

## **Introduction to Psychology (Psychology 100 ON-LINE Winter)**

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*If you need to get in touch with me, please follow the following steps: first, email me and wait for a response within 2-3 days. If that doesn't get a timely response then call my cell phone and leave a message. You should get a response within 24 hours. Sometimes I don't get to all of my daily emails, so, I need a couple of days to address them. Also, when you send me an email always put in the "Subject" area your class number and section (e.g. Psy100-003 or -701, etc.). You do not have to put the title of the homework or your reason for the email in the "Subject" area. Thank you for your cooperation and understanding. **Again:** You have to have Psy 100c-700 or Psy 100c-780 (for dual credit online) or Psy 100c-008 or Psy 100-003 for my face to face class in the "Subject" area for all emails sent to me. This is the only way I can quickly identify which class of mine you are in. Only putting Psy 100c is not enough.*

Text:

Required: Ciccarelli and White. **PSYCHOLOGY 5<sup>th</sup> Edition (or 4<sup>th</sup> edition)**

### **Course Description**

Introduction to Psychology is a course designed to provide the curious mind with an introduction to the field of Psychology. Many areas of psychology will be explored including methods of psychology, learning, motivation, social psychology and abnormal behavior.

### **First Obligation**

After reading over the introductory documents for this class, you must call me at the office, home or on my cell at least once during the first two days of this summer session for a brief conference. This is a chance for you to put a voice with the face and express any questions, concerns, wishes, etc. that you may have about the class. We may play phone tag for a while but we should be able to manage at least one phone call. I look forward to hearing from you and about you.

### **Course Content and Our Goals**

This course that fulfills a portion of WKU's General Education Program (C. Social and Behavioral Sciences) and addresses the following general education goals:

- ❑ Describes methods of inquiry appropriate to the scientific study of societal institutions and human behavior
- ❑ Examines patterns of interaction pertaining to race, gender, ethnic identity, class,

- community, and other forms of social grouping
- ❑ Evaluates the impact of heredity and environment on human development and individual behavior

Upon completion of the areas in the text outlined below, a student will leave the class with a complete understanding of the basic methods, theories, and practices of Psychology. The student will demonstrate this acquired knowledge by successfully passing a comprehensive final exam, given at the end of the course that will test the understanding of Psychology's methods of research, traditional theories of learning, sensation, societal implications and mental development.

He or she will be able to fully comprehend subject matter related to the subjects/topics covered throughout the duration of the course. This will be assessed in four written examinations and at least eight comprehensive homework assignments, six group discussions, and five quizzing sessions.

### **Examination**

There will be three to four scheduled one-hour exams during the semester and one comprehensive Final Exam. Each exam will consist of a variety of MC, T-F, FIB, Matching and possibly essay questions. The exams will cover the designated chapters, lectures and other materials covered during that period (with the exception of the final exam which will be comprehensive). The exams are challenging and will consist of material covered in class, special readings, movies and chapters in your textbook. Although, I may sometimes offer a study guide for your exams, do not expect one for every exam you have to take. Your reading assignments, homework assignments and quizzes should give you enough preparation for the exams that follow.

**Exams may or may not be administered online. You can take them in the LAC or in any of Western Kentucky University's Computer Labs or Libraries. You will have one hour. The questions will be scrambled. You will be given a window of at least two full days to take them. You will not be permitted to re-take exams if you take the exams on a computer that is not in a Public supervised building, Government supervised building, and/or a WKU authorize and supervised location (i.e. extended campuses). You may only have your exam/quiz reset by me if you have the lab employee send me an email verifying the time and condition of problem you experienced, or if you video recorded your exam taking session through "Mediasite Test Proctoring (explained later in this document and in documents found in your blackboard class such as in the FAQ's Document)." Taking your quizzes and/or test on any personal or private computer is taking a risk.**

### **Make Ups!**

There are no such things. You will have at least five full days to take each exam. No excuses. Understand this and you will be O.K. with me. Tip: try not to miss exams and study to master all material covered. If you miss two exams you may want to think about dropping the class. If I do

decide to allow you to make up an exam, it will be for fewer possible points.

