- (R) Topic/Ch 11 Discussion Assignment and Quiz
- (R) Topic/Ch 12 Discussion Assignment and Quiz
- (R) Module 3 Presentation Post
- (R) Exam 3

(5) Module 4

- (R) Topic/Ch 14 Discussion Assignment and Quiz
- (R) Topic/Ch 15 Discussion Assignment and Quiz
- (R) Topic/Ch 16 Discussion Assignment and Quiz
- (R) Module 4 Presentation Post
- (R) Exam 4

## **Assessments:**

### **Discussion Assignments (Chapter/topic and attendance) Required (R)**

Discussions will take place over course material, articles, and/or videos. To earn points, the student must follow the instructions and the discussion assignment evaluation rubric. The student must respond to the instructor's prompt and reply to a classmate's post. Write in complete sentences, use course required terms with direct quotes, and follow APA format. Use the assigned textbook and/or lecture summary only, unless instructions direct one to use a different source.

- **Response 1-Required:** Reply to all questions/statements made by the course professor. Use the required term(s) in your post – these are in bold font. End the response with a question to your classmates that relates to your post.
- **Response 2-Required:** Respond to a post made by a classmate. Begin your response with the classmate's name. Do not write the words "good job or similar language." The goal is to simulate conversation that would take place in the classroom.
- **Evaluation Rubric:**
  - **27-30 points (Excellent response):** met word count requirement; answered all questions, incorporated required terms definitions into response, excellent use of course material and correctly applied/followed APA format for in-text citations rules. Review example listed in D2L. Review [Purdue OWL website APA formatting rules](#)
  - **24-26 points (Above average response)** met word count requirements; answered all questions, used required terms, included all definitions of required terms in the post, excellent use of course material and correctly applied (correct examples), did not follow APA format and/or use in-text quotations. Review [Purdue OWL website APA formatting rules](#)
  - **21-23 points: (Average response):** met word count requirements; answered some questions, used some required terms but did not show an understanding of the course material or course assignment; did not follow APA format or use in-text quotations. Review [Purdue OWL website APA formatting rules](#)
  - **2-20 (Poor response):** responded to the question(s), did not use complete sentences, significant spelling and grammar errors, did not apply course material
  - **1 point:** did not submit the two required responses
  - **0 points:** Did not attempt

**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. All such responses will receive a grade of 0. Please refer to the Student Handbook for information regarding student conduct and expectations.

**Topic/Chapter Quizzes (R):**

14 quizzes each worth 20 points. Quizzes will be assigned for each chapter. Each quiz will have 10 questions. Chapter Quizzes may include a combination of true/false, multiple choice, and/or matching questions. Chapter quizzes are untimed with two attempts. Highest attempt is one's score. Students will not be given access to a quiz a third time. NO exceptions. All students must complete the online quizzes by the scheduled due date. Once the quiz has started it must be completed in that session. The student cannot start and stop the quiz. Plan to complete the quiz in one sitting. Find a quiet location, free of interruptions with secure Internet connection. Plan to complete quizzes on a laptop or desktop. Do not attempt quizzes on one's phone.

**Presentation Posts:**

Each student is required to complete 3 short Presentation Posts. 75 points each. Complete a fourth presentation for extra credit (75 points). 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.

**Instructions for Module Presentation Posts.****Requirements**

- 5-7 minute **audio/video** presentation
- Must save file to the COM One Drive and share with the course instructor as well as upload file to D2L to the designated link. If not saved/shared to the COM One Drive, the submission will earn .05 points until correctly submitted. The submission will not receive credit as part of the requirements for this course. A file that outlines the steps on how to save and share to COM One Drive (via Office 365) is located under the Start Here link
- Must provide a Word or PPT summary of one's presentation
- Word or PPTX summary must include a References page. This lists the sources used for one's research
- Must use a minimum of 4 sources following APA format. One of which is the course assigned textbook (see syllabus for this information)
  - Contact the embedded librarian for assistance
- Presentation must follow presentation evaluation rubric (see next page)
- Must follow presentation instructions (see next page)

