



PSYC 1101: Introductory Psychology – Syllabus CRN

Dual Enrollment HCSD Campus

Instructor Information

Name

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Email

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Phone

(478) 218-7537

Office location and hours

Veterans High School, room 1403

Office Hours Thursday 3:15-4:15

Instructor availability

Students are encouraged to email, call, or come by the instructor's office but are also encouraged to make appointments to ensure instructor availability. Please refer to the office hours above. For concerns or problems in this course, the first point of contact is the course instructor. If the problems or concerns cannot be resolved through the instructor, the next point of contact is Michael Repzynski, General Ed Division Chair, Macon Campus, 478 471-5182, mrepzynski@centralgatech.edu.

Course emails

All course-related communication should be sent using CGTC e-mail.

Course Schedule

Course Name and Term

PSYC 1101

202514

Campus and room location

Veterans High School

Room 1403

Required course textbook, software and/or materials

Spielman, R. M., Jenkins, W. J., & Lovett, M. D. (2020). *Psychology 2e*. OpenStax.

<https://openstax.org/details/books/psychology-2e>

All resources are available online so there is **no book to purchase**; however, if you wish to have a “printed” copy, you may obtain a used copy from the bookstore, print yourself, or you can order a bound printed copy from the bookstore for \$38.50. It generally takes 3-5 business days to process so place your orders immediately at the bookstore. Although having a printed copy is only an “option,” you will have direct access to the entire book and all course materials via the use of Blackboard. The study of these resources will enhance your ability to be successful in this course. Graded assignments and chapter tests will contain information related to and obtained from these resources.

Material/Supplies/Software

You will need a computer with internet access. If you do not have a computer or you do not have internet access, feel free to use the computers on campus in the library and the Students Success Center. We will be using Blackboard for your assignments. Please make sure you are plugged in and have a secure internet connection before beginning or submitting assignments/tests. You should use Google or Firefox as your browser. If you do not have Office 365, please download the student version for free from the CGTC homepage.

Course Description

Pre- and/or Co- requisites

Program Admission

Credit hours: 3

Contact hours: 3

Course description

Introduces the major fields of contemporary psychology. Emphasis is on critical thinking and fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatments, stress and health, and social psychology.

Course objectives

Students will master learning outcomes in the following areas:

- Introduction to Psychology
- Psychological Research
- Biopsychology
- States of Consciousness
- Sensation and Perception
- Learning

- Thinking and Intelligence
- Memory
- Life-Span Development
- Motivation and Emotion
- Personality
- Social Psychology
- Stress, Lifestyle, and Health
- Psychological Disorders
- Therapy and Treatment

Instructional delivery methods

May also include any or all the following methods to facilitate learning: lecture notes, independent reading and notes and/or outlines, multi-media presentations, presentations, examinations, discussions, and other assignments.

Course Policies

Safety Policy

CGTC recommends that faculty, staff, and students follow the Centers for Disease Control (CDC) recommendations for respiratory viruses and other general illnesses. Information about the guidelines can be found at the following URL: <https://www.cdc.gov/>

For more information on campus safety, including campus carry, visit the [Department of Public Safety](#) page on CGTC's website¹.

Under the “right-to-know” regulations, students are to be made aware of and have access to SDS Datasheets. Access to SDS Datasheets is located on CGTC’s website: <https://cgtc.io/SDS>
The link will also be on the Single Sign-on page for students.

Student Rights/Responsibilities/Conduct

Students are expected to abide by the Code of Conduct as outlined in the Student Conduct Code section of the CGTC Catalog. You are expected to do your own work (e.g., this includes no plagiarizing which includes using work that you have done in a previous class, typing verbatim from one source to another, or cutting and pasting from one document into your paper). No cheating by using the work of other students.

Students must take on the responsibility of academic integrity by promoting work that is original in content and properly referenced. The latest edition of the American Psychological Association’s (APA) Manual of Style is used within this course to properly cite another author’s work and to reference sources that do not come from the student directly. You MUST learn to use GALILEO to find proper APA References, and APA paper guidelines. You can ask the CGTC Library to teach you about using Galileo to find APA formats.

Student Support Services

Additional Tutoring/Supplemental Instruction

¹ www.centralgatech.edu/public-safety/

Free tutoring for Math, English, Computers, and other subjects is available through the Academic Success/Tutoring Center (ASC). Schedule an online session or submit writing assignments for review at <https://cgtc.quadc.io>. First-time users will need to register using their student email account. For more information contact the ASC at tutor@centralgatech.edu. In the event that a student requires or desires additional instruction in course materials, the student should contact the instructor.

