



PSY 101 Introduction to Psychology

**New College of Interdisciplinary Arts & Sciences
School of Social & Behavioral Sciences**

This syllabus is your official guide to the course. It includes course policies, grading information, as well as required materials and assignments. Refer to it often.

Fall 2024

MWF 11:15am-12:05pm

West Lect 110

Your Prof:

Dr. Aris Karagiorgakis

Office: FAB S185

Drop-in Office Hours: M Tu W Th 12-1pm; or remote or by appt.

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Course Description

Students will learn the core general concepts of the science of psychology. Students will examine historical aspects of psychology and the methods of psychological research. Neuroscience and biological foundations of psychology will be studied. Additionally, students will learn about stress, health psychology, and learning and motivation. Further study in general psychology will examine memory, thinking, language development, intelligence and psychological changes across the lifespan. Gender and human sexuality issues will be studied as well as states of consciousness, personality, psychological disorders, psychological therapy and social psychology.

COURSE INFORMATION & POLICIES

CATALOG DESCRIPTION

Major areas of theory and research in psychology. Requires participation in department-sponsored research or an educationally equivalent alternative activity.

GENERAL STUDIES GOLD SYLLABUS STATEMENTS

This course fulfills the ASU Social and Behavioral Sciences General Studies requirement. Students completing a Social and Behavioral Sciences course will be able to:

1. Utilize behavioral or social science approaches, qualitative or quantitative, to examine aspects of human experiences or explain social or behavioral phenomena.
2. Describe the strengths and limitations of behavioral or social science methods in predicting or understanding human behavior.
3. Communicate coherent arguments using evidence drawn from qualitative or quantitative sources.

GOALS AND LEARNING OUTCOMES**Knowledge of Psychology:**

1. Develop an awareness of the major psychological approaches to the study of the behavior of organisms, including the human organism.
2. Learn the major contributions to the field of psychology.
3. Develop an understanding of the scientific methods employed in psychology.
4. Develop knowledge of the basic research findings, concepts, and terminology used in psychology.
5. Develop an understanding of the basic physiological, affective, and cognitive foundations of behavior.
6. Learn the basic social influences on behavior.
7. Understand the concepts of normal and psychopathological behavior.

Development of scientific values and skills:

1. Stimulation of intellectual curiosity about human and animal behavior.
2. Develop an appreciation of psychological research and the scientific method.
3. Develop a critical attitude toward all generalizations, and an ability to evaluate them based on evidence.

Personal Development:

1. Increase one's ability to transfer "book learning" to "real life" situations.
2. Gain increased understanding of behavior, insight into problems in society, understanding the forces (past and present) which affect behavior.
3. Increase curiosity about why things are the way they are.

Instructional Methods and Required Materials

Class will consist of lectures, videos, written in-class assignments, homework assignments, and examinations. The PowerPoint outlines from class will appear on the web via Canvas and you are encouraged to go through them before each class so that maximum benefit will be made of the lectures. Students are encouraged to print out the PowerPoint slides and bring them to class. Or make notes of the slides in your notebook prior to class.

It should be recognized that the lecture may not cover all the material in the slides, for which the student is responsible. PowerPoint slides will be used as an outline, therefore, it is in the student's best interest to attend all lectures.

Required materials: You will need a Windows PC or Mac OS laptop or iPad for online tests taken in class using Respondus Lockdown Browser.

No textbook

[but for your info, I will be teaching from Coon, Mitterer, Martini (2022) Psychology Modules for Active Learning, 15th Ed, Cengage Learning.]

Classroom Conduct:

You are expected to observe basic respectful behavior toward your fellow classmates and your instructor. Please be considerate AND professional. The following behaviors are rude, and will NOT be tolerated in this class:

- Being late. This is annoying and distracting to me and other students.
- Talking and whispering – if you have a question, raise your hand.
- Leaving your cell phone on so that it rings during class. Honest mistake once or twice, but if repeated, we will need to have a chat.
- Texting – don't do it in class. It's very distracting and annoying. If I catch you I will ask you to not do it and remind you of the rules. If I catch you again, we will need to have a chat.
- **No Phones**
- **NO LAPTOPS.** i.e., bring a notebook and writing instrument. If you use a tablet/ipad, it needs to be used while flat and you need to sit in the front row.
- Finally, to show everyone that we are listening respectfully to one another, please remove any air pods or ear buds at the start of class.

