

PSYC 166 General Psychology Online Syllabus for Summer 2012

Dr. Fred Shaffer

Please read this syllabus and then contact me using e-mail at fredricshaffer@gmail.com allowing 24 hours for a reply. Visit my website at <http://fshaffer.sites.truman.edu>. You can reach the Help Desk at 660-785-4544. Blackboard will our class hub.

Text: Kalat's *Introduction to Psychology* (2011) 9th edition, ISBN 9780495810766, published by Cengage. You can't get by with an earlier edition.

The class calendar lists the chapters we will cover each week. Put a copy on your refrigerator or computer monitor.

Class runs from **June 4 to July 27, 2012.**

WHERE RESOURCES ARE LOCATED ON BLACKBOARD

Exams, Final, Practice Exams, Class Evaluation	Assignments
Syllabus, PowerPoints, Podcasts, Videos	Course Documents
Kalat website, Internet Videos	External Links

REALLY IMPORTANT ADVICE

1. This online class is designed for students who can work independently and follow deadlines.
2. Purchase Kalat by mid-May. *Online book vendors can take 3-4 weeks to deliver texts.*
3. Study as thoroughly for each exam as you would for a brick-and mortar class. Students who attempt to look up the answers during an exam will quickly run out of time. Many answers can't be looked up because they require that you apply concepts that you have already learned.
4. Don't let exams "time out." The clock starts when you open an exam. It doesn't pause when you save your answers and close your browser. You will have 45 minutes per exam, and 120 minutes for the final.
5. Frequently save your answers during an exam in case of equipment failure.
6. Read the chapters and complete the exams days or weeks ahead of schedule. This covers you in case of schedule conflicts and power outages.
7. Arrange for a back-up computer at a different location in case your system or internet service goes down.
8. Regularly check your Truman e-mail account and **Ask Dr. Shaffer** (Blackboard opening page) since they are how I will communicate with you each week.
9. If you have a crisis, immediately email me a message at fredricshaffer@gmail.com.

CHECKLIST

- Kalat textbook
- Schedule posted where you will see it every day
- Firefox or Safari browsers are on your computer
- Take browser test to confirm that your browser is compatible with Blackboard
- Stable computer with internet connection at your home
- Back-up computer with internet connection at different physical location

DON'T BE AN ONLINE CASUALTY

"I got distracted by an important phone call while taking a 45-minute test and took 3 hours to submit my answers." Consequence: 0 on the test. Advice: turn off your cell and submit your answers before you do anything else.

"I visited my grandparents, I thought they would have internet access, but they didn't even have dial-up." Consequence: 0 on the test." Advice: finish your test *before* you leave for vacation.

"I waited until the last minute to take my exam, my computer crashed, and I didn't have the required back-up." Consequence: 0 on the test. Advice: ensure that you have a back-up computer and take your test at least a day before the deadline.

"For some reason I assumed that Friday's exam and final would be due on Saturday and I didn't check my e-mail to see the reminders you sent throughout the week." Consequence: 0 on the last exam and final, and F in the course. Advice: post our calendar on your monitor, check it every week, and regularly read your e-mail.

In traditional classes, professors maintain a level playing field by requiring students to take exams by the same deadline and for the same amount of time. Online classes also enforce deadlines and time limits through harsh penalties to protect the academic integrity of our coursework.

CLASS DESIGN

Teaching philosophy: I respect you and expect you to succeed. This class emphasizes critical thinking, subject mastery, and communication.

COURSE OUTCOMES AND HOW WE WILL ACHIEVE THEM

Students who successfully complete this course will understand the philosophy of science and the application of the scientific method in psychology, and research ethics. They will also be able to explain key findings, theories, and research strategies in biological psychology, sensation and perception, human development, learning, memory, cognition and language, intelligence, consciousness, motivated behaviors, emotional behaviors, stress, and health, social psychology, personality, abnormal psychology, and specific disorders and treatments. We will achieve these outcomes through lecture, reading primary literature, and frequent assessment.

COMMUNICATION

I want you to e-mail me throughout the semester briefly describing your progress and telling me how I can better assist you. Always include your class name in the subject line. I will send out a weekly class newsletter.