Counseling Services

CGTC offers free counseling support to students, faculty, and staff to assist with concerns such as anxiety, stress, emotional problems, relationships, and alcohol/substance abuse. To read more or request an appointment, visit the CGTC [Counseling Services](#) website² located under Student Services.

The Behavior Assessment & Recommendation Team is committed to promoting safety via a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and wellbeing of Central Georgia Technical college's students, employees, and visitors. To learn more, please see our webpage at [Behavior Assessment & Recommendation Team](#)³ or contact the BART via email BART@centralgatech.edu or by calling (478) 757-3553.

Special Populations/Disability Accommodations

If you have a disability and require reasonable classroom accommodations, please register with the Office of Special Populations in Office C-123 (Warner Robins Campus) or Office J-105 (Macon Campus). Additionally, the Office of Special Populations provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. Services are available to students who are economically disadvantaged (receiving Pell funds or TANF), physically/mentally disabled, single parents, homeless, out-of-work, English learners, and those enrolled in non-traditional careers for their gender. A student who believes they may fall under one or more special population categories or has a disability of any type should refer to the [Special Populations](#) webpage. Office of Special Populations staff may be reached at specialpops@centralgatech.edu or by phone at 478-218-3229 (Warner Robins Campus) or 478-476-5137 (Macon Campus).

Distance Education Course Support - Blackboard

This course uses the Blackboard Learning Management System (LMS). Students in a course that uses Blackboard are expected to have access to the hardware and software required to complete the course. Please make alternate arrangements for computer access (in case of technical failure) **before** the course begins. If additional assistance is needed, please contact your instructor prior to contacting technical support. The most recent version of Mozilla Firefox or Google Chrome is recommended for use with Blackboard. While compatible, Microsoft Edge and Apple Safari are not recommended. Internet Explorer is not compatible with Blackboard and should not be used. Blackboard technical support information is available on CGTC's [Blackboard Help](#) webpage⁴. Please note, technical support will **not** reset or open any assignments or tests for a student without the instructor's permission.

² www.centralgatech.edu/student-services/counseling

³ www.centralgatech.edu/bart

⁴ www.centralgatech.edu/academics/online-classes/blackboard-help/

Library Services

Library help is available through computers, books, journals, videos and online resources in support of your classes. GALILEO and all online library resources can be accessed off-campus using a current CGTC email and password. CGTC has full-service libraries located on the Warner Robins, Macon, and Milledgeville campuses. For hours of operation, visit the [CGTC Library](https://libguides.centralgatech.edu/PSYC) website.⁵ Psychology – Library Resources: <https://libguides.centralgatech.edu/PSYC>

Military and Veteran Services

A student who is active duty military, a veteran, or dependent who needs assistance with transitioning to college should refer to CGTC's [Military and Veteran Services](#) webpage⁶ for benefit information. Service members who are activated are encouraged to notify the instructor as soon as possible and provide Activation Orders.

TEAMS Outreach Center

The TEAMS Outreach Center provides early intervention services for students. If you are behind in classes, feeling overwhelmed, or need help getting back on track, visit the [Student Resources](#) section on the CGTC website⁷ to request one-on-one assistance.

Attendance Policy

CGTC expects each student to be present, on time, and academically engaged in all classes. Students should enroll only in classes that they can reasonably expect to attend on a regular basis. The College works with students to make accommodations for documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered processes that will require the attendance of the student. Students absent from class for any reason are still responsible for all work missed.

Students receiving financial aid (especially Pell, WIOA, VA, etc.) need to be aware that absences could jeopardize their financial aid status. They may not receive financial aid funds if they do not meet the attendance requirements of the financial aid agency.

Attendance Verification

Attendance verification is required each semester before financial aid funds are disbursed. To remain on the class roster, all enrolled students are required to attend at least one class session or to complete an academic-related activity during the first seven calendar days of each term. Students not meeting the attendance verification requirement may be dropped from the class.

Simply logging into an online or hybrid class is not considered an academic-related activity.

Academic-related activities include, but are not limited to, the following:

- Participating in an online discussion about academic matters
- Submission of course assignments (including homework, quizzes, tests/exams)

⁵ www.centralgatech.edu/library/

⁶ www.centralgatech.edu/military/

⁷ www.centralgatech.edu/studentresources/

- Email contact with a faculty member to ask a course-related question

Course Attendance Policy

Students are expected complete the Orientation/First Assignments to remain on the roster and to be able to have access to the learning modules. You are expected to contribute to the course regularly by keeping up with assignments by the posted due dates.

