





## Course Content

*This course is administered on Canvas.* Essential resources, course information, and grades are available on the course Canvas page. Some assessments are accessed and completed via Canvas. See course schedule at the bottom for all due dates.

### **Grade Determination**

The class is out of 300 total points split between 5 grade categories:

<b>Attendance</b>	<b>Lecture Quizzes</b>	<b>Summative Quizzes</b>	<b>Application Assignments</b>	<b>Course Total</b>
20 points	105 points	75 points	100 points	300 points

**20 points – Attendance:** Attending class sessions is mandatory. Each class that you attend is worth 1 point (you can earn up to 22 points of extra credit for perfect attendance). If you arrive more than 5 minutes late to class without a valid excuse, you will be marked as “tardy” and lose the attendance point. If you email me an image of Franz Ferdinand before the first day of class on August 28th, 2023, you will receive 3 extra credit points towards your overall grade.

**100 points – Lecture Quizzes:** At the start of class before the lecture, there will be a short quiz (timed; 10 minutes) that assesses your knowledge/understanding of the information presented in the previous lecture(s). There are 21 non-cumulative lecture quizzes throughout the semester, and each quiz is worth a total of 5 points. This quiz is *completed in class*. Extra time will not be granted for students who arrive late.

**75 points – Summatives:** There are cumulative quizzes (timed; 1 hour and 15 minutes) throughout the semester that assess your knowledge of all recent lecture content for a given span of time (~5-6 weeks). Each of these Summatives are worth a total of 25 points and must be completed *online on Canvas* before the assigned due date.

**100 points – Application Assignments:** There will be 4 written assignments spread throughout the semester. Directions for how to complete these assignments will be posted 1 week prior to their due dates and mentioned during class (specific directions for how to complete and submit each assignment can be found on Canvas). Each assignment is worth 25 points and must be submitted *online on Canvas* before the assigned due date.

**\*Extra Credit\* – Clarification Questions:** Starting Week 1, you can submit one question after each class session (on Monday and Wednesday) to earn 1 point of extra credit toward your overall grade. You can pose a question about anything (and I mean ANYTHING) pertaining to the lectures, supplemental material, or how the course topics relate to the real world. You will only earn the extra credit if you submit your question before midnight the same day of class (Monday and Wednesday before 11:59pm), attend the class session, and if the question can't be answer with a simple “yes” or “no.”

## Grade Calculator

Percent Grade	Letter Grade
92-100%	A
90-91%	A-
88-89%	B+
82-87%	B
80-81%	B-
78-79%	C+
72-77%	C
70-71%	C-
68-69%	D+
62-67%	D
60-61%	D-
≤59%	F

## Course Expectations

### General Expectations

All correspondence (emails, meetings, phone calls) must be in **English**. It is expected that students devote roughly **10 hours** per week on this course, split between attending classes, completing assignments, studying, reading, and meeting with the professor (if needed). Students are expected to complete all assignments individually unless otherwise stated.

### Expectations for Students

- (1) Have a reliable internet connected computer with the most updated Canvas-compatible web browsers (e.g., Chrome, Firefox, Safari, Edge). You may also need up-to-date versions of a Flash player, Java, and a PDF viewer (e.g., Adobe).
- (2) Have a backup plan to be able to log in from another computer or another location if your computer crashes or internet goes down. Plan ahead for taking quizzes and submitting assignments!
- (3) Log in to Canvas at least 3-5 times a week; checking Canvas daily is recommended.
- (4) Follow the calendar of events and complete all of the quizzes assignments by their deadlines.
- (5) Respond to emails within 24 hours during weekdays (48 hours on weekends).
- (6) Participate in a thoughtful and polite manner.
- (7) Observe proper classroom etiquette by respecting each other's privacy, using constructive criticism, and refraining from derogatory/inflammatory comments.