### **Quizzes**

Quizzes cannot be made up so be sure to take them in the allotted time. Your quizzes are completed in the same manner as your test or exams are except you do not have to record these. You do, however, want to take them on a secure internet connection. I will only reset a quiz if and when a computer lab tech or employee emails me verifying a technical issue that he witnessed on your computer. Otherwise, there are no resets or make ups with quizzes. You will also take all quizzes online via “Blackboard” and will have a deadline to complete them. It is up to you to both inform me of any problems you have with “Blackboard,” and see to it to call WKU’s helpdesk at 745-7000 for assistance.

### **Discussion Board**

Sometimes your Discussion Board responses are like class participation activities. It is the only way we will be able to interact and get into some of the interesting topics of Psychology. I only ask that you post your own thoughts with consideration of others feelings and **respond to at least one of your class-mates responses** for every Discussion Board Topic. That will give you a total of 2 responses per posted Discussion Board Topic. (Do not post your responses before the Topics are given as assignments in the “**Assignments**” folder) You will have from Sunday to Sunday to Thursday to submit your 2 responses. This will give everyone a chance to read your post before week’s end. All responses are to be submitted on Blackboard (“*Introduction to my web course*” Tegrity video will explain how to post in the Discussion Board area). I will not accept any responses via email.

### **Activities**

Activities will vary from at home projects to field projects. I will give you at least a week to complete these types of assignments.

If you wish to drop this class for any reason make sure you do it before the deadline. I am not responsible for dropping you from (or adding you to) my class. I want you to think about your G.P.A. and Financial Aid NOW! Don’t forget, you are responsible. Remember, after the first week of any semester, they will charge you for any changes made to your schedule. Make a commitment early.

### **Homework**

All writing assignments must be **typed** (unless otherwise specified) with your full name, class title, assignment title and date. You will send your HOMEWORK to me via email as an attachment “Microsoft Word Document” File. You must use Microsoft Word or Word Perfect. [Your DISCUSSION BOARD assignments are handled directly through Blackboard.]

### **Absolutely no plagiarizing**

I use internet **software** programs, such as **Google**, to check for *Plagiarism*. Make sure you do not cut and paste work that is not yours. If you do need to site something then you can go to any APA

guidelines site or go to WKU's home page and type in APA in the search box and links should come up that will help you with this. Be warned.

Always ask if you are not sure what plagiarism is. Remember there are very few new ideas. We have software to check for plagiarism.

If you are found guilty of "Cheating" on an exam, you will receive an "F" as your final grade in my class. Don't risk it. If you need help with any material, I will help you or I will find resources to assist you. Student Success Center, here at B.G.C.C. (South Campus), is available to you six days a week.

## **Grade**

The grade you receive in this course will be determined as follows (note that your homework, activities and discussion responses are critical to your overall grade):

Activities =	15%
Discussn Brd=	15%
Exams =	40%
Homework =	15%
Final =	15%

(These percentages or point totals are estimated. The instructor reserves the right to alter them, and other *areas on this syllabus*).

The semester letter grades will be no lower than indicated by the scale presented above. Students who show significant improvements during the semester will be considered individually.

AI expect only the best from students and that=s what I shall get in return@ - Quentin Hollis

## **Technology**

You must have access to a word processor, Windows 98 or better, Microsoft Word and Internet Access. You must have an email address through Western Kentucky University. If you send me an email, you must have the CRN# (which you can find on Topnet or on your printed schedule), and the course title (ex. Psych. 199) in the subject bar. Your name and class title should be on the document itself enclosed in the email. **I will not take any emails that do not follow this format.**

## **Diversity**

Understand that the world possesses a diversified population of people with a myriad of viewpoints. We will work to respect each and everyone's backgrounds and perspectives about life. If you agree to stay in this class, I assume that you agree to this and work to appreciate the conflicts that come from differences and strive to grow as a human being as a result. You will work to treat people with civility and not attack anyone verbally or physically in our class throughout the semester.

## **Confidentiality**

We will discuss many controversial topics. You will never be forced to disclose private information, but if you do, understand that your information should stay within the context of our online classroom. Also, it is important for you to know that if you disclose incriminating information, I am obligated to report that information to the proper authorities in order to protect the student learning environment and the safety of students on campus.

