

****Disclaimer****

This syllabus is to be used as a guideline only. The information provided is a summary of topics to be covered in the class. Information contained in this document such as assignments, grading scales, due dates, office hours, required books and materials may be from a previous semester and are subject to change. Please refer to your instructor for the most recent version of the syllabus.



PSY 101: Introduction to Psychology

I. Course Information

Course Description: This course covers the major areas of theory and research in psychology. The course satisfies 3 credits hours of general studies SB.

Credits: 3

Prerequisites: None

Faculty: Stephanie Firestone, M.S. Psychology, PhD(c) Psychology

E-mail: sfirest1@asu.edu

Office Hours: Virtual office hours by appointment

Course Assistants	E-mail:
TBD	TBD
TBD	TBD
TBD	TBD

Note: You are expected to read the syllabus in its entirety and be familiar with all the content presented. You should download and print a copy of the syllabus in order to access it when offline.

Learning Objectives

At the completion of this course, students will be able to:

- Describe the historical roots of psychology.
- Describe the research methods used by psychologists.
- Describe the relationship between body and behavior and the mechanisms of sensation and perception and states of consciousness.
- Define the terms and describe the concepts and processes of learning and conditioning, thinking and memory, and motivation and emotion.
- Describe the basic theories of human development and personality.
- Define the terms and describe the issues in the area of intelligence and intelligence testing.
- Describe stress and its effects on behavior.
- Describe health psychology and factors to control stress.
- Identify the major categories of abnormal behavior.
- Describe the major therapeutic approaches used for the treatment of abnormal behavior.
- Describe the factors that influence group behavior and interpersonal relationships.
- Describe how psychology is applied in real world situations.

Textbook

This course is using a FREE open educational resource (OER) as the course textbook, which is provided by the publisher Lumen Learning. This is a robust textbook that covers a breadth of topics relevant to introductory psychology. You will not be required to read this entire textbook throughout the session. Instead, you will be required to read certain sections for each course Module. The required readings will be listed within each course Module. The textbook is also broken up into 'Modules.' Please disregard how the textbook Modules are numbered - it does not correspond to the Modules in this course.

The textbook can be accessed by clicking the following link:

<https://courses.lumenlearning.com/wmopen-psychology/>. It is also recommended that you download a PDF version of the textbook so that you can access while offline. Click this link to download a PDF copy: <https://oerfiles.s3-us-west-2.amazonaws.com/Psychology/Introduction+to+Psychology.pdf>

Note: The interactive e-text and PDF text cover exactly the same content. It is entirely up to you whether you access the e-text from the website or from the PDF.

How to Cite the Textbook & APA Style

You will be required to cite the textbook in proper APA 7th Edition style on several assignments in this course. Please review the information in Module 1 regarding how to correctly cite your textbook.

Course Access

Your ASU courses can be accessed from both my.asu.edu and canvas.asu.edu; bookmark both in the event that one site is down.

Computer Requirements

This is a fully online course; therefore, it requires a computer with internet access and the following technologies:

- Web browsers ([Chrome](#), [Mozilla Firefox](#), or [Safari](#))
- [Adobe Acrobat Reader](#) (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.

Note: A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in ASU Online courses. While you will be able to access course content with mobile devices, you must use a computer for all assignments, exams, and any other coursework required for this course.

Help

For technical support, use the Help icon in the black global navigation menu in your Canvas course or call the ASU Help Desk at 1+(855) 278-5080. Representatives are available to assist you 24 hours a day, 7 days a week.

Technical Support

It is your responsibility to navigate Canvas and to address any technical problems encountered over the duration of the course. The instructor is not responsible for any issues concerning loss of internet connectivity, faulty hardware, computer crashes, etc. In the event of any technical problems, it is your responsibility to contact the ASU Help Desk by calling 1-855-ASU-5080 (available 24/7) or by accessing the “Service” tab on MyASU (<http://my.asu.edu>). Only after all other avenues have been exhausted should you contact the instructor concerning technical issues.

If you have any questions about how to successfully navigate Canvas, it is strongly suggested you review the [Canvas Student Guide](#). This is a comprehensive resource that will familiarize you to Canvas procedures.

Course Structure

This course is divided into seven Modules, which are time-released (i.e., you cannot complete this course all at once - you must follow the course calendar). Most Modules for the course span the length of a week and begin on Monday and end on Sunday. Before you begin a Module, you should always first review the Module Overview page for each specific Module.

