

Psyc& 100: General Psychology
 Winter 2018
 MW 1:30pm to 3:50pm
 #1097

Sue Frantz

The following pages of this syllabus are from the "Syllabus" section of this course's Canvas site.

⋮	Syllabus	✓	⚙️	▼
⋮	📄 What Is This Course About?	✓	⚙️	▼
⋮	📄 How Do We Contact Our Professor?	✓	⚙️	▼
⋮	📄 How Do I Get the Textbook?	✓	⚙️	▼
⋮	📄 How Is This Course Graded?	✓	⚙️	▼
⋮	📄 What Is Academic Integrity?	✓	⚙️	▼
⋮	📄 What Do I Need to Know about the Classroom?	✓	⚙️	▼
⋮	📄 What Is the Late Assignment Policy?	✓	⚙️	▼
⋮	📄 What Do I Need to Do to Succeed in This Course?	✓	⚙️	▼
⋮	📄 Frequently Asked Questions (FAQs)	✓	⚙️	▼
⋮	Assignments	✓	⚙️	▼
⋮	📄 Plagiarism Assignment	✓	⚙️	▼
⋮	📄 In-Class Discussions	✓	⚙️	▼
⋮	📄 Write-to-Learn Assignments	✓	⚙️	▼
⋮	📄 Write-to-Learn Assignment Road Map	✓	⚙️	▼
⋮	📄 Write-to-Learn Assignment Tips	✓	⚙️	▼
⋮	📄 Final Course Review	✓	⚙️	▼
⋮	Highline Resources for Students	✓	⚙️	▼
⋮	📄 Academic Advising, Access Services, Academic Success Centers, Library, & Technical Support	🔄	✓	⚙️
⋮	📄 Counseling Center	✓	⚙️	▼
⋮	Highline Policies and Procedures	✓	⚙️	▼
⋮	📄 Highline College Policies and Procedures	🔄	✓	⚙️

Welcome to Psych 100!

At Highline College, you will find a community of students, faculty, and staff who are ready to help you succeed. We are all in this together! In this class, we will work hard. That hard work will yield both knowledge and skills. Collaborate with your peers. Ask questions. By the end of the term, we will know much more about ourselves and each other.

Course structure

This course is structured probably very differently than what you're used to. I think you'll like this structure, but it will take a bit to get into the rhythm of it.

This course is divided into weekly modules. When you first come into Canvas, the page you see is the "Home" page. All of your assignments can be found here, by week.

Pro-tip #1: Don't rely on the Canvas to-do list to tell you what to do. It's hard to plan ahead when you're just reacting to what Canvas thinks you should be doing. Instead, use the weekly modules on the "Home" page.

Canvas tools

On the left side of your screen are two navigation menus. The second one, the one with the white background, is for this course.

- "Home" contains all of your assignments organized by week.
- "Announcements" will show you the course announcements.
- "Grades" will show you the grades you have for all assignments and exams in this course. You can enter hypothetical grades to see what you need to do to get the grade that you want in the course.
- "Panopto Recordings" is where you can find the recorded lectures from our class.
- "Zoom" is our web conferencing service. [During my office hours or by scheduled appointment \(https://canvas.highline.edu/courses/1552707/pages/how-do-we-contact-our-professor\)](https://canvas.highline.edu/courses/1552707/pages/how-do-we-contact-our-professor), you can meet me here.

The far left navigation menu works for all of your Canvas courses. Of particular interest is "Calendar". The dates for assignments for all of your Canvas courses can be found here. You can bring all of the information contained here into your phone calendar. Here are [instructions on how to add your Canvas calendars to Google Calendar \(http://guides.instructure.com/m/4212//54708-how-do-i-subscribe-to-the-calendar-feed-using-google-calendar\)](http://guides.instructure.com/m/4212//54708-how-do-i-subscribe-to-the-calendar-feed-using-google-calendar). Why would you want to do this? Any changes

your instructors make to due dates will automatically be updated in your personal calendar. How cool is that?

Watch the due dates and work your way down through the modules, week by week. When you have questions, [contact me \(https://canvas.highline.edu/courses/1552707/pages/how-to-contact-your-instructor\)](https://canvas.highline.edu/courses/1552707/pages/how-to-contact-your-instructor)

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What to do next

Click the "Home" button in the left navigation menu. Read the page titles in the "Syllabus" section all the way down to "Final Course Review." Next, click on each page to read it. These pages will tell you everything you need to know about the course.

If after reading these pages, you're unsure about how the course is structured or what you need to do. Please [contact me \(https://canvas.highline.edu/courses/1552707/pages/how-do-we-contact-our-professor\)](https://canvas.highline.edu/courses/1552707/pages/how-do-we-contact-our-professor)

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Canvas Orientation, if you are new to Canvas

Is this your first time in Canvas? I encourage you to go through the [Canvas Student Orientation](https://canvas.highline.edu/courses/898400) (<https://canvas.highline.edu/courses/898400>) (link will open in a new tab in your browser - Chrome and Firefox are best. Canvas can be weird in other browsers).

If you have a smartphone or tablet, download the Canvas for Instructure app from the Apple App Store or Google Play Store. (The app can be weird, too. If it is, switch to your phone's Chrome or Firefox browser.)

Take the time to set how you want to receive notifications.

You only need to do it once, and those settings will stick for all of your Canvas courses.

In the top left corner, click on "Account" and select "Settings."

On the far right of that page, you can add other email addresses and/or your cellphone number (if you want texts from Canvas).

