



**PSYC 1300.014 IN
PSYCHOLOGY FOR SUCCESS- Fall 2023
Internet**

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 Student hours

				MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:20	am	-	7:35	am	OFFICE HOURS		OFFICE HOURS	
7:35	am	-	8:55	am	PSYC 1300.302CL Santa Fe HS		PSYC 1300.302CL Santa Fe HS	
8:30	am	-	9:30	am		OFFICE HOURS (online)	OFFICE HOURS (online)	
9:30	am	-	10:50	am	PSYC 2314.101CL #23 (ICB) 332	PSYC 2301.103CL #8 (LRC) 213	PSYC 2314.101CL #23 (ICB) 332	PSYC 2301.103CL #8 (LRC) 213
11:00	am		12:20	pm	OFFICE HOURS	PSYC 2301.105CL #8 (LRC) 213	OFFICE HOURS	PSYC 2301.105CL #8 (LRC) 213
12:30	pm	-	1:30	pm	OFFICE HOURS	College Hour 12:30-1:20	OFFICE HOURS	College Hour 12:30-1:20
1:30	pm	-	2:00	pm	OFFICE HOURS		OFFICE HOURS	
<i>Additional office hours to accommodate students will be available by appointment</i>								

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

Supplies: Reliable Computer, internet access, and Computer storage device (to backup files). PULSE app (suggested app to access D2L)

Course Description 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 life.

Course Requirements Grades are based on points accumulated throughout the semester. A variety of means to evaluate student performance will be used throughout the course. There is the possibility of earning 1000 points from assignments and assessments. You are held accountable for completing all assignments. All directions for assignments must be closely followed. Specific details and directions for each assignment will be on the actual assignment in D2L.

NOTE: If for any reason the college closes, continue to work on the assignments and follow the due dates in your syllabus. For example, complete chapter readings, assignments, assessments etc.

Grade Computation	Points	Letter Grade	Numeric Grade	Points
Introduction Video	20	A	90+	900 or more
Campus Scavenger Hunt	100	B	80-89	800-899
Discussion Board Post- 7 chapters x 40 points each	280	C	70-79	700-799
Study Guides- 8 posts x 25 points each	200	D	60-69	600-699
Career Project- Part 1 (Occupational Handbook)	50	F	59 or less	599 or below
Career Project- Part 2 (Compare/Contrast)	50			
Career Project- Part 3 (Social Responsibility)	50			
Career Project- Part 4 (Personal Success)	50			
Career Project- Part 5 (Individual Presentation)	100			
Campus Connections Project	100			

DETERMINATION OF GRADE

Methods of Evaluation/Submissions-

- All work must be typed and submitted in D2L.
- Use Google Chrome or Mozilla Firefox browser (your work will submit blank using other browsers)
- Type work in Microsoft Software (if you do not have Microsoft products, you can download the programs for FREE at <https://www.com.edu/its/office-365-instructions>)
- Save and upload work as a .PDF or .DOC (do not use MAC or .pages, I cant open)
- All work must be submitted on D2L and attached to the assignment submission page (except discussion boards where you will type directly into the submission page dialogue box.
- Assignments with bulleted and/or numbered items should be a **separate and complete paragraph**
- Each assignment has a minimum word count or page length, but you are free to write as much as you like. If you write the "minimum", you should expect to receive the minimum grade.
- Your responses on all assignments must be well thought out with details, explanations, examples and exhibit critical thinking. I am looking for you to make a connection between the assignments, the textbook, and your personal experiences and opinions.

Grading Scale: 900-1000 points=A; 899-800 points=B, 799-700 points=C, 699-600 points=D, 599 points or less=F

- **Study Guides 200 points:** You will create 8 Study Guides using various methods as directed in D2L and submit them on D2L. Each Study Guide is worth 25 points
- **Discussion Posts 280 points:** You will write 7 Discussion Posts answering questions as directed in D2L and submit them on D2L. Each posting is worth 40 points
- **Career Project 300 points:** This is a major project that is broken down into 5 separate assignments, Each assignment is dependent on previous parts of the assignment, therefore you need to be very thorough, detailed, and make sure you are doing each part correctly.
- **Other Assignments 220:** You will complete 3 other assignments: Campus Scavenger Hunt, Campus Connections, and an Introduction video

Grading Rubrics: Detailed directions and some rubrics for coursework can be found on D2L within the assignment. Please read the directions very carefully and let me know if you have any questions. If you need clarification, please reach out as soon as possible.

Make-Up & Late Work: **There will be no make up work or late work accepted.** All assignments are time-stamped in D2L and Email. Work submitted after the due date deadline will not be graded. Please allow time for your assignments to upload. If your network server is slow, make sure you allow extra time and do not wait until the last minute to submit assignments. There are computers available for students to use at COM in the library, tutoring center and computer labs if you need access to a computer and/or internet access.