### Expectations for the Instructor

- (1) I (the instructor) will log in to the course daily and will alert students if I will be absent [this is unlikely to happen].
- (2) I (the instructor) will respond to your questions, concerns, and emails within 24 hours [48 hours on weekends].
- (3) I (the instructor) will grade all assignments in a timely manner [within 2-3 days].

### **Sudden Loss of Internet Access**

If you lose access to a reliable internet connection, it is necessary to contact me as soon as possible. Without internet, you will be unable to complete Summatives and submit Assignments. If you cannot reach me by email, you may call me/WhatsApp me. The sooner that I am aware of your situation, the faster I can guide you towards resources to obtain internet access and work with you to come up with a solution. Here is my phone number in case of emergency: (507) 6345-1607

### **Technical Support**

If you are unfamiliar with the Canvas platform, are or are unsure of how to navigate the online resources, or are experiencing other technical difficulties, here are some useful resources:

- FSU Information Technology Services: <https://its.fsu.edu/its-service-desk>

For more Canvas tutorials and learning support:

- <https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>

## **Course Policies**

### **Class Attendance Policy**

Students who do not attend the first class meeting will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. It remains the student's responsibility to verify course drops and check that fees are adjusted. If you miss a day of class, you are responsible for any materials or lecture that day. If tardiness or absence causes you to miss a quiz, you cannot make it up (unless you have a legitimate excuse and documentation to show it). I strongly recommend that you get the names, phone numbers, and email addresses of at least 3 people in this class from whom you can get missed notes.

### **University Attendance Policy**

Excused absences include documented illness, deaths in the immediate family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

### **Technology Policy**

The use of cellphones, laptops, tablets, and other technological devices is strictly prohibited during class sessions. If you must use answer a call or a message in the event of an emergency or some other extenuating circumstance, you must leave the classroom to attend to it. Use of technological devices during class will result in an automatic "0" grade for Attendance and the Quiz for that day.

### **Late or Missed Quizzes, Summatives, & Assignments**

Quizzes begin promptly at the start of class and must be completed within the allotted time (10 minutes). Summatives and Assignments are due BEFORE the assigned due dates indicated on the course schedule. Late or missing work will NOT be accepted unless you present a legitimate excuse (note: loss of internet access is legitimate). If you can't attend a class session or cannot submit an assignment for whatever reason, inform me as far in advance as possible (e.g., for religious holidays or University events), but no sooner than two days (48 hours) in advance. If it is not possible to notify me in advance (e.g., for last-minute illness or emergency), contact me as soon as possible by email (atratner@fsu.edu). The professor has the right to ask for documentation to corroborate your excuse. All makeups must occur as soon as possible.

### **Grade Disputes**

If something seems wrong with your grade, please bring it to my attention as soon as possible. Honest mistakes do occasionally happen. If you would like to dispute a grade, you will have 7 days to bring your grade dispute to my attention. However, in order for me to amend your grade, you cannot simply state that I am wrong; you must appeal to me using concrete evidence and/or logical reasoning for why you deserve a better grade.

### **Student Eligibility for an Incomplete Grade**

Incomplete ("I") grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the last three weeks of the semester and your work has otherwise been satisfactory (C average).

### **Academic Honor Policy**

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.

Plagiarism is the unauthorized use of other people's intellectual product. Borrowing material from other sources without giving credit to the original author shows disrespect for intellectual property, it and will not be tolerated. Plagiarism can take several forms: careless paraphrasing that maintains a considerable part from the original without quotation marks; downloading essays from a web site and using them as one's own; having someone else write an essay; "forgetting" to place quotation marks around a borrowed passage; paraphrasing a document and including it in your work without citing the original source. Whenever you decide to consult secondary sources, do so responsibly: give credit to the author by indicating the source, and quote appropriately. Any written work that shows signs of plagiarism will receive a failing score without any opportunity to make up. Repeated cases of plagiarism may result in a failing grade.

Please be aware that using social media to collaborate on and share course exams or assignments with other students that are not identified by the course instructor as group work is a violation of the FSU Academic Honor Policy.