On the far left side of the screen, click on "Notifications." Here you can completely customize what, when, and how Canvas sends you notifications. For example, as soon as your assignments or tests are graded, you can tell Canvas to text you your grade. I know this screen is overwhelming. Start by looking at the list of course activities -- mouse over each one to get a popup telling you more about what it is -- and then decide where you'd like that information sent and how often (immediately, daily, weekly, or not at all).

While you're in here, click on "Settings" again. You can change how your name is displayed -- your "Display Name". On the far right, under "Ways to Contact," click the "Edit Settings" button. Now you can change your "Display Name." Make sure it's recognizable to me.

What Is This Course About?

Course prerequisite: Placement eligible for English 101

Course description: Introduces the scientific study of behavior and mental processes. Core topics include social behavior, personality, psychological disorders, learning, memory, human development, biological influences, and research methods. Related topics may include sensation, perception, states of consciousness, thinking, intelligence, language, motivation, emotion, stress and health, cross-cultural psychology, applied psychology, and treatment of psychological disorders.

Student learning outcomes (SLO): After completing this course you should be able to

1. Describe key concepts, principles, and overarching themes in psychology
2. Apply psychological principles to personal and social issues.
3. Use scientific reasoning to interpret psychological phenomena
4. Demonstrate information literacy in psychology
5. Apply ethical standards to evaluate psychological science and practice

How Do We Contact Our Professor?

Sue Frantz

Email: sfrantz@highline.edu [_ \(https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=sfrantz@highline.edu\)](https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=sfrantz@highline.edu) (fastest response time)

Office phone: 206-592-3404 (slowest response time)

Office location: 11-213 (just to the north of Bldg 6)



Office hours on campus (drop in):

11am to 1pm MW

Online office hours: email me at this time for an immediate reply or click on Zoom in the left navigation menu to meet me online:

1pm to 2pm Tues

If those office hours don't work for you, make an appointment for non-office hour times below.



Click on any green time to schedule an appointment with me in my office (Bldg 11, Room 213) [[Map of Highline Community College's campus](#)] or through [Zoom](#) web conferencing. You can connect via your computer or through the Zoom app for mobile phones.

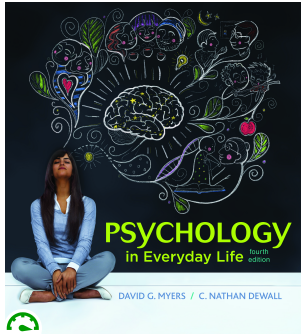
Once you select a time, that slot in my calendar is reserved for you. If you need to cancel, there will be a link in the confirmation email you'll receive. You will also receive a reminder email four hours before the appointment. Both emails will contain a cancellation link. Click it to cancel your appointment.

Jump To Date

Mon 1/8/18	Tue 1/9/18	Wed 1/10/18	Thu 1/11/18	Fri 1/12/18	Sat 1/13/18	Su 1/14/18
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
9:15 AM	9:15 AM	9:15 AM	9:15 AM	9:15 AM	9:15 AM	9:15 AM
9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM
9:45 AM	9:45 AM	9:45 AM	9:45 AM	9:45 AM	9:45 AM	9:45 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
10:15 AM	10:15 AM	10:15 AM	10:15 AM	10:15 AM	10:15 AM	10:15 AM
10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM
10:45 AM	10:45 AM	10:45 AM	10:45 AM	10:45 AM	10:45 AM	10:45 AM
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12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
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12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM
12:45 PM	12:45 PM	12:45 PM	12:45 PM	12:45 PM	12:45 PM	12:45 PM
1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM

How Do I Get the Textbook?

We'll be using Psychology in Everyday Life, 4th edition by David Myers and Nathan DeWall.



Options:

1. The [Highline Bookstore](http://highlinebookstore.com/) (<http://highlinebookstore.com/>) sells the book.

Advantage: You'll have it immediately.

Disadvantage: It may be a little more expensive than other sources.

2. Buy a used book from your favorite used book seller.

Advantage: It's cheaper than a new book.

Disadvantage: There's no guarantee it's going to be in good condition.

3. Buy (really "rent") an ebook. ([How to get the ebook.](https://canvas.highline.edu/courses/1552707/pages/how-to-get-the-e-book)
(<https://canvas.highline.edu/courses/1552707/pages/how-to-get-the-e-book>))

Advantage: It's cheaper than paper. And easier to carry than a physical book. **And you can get free access for 3 weeks.**

Disadvantage: Reading on screens is hard. Access expires after 6 months.

4. Scan it in the library. The library staff can show you how to use the copiers to scan the pages to a pdf to email to yourself.

Advantage: It's free. Only scan the pages you need.

Disadvantage: It takes time to scan. Sometimes the scans aren't high quality. You'll also be back to reading on a screen unless you print the pdfs.

Because it may take a week for you to get your book, [here is a pdf of the reading](https://canvas.highline.edu/courses/1552707/files/88396123/download?wrap=1)

(<https://canvas.highline.edu/courses/1552707/files/88396123/download?wrap=1>) 

(<https://canvas.highline.edu/courses/1552707/files/88396123/download?wrap=1>) ▾ for the first write-to-learn assignment.

How Is This Course Graded?

After an assignment has been graded, always look at the rubric to see how the assignment was scored.

See [this Canvas Guide](https://guides.instructure.com/s/2204/m/4212/l/724430-how-do-i-view-my-grades-in-a-current-course) (<https://guides.instructure.com/s/2204/m/4212/l/724430-how-do-i-view-my-grades-in-a-current-course>) on how to view your grades in Canvas, including how to see the rubric.

