

PSYC 100 Online Course Syllabus

Key Dates

Sep 1	Tuition payment due in full
Sep 11	Fall term classes start
Sep 22	Last day to add courses Last day to drop without financial penalty
Nov 3	Last day to drop without academic penalty
Nov 7	Last day to change exam centre location (fall term) Last day to submit accommodations to CDS (fall term)
Dec 1	Fall term classes end
Dec 7-21	Midterm Examinations
Jan 8	Winter term begins
Jan 10	Winter tuition due
Jan 19	Last day to drop without financial penalty (winter term) Last day to add classes
Mar 2	Last day to drop without academic penalty (winter term)
Mar 7	Last day to change exam centre location (winter term) Last day to submit accommodations to CDS (winter term)
Apr 6	Winter term classes end
Apr 12-26	Final Examinations

Learning Outcomes

Upon successful completion of this course students will be able to:

1. Summarize the major areas and themes of psychology.
2. Demonstrate an understanding of the role of genes and environment in determining behaviour and mental processes.
3. Describe the major psychological theories and the empirical evidence upon which they are based.
4. Apply the scientific method to the formulation and answering of questions related to psychology.
5. Assess the validity of, and provide accurate interpretations of, psychological findings.

Course Description

Welcome to the fascinating world of psychology: the science of behaviour and the mind! Using a combination of online lessons and activities, you will explore research in key areas of psychology, including perception, cognition, learning, motivation, child development, individual differences, social psychology and abnormal (clinical) psychology. In the process you will hopefully gain some scientific insight into what makes people think, feel, and behave the way that they do.

The course material will be available in the form of weekly online lessons and quizzes with opportunities to further explore and discuss this material in small group discussions conducted in the online discussion forum. We have included these components to help you keep up with the reading, and to promote deeper thinking and better learning through working with your classmates. The discussions and quizzes require your active participation throughout the course.



Unlike other distance courses you may have taken, this is **not** a self-paced course and online activities **must be completed at specific times**. (See timeline (/d2l/common/dialogs/quickLink/quickLink.d2l?ou=120499&type=content&rcode=Queens-118120) for due dates.)

We expect that you will be available via high-speed internet on these key dates (see Timeline (/d2l/common/dialogs/quickLink/quickLink.d2l?ou=120499&type=content&rcode=Queens-118120)). It is your responsibility to get in touch with us at PSYC100D@queensu.ca (mailto:PSYC100D@queensu.ca) **by Sept 29th, 2017** if you have a conflict with any of these dates or we cannot guarantee accommodation. During the year, should you experience an illness or serious personal problem, it is your responsibility to contact PSYC100D@queensu.ca (mailto:PSYC100D@queensu.ca) as soon as possible (see Accessibility/Accommodations on the left menu for more information).

For students who will be out of Canada for the duration of the term, please note that we have had instances in the past where certain Web sites that are required to complete the online courses, including onQ, have been blocked intermittently in some countries (e.g., China). We do not make accommodations based on the lack of reliable Internet access. It is your responsibility to make sure that you will have adequate high speed Internet coverage for the entirety of the term.

Please note: Updates concerning your course will be sent to your Queen's NetID account **ONLY**.

Course Materials

Available from Queen's Campus Bookstore (<http://www.campusbookstore.com> (<http://www.campusbookstore.com/>)):

Pearson Student Access Code Card: The Pearson Student Access code (which contains your online lessons) is required. It comes bundled with an e-text (Krause, Corts, Smith & Dolderman. *An Introduction to Psychological Science, 2nd Canadian Edition*). You have the option to buy a looseleaf copy version of the e-text along with the code if you wish.