Summer 2012 Calendar for PSYC 166

All assignments are due on Friday at noon (CDT)

Week 1

June 8 Exam 1 over chapters 1 and 2

Week 2

June 15 Exam 2 over chapters 3 and 4

Week 3

June 22 Exam 3 over chapters 5 and 6

Week 4

June 29 Exam 4 over chapters 7 and 8

Week 5

July 6 Exam 5 over chapters 9 and 10

Week 6

July 13 Exam 6 over chapters 11 and 12

Week 7

July 20 Exam 7 over chapters 13 and 14

Week 8

July 27 Exam 8 over chapters 15 and 16, Final, and class evaluation

COMPLIANCE

Our class follows University policies concerning [Academic Integrity](#), [Disabilities](#), and [Sexual Harassment](#). If you have a disability and request accommodation, please contact me and the Disability Services office (x4478) as soon as possible. Our exam periods allow time-and-one-half.

ACADEMIC INTEGRITY

Students must take exams alone and may not communicate about exam questions/answers until the exam deadline has expired. Dishonesty on any academic work will result in a semester grade of F.

REQUIREMENTS

I've designed this online course to provide you with considerable flexibility, while maintaining Truman's high academic standards. You may take all the exams weeks before their due dates if you want to finish this course early. You may also take our final off campus.

To participate in our online course, you will need a java-enabled browser (FireFox or Safari), internet connection, and the Kalat text. If you prefer to use Internet Explorer 8 or 9, go to the Tools drop-down menu at the top of the page, select Compatibility View Settings, and check Display all websites in Compatibility View.

You will need access to a back-up computer at a different physical location in case your computer or internet provider experience problems.

Summary of requirements

1. Kalat 9th edition
2. Reliable computer with internet access and back-up computer
3. Completion of assignments by noon (CDT) on their Friday due dates within the allowed time

AWESOME RESOURCES

I encourage you to use the resources available on Kalat's website, including practice quizzes and flashcards. The link is available in Blackboard under **External Links** on the left-hand menu. Lecture podcasts, Power Point slide sets, and videos are available in Blackboard's **Documents** section. I've placed extensive practice tests that will provide item-specific feedback on Blackboard under **Assignments**.

Do exams count toward my grade?

No, they are designed to help you assess your learning.

Will I be tested over the enrichment material in Articles, Videos, and External Links?

No, I've provided them for your enjoyment and intellectual stimulation, and I will add new content throughout our 8-week summer session.

GRADES

Grade components

There are 400 points in this course from 7 weekly exams (40 points), and a comprehensive final (120 points). I will automatically drop your lowest weekly exam score.

All exams will consist of objective questions (multiple-choice, multiple-answer, and matching). Choose the *best* answer for each question.

Grading scale: A = 90% (360), B = 80% (320), C = 70% (280), and D = 60% (240).

Is there extra credit?

To maintain academic rigor, this course does not allow extra credit.

What if I miss a weekly exam?

If you miss one weekly exam for any reason, it will be automatically dropped. A second missed exam will receive a 0. Since our deadlines must be credible, I cannot reopen expired exams. If you experience a crisis (family emergency, illness, or incarceration) that will cause you to miss two or more exams, e-mail (fredricshaffer@gmail.com) me immediately to discuss your options.

What if I miss the final exam?

I will administer a make-up final exam if you have an emergency, communicate with me before the exam, and e-mail/fax me official documentation. You will lose 20 points per day for an unexcused missed final.

Computer testing

You will take your exams by computer with using Blackboard. All exams are timed. You will have 45 minutes for each weekly exam until you submit your answers.

Since students can attempt exams weeks before their due dates, you will only receive an overall score when you submit your answers.

Try to log on to this course long before your first exam is due so that the Help Desk may assist you if you experience difficulty (660-785-4544).

How can I avoid going overtime?

The clock starts when you open an assignment and stops when you submit answers. It does not pause if you save your answers and log off.

Time yourself with a watch and don't cut it close. Frequently save your answers during an exam. Don't forget to submit your answers before you close out. When you submit your answers, you will see your overall score.

How will you penalize assignments that go overtime?

As with a "brick-and-mortar" class, I have to enforce time limits. I will penalize assignments that go overtime by subtracting 1 point per minute.

Grade posting

Check your current grades on **My Grades** on Blackboard.

Grade verification

The last time to correct grade book entries before the final is July 27.

Advice from last summer's students

Actually read the PowerPoints and listen to the podcasts. Do not take the fact that the tests are open book for granted. Try to work ahead so that you can take time off. Make sure that you understand the material and know how to apply the concepts in order to do well on the exams.

Online General Psychology can be quite a challenge. It is very interesting and much knowledge can be gained from it, but you really must apply yourself to the coursework. The PowerPoints and the Kalat website are very helpful, I highly recommend using those resources in preparation for the tests. Also, the information learned throughout this course is often applied to people in everyday life, which makes it very useful. Don't take this class just to get the credit- take it to gain a better understanding of the psychology of other people. You'll be fascinated with what you learn by the end of the course.