Attendance Policy and Test Make-Up:

Attendance is strongly recommended. If you do not attend class, you will NOT likely pass. There is no textbook reading requirement, thus all material you will be tested on comes from the lecture – thus it behooves you to attend all lectures.

MAKE-UP POLICY: There is NO make-up for in-class assignments missed. If you aren't there, you cannot be credited with being there. Thus, there is no make-up for missed in-class assignments. Furthermore, there are also NO make-up exams. Why? Because after taking 6 exams, your lowest score will be dropped. So if you miss one exam, then that will be your dropped score. There is only ONE exception: A make-up exam opportunity will be considered ONLY for those who miss an exam due to an official University event (e.g., student athletes, conferences, etc.), and the make-up will be given at the instructor's convenience. In these circumstances, make-up exams will generally only be permitted for those students who notify the instructor **BEFORE** the exam's regularly scheduled time and date. You must let me know in advance in order to make up the missed in-class examination. In other words, simply not taking an exam **does not** guarantee that you will be permitted to take a make-up exam. Also, if you miss an in-class assignment as a result of a University-sponsored activity, we just will not count that missed assignment against you.

Assessment:

Research Participation (50 pts) – As part of your psychology education, you will be expected to participate in 5-credits of psychology experiments or alternate assignments (through SONA on Canvas). This experience will expose you to the multiple methods used in psychological research. Each “credit” is worth 10 points.

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 more information, please see the "Research Participation (Sona)" 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.

Start, Finish, Transition Questionnaires (20 pts)– You can also earn points by participating in a study conducted directly through the course, on Canvas. More information on this will be provided in class after the deadline to add has passed.

Examinations (250 pts)- There will be SIX (6) examinations during the semester. Each examination will cover a segment of the material and will not be cumulative. Each examination will be multiple choice and will be worth anywhere from 40-60 points. There are NO opportunities for make-up exams (the one exception mentioned in the make-up section above notwithstanding). You will be permitted to drop your lowest Exam score. A missed test will be your dropped exam. Only 5 of your 6 exam scores will count. You do not want to miss more than one test, as this will result in a 0.

All exams will be taken in class and online, and proctored **by Respondus**

Lockdown Browser:

“Quizzes and exams within this course will be proctored by Respondus LockDown Browser (RLDB). RLDB is a custom browser that locks down your computer and prevents you from opening unauthorized applications during an exam. All of this occurs only while the LockDown Browser is running. Once the browser is closed, it no longer limits the use of applications, restricts the device, or uses its webcam. You must submit your exam before you can close your browser.

It is recommended that you use a Windows PC or MacOS computer, or iPad (you will be required to download the RLDB app) for the best testing experience. You cannot take your exam on a phone or tablet - the system will not allow you to proceed even if you try.

If you are Chromebook user, it is strongly recommended that you find an alternative. Some Chromebooks are compatible, but others are not. If you get the following error

“Google Chrome OS can’t open this page”, click the "close" button on the error, and try to proceed. If you are still unable to proceed, you must find an alternative (windows PC, Mac OS, ipad).

If you require access to any of the functions listed as unavailable, you must ensure that you have access to a Windows or MacOS device so that you can use a fully-functional version of the proctoring tool.

*If you need assistance with RLDB or Respondus Monitor, please contact the ASU Experience Center (1-855-278-5080; <https://tech.asu.edu/services/ec>) **before** contacting your instructor. If you are advised to contact your instructor, please provide them with the case number given to you by the ASU Experience Center.”*

In-class/Homework assignments (35 pts)- may be completed in class or assigned for homework. They will cover material discussed in class. You will be instructed which assignments you will hand in to me, and which you will upload on Canvas. Whether an assignment is done in-class or for homework, may be determined by the amount of class time available that specific day. In-class assignments can only be done during the class period and cannot be made up.

Homework assignments need to be uploaded on Canvas by the deadline for full points. Late papers will only be accepted up to 1 week late, with a 50% late penalty (it’s still better than 0). If you still can't do the homework assignment in the time provided, then it is no longer late, it is simply not done, and earns a zero (0). So do not wait. Do your homework when it is assigned and available.