If you find a discrepancy between what is recorded for you and what you think should be recorded, please contact me as soon as possible.

Graded assignments

Plagiarism assignment (<https://canvas.highline.edu/courses/1552707/pages/plagiarism-assignment>) is worth 10 points

Write-to-learn assignments (<https://canvas.highline.edu/courses/1552707/pages/write-to-learn-assignments>) are worth 60 points each

Week 2 Write-to-learn assignment: Time Management; Chapter 1: Psychology's Roots, Big Ideas, and Critical Thinking Tools; Appendix C: Subfields of Psychology.
(<https://canvas.highline.edu/courses/1552707/assignments/11143999>)

Week 3 Write-to-learn assignment: Chapter 2: The Biology of Mind and Consciousness and Chapter 3: Development Through the Life Span (pp. 67-88)
(<https://canvas.highline.edu/courses/1552707/assignments/11144002>)

Week 5 Write-to-learn assignment: Chapter 5: Sensation and Perception
(<https://canvas.highline.edu/courses/1552707/assignments/11144005>)

Week 6 Write-to-learn assignment: Chapter 6: Learning
(<https://canvas.highline.edu/courses/1552707/assignments/11144008>)

Week 7 Write-to-learn assignment: Chapter 7: Memory and Chapter 8: Thinking (pp. 221-231)
(<https://canvas.highline.edu/courses/1552707/assignments/11144011>)

Week 8 Write-to-learn assignment: Chapter 10: Stress, Health, and Human Flourishing and Chapter 12: Personality (pp. 359-371)
(<https://canvas.highline.edu/courses/1552707/assignments/11144014>)

Week 9 Write-to-learn assignment: Chapter 12: Social Psychology
(<https://canvas.highline.edu/courses/1552707/assignments/11144017>)

Week 10 Write-to-Learn Assignment: Chapter 13: Disorders
(<https://canvas.highline.edu/courses/1552707/assignments/11143991>)

Week 11 Write-to-learn assignment: Chapter 14: Therapy
(<https://canvas.highline.edu/courses/1552707/assignments/11143994>)

In-class discussions (<https://canvas.highline.edu/courses/1552707/pages/in-class-discussions>) are worth 5 points each (lowest 3 are dropped)

Final course review (<https://canvas.highline.edu/courses/1552707/pages/final-course-review>) is worth 30 points

Grades will be assigned on a decimal grading scale. The scale is based on the earned percentage of the total possible points.

A	B	C	D	F
>94% 4.0	89% 3.4	79% 2.4	69% 1.8	<60% 0.0
94% 3.9	88% 3.3	78% 2.3	68% 1.7	
93% 3.8	87% 3.2	77% 2.2	67% 1.6	
92% 3.7	86% 3.1	76% 2.1	66% 1.5	
91% 3.6	85% 3.0	75% 2.1	65% 1.4	
90% 3.5	84% 2.9	74% 2.0	64% 1.3	
	83% 2.8	73% 2.0	63% 1.2	
	82% 2.7	72% 1.9	62% 1.1	
	81% 2.6	71% 1.9	61% 1.0	
	80% 2.5	70% 1.8	60% 1.0	

Honors Option

If you are part of the [Honors Program \(http://honors.highline.edu/\)](http://honors.highline.edu/), there is an honors option for this course. Please talk with me early in the quarter if you're interested. Honors projects will not be approved once we are past the midway point for the quarter, and the project must be completed by the last day of instruction (the day before the start of finals for the college).

What Is Academic Integrity?

All work in this course must be your own.

Academic integrity is central to the mission of this institution. If you and your peers cheat your way through college, the degree at the end has no meaning. If you and others in the Highline College community assist others in cheating, or don't report students who are known to be cheating, it minimizes the value of the degree that you and other Highline College students worked so hard for. Anyone who engages in academic dishonesty will receive, at minimum, a grade of zero for that assignment. All incidents of academic dishonesty will be reported to Highline College's Associate Dean for Students/Student Judicial Affairs Officer.

Everyone is always welcome to stop by my office for a fuller explanation of anything pertaining to this course. This includes any clarifications needed regarding academic dishonesty.

Students are usually reluctant to report cheating incidents. However, I encourage you to tell me if you spot a cheater. I will not identify you unless you give me permission. Students can hide cheating from instructors, but not from other students.

When you submit an assignment, you are stating that while you may have talked with other students about the assignment, the writing is yours.

All write-to-learn assignments end with this statement:

"If you copy words directly from a source, even your textbook, remember to put 'quotation marks' around those words to acknowledge that you borrowed them from someone else. Cite your source. Without the quotation marks I can only assume that you were trying to pass the words off as your own. This is plagiarism, you will earn a zero on the assignment, and the offense will be reported to Highline College's Associate Dean for Students/Student Judicial Affairs Officer."

What Do I Need to Know about the Classroom?

Location. The class meets in building 21, room 206.

Parking. The closest parking is the south lot, right off 240th Street.

Multitasking in class. Research shows that when we do more than one thing at a time, we're not doing them simultaneously. Instead, we're shifting our attention from one thing to another and then back. In that shift, we lose focus, and it takes a little time to refocus on the new task. Multitasking is an inefficient use of time. I'm going to do my part to do all I can to provide interesting class sessions so you won't feel the need to shift focus onto something else, and I'm going to ask that you help with this by keeping your cell phone where you won't be tempted to check notifications. Thanks!