Your 2 options for your course material:

- Pearson Student Access code (incl. e-text) please visit <http://www.campusbookstore.com/Textbooks/AccessCodes/> (<https://www.campusbookstore.com/textbooks/access-code-search-engine>) to purchase the stand alone access code, or pick one up on the shelf, beside the textbooks.
- Pearson Student Access code (incl. e-text) + looseleaf printed text (<https://www.campusbookstore.com/textbooks/search-engine/results?Course=PSYCB03439> (<https://www.campusbookstore.com/textbooks/search-engine/results?Course=PSYCB03439>))
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Third-Party Privacy Policy

This course makes use of Pearson MyPsychLab and PeerScholar for some activities. Be aware that by logging into the site, you will be leaving onQ, and accessing Pearson Education's website and peerScholar. Your independent use of that site, beyond what is required for the course (for example, purchasing the company's products), is subject to Pearson Education's terms of use and privacy policy. You are encouraged to review these documents, using the link(s) below, before using the site.

<http://www.pearsoncanada.ca/pearson-canada-at-a-glance/legal/privacy-statement> (<http://www.pearsoncanada.ca/pearson-canada-at-a-glance/legal/privacy-statement>)

Course Components

1. Weekly on-line lessons (See Pearson Media Card Access Code).
2. Asynchronous small group discussions/assignments approximately every 3-4 weeks.
3. Quizzes (each open for 2 week periods).
4. Textbook readings. In general, the textbook is intended to supplement the online lessons. Do the online lessons **FIRST** and use the textbook for clarification, to deepen your understanding, and if you wish to know more about a topic.

Course Timeline

The link to the Course Timeline is located in the navigation bar below the course banner. It shows all relevant course dates, including assessments, as well as links to other important course information. Dates may be subject to change for unforeseen reasons: you should consult the Timeline each time you login to the course.

If there are discrepancies between dates in the course onQ site and the Timeline, the Timeline will be considered accurate.

Please note that all times are in Kingston local time.

Suggested Time Commitment

Activities	Time
Complete/review online lesson	4-6 hours every week
Discussion participation	2 hours approximately every third week
Writing Assignment	4-5 hours approximately every third week
Complete Quizzes	2 hours every 2 weeks
Refer/review the text	As needed
Total	Approximately 10 hours/week

Weighting of Assessments

Component	Description	Weight (%)
Midterm Quizzes	Two online quizzes (one per semester). These quizzes are heavily restricted. Students are expected to complete these independently with no external aids.	5%

Assignment Activities	<ul style="list-style-type: none"> • 4 Written Individual Assignments (2 x 4%, 2 x 5% each) • 5 Discussion Participation (5 x 2%) • 2 PeerScholar Assignments (6% each) 	40%
Midyear Exam	Proctored Midyear Exam	25%
Final Exam*	Final 3-hour Proctored Exam	30%

! *Students are required to pass the exam component of the course to receive a passing grade. If a student does not pass the combined exam component, they will fail the course. The midyear exam is worth 25%, the final exam is worth 30%, so students must achieve a minimum of 27.5 marks on the combined midterm and final exam to meet this requirement.

Assessment Descriptions

Midterm Quizzes

There are 2 midterm online quizzes, one each semester (see timeline (/d2l/common/dialogs/quickLink/quickLink.d2l?ou=120499&type=content&rcode=Queens-118120) for date and time). Note: these are online midterm quizzes and **NOT** completed during class or lab time. It is your responsibility to be aware of the timing of the quizzes.

Each quiz will be 30 multiple choice questions and each quiz will be worth 2.5% of your final grade. Each quiz can be completed in 30 minutes but in an effort to ensure these quizzes are accessible to most students, and in consultation with Accessibility Services, all students be given 45 minutes to complete each quiz. Restrictions will be in place to promote academic integrity, and these will be explained to you in your quiz instructions.

Please ensure you are successfully logged in to onQ ahead of the quiz start time, and on a secure internet connection. Accommodations will not be made for technical problems such as internet outage, except in extreme circumstances (e.g., a severe storm, and the outage can be documented).

Optional bi-weekly quizzes: (note: these quizzes do not count toward your final grade, they are designed as practice for the midterm quiz and the Multiple choice portion of the exams).