## **Our Goal**

Upon completion of the areas in the text outlined below, a student will leave the course with a complete understanding of the theories of development, growth stages, and research methods of development. He or she will be able to fully comprehend subject matter related to these subjects covered in Introduction to Developmental Psychology.

# **PSYCHOLOGY 100 OUTLINE**

## **Weeks 1,**

Chapt. 1

Chapt. 3 **exclude:** types of hearing impairments, taste, scents(smell), & somesthetics

Test 1.

Chapt. 5 **only** read Classical Conditioning, Operant Conditioning & Observational learning

Chapt. 6

Test 2.

## **Weeks 2**

Chapt. 7 creativity & intelligence section **only**

Chapt. 9 motivation and the theories of Emotion **only**

Test 3.

Chapt. 13 **exclude:** The Biology of Personality

Chapt. 14 **exclude:** The Somatoform Disorders (pick back up with Dissociative disorders)

Test 4.

## **Weeks 3**

Chapt. 8 What the classic Nature vs. Nurture argument is and how it effects Psych. And What is Developmental Psychology (first 3 pages only- nothing else from this chapter)

Chapt. 12 Definitions only: Social Psych, Conformity, Altruism, Bystander Effect, & Prosocial Behavior (e.g. altruism)

**Final Exam.**

**(All of these testing sections are subject to change at the discretion of the instructor)**

I would strongly recommend that you read the **FAQ's** section (found in the **Course Documents** Folder) for help on common issues, before emailing for help. Thank you for your dedication toward learning.

Like I said before, if you want to do well in the class, utilize your resources. First, make sure you become familiar with the resources within your text book (i.e. Chapter Summaries, Section and end of the chapter Quizzes, and Web sites). Secondly, know your campus. You have the L.A.C. to help you with acquiring tutors. Also, you can contact a "Subject Librarian" from the campus library to assist you with research assignments (Bryan Carson: 745-6125 or [http://www.wku.edu/library/dlps/ext\\_camp.htm](http://www.wku.edu/library/dlps/ext_camp.htm) ). So again, use your resources.

Alice Rowe Learning Assistance Center (LAC): The LAC is located in the Preston Success Center, room C234. The center hours are:

Monday – Thursday 8:00 am – 6:30 pm

Friday 8:00 am – 3:00 pm

Saturday 9:00 am – 2:00 pm

The LAC offers free tutoring for any WKU student in an assortment of subjects, particularly Math and English. The LAC also has computers for academic use, calculators and textbooks for checkout, as well as offering a variety of other services. For more information, check out our website: <http://www.bgcc.wku.edu/LearningAssistanceCenter.htm> or phone us at #780-2536

### **Student Disability Services**

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room A200, Downing University Center (DUC). The OFSDS telephone number is (270) 745-5004. No special considerations can be given unless this is done.

Please **DO NOT** request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

### **WKU R.E.A.L.**

WKU REAL program is designed to provide support services for non-traditional students who attend Western Kentucky University. Talk to adult learner counselors, browse materials, navigate WKU web pages for programs, applications, etc. for entering school. WKU REAL enables you to smoothly transition back into school with help, to make this a successful journey. Knowing is half the battle. Website: [www.wku.edu/real](http://www.wku.edu/real) email: [real@wku.edu](mailto:real@wku.edu)

### **WKU Sustaining Student Success**

If you are a student that is currently taking at least two Developmental Courses you can apply to this program and receive assistance with your classes in the form of: Mentoring, time management skills, study skills, tutoring, financial aid information, and more. Simply call 270-745-2902 or stop by their offices located in room C238, and ask for Martha Sales (Program Coordinator) or Charles Lovett (Program Assistant). You can also email them at:

[bgccsss@wku.edu](mailto:bgccsss@wku.edu) or [Martha.Sales@wku.edu](mailto:Martha.Sales@wku.edu)

Also, because we are dealing with personal issues and problems, I like to make services available to you if you need help at anytime during your college experience here at Western. Below is our on campus center for students/staff/and faculty who seek help with personal issues and/or problems.