Laptops are welcome. Because the content on your screen can be a distraction to those around you, please sit on the outer edges of the classroom. Electrical outlets are on all of the walls.

Class cancellations. If just this class is cancelled, a note will be posted outside the classroom, and if I am able, I will post an announcement in Canvas as quickly as I can. Check schoolreports.org (<http://schoolreports.org>) for unexpected campus closures. If class is cancelled for any reason, assume that the due dates remain unchanged. Any changes to the course calendar will be announced through Canvas.

Missing class. On the outside chance that you are abducted by aliens from the Omega galaxy, and therefore unable to make it to class, I'm afraid that you are still responsible for turning in your assignments by the deadline.

Pro-tip #1: Watch the lecture recordings for the class you missed before revising your write-to-learn assignment.

Food. It's fine to eat and drink in the classroom. Nothing smelly or really crunchy, please. If you spill something, please clean it up.

Restrooms. There are restrooms on the bottom floor of both buildings 21 and 22. In building 21, there are loud air dryers. In building 22, there are paper towels.

What Is the Late Assignment Policy?

Assignments (except for the Plagiarism Assignment) are not accepted late.

Since everyone knows at the beginning of the quarter when assignments are due, there should be no late assignments.

Individual assignments are worth a small number of points relative to the number of points available in the course. Missing a couple assignments won't greatly affect the final grade in the course. Missing a bunch of assignments will. To the extent that everyone is able, work ahead.

Pro-tip #1: Even if you don't turn in your write-to-learn assignment by the initial deadline, you may still turn in the revision by the final deadline. You won't earn the write-to-learn assignment "effort" points, but you are still eligible for "correctness" points.

What Do I Need to Do to Succeed in This Course?

Read the textbook. The number one thing you and your peers can do to help yourselves succeed in this course is read the textbook, not just look up answers. Seriously. In my teaching philosophy, your textbook is your first source of information, and I'm here to help you with the hard parts. Everyone will get way more information from the textbook than from the few hours we will spend together.

Do the assignments. I know this sounds like a no-brainer, but a surprising number of students choose not to turn in assignments.

Turn the assignments in on time. As a rule, assignments are not accepted late. (The [plagiarism assignment \(https://canvas.highline.edu/courses/1552707/assignments/11143988\)](https://canvas.highline.edu/courses/1552707/assignments/11143988) is the one exception to this rule.)

Watch the recorded lectures. Each class lecture will be recorded. Missed a class? Came to class, but missed something when you took a restroom break? Or you just want to see something one more time? Click on "Panopto Recordings" in the left navigation menu to watch the lectures.

IMPORTANT: These recordings may be viewed by students in my online courses or by students in other face-to-face courses I am teaching this quarter or in future quarters.

Ask me. Visit me individually or as a group. We can talk about psychology, what classes to take next quarter, career options, or any Highline-specific or college-in-general issues. With email I aim for a 24-hour turn around in responding. If you don't hear from me in 48 hours, something has likely gone wrong. Send me another email to see if I've been abducted by aliens. If I am, I'll send you instructions on what to do next.

The Academic Success Centers. They provide support to all Highline students. Trained and certified peer tutors assist students in math, writing, and a variety of subject areas in a constructive, student-centered environment. Drop-in, group tutoring, one-on-one consultations, and workshops are free to all currently enrolled students. Building 25, 6th floor. ([tutoring.highline.edu \(http://tutoring.highline.edu\)](http://tutoring.highline.edu))

FAQ. Skim the questions to see if the answers to your top questions are here. (<https://canvas.highline.edu/courses/1552707/pages/frequently-asked-questions-faqs>) If not, please send me your question!

Frequently Asked Questions (FAQs)

1. How much time should I set aside to work on the write-to-learn assignments?

The general rule (and [the federal law minimum](https://ifap.ed.gov/dpcletters/attachments/GEN1106.pdf) (<https://ifap.ed.gov/dpcletters/attachments/GEN1106.pdf>)) is for every hour you spend in class, you need to spend two hours outside of class. In a face-to-face class, you're in class about 5 hours per week, so you should spend 10 hours outside of class working on this course.

That's also why three 5-credit classes is considered full-time. If you are taking three 5-credit classes, you'd be spending about 45 hours of week, both in and out of class, working on those courses.

About half of your out-of-class time will be spent reading the textbook and thinking about what you are reading (estimated at 5 pages per hour, that's about 5.5 hours per week). The other half of your out-of-class time will be spent responding to the write-to-learn assignment questions (estimated at about 30 minutes per question, that's about 5 hours per week) where each completed assignment, minus the text of the questions themselves, will average out to be approximately 3 single-spaced pages.