There are 12 quizzes, each open for two weeks. The quizzes will be made up of 10 multiple-choice questions based on the online lessons covered in that two-week period. Quizzes will test **ONLY** the relevant two weeks of material; they are not cumulative. The quizzes can be written from any computer with high-speed internet access. Each quiz will be open **for a full two weeks** from Monday at 2 pm until the Monday 14 days later at 2 pm, during which time **you can take the quiz as often as you like**. These quizzes are not graded, but rather intended for you to use to gauge your own knowledge.

Discussions

You will receive an email from your TA assigning you to a discussion group. For each of the 5 discussions, you will need to: (1) access your group's Discussion forum on the first day of each Discussion to submit your initial post which serves as a foundation for later posts, and (2) participate in the Discussion periodically over the next four days. Within the Discussion week, the Discussion board will open at 2 pm on the Wednesday and close at midnight on Sunday (see timeline (/d2l/common/dialogs/quickLink/quickLink.d2l?ou=120499&type=content&rcode=Queens-118120)). During this 5 day period, you will be expected to actively participate in that week's discussion topic by contributing at least 4 quality posts in addition to your initial preparatory post. Information on the discussion topics will be posted under the corresponding week.

Your discussion activity will be assessed according to the following rubric:

Criterion	Accomplished	Developing	Needs Improvement
Frequency	Initial post submitted on time; at least 4 posts in the 5-day window of the discussion	Participates somewhat	Does not participate
Initial Post	Posts well developed; work that addresses all aspects of the task.	Posts adequate work. Minimal thought and preparation; doesn't address all aspects of the task	No initial post
Discussion board posting	Demonstrates analysis of other people's initial post (ie comments and requests for feedback). Extends discussion by building on previous posts	Contributions are superficial (e.g. just agrees or disagrees). Does not enrich discussion	Posts no follow-up comments or questions

Assignments

Assignments have submission deadlines (see timeline (/d2l/common/dialogs/quickLink/quickLink.d2l?ou=120499&type=content&rcode=Queens-118120)). You will need internet access to submit your assignments electronically on or before the due date. Some of the assignments are coupled with the Discussions such that participation in the related discussion should help you with the written assignment. Each assignment is due on the Friday after the Discussion ends at 2 pm.

Academic Integrity (how to reference other people's work)

In general, informally acknowledge where you got information ("according to the text/on line lessons", "based on this figure from Wikipedia", "according to [url] on [date]..." unless it is common knowledge and comes from your head.

- There is no need for formal referencing in these assignments (date, publishers, and authors information is NOT required).
- No cutting and pasting information from Wikipedia or any other webpage or source even if that source is acknowledged - put everything in your own words.
- Once you've completed your assignment it is okay to have someone else read it over to help edit your language

Criterion	Accomplished	Developing	Needs Improvement
Development of Ideas/Completeness and Accuracy of Explanation/Justification	<ul style="list-style-type: none"> Addresses all of the relevant issues Good understanding of the concepts and demonstrates critical thinking about the material. 	<ul style="list-style-type: none"> Adequately addressed the issues and shows some understanding of the concepts but without much demonstration of critical thinking. 	<ul style="list-style-type: none"> Does not address all relevant issues. Lacks understanding of the concepts and does not demonstrate use of critical thinking.
Organization, Structure and Writing	<ul style="list-style-type: none"> Well organized; arguments well integrated into coherent structure that pushes explanation forward. Writing is appropriately concise. 	<ul style="list-style-type: none"> Some structure apparent, but ideas do not build or follow in a logical order; rambling in places. Writing is clear for the most part, with some problems in wording and style. 	<ul style="list-style-type: none"> Weak and unclear organization makes argument difficult to follow. Quality of writing makes arguments difficult to follow.