<http://www.wku.edu/Dept/Support/StuAffairs/COUNS/>

**WKU**

**Counseling & Testing Center**

**Julia Morgan Johnson**

**Administrative Assistant**

**aka Director of Awesomeness**

**1906 College Heights Blvd. #11024**

**Bowling Green, KY 42101-1024**

**270.745.3159**

**Fax 270.745.6976**

**I always say "look at the positive side of everything and SMILE while doing anything."**

The following pages are only for those students who choose not to test in either a D.E.L.O Center across the country (This is my first preference) or a supervised public computer lab of some sort (This is my second preference). Below is a third option for students who choose to take your test online at home or elsewhere. **However, your final exam must be taken at a supervised location.**

**Testing Option #3 for Online Course**

**Mediasite Training Outline for Students**

## I. Downloading the Mediasite Desktop Recorder

- In order to create **desktop recordings** for Mediasite presentations, you will need to download the **Mediasite Desktop Recorder**.
- To download the Mediasite Desktop Recorder software, open your course within Blackboard.
- Your instructor should have a link in the course navigation panel for the **My Mediasite portal**. Select this link in the course navigation panel.
- Log in with your NetID and password. **If this is your first time using Mediasite, you will be prompted to complete your user profile to begin the registration process.**
  - Fill out your Name, Email, and Local Time Zone in the appropriate fields. When finished, click continue.
  - You will receive an email from **mediasite@wku.edu** with a link to complete the registration process and activate your account.
  - From the email, **click the confirmation link** to validate your registration.
  - Close the Mediasite window that opens as a result of clicking the link in the email.
  - Return to Blackboard and click the **Continue to Mediasite** button.
  - You are now connected to the My Mediasite portal.
- To download the Mediasite recorder, scroll down towards the bottom of the screen and click **Download the Desktop Recorder**.
- You will be redirected to three easy steps to download the recorder for either Windows or Mac.
- Begin with **Step 1** and select **Download Desktop for Windows/Mac**.
  - Click **I Agree** to the Terms and Conditions.
- Follow **Step 2** of Installing the Mediasite Desktop Recorder
  - Click **Save File** to begin the download.
  - **Execute** the downloaded software. The installer for the Mediasite Desktop Recorder will open.
  - In the installer, click **Next**, and then click **Install** to begin the software installation. When prompted, click **Finish** to complete the installation.

## II. Registering your TopNet account to MDR

- Launch the Mediasite Desktop Recorder software. You must complete **Step 3** on the Register your Mediasite Desktop Recorder with Mediasite Server download page.
- Click the OK button to continue.
- Select the **Register Mediasite Desktop Recorder** button under **Step 3** of the Mediasite Desktop Recorder download page.
- You will receive two notifications on the desktop confirming that **registration** and **authentication** were successful.
- Once authenticated, your NetID will appear at top left of the Mediasite Desktop Recorder window.

### III. Creating a Presentation with the Mediasite Desktop Recorder

- The Mediasite Desktop Recorder can be used to record anything that appears on your computer screen, such as instructional demonstrations and PowerPoint presentations.
  - Audio can also be recorded along with your screen recording.
- To create a new presentation from the My Mediasite portal, select the **+ Create Presentation** button.
  - You will be prompted with two options: **Record Desktop** and **Upload Media**
  - **Record Desktop** means that you can make a recording using the Mediasite Desktop Recorder software.
  - **Upload Media** means that you have already created the media content of your presentation and you want to upload it to the Mediasite server.
- Type in a Name and optional description of your recording in the appropriate fields.
- By default, the **Publish To** option will save your recording within your Mediasite **Drafts** folder.
- Click **Launch Desktop Recorder** to continue. A template of your recording will be created and the desktop recorder will automatically launch. Click **Record Now** to begin a new recording.
- Choose the type of presentation you wish to record by clicking the left and right directional arrows.
  - **Screencast + Video**: Choose this option to show a website, such as your Blackboard course, annotate in PowerPoint or Word, or demonstrate a process. This option also records your image from your webcam.
  - **Screencast + Audio**: Choose this option to show a website, such as your Blackboard course, annotate in PowerPoint or Word, or demonstrate a process. This option only records your voice (audio) from your webcam or microphone.
  - **Slideshow + Video**: Choose this option when you want to show a PowerPoint presentation. This option will allow you to change PowerPoint slides after you've finished recording, as long as the audio does not change. This option records your image from your webcam.
  - **Slideshow + Audio**: Choose this option when you want to show a PowerPoint presentation. This option will allow you to change PowerPoint slides after you've finished recording, as long as the audio does not change. This option only records your voice (audio) from your webcam or microphone.
- Select the **Next** button when ready to proceed.
- The **Camera Size** will automatically be detected based on the web camera connected to your computer.
- The same goes for the **Camera Input**. If this is not the correct setting you want, select the Camera Input drop down menu and select the appropriate camera.