The course is time-released. You will not have access to the entire course all at once. You will have access to the entire course content (readings, videos, etc.), however, exams, and Discussions are only available the week they are assigned. You will not be able to post in the Discussions prior to the week they are assigned. Exams will open at the beginning of their assigned week and will close at the end of the week. You will not be able to take them in advance or after the indicated due date unless there are extenuating circumstances.

Due Dates, Deadlines, and Course Time Zone

All due dates and deadlines in this course are in conjunction with Arizona MST (Mountain Standard Time). Please be aware that Arizona does not observe Daylight Saving Time. If you reside outside of Arizona or outside of the United States while taking this course, you are responsible for taking into consideration the time-zone differences and making any time-difference calculations and adjustments that are necessary to complete your assignments on-time (according to Arizona MST) and to take exams on- schedule. This includes time-zone changes that occur seasonally due to Daylight Saving Time. Please use the Time in AZ Canvas feature, which is to the left of your screen.

II. Course Policies and Expectations

Communication Policy

You may contact your instructor and course CAs via ASU e-mail or your Canvas inbox. ASU e-mail and Canvas inbox are official means of communication among students, faculty, and staff. You are expected to read and act upon course communications in a timely fashion. You bear the responsibility of missed messages and should check your ASU e-mail and Canvas inbox daily. You are expected to adhere to the following guidelines when corresponding with the instructor or CAs via e-mail:

- Use an official ASU e-mail address or your Canvas Inbox for all correspondence with the instructor and CAs.
- In the subject line of every e-mail sent to the instructor or CA, include the course prefix, your full name, and issue you are emailing about.
 - For example, **PSY 101_Jane Doe_Identified Issue**. Messages without this information in the subject line may not be retrieved.
- Questions regarding Discussion grades should be addressed to your CA. All other course questions should go directly to your instructor.
- Communicate respectfully and professionally at all times. Messages that are written in a demanding, abrupt, or otherwise disrespectful tone may not receive a response.
- If all of the above guidelines are followed, a response can be expected within 1-2 business days. Do not expect a response from an e-mail on the weekend. If a response is not received in this timeframe, it is likely the message was not received.
- Messages regarding assignments that are sent within 1-2 days of a deadline may not be answered in time. Plan ahead to avoid last-minute problems.

Steps to Follow Prior to Sending an E-mail

1. Check the syllabus; you will likely find an answer here.
2. If you still have a question, post it in the [Community Forum](#). The Community Forum is a space where you can post your questions or concerns and other students, your instructor, or your CA can respond. Review it prior to contacting us, as one of your peers may have already asked your question. Or you may have a great question that we will end up answering many times if it is not posted on in the Community Forum.
3. If you have not found your answer through the above means, please e-mail your instructor or CA.

Course Announcements

There will be a new course announcement every Monday, and you should plan to check course announcements at least twice a week. Announcements are equivalent to the information in the syllabus and are considered course policy. The information contained in announcements can show up on an exam at any time and you will be held responsible for their content. Announcements may include addendums to the syllabus or instructions about the week's work. Anything your instructor needs to communicate to you regarding the course will be posted there. If you have any trouble accessing announcements refer to the [Announcement Section](#) on the Canvas Student Guide.

Community Forum

You should also check the [Community Forum](#) twice a week as well, as this is where many course issues are discussed and resolved. One of your peers may have run across something of great interest and/or value to you that will be worth taking note of for yourself. Your instructor and course CAs monitor these daily, so please make your questions or comments suitable and respectful. This is not a blog or chat room rather it's for constructive dialogue about the course.

- Please title your questions or comments clearly so they can be of service to your fellow classmates.
- Issues that deal with personal matters should be e-mailed directly to your instructor, and not posted in the Community Forum.
- Subscribe to the Community Forum; there is a "Subscribe" button at the bottom of the forum once you enter.
- **Do not use this space as a place to vent.** This behavior may be considered disrespectful.

Late Work, Extensions, and Resubmissions

- **There are no extensions on any assignments unless you experience a life altering circumstance accompanied by official written documentation by a doctor or other professional.** You must communicate with your instructor and CA via e-mail within 24 hours after the incident. Please include in your e-mail subject line "Emergency."