Please note that dual enrollment students are required to follow the attendance policies of their home high school in addition to any specific attendance requirements outlined in this course syllabus.

Dropping a course

Once a student is on the class roster beyond the official drop/add period, he/she becomes responsible for payment (including financial aid reimbursement). Any student who registers for a course must either complete the course requirements or officially withdraw on or before the college's published deadline.

A student should not assume that non-attendance constitutes official withdrawal. Abandoning a course instead of following official withdrawal procedures may result in a failing course grade with a work ethics grade of 0 and may result in financial aid adjustments to the student's account. It is the student's responsibility to follow the college's withdrawal procedure as stated in the CGTC Catalog (Academic Policies section).

Grades

Course Evaluation

Grades for this course will be calculated as follows:

- Project 30%
- Exams 30%
- Quizzes 20%
- Case Studies 20%

CGTC Grading System

All grades are maintained in Blackboard. The Central Georgia Technical College grading system, as stated in the CGTC Catalog, is as follows

<i>A</i>	(90-100) Excellent	GPA 4.0
<i>B</i>	(80-89) Good	GPA 3.0
<i>C</i>	(70-79) Satisfactory	GPA 2.0
<i>D</i>	(60-69) Poor	GPA 1.0
<i>F</i>	(below 60) Failing	GPA 0.0
<i>I</i>	Incomplete	GPA not computed, counts toward % completed
<i>IP</i>	In Progress	GPA not computed
<i>S</i>	Satisfactory	GPA not computed, counts toward % completed
<i>U</i>	Unsatisfactory	GPA not computed, counts toward % completed
<i>W*</i>	Withdrew (no grade)	GPA not computed, counts toward % completed

****Students withdrawing from class on or before the published deadline are issued a grade of "W."***

See the online College Catalog for term withdrawal deadlines. Student official withdrawals are not allowed after the official date on the College Calendar.

Note: an overall average of 70/C is required to pass the course! Grades for learning support courses (0090-0099) are not calculated in the GPA but do affect course completion rates.

****To gain access to the modules under the “Content” tab to begin completing your assignments, you must first complete the First Assignment.****

Assignments

Assignments will be utilized to gauge understanding of course concepts and techniques. Assignments include case studies, quizzes, exams, semester project, and additional exercises. There are due dates listed in the course schedule. I highly recommend you follow the course schedule so you don't get behind with your work. All assignments must be complete and correct in order to receive full credit. All incomplete work will be graded as a 0. **THERE WILL BE NO EXCEPTIONS!!!**

- There is no extra credit in this course.
- No assignment will be accepted via email.
- There is no resubmission on any assignment especially after it has been graded.
- Tests/Exams are **Timed/Only 1 attempt/No retakes, No resets or Do-overs.**
- All assignments must be submitted in the designated drop box in order to receive a grade.
- The loss of Internet connectivity, and computer and storage device malfunctions are not acceptable excuses for assignments or tests.

Case Studies

All case studies short-answer responses are expected to be substantial, to reflect application of relevant course content, and to be supported with evidence from the textbook. A substantive response includes factual and relevant points to support your information.

The following guidelines should be followed for all case studies:

- After reading and reviewing the case analysis, answer the multiple-choice and short-answer questions based on the case study. The assessment is not timed and you have one attempt for this assignment.
- Multiple Choice Questions (50 points)
- Respond to the short-answer question with a well-developed paragraph (five sentences).
- Each response should be clear, concise, and demonstrate a thorough understanding of the topic.
- Use evidence and examples from the case study to support your answers.
- The short answer question is worth 50 points and will be evaluated based on comprehension, use of relevant information, and critical thinking.
- In-text citations and references should be included when applicable. All source material must be correctly cited (i.e... direct quotation/paraphrase).
- Students only have one attempt to submit this assignment. Before hitting “submit” read over it at least once. Make sure you're not going off subject and look for any spelling or grammar mistakes. No revisions will be accepted after it has been submitted.

Semester Project (30% of course grade)

Project will be utilized to gauge understanding of course concepts and techniques from several chapters. All assignments will be submitted through Blackboard in the appropriate drop box- please **DO NOT send assignments to the instructor's school email account.**

- Semester project is due by 11:59pm of the due date specified on the **Schedule** located in **Blackboard** under **Course Information** unless otherwise specified by the instructor.
- Late assignments will only be accepted for jury duty and military duties with documentation.
- The loss of Internet connectivity, and computer and storage device malfunctions are not acceptable excuses for assignments.