Take notes with the power points. Don't just think doing PowerPoints and reading them through once you'll have a grasp on the information. If taking multiple classes, try and get a head in this class to reduce the stress of taking multiple classes. Try to get ahead early and don't wait till last minute to take the tests.

Read the book and take notes over that and the PowerPoints and you will have no problem at all on the tests. Take the practice exams because they really, really help on the actual exams. Don't skip out on reading. The textbook is very helpful. Pace yourself. Do not overestimate your need to study for the tests.

Read, this is not a blow off summer class. Take tests early and take advantage of the Hy-Vee beer suggestions

Utilize the practice tests, they are really helpful. Make sure you actually read the chapters and not wing the tests. Tests are spaced out nicely, but if you have time to finish the class early, it can be easily done. Work ahead if you can.

BLACKBOARD

Go to **blackboard.truman.edu** and enter your Truman Username and Password.

In the **Documents** section, you will find podcast lectures, articles, Power Point slide sets, and videos for each chapter. In **External Links**, I've selected additional videos for your enrichment.

How to take exams

Assignments contains our chapter exams and final that will count toward your grade as well as practice tests that do not. Click on an assignment to take it.

You may use your text and any other resource when taking a weekly exam or final. However, this may dramatically slow you down and cost you overtime points. Study as thoroughly as if you were preparing a closed-book exam.

ABOUT YOUR INSTRUCTOR

I am a professor of Psychology and have taught at Truman since 1975. I earned a BA in Psychology and Political Science with a minor in Philosophy/Religion from Claremont Men's College (1971).

I completed a MS in Clinical Psychology (1973) and a PhD in Social-Personality Psychology from Oklahoma State University (1975). In 2008, I received the Walker and Doris Allen Fellowship for Faculty Excellence at Truman State University along with two other colleagues.

My interest area is Applied Psychophysiology and I am certified in the specialty area of biofeedback by the [Biofeedback Certification International Alliance \(BCIA\)](#).

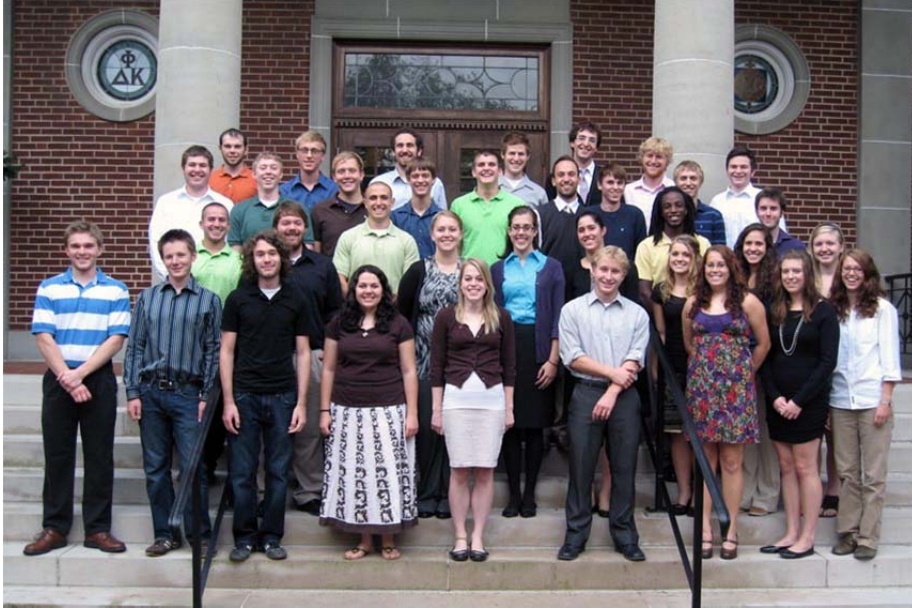
Biofeedback is displaying your psychophysiological performance back to you. A mirror and bathroom scale are biofeedback devices, as are electroencephalographs and heart rate watches.



I trained Hong Kong psychologists to use the clinical procedure of biofeedback in 2006 and 2008 along with Erik Peper, PhD, the President of the Biofeedback Foundation of Europe.



I supervise an award-winning research team, which is managed by Jordan Fuller.



I serve as Chair of the Biofeedback Certification International Alliance (BCIA), as an associate editor for the journal *Applied Psychophysiology and Biofeedback*, contributing editor for the newsmagazine *Biofeedback: A Clinical Journal*, and board member of the Association for Applied Psychophysiology and Biofeedback (AAPB) Foundation, which awards financial support to student researchers.