- Examples of valid reasons for an extension: an overnight hospital stay, the birth of a child, or the death of an immediate family member. You will need to provide documentation for any of these circumstances.
- No late Discussions or peer responses without the appropriate documentation, as mentioned above.
- You can take one exam late without documentation during the last Module of the course. With appropriate documentation that meets the requirements mentioned above, you can make-up an exam at an earlier time (see Make-Up Exam with Documentation and Make-Up Exam without Documentation policies).
- You can submit one late Psychology Applied (PA) Assignment. There is a 20% per day penalty for up to two days (i.e., you only have 48-hours to submit it – after that you cannot earn any credit unless you have documentation).
 - **If you submit a PA past the due date (but within 48 hours of the due date), you must contact your instructor and CA in order for it to be graded.**
- If you experience an uploading error (i.e., you uploaded a document from another class or a blank document), it is a 20% deduction per day penalty (for up to two days) for any resubmission after the due date. Always double-check you uploaded the correct document as soon as you submit your assignment. If you realize you have uploaded the wrong document immediately (and before the due date), e-mail your instructor right away.
- Keep in mind that you have access to assignments for several days prior to the due date in order for you to plan accordingly. If you do not have a valid excuse, no late work will be accepted (except what is outlined above), and you will receive a zero for any missed coursework. If you have any concerns about the aforementioned policy, please contact your instructor at the start of the session.

Successfully Submitting Coursework

Please carefully review how to submit coursework on Canvas, which is detailed extensively in the [Canvas Student Guide](#).

Always take a screenshot of your completed submission with the date included. A screenshot will document that your coursework was submitted correctly and that you double-checked it. It is strongly advised you take a screenshot of the submission confirmation and save the screenshot for ALL assignments. For information on how to take and save a screenshot please see <http://take-a-screenshot.org/>. Make sure to allow yourself time to take these screenshots prior to each deadline. This is your confirmation and will serve as documentation that you submitted successfully. Not having this proof means you would receive a zero for the assignment if it was not submitted correctly. Please be aware that using someone else's screen shot as verification that you submitted work, other false verifications of work, or manipulating technology in some way to unfairly benefit you, is considered academic dishonesty.

All assignments, unless otherwise announced, must be submitted to the designated area of Canvas. Do not submit an assignment via email.

Retaking the Course

If you have taken this course before, with this instructor or any other, you must contact your instructor immediately. Reusing or slightly changing your coursework and then resubmitting it can be considered academic dishonesty.

III. Grades

General Grading Guidelines

Your grade in this course is a reflection of your efforts—your participation, your work, your performance, and your ideas. You must follow the instructions, do the assignments as instructed, answer the outlined questions, and complete them by the deadlines to earn points. Refer to the rubrics and instructions for each assignment.

Grades are not curved and no grades are dropped (you will have an opportunity to make- up on one exam – see section on Make-Up Exams without Documentation).

If you stop participating in the class without officially withdrawing, you will receive a course grade based on the number of points you that will be based on the grading scale below.

Extra Credit

There are two opportunities to earn Extra Credit, which are worth a total of 15 points combined. These are the only ways to earn Extra Credit in this course.

1. Extra Credit Research Participation

This course offers research participation for Extra Credit. **You must complete 5 research credits (which equates to approx. 2.5 hours) to get 10 points of Extra Credit.** This is an all or nothing assignment. In other words, you must complete all 5 research credits in order to earn your 10 points of Extra Credit. The link to this assignment is located in the Module 6 content area of the course, but **you can complete this Extra Credit at any time before the end of Module 6.** These Extra Credit points do not update automatically in your Grade Center. Extra Credit points will be entered at the end of the session.

To participate in research, you need to register on ASU West's research management system called Sona. Sona is an online platform where researchers can recruit students to take part in their studies. Once you register on Sona, you can sign up for laboratory-based studies, web-based studies, or do online "alternative assignments" that will expose you to new areas of psychological research. For registering and for more information, please see the "Extra Credit Research Participation" page in the Canvas course. Also, note that any student taking multiple courses within the department will be required to complete **NO MORE** than 12 research credits in Sona per semester. The Sona system will notify your instructors if you have "maxed out" on research credits for the semester and your obligation for each course will have been met.

2. Extra Credit Course Feedback

You can earn 5 points of Extra Credit for submitting course feedback at the end of the session. This is different than the University Evaluations that you are asked to fill out, which are anonymous. This feedback will not be anonymous, but your responses will not affect your grade. Your feedback is used to improve the course for future sessions.