Course Workload Estimator

READING ASSIGNMENTS	WRITING ASSIGNMENTS	EXAMS	COURSE INFO
<p>Pages Per Week:</p> <input type="text" value="28"/>	<p>Pages Per Semester:</p> <input type="text" value="27"/>	<p>Exams Per Semester:</p> <input type="text" value="0"/>	<p>Class Weeks (With Exams):</p> <input type="text" value="11"/>
<p>Page Density:</p> <p>750 Words (Textbook) ▼</p>	<p>Page Density:</p> <p>500 Words (S-Spaced) ▼</p>	<p>Study Hours Per Exam:</p> <p>0 5 10 15 20 25 30 35 40 45 50</p>	<p>ESTIMATED WORKLOAD</p> <p>10.69 out of class hrs/wk</p> <p>Estimation Details</p> <p>Research & Design Elizabeth Barre Justin Esarey</p>
<p>Difficulty:</p> <p>Many New Concepts ▼</p>	<p>Genre:</p> <p>Argument ▼</p>	<p>OTHER ASSIGNMENTS</p> <p>Assignments Per Semester:</p> <input type="text" value="2"/>	
<p>Purpose:</p> <p>Engage ▼</p>	<p>Drafting:</p> <p>Minimal Drafting ▼</p>	<p>Hours Per Assignment:</p> <p>0 5 10 15 20 25 30 35 40 45 50</p>	
<p>Estimated Reading Rate:</p> <p>5 pages per hour</p> <p><input type="checkbox"/> manually adjust</p>	<p>Estimated Writing Rate:</p> <p>4 hours per page</p> <p><input checked="" type="checkbox"/> manually adjust</p> <p>Hours Per Written Page:</p> <input type="text" value="2"/>		

2. Should I include the questions with the answers?

That's up to you. I recommend including the questions with the answers because it will make it easier for you when you do the revision. By having the questions right there in the assignment, you won't have to look back and forth between the assignment in Canvas and your responses

3. How long should my answers be?

As a general rule, the longer your responses, the better. When students write short answers, they tend to assume that the instructor will know what they mean. Assume that I won't know what you mean. The write-to-learn assignments are your only opportunity to show what you know about psychology. Be clear about what you know.

4. How should I format my assignments?

I don't have any special font, font size, or margin requirements. Just set it up in such a way that it's easy to read.

If you're uploading a file instead of using the textbox, please use one of these file types: doc, docx, or rtf. Canvas' grading software can handle those fine.

Also, please use paragraphs. If a question has, say, three parts, then three paragraphs may be what's needed.

5. What file types do you accept?

You can upload a doc, docx, or rtf file. Or you can copy and paste into the textbox. Either way, once you submit the file, please check your assignment to make sure that you uploaded the right file or that you got everything into the textbox.

6. Can I write out my answers on paper, take a photo, and upload the photo?

No. It's too hard to read. Photos of handwriting will earn a zero.

7. What if I accidentally upload the wrong file?

If you catch your mistake before the assignment is due, just upload the correct file. I only look at the file uploaded just before the due date.

If you catch your mistake after the assignment is due, there is nothing else to do. It will be considered a late assignment.

8. I know I have to use quotation marks when I copy someone else's words, but how should I cite my sources?

If you are using material from our textbook, there is no need to cite the textbook. Since the questions are built around the textbook, I'm going to assume that that's where you are getting your information. If you use a different source, say a website, give me a link to the webpage where you got your information. No need to use a formal citation style, like APA or MLA. As long as I can get to the original source to read it myself, that's all I need.

9. I know you said you don't accept late work, but [insert special circumstance], so can I turn in the write-to-learn assignment late, just this one time?

I am very sorry to hear about [insert special circumstance], but, unfortunately, I still can't accept late work.

However...

- a. For your first draft, turn in what you have done by the deadline. While you probably won't get all 20 points on your "effort" score, you will get some points.
- b. If you don't have any of the first draft done, keep in mind that that part is worth 20 points of the 60 points for the write-to-learn assignment. You may still turn in your revision when it's due for the other 40 points.
- c. I drop your lowest write-to-learn assignment. If things are really screwy in your life right now, it's okay to decide that this will be the write-to-learn assignment you drop. Let this one go, and start working on the next one.

10. What if I run into a technical issue?

When in doubt, use a different browser. If you are using Chrome and have a technical issue, switch to Firefox. Using Firefox switch to Chrome.

If you're unable to download a file from Canvas, email your instructor as soon as you discover the issue.

11. Do I need a 2.0 to pass the class?

Nope. You need a 1.0, a 60%, to earn credit for the course. Highline (and government financial aid) want you to maintain an *overall* GPA of 2.0 for the quarter, though. [This page covers what happens if your GPA for the quarter is below 2.0 \(https://financialaid.highline.edu/keep-your-aid/satisfactory-academic-progress/\)](https://financialaid.highline.edu/keep-your-aid/satisfactory-academic-progress/). (Spoiler alert: The first time it happens, you just get a warning letter. Really.)

12. Is there a tutor for this course?

There is, and the tutors are free. Visit the [Tutoring Center page \(https://tutoring.highline.edu/\)](https://tutoring.highline.edu/) for more information. Or go directly to the [Tutoring Schedules page \(https://tutoring.highline.edu/schedules/\)](https://tutoring.highline.edu/schedules/).

13. It's near the end of the quarter. If I score perfectly on the remaining assignments, can I get at least a [pick a grade]?

Call up your Canvas grades and enter "what-if" grades for the remaining assignments. Enter what grade you think you'll get, and Canvas will calculate what your final grade would be. [Read more about how to use what-if grades. \(https://community.canvaslms.com/docs/DOC-10631-421255065\)](https://community.canvaslms.com/docs/DOC-10631-421255065)

Plagiarism Assignment

Points: 10. See the [plagiarism assignment](#)

(<https://canvas.highline.edu/courses/1552707/assignments/11143988>) in the [Week 1 module](#) (<https://canvas.highline.edu/courses/1552707/modules/3113777>) for the due date.

Due by *12:00pm* on the due date listed. This assignment will be accepted late for half credit.