If you miss a class, it is your responsibility to refer to the syllabus, Canvas, a peer, and announcements for what you may have missed, or what you may owe. (Do not email me to ask if you missed anything important)

Grading:

Grades will be issued on the following basis of points earned vs. points possible:

Approximate Points Possible

Research Participation	50
Start & Finish Questionnaires	10
College Transition Q	10
3 in-class assignments	15
2 homework assignments papers	20
<u>5 tests (about 50 each)</u>	<u>250</u>
Total	355 (varies depending on actual points)

Grading Scale

Grade	Score	Grade Point Equivalent
A	>92.5%	4.00
A-	89.5-92.4%	3.67
B+	86.5-89.4%	3.33
B	83.5-86.4%	3.00
B-	79.5-83.4%	2.67

C+	76.5-79.4%	2.33
C	69.5-76.4%	2.00
D	59.5-69.4%	1.00
E	<59.4	0

Tentative Course Outline.

(This schedule is subject to change. Any changes will be posted on Canvas and announced in class).

Dates	Modules	TOPIC
Week 1	Syllabus	Intro to class – upload syllabus for points
	2	Thinking Smart
Week 2	No class	Labor Day
	4	Experiments, <i>Clever Hans</i>
	5	Descriptive/nonexperimental methods & Correlations
Week 3	7	Brain & Nervous System
	12	Heredity/Environment (p. 95-99 Up to Infancy; 102-103)
Week 4	29	Observational Learning & Modeling
		Test 1
Week 5	32	Short & Long Term Memory
	34, 35	Forgetting, Exceptional
Week 6	71	Social Psychology; Social Influence
	72, 73	Helping Behavior, Prejudice
Week 7		Test 2
	12, 14	Child Development (p.99-102 of Mod 12; all of 14)
Week 8	No class	Fall break
	24	Sleep & Dreaming
	25	Drugs
Week 9	43	Hunger & Arousal
		Test 3
Week 10	46	Sex & Gender
	40	Intelligence
Week 11	51	Personality Traits
	52	Psychoanalytic and Humanistic Personality Development
		Test 4
Week 12	No class	Veterans Day
	60	What is Normal?
	61	Psychological Disorders
	63	Anxiety & Personality Disorders
Week 13	56	Health Psychology
		Test 5

Week 14	57	Stress, Depression No More Casseroles homework assigned. (See due date on Canvas)
	59	Stress management
	No class	Thanksgiving
Week 15	65	Origins of Therapy
	66 (78)	Psychoanalysis, Humanistic, Cognitive Therapies (Career Prep - if there is time) Impact Paper assigned: (see due date on Canvas)
<u>Finals Week</u>		<u>Test 6 - Wednesday Dec 11 9:50-11:40am</u>

General, but Important, Information

TECHNICAL SUPPORT

It is the student's 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, or loss of USB drives.

In the event of any technical problems, it is the student's responsibility to contact the ASU Help Desk by calling 1-855-ASU/728-5080 (available 24/7) or by accessing the 'Service' tab on MyASU (<http://my.asu.edu>) (e.g., use the Help icon in the black global navigation menu in your Canvas course). Only after all other avenues have been exhausted is the student to contact the instructor concerning technical issues. For any issues related to course content, contact the instructor after referring to the Email Policy.

Visit <http://syshealth.asu.edu> for Canvas system status and planned outages. Students are responsible for managing their time in regards to course requirements and planned outages. Prior to taking an assessment, be sure to check Canvas's system health to ensure that the system is stable. If Canvas is not functioning near a deadline, students should check the status of Canvas to make sure it is a system-wide issue. If there is not a system issue, contact the Help Desk and obtain a case number. Notify the instructor by sending the case number, along with an attachment of the completed assignment, prior to the deadline. This will serve as documentation indicating the assignment was completed on time. The assignment will need to be submitted to Canvas once the system is functional. If there is a system-wide technical issue that disrupts service for a significant timeframe, a deadline extension may be offered for the entire class.

COURSE TIME COMMITMENT AND STUDENT SUCCESS

Note that this course typically requires 135 hours of work. This equates to about 9 hours (max) each week preparing for and actively participating in the course (this includes our time together in class). Oftentimes, when students struggle in class, it is because they are

not devoting sufficient time to reading and studying, or the time spent is not utilized effectively. To be successful, students are urged to follow these tips:

- Read this entire syllabus carefully.
- Check your email for course announcements; you should be set up so that when a prof posts an announcement, it appears in your email inbox.
- Read and respond to course related email messages as needed.
- Complete assignments by the due dates specified. Bear in mind that a due date is the *last possible day* (without penalty) to submit an assignment. You can and should submit early, which will give you additional room in case of unexpected problems or delays.
- Communicate regularly with your instructor and peers.
- Create a schedule to study and complete assignments in order to stay on track. Set aside sufficient time to read, re-read, take notes and summarize after each section. After a period of time, most people will not be able to continue to attend to and absorb the information, so do not try to “cram” or study for unusually prolonged periods. Give yourself time to absorb the information over the course of the week, at several intervals.
- If after trying the suggested study tips here you are still having trouble with course information, or anytime you have a specific area of confusion, please feel free to reach out to me with questions.