Frequently Asked Questions about Grades

Can I Request an Incomplete?

- There are no incompletes given for this course. The online environment is such that you must do the coursework within the session to preserve academic integrity. If you stay in this course beyond the course withdrawal deadline, then as of that date you will have to complete the course and you will get a letter grade. If you cannot complete the course due to extraordinary life circumstances, it is strongly recommended that you contact your academic advisor and discuss the option of a medical or compassionate withdrawal. The university states that a medical or compassionate withdrawal may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from continuing his or her classes (<https://students.asu.edu/forms/medical-compassionate-withdrawal-request>).

When will my assignments and exams be graded?

- Exams are graded automatically and can you view your grade immediately.
- Grades for assignments in which the instructor and CAs must review submissions (i.e., Discussions and Extra Credit) will be hidden from Grade Center until all student submissions are reviewed and graded.
- Discussion posts will be graded within 1 week after the closing due date by your CA, unless you are otherwise notified (via the Announcements).

What if I have a question about, or want to dispute, a grade I received?

- Once your grade is posted, you have 1 week (7 days) from the posting date to e-mail your CA and ask a question about or challenge the score you received. If you do not see a grade posted within 7 days, it's also your responsibility to contact your instructor or CA.
- For exams, you have 1 week (7 days) from the final due date to dispute your grade (not 7 days from your posted grade, as sometimes students do not take exams and then want to dispute them after the 7-day period because they did not have a grade). Zeros are not input automatically if you do not take it. If you do not see a grade immediately, you must contact your instructor.
- Once the 7-day interval has elapsed, questions will not be answered and challenges to grade(s) will not be considered – your grade is final.
- This also means that you cannot contact your instructor months after the course has finished to dispute your grade. These dispute windows are literal time frames that endure past the end of the session.

- If you wish to dispute a Module 6 or Module 7 grade toward the end of the course, you must submit your grade dispute before grades are due to the university, even if this is less than 7 days past the due date for the assignment to which you are referring.
- Please go to your CA first for Discussion grades as he/she graded the assignment. If after contacting and discussing your grade with your CA, you still have concerns about your grade, please contact your instructor immediately.
- More detailed feedback on assignments is given by request.

Point Breakdown For the Course

Element	Point Value
Syllabus Quiz	8 (worth 8pts)
Exams	84 (7 Exams worth 12pts each)
Discussions	50 (1 Discussion worth 10pts; 2 Discussions worth 20pts each)
PA	2 PAs worth 20pts each
Total	182 (+15pts of possible Extra Credit)

*PA Discussions are Psychology Applied assignments. They “test” your knowledge by asking you to apply the concepts to personal experiences. In the modules where a PA is assigned, you do not have an exam for that module.

Your grade will be determined based on the following grading schema:

Grade	Percentage
A+	100% - 97%
A	<97-94%
A-	<94-90%
B+	<90-87%
B	<87-84%
B-	<84-80%
C+	<80-77%
C	<77-70%
D	<70-60%

E	<60%
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Calculating your Grade

You may wish to calculate your grade at any point during the session. Follow these steps to determine your grade at any given time during the session. **Do not use the percentage calculated in the Canvas Gradebook to determine your grade - this is not accurate.**

1. Look in the Gradebook to determine the total number of points you have earned at that point in the session.
2. Look in the Gradebook to determine how many points has been possible to earn at that point in the session (you can do this by adding together the point values of all the Exams, Discussions, Yellowdigs and any other assignment).
3. Divide the total number of points you have earned thus far by the total number of points possible thus far, and that will give you an estimate of your course standing.

IV. Exams

For general information about how to take your exams and other questions related to Exams on Canvas, you should refer to the [Quiz Section](#) in the Canvas Student Guide.