Proctored Midyear Exam

The midyear exam is 3 hours in length and includes multiple choice as well as short answer questions based on the online lessons, discussions and assignments. It is held in December during the official exam period.

Proctored Final Exam

The Final exam is three hours in length and includes multiple-choice and short answer questions based on the winter term material, and 2 longer answer questions which require you to provide some theory or evidence from material covered in both terms.

Exam dates: The specific dates for each exam will be announced later in the term by the Registrar's office. Once the exam schedule has been finalized the exam date will be posted on your SOLUS account.

Arts and Science Calculator Policy (If Applicable)

Calculators acceptable for use during quizzes, tests and examinations are intended to support the basic calculating functions required by most Arts and Science courses. For this purpose, the use of the **Casio 991** series calculator is permitted and is the **only approved calculator for Arts and Science students**. This inexpensive calculator sells for around \$25 at the Queen's Campus Bookstore, Staples and other popular suppliers of school and office supplies.

Exam Location

When you register for the course, you will indicate the exam centre location you will use for the exams. Students living in the Kingston area will write the exams on Queen's campus. Students writing off campus will receive an email to their Queen's email account with full details of date/time/location of their exams.

Please note: Off campus exams will be held on the same day as Kingston exams, but the **start time** may vary slightly due to the requirements of the off-campus exam centre. When you registered for the course, you indicated the exam centre location. If you do not remember the exam location you chose, or if you wish to change your exam location, please email: cdsexams@queensu.ca or call 613-533-3322.

Click here (http://www.queensu.ca/artsci_online/datesanddeadlines) for the deadline for changing your exam centre. You must request the change prior to this deadline or you will be subject to a non-refundable administrative fee of \$100.00 per exam.

Location and Timing of Final Examinations

As noted in Academic Regulation 8.2.1, "the final examination in any class offered in a term or session (including Summer Term) must be written on the campus on which it was taken, at the end of the appropriate term or session at the time scheduled by the Examinations Office." The exam period is listed in the key dates prior to the start of the academic year in the Faculty of Arts and Science Academic Calendar and on the Office of the University Registrar's webpage. A detailed exam schedule for the Fall Term is posted before the Thanksgiving holiday; for the Winter Term it is posted the Friday before Reading Week, and for the Summer Term the window of dates is noted on the Arts and Science Online syllabus prior to the start of the course. Students should delay finalizing any travel plans until after the examination schedule has been posted. Exams will not be moved or deferred to accommodate employment, travel /holiday plans or flight reservations.

Exam Accommodations

All students requiring accommodation should contact CDS immediately following registration to inform them of any arrangements which may be required for proctored exams. Click here (http://www.queensu.ca/artsci_online/current-students/exams) for further information regarding exams.

Requests to write a make-up exam because of conflicting travel plans (e.g. flight bookings) will **NOT** be considered except under extraordinary circumstances. Students are advised to wait until the final exam schedules are posted before making any travel arrangements.

Grading

All components of this course will receive numerical percentage marks. The final grade you receive for the course will be derived by converting your numerical course average to a letter grade according to Queen's Official Grade Conversion Scale:

Queen's Official Grade Conversion Scale

Grade	Numerical Course Average (Range)
A+	90-100
A	85-89
A-	80-84
B+	77-79

B	73-76
B-	70-72
C+	67-69
C	63-66
C-	60-62
D+	57-59
D	53-56
D-	50-52
F	49 and below

Contacting the Teaching Team

The university communicates with students by **Queen's email ONLY**. Please check your Queen's email regularly to ensure you do not miss out on important information.

Course Announcements ([/d2l/home/120499](#)) will be used to post announcements to the class.

Course Questions: ([/d2l/common/dialogs/quickLink/quickLink.d2l?ou=120499&type=discuss&rcode=Queens-138132](#)) You are encouraged to use the "Class Cafe ([/d2l/common/dialogs/quickLink/quickLink.d2l?ou=120499&type=discuss&rcode=Queens-138132](#))" forum to post questions and comments of general interest to the class. The TAs and other students in the class can reply to the posts in this forum. Note that TAs will not answer right away, in order to give your peers an opportunity to answer.