BE RESOURCEFUL!

When you have questions, please consult the following resources in this order:

- 1. Syllabus.** Most questions are answered in this document.
- 2. Course Announcements.** Frequently, announcements will be posted on the course site and sent via email to clarify requirements.
- 3. Your peers!** Odds are, one of your classmates has the answer you are looking for. Don't be afraid to ask someone in your class first, before...
- 4. Instructor.** Always feel free to contact me directly if you have other concerns not answered to your satisfaction above. I usually reply within 24 hours.

COMMUNICATION & EMAIL POLICY

ASU email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email daily. Students are expected to adhere to the following guidelines when corresponding with the instructor or CAs via email:

- Use an official ASU email address for all correspondence with the instructor and CAs.
- In the subject line of every email sent to the instructor or CA, include the course prefix, number, and section number (see first page): **PSY 315 #_____**. Messages without this information in the subject line may be missed.
- Include first and last name within every message.
- Communicate respectfully and professionally at all times. Messages that are written in a demanding, abrupt, or otherwise disrespectful tone may not receive a response.
- In accordance with privacy guidelines, specific scores or letter grades will not be discussed over email or with third parties. Scores are available through the Canvas grade book ('My Grades').
- Comments left on assignment submissions are not an official means of communication. Please follow up via email if you do not receive a timely response to a comment left on an assignment.
- Messages regarding assignments or tests that are sent within 1-2 days of a deadline may not be answered in time. Plan ahead to avoid last-minute problems!
- If all of the above guidelines are followed, a response can be expected within 1-2 business days. If a response is not received in this timeframe, it is likely the message was not received.

WRITING STYLE

- In all written communication with fellow students, the instructor, and CAs, students are expected to use correct spelling, grammar, and punctuation. Avoid using emoticons or colloquial abbreviations (e.g., b4, OMG, LOL). Maintain a respectful tone at all times. It often can be difficult to interpret someone's intended tone of voice in email correspondence or discussion board posts, so students should monitor their messages to ensure they are respectful and appropriate. Consider reviewing the following website for guidelines:
<https://student.unsw.edu.au/discussion-skills>
- [Links to an external site.](#)

Any formal writing must be formatted in accordance with the guidelines of the most current edition of the APA Publication Manual. Please refer to the latest manual or free web resources such as the OWL Guide (<https://owl.english.purdue.edu/owl/resource/560/01/> [Links to an external site.](#)) for proper formatting of in-text citations and references. For discussion posts, please use in-text citations, references, and general APA style for sentence structure, etc. Other elements of APA-formatted manuscripts (e.g., title, abstract, headings) are not applicable to discussion posts.
- ***Avoid the use of quotations!*** In all writing (discussions and other written assignments), use direct quotes sparingly if at all. It is fine to include a brief quote or two when necessary to emphasize the exact wording of material; however, it is not acceptable to fill one's post or paper with a string of quotations rather than explaining one's own ideas.

- **The Psychology Online Writing Center (POW-C) is now open!**

This wonderful resource was created especially for your program and it continues to evolve each session to meet students' needs.

See the **Resources** area on the Modules page of the course for more information on accessing the POW-C.

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

- In this course, all assignments are expected to be generated by the student to the greatest extent possible. Artificial Intelligence (AI), including ChatGPT and other related tools used for creating text, images, computer code, audio, or other media, are not permitted for use in any work in this class unless approved in advance by the instructor and related to an official student accommodation. Use of generative AI tools will be considered a violation of the [ASU Academic Integrity Policy](#), and students may be sanctioned for confirmed, non-allowable use in this course.
- The written discussion in this course is intended to be original and engaging, a more-or-less extemporaneous dialogue similar to what would occur between students, course assistants, and the instructor in a live classroom. It is expected that you will compose your own posts and comments without the use of AI tools for this important, useful -- and hopefully enjoyable -- exchange of ideas and questions. Please take advantage of this opportunity to connect and share your original ideas!