Exam Policies

- You have 7 days to complete each exam, however, it is strongly recommended that you do not wait until the very last minute.
- **If any technological issue is prohibiting you from taking or completing an exam, and you cannot resolve the issue by referring to the Canvas Student Guide [Quiz Section](#) you should contact the ASU Help Desk immediately (they are available 24/7).** You must call (do not message them or e-mail them), and get a reference number. You must contact your instructor immediately after your issue, even on the weekends. Do not wait until after the deadline to contact your instructor. Your exam will not be reset if you contact your instructor after the exam deadline.
 - When you contact your instructor, include your ASU Help Desk reference number in order for your problem to be verified. Once verified, your exam will be reset.
- You get one reset only for each exam. If you are having more than one technological issue on your exam, you are probably having a computer issue and you will need to address that technological problem immediately.
- Be thoughtful about when you choose to access and take your exams. Some students may like to take a exam close to the deadline/on the weekend, but keep in mind your instructor may not be responsive to e-mails on the weekends.
- You do not use Respondus Lockdown Browser for any of the exams.
- All exams are open-book/open-notes.

- You must take exam alone. Sharing exam questions and/or answers, and/or taking an exam with one or more other students is not permitted. Such actions are considered “cheating.”
- If you would like to know which questions you got wrong and what the correct answers are, you will have access to your exam the day after it closes. Access to exams is typically on a Monday.
- You will not get feedback on a exam prior to the closing date to prevent cheating. Once the exam is closed, you may discuss your questions with the instructor.
- Do not ask the instructor to consider changing the correct answer for an exam item. All items come a validated test bank.

Make-up Exams

Make-up Exams with Documentation

Eligibility for a make-up exams are determined on an individual basis. You must contact your instructor within 24 hours of the incident that prohibited you from taking your exam. If you had a technological issue, you must have a reference number from the ASU Help Desk (Ticket #) to verify that you tried to resolve this issue prior to the deadline. Without one, you will not be eligible for a make-up exam regarding technological issues. If you have another valid issue you must be able to provide documentation. Documentation is always required, as a matter of policy and equity to other students.

Make-up Exams without Documentation

You are able to make-up one exam without documentation (i.e., an exam you never took because you missed the deadline). Module 1 Exam, Module 2 Exam, and Module 4 Exam will be opened during the last Module, and you can take one at no penalty. You do not need to indicate why you are making it up – just take it. Module 7 Exam is already open during that time.

V. Discussions

Discussion Assignments

For general information about how to use the Discussion feature on Canvas, you should refer to the [Discussions Section](#) in the Canvas Student Guide.

You will be placed in Discussion groups at the start of the session (please review your Course Calendar to find the exact date you will be placed in your Discussion Group). You will complete three Discussion assignments throughout the session. For the first Discussion assignment, you are asked to introduce yourself to your fellow group members. The second and third Discussion assignments require you to post a Psychology Applied Assignment as a Discussion post and then respond to a peers' Psychology Applied Assignment post. You should always post directly in your Discussion Group. Do not post your Discussion as an attached document - you will not receive credit.

Each Discussion assignment has specific instructions and a grading rubric that you can view in the Module in which the Discussion is assigned.

1. **Introductory Discussion (Module 1)**
 - 1 original post, which is your introduction (10pts)
2. **Psychology Applied Assignment #1 (Module 3)**
 - 1 original post, which is your PA #1 (15pts)
 - 1 peer response comprised of at least 7 sentences (5pts)
3. **Psychology Applied Assignment #2 (Module 5)**
 - 1 original post, which is your PA #2 (15pts)
 - 1 peer response comprised of at least 7 sentences (5pts)

VI. College and University Policies

ASU Online Course Policies

View the [ASU Online Course Policies](#). **You must read the ASU Online Course Policies in their entirety, and you are expected to adhere to these guidelines at all times in this course.**

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling> is available if you wish to discuss any concerns confidentially and privately. ASU online students may access 360 Life Services, <https://goto.asuonline.asu.edu/success/online-resources.html>.

Reasonable Accommodation for Students with Disabilities

- In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Disability Resource Center (DRC; <https://eoss.asu.edu/drc>) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.
- Qualified students with disabilities may be eligible to receive academic support services and accommodations. Eligibility is based on qualifying disability documentation and

assessment of individual need. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities.

- Qualified students who wish to request an accommodation for a disability should contact their campus DRC (<https://eooss.asu.edu/drc/contactus>).

Accessibility Statements

View the [ASU Online Student Accessibility](#) page to review accessibility statements for common tools and resources used in ASU Online courses.

If any other tools are used in this course, links to the accessibility statements will be listed below this sentence.

Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the course site often.

Academic Integrity

<http://provost.asu.edu/academicintegrity>

VII. Course Calendar

Please download and save the Course Calendar. This document contains the official due dates for every assignment in the course. You are expected to adhere to these due dates.