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. (Please allow 24 hours for a return phone call or email, except on weekends and holidays)

General Education Core Objectives (CO's): 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. **Empirical and Quantitative Skills:** To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. **Social Responsibility:** Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

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	Career Project part 4 Related to strategies and skills leading to personal success
2. Synthesize effective strategies and skills that lead to interdependence, self-awareness, lifelong learning and emotional intelligence.	Critical Thinking	Career Project part 4 Related to strategies and skills leading to personal success
3. Manipulate and analyze data and observable facts to result in informed conclusions	Empirical and Quantitative	Career Project part 1 Occupational Outlook Handbook Chart
4. Develop, interpret, and express ideas through written communication	Communication Skills (Written)	Career Project part 2 Compare/Contrast paper on two chosen careers
5. Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.	Social Responsibility	Career Project part 3 Specifically related to chosen career
6. Develop, interpret, and express ideas through oral communication.	Communication Skills (Oral)	Career Project part 5 Presentation

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy in the Student Handbook. Academic dishonesty – such as cheating on exams, quizzes, assignments or other assessments, presenting someone else’s work as your own or copying someone else’s work is an extremely serious offense and will result in a **grade of zero** on that assignment or assessment and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

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. Shinya Wakao, 409-933-8107, swakao@com.edu.

Technology Maintenance: College of the Mainland websites are scheduled to be down from 12:01-6:00 am on Sundays and D2L 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://desupport.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 before the due date at lennis@com.edu

	MON	Topic to be covered	SUN	Assignments that are due on Sunday BEFORE 11:59pm on D2L
Week 1	8/28	Welcome	9/3	Introduction Video
Week 2	9/4	Foundations	9/10	Foundations Study Guide- Sentence Method Campus Scavenger Hunt
Week 3	9/11	Career Project- Part 1	9/17	Career Project Part 1 Occupational Handbook Paper
Week 4	9/18	Habit 1 Be Proactive	9/24	Habit 1 Study Guide- Outline method Discussion Post #1- Introduction
Week 5	9/25	Career Project- Part 2	10/1	Career Project- Part 2 Compare/Contrast Paper
Week 6	10/2	Habit 2 Begin with the End in Mind	10/8	Habit 2 Study Guide- Flow & Sketch method Discussion Post #2
Week 7	10/9	Career Project- Part 3	10/15	Career Project- Part 3 Social Responsibility Paper
Week 8	10/16	Habit 3 Put First Things First	10/22	Habit 3 Study Guide- Color method Discussion Post #3
Week 9	10/23	Habit 4 Think Win-Win	10/29	Habit 4 Study Guide- T Chart method Discussion Post #4
Week 10	10/30	Campus Connection	11/5	Campus Connections- MUST START THIS ASSIGNMENT EARLY
Week 11	11/6	Habit 5: Seek First to Understand, then Understood	11/12	Habit 5 Study Guide- Charting method Discussion Post #5
Week 12	11/13	Career Project- Part 4	11/19	Career Project- Part 4 Career Analysis of Habits
Week 13	11/20	Habit 6: Synergize	11/26	Habit 6 Study Guide- Mapping method Discussion Post #6
Week 14	11/27	Career Project Part 5	12/3	Career Project- Part 5 Presentation
Week 15	12/4	Habit 7: Sharpen the Saw	12/10	Habit 7 Study Guide- Cornell method Discussion Post #7- De-Stressor Presentation
Week 16	12/11	Conferences		

Read Me First- FIRST DAY OF CLASS

Please read this document carefully before starting any assignments. This will help you to get started and to stay on course.

First DAY Activities

1. Finish reading this document all the way through
2. Log into D2L
3. Access our class and click on the **WELCOME! START HERE** tab
4. Click on the **READ ME FIRST- FIRST DAY** box; review the 3 documents before you go any further :
 - a. *Guidelines for Participating Online*
 - b. *Email Etiquette*
 - c. *Remind 2301 Instructions*
5. Click on the **SYLLABUS & SCHEDULE** box and carefully read and print both.
 - a. *I would recommend you write down all the assignment due dates on your calendar*
6. Click on **LEARNING MODULES** and you will see the course organized for the entire semester.
 - a. *Click on **INTRODUCTION MODULE** and you will see your first task; the **Introduction Discussion Post***
 - b. *Notice that the learning modules follow the syllabus*
7. Review your assignments, they are always due on Sunday BEFORE 11:59pm (except the last week of class)
8. Sign up for REMIND
9. Review LEARNING MODULES to get familiar with course content, schedule, assignments and resources
10. Review the RESOURCES box to get familiar with areas, departments, or websites that may help you to be more successful this semester.

Additional Important Information

Please reach out to me if you have any questions or concerns as soon as possible so we can get you back course right away. Also, make the choice to learn a lot, practice professionalism, and have fun!

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.