RESPECT AND PROFESSIONALISM

Respect (for classmates, the instructor, and oneself) is of utmost importance in this class. In order for critical thinking and open communication to occur in the academic environment, students must feel safe to express themselves. Part of the college experience is being exposed to new ideas— from the readings, media selections, classmates, and the instructor. Students will have the opportunity to share their own ideas, beliefs, and experiences as they relate to course material. Often individual perspectives will differ among members of the class. It is very important to learn to disagree respectfully with one's peers and to thoughtfully and critically formulate one's arguments. The material shared in this class always must reflect an academic forum. Disrespectful or disruptive behavior or language intended to insult, demean, or stigmatize individuals or groups will not be tolerated and may lead to sanctions such as removal from the class or expulsion from the university.

CONTROVERSIAL MATERIAL

Topics of a sensitive, mature, or controversial nature may be discussed in class or included in the readings and/or resource materials. Films and readings considered graphic by some audiences may be utilized in the course. Students are responsible for the course material and assignments. Students concerned by this must speak with the instructor at

the start of the semester. If a student finds any of the content of this class offensive, they should bring their concerns to the instructor immediately.

COLLEGE & UNIVERSITY POLICIES

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 Student Accessibility and Inclusive Learning Services (SAILS; <https://eoss.asu.edu/accessibility>) 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 SAILS. Every effort is made to provide reasonable accommodations for qualified students with disabilities.

COUNSELING SERVICES

If you ever find yourself in an emotional crisis, you are encouraged to utilize the resources provided by ASU Counseling Services (<https://students.asu.edu/counseling>); talk to a crisis counselor at 1-800-273-8255; or in a life-threatening emergency, to call 911 or go to the nearest emergency room.

COURSE/INSTRUCTOR EVALUATION

The evaluation for this course will be conducted online 7-10 days before the last official day of classes of each session. Your response(s) to the course/instructor are anonymous and will not be returned to your instructor until after grades have been submitted. The use of a course/instructor evaluation is an important process that allows our college to (1) help faculty improve their instruction, (2) help administrators evaluate instructional quality, (3) ensure high standards of teaching, and (4) ultimately improve instruction and student learning over time. Completion of the evaluation is not required for you to pass this class and will not affect your grade, but your cooperation and participation in this process is critical. About two weeks before the class finishes, watch for an email with "**NCIAS Course/Instructor Evaluation**" in the subject heading. The message will be sent to your official ASU email address.

STUDENT CONDUCT

ASU expects and requires its students to act with honesty, integrity, and respect. Required behavioral standards are listed in the Student Code of Conduct and Student Disciplinary Procedures, Computer, Internet, and Electronic Communications policy,

ASU Student Academic Integrity Policy, and outlined by the Office of Student Rights & Responsibilities. Anyone in violation of these policies is subject to sanctions.

Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per Instructor Withdrawal of a Student for Disruptive Classroom Behavior.

Appropriate online behavior (also known as *netiquette*) is defined by the instructor and includes keeping course discussion posts focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board posts may be deleted by the instructor.

Posting disrespectful or disparaging remarks regarding the course material, instructor, or course assistant(s) also is disruptive to the classroom learning environment. Unprofessional or disrespectful posts may be removed and forwarded to the Office of the Dean of Students for review. Students are welcomed, and encouraged, to address any course-related concerns individually with the instructor at any time.

The Office of Student Rights and Responsibilities accepts incident reports from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

A student may be found to have violated this obligation and to have engaged in academic dishonesty if during or in connection with any academic evaluation, he or she:

- Engages in any form of academic deceit;
- Refers to materials or sources or employs devices (e.g., audio recorders, crib sheets, calculators, solution manuals, or commercial research services) not authorized by the instructor for use during the academic evaluation;
- Possesses, buys, sells, obtains, or uses, without appropriate authorization, a copy of any materials intended to be used for academic evaluation in advance of its administration;
- Acts as a substitute for another person in any academic evaluation;
- Uses a substitute in any academic evaluation;
- Depends on the aid of others to the extent that the work is not representative of the student's abilities, knowing or having good reason to believe that this aid is not authorized by the instructor;
- Provides inappropriate aid to another person, knowing or having good reason to believe the aid is not authorized by the instructor;
- Engages in plagiarism;
- Permits his or her work to be submitted by another person without the instructor's authorization; or
- Attempts to influence or change any academic evaluation or record for reasons having no relevance to class achievement.