- If you select to do a Screencast + Video, make sure your webcam image appears in the preview window.
- The **Microphone Input** option will automatically be detected based on the default audio recording settings from your computer. If this is not the correct setting you want, select the Microphone Input drop down box and select the appropriate microphone.
  - **Check your audio levels** to make sure they are at a good level. Do this by speaking into your microphone that resides in the **middle to upper green area**.
- Once all settings have been made, select the **Next** button to proceed.
- The appropriate screen capturing area for the presentation will now be selected. Three options will be prompted to you: **Desktop**, **Window**, and **Region**.
  - **Desktop:** This option will record your entire screen area. The area to be recorded will be indicated by a red box outlining the edges of your screen.
    - **NOTE:** If you have multiple monitors connected to your computer, you can select which monitor you would like to record.
  - **Window:** This option will **only** record a **specified window** you have open. After clicking **Window**, click the window you would like to record. The area to be recorded will be indicated by a red box outlining the edges of the window.
  - **Region:** This option will allow you to select a **custom** area on your screen to be recorded.
    - **Capture Freeform Region:** Choose this option to click and drag a custom-sized area on your screen to be recorded.
    - **Capture 4:3 Region:** Choose this option to click and drag an area to be recorded on the screen at a 4:3 aspect ratio.
    - **Capture 16:9 Region:** Choose this option to click and drag an area to be recorded on the screen at a 16:9 aspect ratio.
- Click the **green checkmark** once you have selected the area you wish to record.
- **Review** the information displayed on the Summary page to ensure that all settings are to your liking.
- Once you are ready to record, click the **Record** button. Minimize the MDR Preview window so that it will not appear in your recording.
- You will receive a five second countdown before the recording begins.
- To tell that you are in recording mode, a red pause button will display in the **bottom right-hand system tray from a PC** or the **upper right-hand side of a Mac**.
- To **stop** or **pause** recording, click the **red pause** button
- When stopping or pausing a recording, three actions are now available.
  - **Discard Recording:** Choose this option to discard the current recording and attempt to record it again.
  - **Resume Recording:** Choose this option to resume your recording.
  - **Finish Recording:** Choose this option to finish your recording and upload it to Mediasite.

- After a presentation is finishing, it will immediately begin the uploading process.
  - You will receive a **status notification** that your recording has been uploaded to the Mediasite server.
- When returning to the My Mediasite portal, you will see that your recording is now being processed for playback.
  - Depending on the **duration** of your recording and **how many other users are uploading recordings**, this process **may take some time to finish**.
  - You can click within the status window to wait for the process to complete. This will take you to the **Summary** page for the presentation.
- You will know that the process has completed by seeing an image of your recording within the preview window.
  - It is recommended to click the play button within the preview window to confirm the recording will play.

#### IV. Sharing Uploaded Presentations

- In order to share your presentation, you will need to **copy the URL** address of your recording.
- Access your Drafts in the My Mediasite portal.
- **By default**, all recordings are set to **Private**. Only **you** can see the presentation.
- Select the **Private** tab underneath the presentation you would like to share.
  - In the dropdown menu that shows, change the status to **Viewable**.
- Click the thumbnail image to open the preview window.
- Select the **Share** tab.
- **Highlight** the link from beginning to end under the **Link** area.
- Copy the URL by pressing **Ctrl + C** (for Windows) or **Command + C** (for Mac).
- Post the link in your Blackboard course within the **designated area** provided by your instructor.
  - Such areas include within an Assignment, Discussion Board, Blog, or as a Journal Entry in Blackboard.
- Faculty and students will login using their NetID to watch the recording.
- Links to presentations can also be shared by Email.
  - In the **Share** tab, enter the Email address of the recipient you would like to share your presentation with. Once complete, click **Send Email**.