All writing assignments must be submitted in APA style format (7th edition). The writing assignment must be a Microsoft Word Document only and be typed in an appropriate format (12 point, Times New Roman, left justification, double spaced, and indented paragraphs). The writing assignment should be proofread for spelling and grammar mistakes. When using information from a source(s), please cite your source(s). You must cite all texts used, to avoid plagiarism.

- Assignments that do not include in-text citations **and** include a reference list may earn a grade of zero.
- Assignments that do not correspond with the instructions may earn a grade no higher than 50/F.

It is always a good idea to complete all your assignments on your word processing program on your computer, then save them to a file on your computer or to a flash drive (even if you choose to copy and paste in the drop box). That way when submitting the assignment, if something gets lost, you have a backup.

SLO exams

You may be required to complete two Student Learning Outcome Exams to see how well you understood the material. These are NOT open book exams. I will put an announcement up when these are available.

Academic Dishonesty

Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. The CGTC catalog details examples of academic misconduct, including plagiarism, which is misrepresenting ideas or words as your own without giving proper credit to the original source (to include AI-generated tools such as chatbots and generators for image, audio, video, coding, etc.) According to the CGTC Catalog, any student caught in any form of dishonesty in academic or laboratory work will receive a zero (0) for that work. The second offense may be cause for removal from that class and/or the college. Students with questions about academic misconduct should ask their instructor before submitting work. All submitted work must be the student's own work, and any work submitted by another individual, on behalf of the student represents academic misconduct.

Cases of academic dishonesty that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks if necessary, and citing the source(s).
- Copying and submitting another's work as one's own.

- Using unauthorized notes or equipment (programmable calculator, tablet, cell phone, etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, or assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.
- Falsifying or fabricating information, such as data for a lab report.
- Falsifying a patient's medical record or a student's clinical record, or any other student record, including a record of attendance.
- Using another person's file or copying another student's computer program.
- Other forms of cheating or dishonesty are forbidden, even if not listed here specifically.

Makeup Policy

Late assignments are accepted at the discretion of the instructor. Documentation may be requested. Technological issues are not valid excuses. Students have a 48-hour window from the due date to request to make up a case study, quiz, or an exam. All late work is subject to a grade penalty. This policy is strictly enforced. All assignments must be submitted via the designated drop box in Blackboard by the specified due date and time specified by the instructor or a grade of zero is recorded. All assignments are due weekly by 11:59 pm on Sunday, with the exception of the initial discussion post. Please plan ahead! HCSD will follow its remediation procedures.

- Late work will be penalized as follows: 1st day (10 points), 2nd day (20 points), and 3rd day (30 points) may be deducted from the grade after the assignment's due date. As a result, after day 3, the assignment will be unavailable, and the zero received will stand.
- There is no extra credit in this course.
- No assignment will be accepted via email.
- There is no resubmission on any assignment especially after it has been graded.
- All assignments must be submitted in the designated drop box in order to receive a grade.
- The loss of Internet connectivity, and computer and storage device malfunctions are not acceptable excuses for late assignments or tests.

Other Relevant Policies/Procedures

Copyright

According to TEACH Act of 2002 the College is obligated to advise you that instructional material included in this course may be subject to copyright protection. As such, you must not share, duplicate, transmit, or store the material of this course beyond the purpose and time frame explicitly stated in the syllabus of your course. If you are not certain whether a particular piece of material is covered by copyright protection, you should contact your instructor and obtain his/her written clarification. Failing to observe copyright protection is a violation of law.

Grade Appeals

Students with questions or concerns regarding course grades are encouraged to first discuss these with their instructor. If the student is not able to resolve the issue at the instructor level, please follow the CGTC grade appeal procedure outlined in the Academic Affairs section of the online college catalog.

Student Complaints/Grievances

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designed to handle inquiries regarding the non-discrimination policies: The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu.

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college. If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. More information concerning the formal and informal grievance procedures can be found in the college's online catalog^[1].

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

TCSG Guarantee/Warranty Statement

The Technical College System of Georgia guarantees employers that graduates of state technical colleges shall possess skills and knowledge as prescribed by state curriculum standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any state technical college at no charge for instruction costs to either the student or the employer.

^[1] <https://www.centralgatech.edu/about-cgtc/grievance-procedure>