ACADEMIC INTEGRITY

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. Students in this class must adhere to ASU's academic integrity policy, which can be found at <https://provost.asu.edu/academic-integrity/policy>. Students are responsible for reviewing this policy and understanding each of the areas in which academic dishonesty can occur. **All academic integrity violations will be reported to the New College Academic Integrity Office (AIO).** The possible sanctions include, but are not limited to: appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification, and dismissal. The AIO maintains records of all violations and has access to academic integrity violations committed in all other ASU college/schools.

UNIVERSITY POLICY AGAINST THREATENING BEHAVIOR

In the classroom and out, students are required to conduct themselves in a manner that promotes an environment that is safe and conducive to learning and conducting other university-related business. All incidents and allegations of violent or threatening conduct by an ASU student will be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. Such incidents will be dealt with in accordance with the policies and procedures described in Section 104- 02 of the Student Services Manual (<http://www.asu.edu/aad/manuals/ssm/ssm104-02.html>).

PROHIBITION OF COMMERCIAL NOTE TAKING SERVICES

In accordance with ACD 304-06 Commercial Note Taking Services (<http://www.asu.edu/aad/manuals/acd/acd304-06.html>), written permission must be secured from the official instructor of the class in order to sell the instructor's communication in the form of notes. Notes must have the note taker's name as well as the instructor's name, the course number, and the date.

COPYRIGHT

All course content and materials, including lectures (as well as any recorded Zoom lectures), are copyrighted materials and students may not share outside the class, upload to online websites not approved by the instructor, sell, or distribute course content or notes taken during the conduct of the course (see ACD 304–06, “Commercial Note Taking Services” and ABOR Policy 5-308 F.14 for more information). Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws. Faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

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 at <https://goto.asuonline.asu.edu/success/online-resources.html>.

DROP/ADD DATES AND WITHDRAWALS

This course adheres to a compressed schedule and may be part of a sequenced program; therefore, there is a limited timeline to drop or add the course. Consult with your advisor to add or drop this course. If you are considering a withdrawal, review the following ASU policies:

Withdrawal from Classes: <http://www.asu.edu/aad/manuals/ssm/ssm201-08.html>

Medical/Compassionate Withdrawal: <http://www.asu.edu/aad/manuals/ssm/ssm201-09.html>

Grade of Incomplete: <http://www.asu.edu/aad/manuals/ssm/ssm203-09.html>

The instructor will NOT withdraw students for any reason. Specifically, students should be aware that non-attendance will NOT automatically result in being dropped from the course. Therefore, if a student does not attend class during the first week or for any extended period of time during the term, they should not presume that they are no longer registered. **It is the student's responsibility to be aware of their registration status and to officially withdraw from a class if needed.**

Any withdrawal transaction must be completed by the deadline date in accordance to the appropriate session at the registrar's office. If not, you will still be officially enrolled and you will receive a grade based on your work completed.

As part of a complete session withdrawal a student must withdraw from all classes in a session. Beginning the first day of classes, undergraduate students are required to work with a Student Retention Coordinator to facilitate the withdrawal process. Please refer to <http://students.asu.edu/StudentRetention> for more information, or contact your academic advisor or the Registrar's Office.

INCOMPLETE GRADES

A grade of Incomplete ("I") is strongly discouraged and generally will NOT be offered in this course, due to the accelerated online format and the collaborative nature of discussions that form a central component of the course. If you find yourself facing extenuating circumstances that preclude completion of the course, please contact your

academic advisor. There may be several withdrawal options available, allowing you to take the course at a more convenient time.

SYSTEM OUTAGES AND CAMPUS EMERGENCIES

In the event of a campus power outage or other event affecting the ability of the University to deliver classes, any decision to cancel classes will be announced using the ASU emergency notification system. For this reason, it is imperative that students register with the ASU emergency notification system: <https://cfo.asu.edu/alerts-and-advisories>. In cases in which a limited number of buildings are affected, students should check the university website and/or call the School office at (602) 543-6058. To verify the status of online systems, visit: <https://uto.asu.edu/system-health>.

SYLLABUS DISCLAIMER

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and student. All provisions in this syllabus are subject to revision by the instructor. While every effort will be made to avoid changing the course schedule or requirements after the start of the term, the possibility exists that unforeseen events will make revisions necessary. Please remember to check your ASU email and the course announcements often for updates.