Other assignments will receive a score of zero until this assignment is completed. If the assignment is not completed by the last official class date before finals week, zeroes will be permanently entered for the write-to-learn assignment scores

In-Class Discussions

Points: 5 each [Three lowest are dropped.]

How to turn it in: Come to class; answer the questions on the discussion sheet and turn it in after class.

Due at the end of the class period.

Check the board on Monday to find your group for the week. Discuss your answers to the write-to-learn assignment questions. Answer the questions on the back of the discussion sheet.

Your three lowest discussion scores will be dropped. This means that you can miss three class discussions, for whatever reason, without penalty.

Pro-tip #1: Canvas will always drop three of these scores. That means that at any given time, you will not see a grade for three class discussions.

Write-to-Learn Assignments

Points: 60 each [Lowest score is dropped.]

First Draft: By *12:00pm* on the due date. You can find all of these assignments in the weekly modules. Click on "Home" in the left navigation menu to see the modules.

Revision: By *12:00pm* one week after the first draft is due.

Do the reading, answer the questions, and submit your assignment in Canvas. Have your responses available to you in class.

On Monday, about 45 minutes of class time will be spent talking with one to three other students in the class about the questions due for that week. At the end of the discussion, tell me the content your group had the most difficult time with, and that's what we will discuss as a class for the remainder of that class time.

On Wednesday, the first part of class will again be spent in small group discussion talking about what was unclear from Monday's class and talking about what questions you are still unclear about.

By noon on the following Monday, based on your group discussions and lecture, revise your responses. To resubmit, go back into the take home test in Canvas. The "submit" button will now say "resubmit."

Pro-tip #1: When you submit your revision, Canvas will report the assignment as being late. That's because Canvas can't handle two due dates. We, however, both know it's not late. Just ignore it. To you, it will look like your assignment has been replaced, but I can see all versions submitted.

Scoring

Initial effort (20 points). This score is based on the effort you put into answering the questions by the first deadline. I don't expect you to get all of the questions right, but I do expect you to show that you tried.

Correctness (40 points). After the deadline for revisions has passed, I will choose two questions from each write-to-learn assignment to grade for accuracy and completeness. The questions I choose will be the same ones for everyone in the course.

Pro-tip #2: In your assignment, include both the questions and your responses. That will make it easier for you to revise.

Pro-tip #3: Canvas will always drop one of these scores. That means that at any given time, you will not see a grade for your lowest write-to-learn assignment.

Pro-tip #4: Save your files in some sort of cloud storage like Google Drive or Dropbox. If something happens to your computer, you can still access your files anywhere you have internet access, including your phone.

Pro-tip #5: Read the [“Write-to-Learn Assignment Tips”](#)

[\(https://canvas.highline.edu/courses/1552707/pages/write-to-learn-assignment-tips\)](https://canvas.highline.edu/courses/1552707/pages/write-to-learn-assignment-tips) page. Following these will help you write high quality responses.

Write-to-Learn Assignment Road Map

1. Do the assigned reading from the textbook.
2. Submit the first draft of your write-to-learn assignment responses in Canvas by the initial 12pm Monday deadline.
3. Come to class. Discuss the questions in small groups. Tell me what your group would like me to cover. Participate in lecture.
4. With what you've learned in the group discussions and lecture, revise your write-to-learn assignment responses. Submit your final version in Canvas by 12pm the following Monday.
5. I will grade your initial draft for effort. Two responses will be selected to be scored. When you get your graded assignment back, look at the rubric to see how your assignment was graded. (Not sure where to find the rubric? This [Canvas Guide](https://guides.instructure.com/s/2204/m/4212/l/724430-how-do-i-view-my-grades-in-a-current-course) (https://guides.instructure.com/s/2204/m/4212/l/724430-how-do-i-view-my-grades-in-a-current-course) will tell you everything you need to know about how grades work in Canvas.

Write-to-Learn Assignment Tips

Use the first draft of your write-to-learn assignment to help you figure out what you know and what you don't know. Then use the group discussions and the lecture recordings to help you learn, just as you would if you were studying for an in-class test. Consider visiting the [psychology tutor \(https://tutoring.highline.edu/schedules/\)](https://tutoring.highline.edu/schedules/) for help, just as you would for an in-class test. Email me with any questions that you have remaining. Use what you learned during the week to revise your write-to-learn assignment.

Read the write-to-learn assignment questions, and then read the chapter. If you try to just look up answers without reading the chapter, you will miss stuff, and it will show in your responses. Or you will spend much more time flipping through pages than if you had just read it in the first place.

Pro-tip #1: Leave plenty of time to answer the questions, and don't try to answer them all in one sitting.

Pro-tip #2: Use Chrome or Firefox when using Canvas. Strange things can happen in other web browsers.

Pro-tip #3: Canvas says assignments are due at 12:01pm. It's a lie. They are due at noon. And, yes, that is noon, not midnight.

Pro-tip #4: If you use the textbox for entering your answers, type up your answers to the questions in a word processing program like Word or Google Drive. Save them. Then copy and paste your responses into Canvas. Why? After a period of time Canvas will time out, but you won't know it. If you take too long to type your answers in Canvas, when you click "Submit" you will get a brief warning telling you that Canvas has timed out, then the page will reload, and then the login screen will appear.

When you log back in, everything you had typed in Canvas maybe gone. And then you will emit a blood-curdling scream. Unless you have everything typed up and saved elsewhere. In which case there will be no scream. You will just calmly copy and paste your assignment back into Canvas.