### Evaluation rubric

	<b>Excellent</b>	<b>Average</b>	<b>Poor</b>
<b>Time</b>	7-8 minutes	5-6 minutes	< 5 min/> 8 min
<b>Sources and APA format</b>	Lists 4+ sources; references page; Correctly follows APA format	Lists 4 sources; references page; Some errors with APA format	< 4 sources or no references page; Did not follow APA format
<b>Video/Audio</b>	Can see and hear student talking	Can hear the student, no video. Still images	Can hear the student, no video, no still images
<b>Relevant content and organization</b>	Overview/intro, clear and many discussion points, conclusion with PPTX or Word summary	Some organization, required discussion points, weak conclusion; incomplete PPTX or Word Summary	Unorganized discussion; Missing PPTX or Word summary
<b>Ethical discussion</b>	Includes more than one research/data source that discusses ethical concerns of topic	Includes one research/data source that discusses ethical concerns of topic	Does not offer discussion or research/data that discusses ethical concerns of topic

**\*No credit awarded; no points earned for submissions that are not submitted and shared via One Drive (Office 365). Share with instructor**

### Instructions

1. Review the chapters offered in the assigned module and choose a topic of interest to you to research and discuss. Should not be a "chapter title." Must be something presented within a chapter
  - a. Introduce the topic/issue
  - b. Present information about the major ideas around this issue/topic (3)
  - c. Present information about the importance of discussing and addressing this issue/topic (3)
  - d. Discuss how this issue/topic impacts society, as well as the benefits of addressing this issue/topic.
2. Students must research the selected topic and identify and use at least 4 sources as part of one's presentation. One source must be the assigned course textbook, the other 3 sources must be academic sources – peer reviewed. Contact the embedded librarian for assistance with this important assignment. The student must create a synopsis of their research and their sources in Word or PPTX and post to D2L as well as save and share to the COM One Drive. Listing of sources must follow APA format. Review the information at the following website [Purdue OWL Website - following APA format](#).

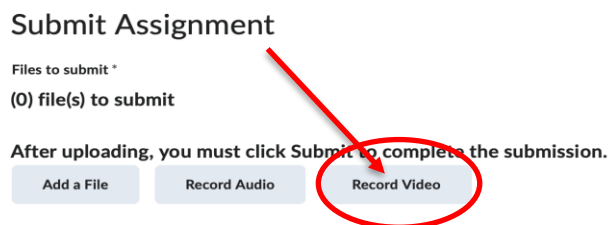
3. After one has conducted research on the topic and written about it, develop and record a **5-8 minute** presentation on the topic. The information presented should be based on the research conducted by the student. This is not a summary of an assigned chapter.

The video/audio presentation should reference the sources used. This might be a good time to share the information from the Word/PPT document. Presentations will be evaluated based on Quality of Information and its Organization, Quality of Verbal Communication, and Quality of Non-Verbal Communication, presentation (PPT, etc.) and the rubric above.

**Presentation must not be less than 5 minutes or more than 8 minutes. Submissions that do not meet this requirement will earn a 0.**

4. **MP4 is the ideal presentation software. MOV files also work. One must use the audio/video option in D2L to record one's presentation.** How? Click on the assignment link and then select the record video option connected with each assignment link. OR contact [DE Support \(https://de-support.com.edu/requests\)](https://de-support.com.edu/requests). See image below for visual tip for audio/video presentations.

Students can use PPTX and post still shots of themselves to each slide if choose this option. Must have an audio recording with the PPTX. See rubric for evaluation if choose not to offer video



**Exams:** 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. 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. The student who misses an exam may take a comprehensive final exam to take the place of the missed exam. This takes the place of one exam only. This opportunity is for students who miss an exam. Students will not have the opportunity to take this exam for extra credit (for more points).



**NOTE:** Once the student has started an exam, the student must complete the exam on in **one timed session**. Do not plan to start the exam and then walk away and then return to the exam. Find a quiet location free of interruptions with a secure Internet connection. Plan to complete the exam on a laptop or desktop. Do not attempt to take the exam on one's phone.

**Attendance Policy:** Students are counted present only when they complete the designated attendance discussion assignment each week. A week is defined as each 7-day period from Monday to Sunday. Review the Student Handbook regarding your responsibility to "attend class" and be engaged as an active learner.

