



**PSYC 1300-012-IN Summer 2021
Psychology for Success Online**

Instructor Information: LaWanda Morales M.A. 409-933-8312

E-mail: Please use the Course Messages tool in Blackboard.

As a last resort you may contact me at LMORALES4@COM.EDU

Student Hours and location: Monday through Thursday 10:00-10:45am and by appointment. During those times I will be online and available via email

Technology Maintenance: College of the Mainland websites are scheduled to be down from 12:01-6:00 am on Sundays and blackboard is down from 4:00-6:00 am the first Saturday of the month. Make it a point to complete assignments around this time.

Technology Outage Policy: In the event you experience a technology problem, it is your responsibility to communicate immediately with your instructor and the DE department at College of the Mainland (COM). It is a good idea to make a screenshot of the error and email it to me as well as the Distance Education Helpdesk. Contacting COM's Distance Education department can be accomplished by submitting a ticket anytime at <http://de-support.com.edu/requests> or via live chat Monday to Friday from 8 AM to 5 PM. If the issue does not clear up and if there is no way around it, you may email your assignment to me directly at LMORALES4@COM.EDU.

Required Text/Materials: *The 7 Habits of Highly Effective College Students: How to Succeed in College...and Life Essentials 2nd Edition* by Sean Covey

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

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

Course Description: Psychology 1300 Psychology for Success A study of the psychology of learning, cognition, and motivation; factors that impact life-long learning; and application of learning strategies in college, career and daily life.

Coursework Requirements:

Grading Rubrics: Rubrics for coursework can be found on blackboard within each assignment.

Student Information Sheet: One of the first assignments you will submit is the Student Information Sheet which is worth **40 points**. Basic information will be asked of you in order for your instructor to get to know you.

Introduction Discussion Board: You will introduce yourself to your classmates using the prompt found in blackboard. Please view the rubric for grading details. Worth **30 points**

Assignments:

The following projects will be assigned this semester. Details as well as a rubric for each Assignment will be found within Blackboard. Each of the below projects are worth **50 points** for a grand total of 450:

Syllabus Scavenger Hunt, Campus Scavenger Hunt, Career, Paper, Fixed Versus Growth Mindset, App Assignment, Stress, Campus Connections, & Interviewing and Finances.

Some of the above projects require advanced planning so you should review the Assignment Document in blackboard early this semester and begin work on lengthy/time consuming projects.

Methods of Evaluation/Submissions- You are held accountable for completing all assignments. All directions for assignments must be closely followed. A variety of means to evaluate student performance will be used throughout the course. **All submissions must be typed in a Microsoft Word, PowerPoint, or Excel document, and attached to the assignment submission page except for the discussion boards where you will type your response directly into the submission page dialog box.** If you have a Mac computer, saving files as **.pdf or .doc** will ensure that I can open them. You will attach these documents to the submission page. **If you do not have access to Microsoft products, you can download the programs for FREE by going to this link:** <https://www.com.edu/its/office-365-instructions>

Determination of Course Grade/Grading Formula:

ASSIGNMENT	Points Each	Total Points
Student Information Sheet	40	40
Introductory Discussion	30	30
Textbook Discussion Boards (8)	30	240
Study Guides (8)	30	240
Assignments (9)	50	450
GRAND TOTAL		1000

Point Breakdown for Grades
A: 900-1000
B: 800-899
C: 700-799
D: 600-699
F: 0-599

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

It is advised that you submit ALL assignments before the due date because **NO LATE WORK WILL BE ACCEPTED.** The instructor reserves the right to make changes and accommodations regarding late work.

Extra Credit Opportunities: There are numerous ways to earn extra credit.

Technology Survey 1: Receive 5 Extra Credit Points. During weeks 2-4 you will be able to take this survey. It can be found in Module-Foundation.

Technology Survey 2: Receive 5 Extra Credit Points. During weeks 9-11 you will be able to take this survey. It can be found in Module 4.

Student Letter: Receive 20 Extra Credit Points

Type a 5-paragraph letter to upcoming Psychology for Success students describing five study tips you learned from Thomas Frank's website and/or free downloadable textbook. Be sure to explain how you adapted these skills into your study regime. <https://collegeinfo geek.com>. You

may work on this extra credit at any time during the semester but will only be able to submit during week 16.

Course Evaluation: Receive 20 Extra Credit Points

Please complete the online course evaluation sent to your COM e-mail at the end of the semester. Open and close dates will be announced by the college. I will be sent an email letting me know you have completed the evaluation and you will automatically receive credit.