PSYC 100 E-mail (<mailto:PSYC100D@queensu.ca>): If you have questions or concerns that you don't want to post on a discussion board, you are welcome to write to PSYC100D@queensu.ca (<mailto:PSYC100D@queensu.ca>) and our coordinating TA will either respond or will forward your message to the appropriate person. When writing an e-mail, please include your full name and student number to help us find your record. Please do not write to your TAs or Instructors using the onQ "Send Message" option, because your e-mail address is not available and the respondent has to login to onQ to reply, which wastes time.

If you have specific enquiries for your instructor that cannot be address by the coordinating TA, they can be referred to one of the 2 course coordinators meghan.norris@queensu.ca, (<mailto:meghan.norris@queensu.ca>) or Cheryl.Hamilton@queensu.ca. (<mailto:cheryl.hamilton@queensu.ca>). We are here to help and have set up a number of ways that questions can be asked and answered.

Office Hours: May be arranged by appointment, by writing to PSYC100D@queensu.ca (<mailto:PSYC100D@queensu.ca>). We can hold in person or online (e.g., Skype) office hours by appointment.

Netiquette

In an online course you often communicate with your peers and teaching team through electronic communication. You are expected to use the utmost respect in your dealings with your colleagues or when participating in activities, discussions and online communication.

Here is a list of netiquette guidelines. Please read them carefully and use them to guide your communication in this course and beyond.

1. Make a personal commitment to learn about, understand, and support your peers.
2. Assume the best of others and expect the best of them.
3. Acknowledge the impact of oppression on the lives of other people and make sure your writing is respectful and inclusive.
4. Recognize and value the experiences, abilities, and knowledge each person brings.
5. Pay close attention to what your peers write before you response. Think through and re-read your writings before you post or send them to others.
6. It's ok to disagree with ideas, but do not make personal attacks.
7. Be open to be challenged or confronted on your ideas and challenge others with the intent of facilitating growth. Do not demean or embarrass others.
8. Encourage others to develop and share their ideas.

Queen's Email

The university communicates with students via Queen's email. Please check your email regularly to ensure you do not miss important information related to your course.

Tips for Success

1. Be sure to use the weekly checklists to keep on top of all of your work and refer to the Timeline ([/d2l/common/dialogs/quickLink/quickLink.d2l?ou=120499&type=content&rcode=Queens-118120](#)) so that you do not miss any deadlines.
2. Complete your online lessons *before* you participate in the discussions.
3. Seek clarification on the Class Cafe forum ([/d2l/common/dialogs/quickLink/quickLink.d2l?ou=120499&type=discuss&rcode=Queens-138132](#)) as soon as possible about any confusing concepts.
4. Contribute answers to the Class Cafe forum ([/d2l/common/dialogs/quickLink/quickLink.d2l?ou=120499&type=discuss&rcode=Queens-138132](#)).
5. Be proactive – do not leave work until the last minute. Computer problems and technical glitches happen and sometimes life just gets in the way! Despite this, you are still responsible for meeting your deadlines.
6. Contact Student Academic Support Services (<http://sass.queensu.ca/>) for help in preparing for and writing essays and multiple-choice exams. They are located in the Learning Commons at Stauffer Library. Click here (<http://sass.queensu.ca/topics/>) for learning strategies workshops and study tips.

Note that there are no copies of previous final exams available. However, the quizzes are excellent preparation for the multiple-choice portions. If you stay on top of the material, do the quizzes as described above, and practice short-answer questions, you will be well prepared.

Copyright

The material on this website is copyrighted and is for the sole use of students registered in PSYC 100. The material on this website may be downloaded for a registered student's personal use, but shall not be distributed or disseminated to anyone other than students registered in PSYC 100. Failure to abide by these conditions is a breach of copyright, and may also constitute a breach of academic integrity under the University Senate's Academic Integrity Policy Statement.