Your goal is to show me that you understand psychology. Please don't assume I can read your mind. Here are some general strategies to convey what you know. For each question,

1. **Don't type your name on your assignments.** Canvas knows the assignment is yours since you uploaded it through your Canvas login. I grade the write-to-learn assignments anonymously, but if you type your name on your assignment, you're no longer anonymous.

2. **Use the information from your textbook.** Use evidence from the textbook in your answers.
3. **Identify the psychology terminology you need to answer the question, and define each of those terms in your own words.** Even if you miss the question, I can usually give you partial credit for your own definitions. Having these definitions in front of you will help you apply the terms to the question without confusing yourself.
4. **Your audience is a friend who knows nothing about psychology.** Don't ever assume that your friend will know what you mean. And don't assume that I'll know what you mean either. The write-to-learn assignments are your only opportunity to show what you know about psychology. Be as clear and comprehensive as you can be. Think paragraphs, not sentences.
5. **Use examples.** Examples show that you can apply what you've learned in a completely new environment. If you can do that, then it looks like you really do know it. Most questions ask for to apply the terms to an example. Adding your own example makes your response even stronger.
6. **If you're not sure how to answer a question, write what you do know.** If the question asks you to apply a term to a situation, and you're not sure how the term applies, at minimum, explain what you understand about the term. Then take your best guess as to how the term applies or explain why you are not sure.
7. **Read over your response.** Have you answered all parts of the question? Finally, ask yourself, "Does this reflect everything I know about this concept? Would someone who knows nothing about this concept understand and learn from what I've written?"
8. **Double-check your uploaded file.** If you upload a file as part of an assignment, after uploading, double-check to make sure Canvas received your file and that it's the right file.
9. **Review graded write-to-learn assignments.** After you see that a write-to-learn assignment has been graded, go into our Canvas course, on the very first screen, click on the graded assignment. On the right you will see the "Submission" box. Read the comments. And then, in that same box, click "View Rubric Evaluation" to see the rubric that was used for scoring. If you're not sure what the rubric means or how it applies to your write-to-learn assignment, [please contact me \(https://canvas.highline.edu/courses/1552707/pages/how-do-we-contact-our-professor\)](https://canvas.highline.edu/courses/1552707/pages/how-do-we-contact-our-professor).

Final Course Review

Points: 30. See the [Final Course Review assignment](https://canvas.highline.edu/courses/1552707/assignments/11143986) (<https://canvas.highline.edu/courses/1552707/assignments/11143986>) in [the last module](https://canvas.highline.edu/courses/1552707/modules/3113787) (<https://canvas.highline.edu/courses/1552707/modules/3113787>).

Due by *12:00pm* on the due date listed

Scoring: If you are there for the discussion, you will earn 5 extra credit points. If you are absent for the discussion, 15 points will be deducted from your grade.

Looking back over the course, identify the 10 most important things you learned in this course. Rank order them so the most important is number 1, the second most important is number 2, and so on. For each of those important things, explain what the concept is, and explain why it was important to learn.

Have these available to you in class. Everyone will have an opportunity to share their lists.

This assignment may not be revised.

Highline College Resources for Students

Academic Advising

Highline College instructors are a wonderful resource for students at any stage of the academic process. Many instructors have career experience, are knowledgeable about campus resources, and can assist students in reaching their educational goals through degree planning. If you have an advising question, feel free to approach your instructor. If your instructor cannot answer your question, she/he will help you find someone who can.

Access Services

If you have a health condition or disability that may require accommodations in order to fully participate in this class, please contact the instructor after class or contact Access Services. Information about disability will be regarded as confidential.

- Location: Building 99-180
- Voice: (206) 592-3857
- TTY: (206) 870-4853
- VP: (253) 237-1106, (866) 327-6856
- [Email Access Services](mailto:access@highline.edu) at access@highline.edu
- [Access Services web site](https://access.highline.edu) (full URL: <https://access.highline.edu>)

Academic Success Centers

Tutoring Center

The Tutoring Center provides academic support to all Highline students. Trained and certified peer tutors assist students in numerous academic disciplines through a variety of tutoring techniques by addressing their individual needs in a constructive, student-centered environment. Drop-in, group tutoring, one-on-one consultations, and workshops are free to all currently enrolled students.

- Location: Building 25, 6th Floor
- Voice: (206) 592-3444
- [Email the Tutoring Center](mailto:tutoring@highline.edu) at tutoring@highline.edu
- [Tutoring Center web site](https://tutoring.highline.edu) (full URL: <https://tutoring.highline.edu>)

Math Resource Center

The Math Resource Center is a place for you to gain a better understanding of the mathematical ideas in your classes. You can check out video lectures (also available at our Math department web site), study math with other students, and get help from peer tutors and math instructors.

- Location: Building 25, 6th Floor
- Voice: (206) 592-3444
- [Math Resource Center web site](https://mrc.highline.edu) (full URL: <https://mrc.highline.edu>)

Writing Center

Peer Writing Consultants, successful students who receive training and certification, are available to help you understand assignments, brainstorm for ideas, and learn to develop, focus, organize, and edit your writing. Stop by or call to make an appointment. Consider making weekly visits to boost success in your writing.

- Location: Building 25, 6th Floor
- Voice: (206) 592-4364
- [Email the Writing Center](mailto:writingcenter@highline.edu) at writingcenter@highline.edu
- [Writing Center web site](https://writingcenter.highline.edu) (full URL: <https://writingcenter.highline.edu>)

Library

Highline College library is open 7 days a week. Explore the library online resources or stop by for research assistance with a librarian, find research materials and get course reserve items.