**Late Work/Make-Up Work:** Students should strive to complete assigned coursework each week. However, as long as coursework is completed by the module due date, there is no penalty. Students have a couple of weeks to complete coursework for each module (not Orientation). This set-up allows the student flexibility. However, if a student finds that they have fallen behind and needs "extra time" to catch up, the student may request a "late pass." Each student is offered a one-time "late pass" no matter the reason. What is a "late pass?" It is a deadline extension. The student must request the "one-time late pass" before the due date/deadline. Requests made after the due date/deadline will not be approved. One can make up some missed points by taking advantage of extra credit offered throughout the course. There is no major make-up at the end of the course or after the course ends. At times, the course instructor may offer an "extension to all students." All extensions have deadlines.

Once a deadline has passed, do not attempt work that has been awarded a score in the D2L. **Once a score has been entered into the D2L gradebook, the student's grade will not be changed (unless feedback directs otherwise).** Plan to complete coursework before the due date/deadline listed on the course calendar for each assessment.

### **Optional/Extra Credit Assessments**

Optional/extra credit assignments may be offered in this course. These are marked as (EC). Follow the instructions carefully. Extra credit quizzes, which are optional, offer the student one attempt only. These quizzes will not be re-opened or reset. Students will not be offered a second attempt. Read the instructions. Extensions do not apply to extra credit assessments.

**Communicating with course 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. When one does send an email, include the course name and number AND section number in one's email. This information is listed at the topic of this document and in D2L. Generally, student email is responded to M-F – College business days. Communication sent on the weekend, on a college holiday, or any other day the college is closed will receive a response when the college officially reopens for

business. Letter grades are not discussed via email. Each point range is connected to a letter grade and this information is shared in this document. Use it as one's guide.

**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.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Identify various research methods and their characteristics used in the scientific study of psychology	Empirical and Quantitative	Discussion Assignments, Quizzes and Exams
2. Describe the historical influences and early schools of thought that shaped the field of psychology		Discussion Assignments, Quizzes and Exams
3. Describe some of the prominent perspectives and approaches used in the study of psychology	Critical Thinking	Discussion Assignments, Quizzes and Exams
4. Use terminology unique to the study of psychology		Discussion Assignments, Quizzes and Exams
5. Describe accepted approaches and standards in psychological assessment and evaluation	Empirical and Quantitative	Discussion Assignments, Quizzes and Exams
6. Identify factors in physiological and psychological processes involved in human behavior	Critical Thinking	Discussion Assignments, Quizzes and Exams

7. (CS1) Develop, interpret and express ideas through written communication	Communication Skills (Written)	Discussion Assignments and Presentations
8. (CS2) Develop, interpret and express ideas through oral communication	Communication Skills (Oral)	Discussion Assignments and Presentations
9. (SR) Demonstrate intercultural competence, knowledge of civic responsibility and the ability to engage effectively in regional, national, and global communities.	Social Responsibility	Discussion Assignments 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.

**Use of AI (Artificial Intelligence)**

Students are allowed to use advanced automated tools (artificial intelligence such as CoPilot, ChatGPT or Dall-E 2, etc.) on assignments in this course if permission is first obtained from the course professor (and properly cited). Do not turn to AI to write responses for SOCI coursework. Unless given permission to use IA tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.

**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 proper citation, copying directly from a website and pasting it into your paper, using someone else’s words without quotation marks. Any assignment 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 discipline action.

Follow APA format when citing sources:

[Purdue OWL APA Format](#)

**Link(s) to resource(s) about avoiding plagiarism:**

[Tips on avoiding plagiarism](#)

**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(s) 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).

### **PSYC 2301 Course Calendar**

The college does not offer “complete at your own pace courses.” Coursework will be assigned and opened on a weekly basis. Coursework will be released to students on **Monday** of the assigned week. Due dates/times listed on the calendar refer to 11:59PM CST at the “end of the designated week” (Sunday). Because Week 8 ends on Wednesday, the coursework for Week 8 will be released early. PSYC 2301 is an information heavy course with a significant amount of coursework due every 2 weeks. Students are encouraged to write due dates in a calendar and plan to complete coursework by due dates/deadlines.