Accessibility/Accommodations

Queen's University is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities.

If you are a student with a disability and think you may require accommodations, you are strongly encouraged to contact the Queen's Student Accessibility Services (QSAS) as early as possible. For more information, including important deadlines, please visit the QSAS website at: <http://www.queensu.ca/studentwellness/accessibility-services/>. (<http://www.queensu.ca/studentwellness/accessibility-services/>)

Students with course accommodations should contact CDS immediately following registration to inform them of any accommodations to their timed assessments and/or final exam(s).

Academic Considerations for Students in Extenuating Circumstances

The Senate Policy on Academic Consideration for Students in Extenuating Circumstances (<http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/ExtenuatingCircumstancesPolicyFinal.pdf> (<http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/ExtenuatingCircumstancesPolicyFinal.pdf>)) was approved in April, 2017.

Queen's University is committed to providing academic consideration to students experiencing extenuating circumstances that are beyond their control and which have a direct and substantial impact on their ability to meet essential academic requirements.

The Faculty of Arts and Science is developing a protocol to provide a consistent and equitable approach in dealing with requests for academic consideration for students facing extenuating circumstances, which will be posted on the Faculty of Arts and Science website in Fall, 2017.

Academic Integrity

Academic integrity is constituted by the six core fundamental values of honesty, trust, fairness, respect, responsibility, and courage (see www.academicintegrity.org (<http://www.academicintegrity.org/icai/home.php>)).

These values are central to the building, nurturing and sustaining of an academic community in which all members of the community will thrive. Adherence to the values expressed through academic integrity forms a foundation for the "freedom of inquiry and exchange of ideas" essential to the intellectual life of the University.

Students are responsible for familiarizing themselves with the regulations concerning academic integrity and for ensuring that their assignments conform to the principles of academic integrity. Information on academic integrity is available in the Arts and Science Calendar (see Academic Regulation 1), on the Arts and Science website (see <http://www.queensu.ca/artsci/students-at-queens/academic-calendar>), and from the instructor of this course. For current policy updates visit: <http://www.queensu.ca/artsci/students-at-queens/academic-integrity> (<http://www.queensu.ca/artsci/students-at-queens/academic-integrity>).

Departures from academic integrity include plagiarism, use of unauthorized materials, facilitation, forgery and falsification, and are antithetical to the development of an academic community at Queen's. Given the seriousness of these matters, actions which contravene the regulation on academic integrity carry sanctions that can range from a warning or the loss of grades on an assignment to the failure of a course to a requirement to withdraw from the university.

Computer Requirements

<p>Microsoft Windows Client</p> <p>Vista/Windows 7/Windows 8 Intel Core 2 Duo processor 2GB RAM Soundcard with speakers and microphone or preferably a headset Webcam</p> <p>Mac Client</p> <p>OS X 10.8 or higher Intel i5 processor 2 GB RAM Internal, USB or external iSight microphone or preferably a headset Webcam</p>	<p>Supported Browsers</p> <p>Firefox (latest version) Safari (latest version on 64-bit Intel processors only)</p>
	<p>Java</p> <p>Latest version</p>
	<p>Internet Connection</p> <p>Wired high speed access: Cable or better (wifi is not recommended)</p>
	<p>Media Player</p> <p>Flash (latest version)</p>
	<p>Adobe Reader</p> <p>Latest Version</p>

Students Travelling Overseas

Students who will be out of Canada for any duration of the term should be advised that, in the past, students overseas have been blocked from accessing certain websites relevant to their courses, as well as onQ. If your course in requires the completion of online quizzes or exams, this may pose an impediment to you successfully completing the course. We do not make accommodations based on the lack of reliable Internet access. It is your responsibility to make sure that you will have adequate high speed Internet coverage for the entirety of the term.