- Reference Desk Location: Building 25, 2nd Floor East
- Voice: (206) 592-3232
- [Email the reference librarians](mailto:refhelp@highline.edu) at refhelp@highline.edu
- [Library web site](https://library.highline.edu) (full URL: <https://library.highline.edu>)

Technical Support

For problems or questions about Canvas, click "Help" in the bottom left corner of your Canvas screen. For technical support on all other topics, such as your MyHighline email and password, contact the IT Help Desk.

- Location: Building 30, Academic Technology Center
- Voice: (206) 592-4357
- [Email the Help Desk](mailto:helpdesk@highline.edu) at helpdesk@highline.edu
- [Submit a request for assistance](https://hd.highline.edu) (full URL: <https://hd.highline.edu>)
- [Support/how-to information](https://its.highline.edu/tools.students.php) (full URL: <https://its.highline.edu/tools.students.php>)

Counseling Center

Are you feeling stressed about college? Tests? Your future? A relationship? A loss? Adjusting to a new culture? An addiction, yours or someone else's? Visit Highline's Counseling Center (counseling@highline.edu) in Building 6, upstairs on the north side of the building.

Email: counseling@highline.edu

Phone: (206) 592-3353

If the Counseling Center is closed and you need to talk with someone now, call the **King County Crisis Clinic** at (206) 461-3222.

If you'd rather text with someone, contact the **Crisis Text Line** by texting START to 741-741.

Highline College Procedures and Policies

Cultural Diversity Policy

Highline College actively promotes and supports a learning and work environment which ensures social justice, mutual respect, understanding, civility, and non-violence. Highline College is committed to the elimination of discrimination based on biological sex, gender identity and expression, sexual orientation, race, ethnic background, national origin, class, economic status, age, military and veteran status, disability, language, culture, and religious beliefs.

Student Responsibilities for Classroom Behavior

Student rights and responsibilities are outlined in the [Student Conduct Code WAC 1321-125](#) (full URL: <http://bit.ly/HighlineSCC>). The code prohibits disorderly or bothersome conduct which interferes with the rights of others or which obstructs or disrupts teaching. Further, the instructor is responsible for classroom conduct and is authorized to take such steps as are necessary when a student's behavior interrupts normal classroom procedures.

Academic Honesty Policy

Students are expected to maintain a high standard of honesty in their academic work. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication, collusion, or academic misconduct. Acts of cheating may include submitting work for credit that is not the student's own, copying examination answers from fellow students or other sources or assisting other students in acts of these kinds. Plagiarism, the presentation of another's writing or ideas as one's own, can take a number of forms - failing to cite sources, copying source texts or online sources without quotation, or inadequately paraphrasing or synthesizing source materials. Your instructor's syllabus includes information about how they will handle instances of academic dishonesty. This may include making a report to the Office of Student Conduct after speaking with you about the situation. Students who have more than one report of alleged academic dishonesty during their time at Highline College may be required to meet with a Conduct Officer for a student conduct hearing and have sanctions imposed. It is both your right and responsibility to be familiar with the document entitled the [Student Conduct Code WAC 1321-125](#) (full URL: <http://bit.ly/HighlineSCC>).

Student Complaint Procedure (Instructional Grievance Process)

In the case of a complaint about an instructor or class, students are encouraged to speak with their instructor first, and if the matter is not resolved, students should then contact the department coordinator or division chair. For more detail on the student complaint procedure see the [Instructional Grievance Process](#) (full URL: <http://bit.ly/HighlineIGP>).

Religious Conscience Absences

Under RCW 28B.10.039, college students are permitted two days of excused absences per year for reasons of faith or conscience. While students are responsible for completion of coursework and their learning, students may not be penalized for absences authorized under this policy. Each absence taken under this policy must be taken as a whole class period, i.e. the time may not be divided into minutes and taken piecemeal.

Incompletes

An “incomplete” is a grade on your transcript that is converted to a decimal grade when you finish all of your work for the course. It is intended for students who are successfully passing the course until the very end, when they encounter a major emergency, such as a car accident or hospital stay. Students requesting an incomplete must have satisfactorily finished at least 80 percent of the course work and have an approved and documented reason for not completing the course. Incompletes must be completed in a specific time frame (no more than one year); if the work is not completed within that time, the incomplete converts to the grade the student earns without having done that work.

Withdrawal from a course

Students who have not officially withdrawn from the class by the final withdraw deadline will receive a grade based on the work they have completed to that date, even if they have stopped attending class. Be aware that if you stop coming to class and do not officially withdraw, you are likely to earn a 0.0 in the class, which will remain permanently on your transcript.

Emergency Procedures

An evacuation plan is posted in each classroom. Please take a few moments to review the material and be familiar with campus emergency plans. See the detailed [Highline College Emergency Procedures](https://adminservices.highline.edu/public-safety) (Full URL: <https://adminservices.highline.edu/public-safety>).

Note

This is a list of college policies that are most relevant for your experience in this class. For a full list of procedures, see the college catalog:

- [Instructional Policies](http://bit.ly/HighlineIP) (full URL: <http://bit.ly/HighlineIP>)
- [College Policies](http://bit.ly/HighlineCP) (full URL: <http://bit.ly/HighlineCP>)
- [Student Rights and Responsibilities](http://bit.ly/HighlineSCC) (full URL: <http://bit.ly/HighlineSCC>).