[PANOLA COLLEGE]

IMPORTANT CLASS INFORMATION AND REMINDERS

General Psychology PSYC 2301.403

Purpose: This document will give you the general information you need to complete and be successful with PSYC 2301 General Psychology. Psychology 2301.403 is an online course. Your course assignments and tests will be submitted online in Canvas.

Instructor: Cancee Lester, M.A., LSSP

Contact Information: Canvas Inbox
936-591-9075 Extension 7001

Virtual Office Hours: Monday and Wednesday 5:00pm-6:00pm
Students that would like to make as face to face appointment can send a request in Canvas. Every effort will be made to respond to emails within 24 hours or the following Monday morning if the message is sent over the weekend.

Textbook: *Psychology* by Spielman, published by Openstax. The textbook is OER, which means it is free. An electronic version is provided with the class and is already embedded in your Canvas course.

Testing: This course requires 3 proctored exams and a comprehensive final. Your final is comprehensive and will cover all previous chapters. Guidelines on how to take proctored exams will be announced closer to the first exam.

Grading Policy: Each module lists the projects, essays, and discussions for that chapter, along with the due date and possible points. You can keep track of your grades in Canvas under the tab marked "Grades". Warning: Canvas doesn't include an assignment in your average until it has been graded. In other words, if you don't complete an assignment, your average will appear higher until it is graded with a "0" and then your grade will be much lower.

Grading Policy**:** Grades are weighted based on the type of assignment or assessment as follows:

Participation/Attendance	5%
Assignments	35%
Quizzes	20%
Tests	30%
Final	10%

Numerical grades equate to the following letter grades:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Late Policy: As a rule, assignments and exams must be completed on time. Students need to provide documentation of extenuating circumstances for late work or exams to be considered for credit. Late work will be considered on a case by case basis. Please see the course syllabus for late work policy. Please keep in mind, good planning is extremely important for success in a college course. Always allow yourself enough time for potential problems when completing assignments.

Attendance Policy: Attendance is important to the success of this course. It is recommended that you check Canvas and your Panola College email at least **DAILY** for messages, updates, etc. Logging in and completing work on time is how attendance will be measured in online classes.

Academic Integrity: It is expected that you will do your own work. Most assignments will automatically go through Turnitin, a program that will show how much of your work appears in other articles or how likely it is to have been produced using Artificial Intelligence. It also compares your work to assignments that were previously turned into Canvas at Panola or other colleges. That specifically means that if you turn in a paper for an assignment that has already been turned in by another student, the TurnitIn program will show the papers side by side. The best plan is to do your own research and take the time to summarize and reference the material you are using, <u>don't just copy and paste</u>. It is up to the discretion of the teacher to determine when integrity has been compromised on an assignment or exam. If Turnitin score is more than 50%, the instructor will review the similarities. If the similarities are confirmed, students will be asked to re-submit. If the student chooses not to re-submit or re-submits after the deadline given for resubmission or if the Turnit in score does not go down after re-submission, they will be assigned a "0" for the assignment. Exam integrity is equally important and students with excessive irregularities will have their testing sessions reviewed. If such irregularities are confirmed, then the student will be assigned a "0" for their test.

Online and Zoom Discussions: Please remember to keep discussions in Canvas or on virtual meetings as professional and relevant to the topic as possible. Here at Panola, we want all of the students to feel comfortable and safe in their learning environment. If a student is disruptive or disrespectful to other students or the instructor, the college discipline policy will apply.

Tutoring: If you still have trouble after meeting with your instructor and asking any questions that you have online tutoring is available free of charge. It is simple to use and you can access it by clicking "tutoring" on the side bar of your course. It will take you to Upswing where you can easily sign up. Upswing is available for you to use in all of your classes.

ADDITIONAL HELPFUL TIPS:

- Sign on to Canvas several times a day.
- Check your Panola email several times a day.
- Canvas announcements need to be checked as this is where important information will be posted.
- Pay close attention to due dates and turn in all assignments in a timely manner. Planning ahead is imperative to stay on top of the course.
- As you work through the modules answer quizzes as you read each chapter.
- Projects often have multiple parts and questions. Make sure that you address each question so you can get the full credit for each project.
- Finally, and most importantly if you have questions be sure to send a message in Canvas.

Alternate Operations During Campus Closure: In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website (www.panola.edu) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.