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**PSYC 2301 8-Week Course Calendar listed on next page**

## PSYC 2301 8-Week Course Calendar

Date	Chapter/Topic	Task/Assessment to Complete
Week 1: 3/10/2025- 3/16/2025	<b>Monday – Sunday</b> <b>Orientation Module</b>  ----- Chapter 1: Intro to Psychology  Chapter 2 Psychological Research	* Orientation Assignments Discussion and Quiz. <b>Due Wednesday 3/12/2025 11:59PM CST</b> <b>No late submissions accepted</b>  ----- *Ch 1 Discussion Assignment and Ch 1 Quiz *Ch 2 Discussion Assignment and Ch 2 Quiz *Students who complete the Ch 2 Discussion Assignment will be counted present for this week and earn 20 points toward attendance grade
<b>College holidays: Spring Break March 17, 2025 – March 23, 2025. The college is closed during this time. Communication resumes 3/24/2025</b>		
Week 2: 3/24/2025- 3/30/2025	<b>Monday – Sunday</b> Chapter 3: Biopsychology Chapter 4: States of Consciousness  <b>Module 1 coursework due 3/30/2025 11:59PM CST</b>	*Ch 3 Discussion Assignment and Ch 3 Quiz *Ch 4 Discussion Assignment and Ch 4 Quiz <b>*Complete Presentation Post 1</b> <b>*Complete Exam 1</b> *Students who complete the Ch 4 Discussion Assignment will be counted present for this week and earn 20 points toward attendance grade <b>All Module 1 coursework is due end of week</b>
Week 3: 3/31/2025- 4/6/2025	<b>Monday – Sunday</b> Chapter 5: Sensation and Perception Chapter 6: Learning	*Ch 5 Discussion Assignment and Ch 5 Quiz *Ch 6 Discussion Assignment and Ch 6 Quiz *Students who complete the Chapter 6 Discussion Assignment will be counted present for this week and earn 20 points toward attendance grade
Week 4: 4/7/2025- 4/13/2025	<b>Monday – Sunday</b> Chapter 7: Thinking and Intelligence  <b>Module 2 coursework is due 4/13/2025 11:59PM CST</b>	*Ch 7 Discussion Assignment and Ch 7 Quiz <b>*Presentation Post 2 due</b> <b>*Complete Exam 2</b> *Students who complete the Ch 7 Discussion Assignment will be counted present for this week and earn 20 points towards attendance grade <b>All Module 2 coursework is due end of week</b>
Week 5: 4/14/2025- 4/20/2025	<b>Monday - Sunday</b> Chapter 9: Lifespan Development Chapter 10: Emotion and Motivation Chapter 11: Personality	*Ch 9 Discussion Assignment and Ch 9 Quiz *Ch 10 Discussion Assignment and Ch 10 Quiz *Ch 11 Discussion Assignment and Ch 11 Quiz *Students who complete the Ch 10 Discussion Assignment will be counted present for this week and earn 20 points toward attendance grade
Week 6: 4/21/2025- 4/27/2025	<b>Monday - Sunday</b> Chapter 12: Social Psychology  <b>Module 3 coursework is due 4/27/2025 11:59PM CST</b>	*Ch 12 Discussion Assignment and Ch 12 Quiz <b>*Module 3 Presentation Post due</b> <b>*Complete Exam 3</b> * Students who complete the Ch 12 Discussion Assignment will be counted present for this week and earn 20 points towards attendance grade <b>All Module 3 coursework is due end of week</b>
Week 7: 4/28/2025- 5/4/2025	<b>Monday - Sunday</b> Chapter 14: Stress, Lifestyle, and Health Chapter 15: Psychological Disorders <b>Last day to drop w/o a grade is 4/30/2025 5:00PM CST</b>	*Ch 14 Discussion and Ch 14 Quiz *Ch 15 Discussion and Ch 15 Quiz *Students who complete the Ch 14 Discussion Assignment will be counted present and earn 20 points towards the attendance grade

Week 8: 5/5/2025- 5/7/2025	<b>Monday - Wednesday</b> Chapter 16: Therapy and Treatment  <b>*SHORT WEEK*</b> <b>Module 4 coursework is due at</b> <b>11:59PM CST on 5/7/2025</b>	<b>*SHORT WEEK*</b> *Ch 16 Discussion and Ch 16 Quiz <b>*Module 4 Presentation Post due</b> <b>*Complete Module 4 Exam</b> * Students who complete the Ch 16 Discussion Assignment will be counted present and earn 20 points towards attendance grade <b>All Module 4 coursework is due Wednesday</b>
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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\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_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, 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 1<sup>st</sup> 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 2<sup>nd</sup> 8-week session is April 30.

**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. Faculty 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).

**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.