

Course Requirements

Your final grade in this class will be determined by your performance on the following:

Quizzes: There will be 6 quizzes over the course of the term. They will be worth 30% of your total grade. The quizzes will consist of 30 multiple-choice and true/false questions and you will be allowed 30 minutes to take them. To allow for instances in which you are unable to take the quiz, I will only include your 5 highest scores in the determination of your final grade. If you take all 6 quizzes, you will be allowed to drop your lowest quiz score. If you miss more than 2 quizzes, the % of each missed quiz over 1 will be added to the % of your final exam. **Quizzes will be taken on-line at the Moodle site for this course.** You will usually have 2-3 days to take each quiz and may do so from any computer both on and off campus, which should eliminate timing problems and the possibility of missing a quiz. If something happens to your connection or computer during the quiz, please notify me **immediately** via e-mail and I will reset the quiz (as soon as I can) and you may start over. If I am unable to reset your quiz before the deadline, you have the option to take the paper/pencil version in my office. In order to receive credit for the quiz, please complete the paper/pencil version within 1 class period of the quiz deadline. The best way to avoid this option is to take the quiz in a timely manner, such as the day **before** the deadline.

Mid-Term Exam: There will be one mid-term exam worth 15% of your total grade. The mid-term exam will consist of multiple-choice, identification/fill-in-the-blank, matching and essay questions. It will cover material from the 1st half of the course and will be given at the beginning of the 6th week of the term (see course outline). I understand that in some extreme circumstances, it may be necessary for you to makeup the midterm (please notify me beforehand). I will give you a makeup midterm that is different from the exam taken by class. This makeup exam tends to be more time-intensive than the exam taken by the rest of the class, so I encourage you to only use this option in **extreme, unavoidable circumstances** (i.e. serious illness, accident, etc). You also have the option of not completing the midterm exam and having the 15% added to the weight of your final exam.

Final Exam: There will be one final exam worth 25% of your final grade. The final will be comprehensive and consist of multiple-choice, identification/fill-in-the-blank, matching and essay questions. The final exam will be taken in class during finals week at the scheduled time (see course outline).

Activities: We will also be conducting 9-10 online activities worth 15% of your final grade over the course of the term. Activities will be done online at the PsychPortal website for your textbook. You will need the access code that came with your textbook to gain access to this site. To allow for unforeseen circumstances in which you were unable to complete an activity by the deadline, 2 activities will be dropped from your scores before computation of your final grade.

Attendance Quizzes: In addition to online activities, I will be giving attendance quizzes during the first 5 minutes of **every** class starting Tuesday of the 2nd week of classes. Attendance quizzes will be worth 15% of your final grade. You will use your Turning Point Response Card to complete this quizzes, and they will consist of 5 multiple-choice questions regarding both material covered during the previous class and material to be covered during the current class. To allow for unforeseen absences, you will be allowed to drop your 3 lowest attendance quiz scores from your final grade.

Grades: Your final grade will be assigned based on the total number of points earned during the course and the weight of each of the assignments. You will be assigned to the letter grade corresponding to your % of total points according to the table below:

<u>Points Earned</u>	<u>Grade</u>
90% or above	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% or less	F

Class Policies

Moodle: All students who are on the class roster will be enrolled in the Moodle site for this course during the 1st week of classes. You will take all your quizzes on Moodle in addition to accessing your grades, topic outlines, study guides, internet links and handouts.

PsychPortal: All activities will be completed at the PsychPortal website for the textbook required for this course. All students are required to have an access code for this website (textbooks purchased at the bookstore come with the access code for no additional price). If you purchased your textbook through a source other than the Linn-Benton Community College bookstore, you will be required to purchase the access code separately. The access code comes with access to the e-book, so those students who do not wish to have a paper version of the textbook can purchase the access code directly from the publisher.

Preparedness: Please come to class prepared to discuss the reading assignments. In addition, if you have missed class, you should check the Moodle site for handouts or class activities that may be due.

Attendance Policy: This is a large class and therefore, I do not take attendance nor do I require you to notify me when you miss class. However, missing this class more than 3 times during the term will have impact on your grade. I do not post notes online. If you have to miss class, please check the **Moodle site** for any assignments that you missed or that may be due when you return and contact another student for notes/announcements. Another student is your **best** resource for notes and class information. If you will be gone for an extended period due to an unavoidable circumstance, **please** contact me so we can discuss your options.

Courtesy and Classroom Decorum: Please be mindful that everyone is here to learn. Turn your cell phone off, arrive on time for class, and avoid being disruptive. Differences of opinion are encouraged in class as long as they are presented in a constructive and courteous way. Please listen, read and follow all directions carefully.

Cheating/Plagiarism: Do your own work! Using someone else's work as your own or using information or ideas without proper citation (which is called plagiarism) can lead to your failing the assignment, test or class. Bibliographies **and** in-text citations are required **whenever you use outside sources, including internet sources** (unless otherwise indicated by me).

College Policies

Students with Disabilities: Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you have not accessed services and think you may need them, please contact Disability Services, 917-4789. If you have documented your disability, remember that you must complete a Request for Accommodations form every term in order to receive accommodations.

Non-Discrimination Policy: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws (for further information <http://po.linnbenton.edu/BPsandARs/>) Board Policy P1015.

Drop Policy: If you wish to drop this course for a full refund and without it appearing on your transcript, you must do so by **Monday, January 13, 2014**. The last day to officially withdraw from this course (a 'W' appears on the transcript) is **Sunday, February 23, 2014**.

Incomplete Grades: You **may** be eligible for an 'Incomplete' grade if you have finished **90%** of the class work. If you have an 'Incomplete,' all coursework must be finished by the end of the next term. I can only award an 'A', 'B', 'C', 'D', or 'F' grade. In other words, you cannot have an 'Incomplete' grade changed to a 'Y' grade. **You must contact me before the end of the term with proper documentation to receive an Incomplete. I do not give 'Y' grades.**