Attendance Policy: Regular attendance is a critical component to being successful in courses. If you want to pass, “attend” class. This course is completely online. You must log on to this course at least **TWICE** a week on separate days. For each week that you do not log in twice this semester, **15 points will be deducted** from your overall points total.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

I make every effort to return messages (course email, phone, discussion postings) within 24 hours (except for weekends and holidays). I generally post new grades twice a week-except discussion questions which are only graded at the END of each module. Please use email messages in blackboard to contact me. If necessary you can email me at my campus email address: LMORALES4@COM.EDU . Please put “online student” in the subject area if emailing me via my campus email. Classwork feedback will be provided via rubric scores and comments left on each assignment.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Synthesize effective strategies and skills that lead to personal success, personal responsibility, self-motivation, and self-management.	Critical Thinking: Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.	Study Guides Foundations-3
2. Synthesize effective strategies and skills that lead to interdependence, self-awareness, lifelong learning and emotional intelligence.	Critical Thinking	Study Guides 4-7
3. Manipulate and analyze data and observable facts to result in informed conclusions	Empirical and Quantitative Skills: To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.	Career
4. Develop, interpret, and express ideas through written communication	Communication Skills (Written): Develop, interpret, and express ideas through written, oral, and visual communication.	Paper
5. Students will demonstrate	Social Responsibility:	Paper

intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.	Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.	
6. Develop, interpret, and express ideas through oral communication.	Communication Skills (Oral)	Stress

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. The Tutoring Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and non-academic assignments/projects. Located in the Technical Vocational Building, Room 1306, the center provides face-to-face and online tutoring sessions in a welcoming environment. Appointments can be made in person, or on the center scheduler at com.mywconline.com, or by clicking the Tutoring icon on the COM website.

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, or using your own work over again in a different assignment. When in doubt – cite!! 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.

Preventing Plagiarism Links:

- https://owl.purdue.edu/owl/teacher_and_tutor_resources/preventing_plagiarism/avoiding_plagiarism/index.html
- <https://www.com.edu/tutoring/writing-resources.html>

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 Stacey Henderson at 409-933-8212.

TENTATIVE COURSE OUTLINE-You are responsible for any changes

NOTE: It will be to your advantage to post your original discussion postings early in the module to give other students the chance to comment on your post. If the class decides to wait until the last minute to post I will create a due date for the original post.

All modules will open on Saturdays at 12:01am and close Fridays at 11:59 pm

Week(s) Dates	Module	Class Topics	Things To Do	Due At the End of This Module
1 6/7-6/11	Module- Introduc tion	Welcome to the Course!	<ul style="list-style-type: none"> ○ Read the "Read Me First" File ○ Read the syllabus carefully ○ Explore Blackboard ○ Read Introduction Discussion Board 	<ul style="list-style-type: none"> ○ Student Information Sheet ○ Introduction Discussion ○ Syllabus Scavenger Hunt Assignment
2 6/12-6/18	Module- Foundat ion	Setting Foundations	<ul style="list-style-type: none"> ○ Read Foundations and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Foundation Discussion Board ○ Study Guide ○ Campus Scavenger Hunt Assignment
	Module 1	Habit 1: Be Proactive	<ul style="list-style-type: none"> ○ Read Habit and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Habit 1 Discussion Board ○ Study Guide ○ Career Assignment
3 6/19-6/25	Module 2	Habit 2: Begin with the End in Mind	<ul style="list-style-type: none"> ○ Read Habit 2 and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Habit 2 Discussion Board ○ Study Guide ○ Fixed vs. Growth Mindset Assignment
	Module 3	Habit 3: Put First Things First	<ul style="list-style-type: none"> ○ Read Habit 3 and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Habit 3 Discussion Board ○ Study Guide ○ Paper Assignment
4 6/26-7/2	Module 4	Habit 4: Think Win-Win	<ul style="list-style-type: none"> ○ Read Habit 4 and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Habit 4 Discussion Board ○ Study Guide ○ App Assignment (Post to discussion board)
	Module 5	Habit 5: Seek 1 st to Understand Then to be Understood	<ul style="list-style-type: none"> ○ Read Habit 5 and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Habit 5 Discussion Board ○ Study Guide ○ Stress Assignment (video upload: post url to discussion board)

5 7/3-7/9	Module 6	Habit 6: Synergize	<ul style="list-style-type: none"> ○ Read Habit 6 and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Habit 6 Discussion Board ○ Study Guide ○ Campus Connections Assignment
	Module 7	Habit 7: Sharpen the Saw	<ul style="list-style-type: none"> ○ Read Habit 7 and complete activities found within the readings for personal self-assessment 	<ul style="list-style-type: none"> ○ Habit 7 Discussion Board ○ Study Guide ○ Interviewing/Finances Assignment (post to discussion board) ○ Optional: Extra Credit

***All modules will open on Saturdays at 12:01am and close Fridays at 11:59 pm. No late work will be accepted. Keep up with classwork and contact your instructor at the first sign of an issue.

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.*

https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment.

Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 summer session is July 2. The last date to withdraw from the 10-week summer session is August 2. The last date to withdraw for the 2nd 5-week summer session is August 6

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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. In compliance with [Governor Abbott's May 18 Executive Order](#), face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/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.

Students should act in a professional manner at all times. Professionalism, which includes preparedness, a positive attitude, commitment, interaction, and RESPECT is expected and graded via discussion boards and student log-ins. As this is an online course, you must be extremely dedicated, motivated, and persistent. It is up to you to read all chapters and learning modules and complete all assignments before the set deadlines.