## **Special Considerations & Americans With Disabilities Act**

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course.

To receive academic accommodations, a student:

- (1) Must register with and provide documentation to the Office of Accessibility Services (OAS);
- (2) Must provide a letter from OAS to the instructor indicating the need for accommodation and what type; and,
- (3) Should communicate with the instructor, as needed, to discuss recommended accommodations. A request for a meeting may be initiated by the student or the instructor.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities please visit the Office of Accessibility Services website (<https://dsst.fsu.edu/oas>), or contact the office directly:

874 Traditions Way  
108 Student Services Building  
Florida State University  
Tallahassee, FL 32306-4167  
(850) 644-9566 (voice)  
(850) 644-8504 (TDD)  
[oas@fsu.edu](mailto:oas@fsu.edu)  
<https://dsst.fsu.edu/oas>

## **Tutoring & Other Assistance**

The Writing Center of FSU Panama can provide support with your essays and research projects. Additionally, the Reading/Writing Center of FSU located in Tallahassee can provide tutoring online. For more information and appointments visit: <http://wr.english.fsu.edu/Reading-Writing-Center/RWC-Online>. If you have questions about any aspect of this class or any aspect of the assignments, please reach out to me. A wealth of resources on research guides, and citation styles can be found through the FSU libraries online: [www.lib.fsu.edu](http://www.lib.fsu.edu)

## **Confidential Campus Resources**

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:



Victim Advocate Program  
University Center A, Rm. 4100  
(850) 644-7161  
Available 24/7/365  
Office Hours: M-F 8-5 <https://dsst.fsu.edu/vap>

Counseling and Psychological Services  
Askew Student Life Center, 2<sup>nd</sup> floor  
942 Learning Way  
(850) 644-8255 <https://counseling.fsu.edu/>

University Health Services  
Health and Wellness Center  
(850) 644-6230 <https://uhs.fsu.edu/>

### **Title IX Statement**

As a recipient of Federal financial assistance for education activities, FSU is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Sexual discrimination includes sexual misconduct (sexual violence, stalking, intimate partner violence, gender based animosity and gender based stereotyping). If you have questions about Title IX or wish to file a Title IX complaint, please visit the FSU Title IX website: [www.titleix.fsu.edu](http://www.titleix.fsu.edu) or call the Title IX Director 850-644-6271. **Please note that as Responsible Employees, all faculty are required to report any incidents of sexual misconduct to the Title IX Office.** The Victim Advocate Program at FSU has a confidential advocate on call twenty-four hours a day to respond to FSU students, faculty, and staff who are victimized, or any other person who is victimized on our campus, or by an FSU student. Daytime Phone: 850.644.7161, 850.644.2277, or 850.645.0086. Nights, Weekends & Holidays 850.644.1234 ([FSUPD](https://www.fsu.edu/office-of-the-victim-advocate)) Ask to speak to the on-call advocate.

### **Sexual Harassment Policy**

Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated by the Florida State University, whether by faculty, students, or staff; or by others while on property owned by or under the control of the University.

### **Syllabus Change Policy**

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

*Note: Changes will be noted online in Canvas, and a current version of the syllabus reflecting any changes will be available at all times through Canvas. Students are responsible for ensuring they are referencing the most current version of this syllabus. This course will observe all deadlines posted on the FSU Panama Academic Calendar, including add/drop dates.*

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Quiz Date (In-Person)</b>	<b>Online Assignments Due</b>
<b>1</b>	<b>M</b> 28/8/2023	Introduction		
	<b>W</b> 30/8/2023	Fundamentals of Psychology	Quiz #1	
<b>2</b>	<b>M</b> 4/9/2023	Human Evolution (I)	Quiz #2	
	<b>W</b> 6/9/2023	Human Evolution (II)	Quiz #3	
<b>3</b>	<b>M</b> 11/9/2023	(Video Lecture) Neurons & Neural Processes (I)		Quiz #4 (online)
	<b>W</b> 13/9/2023	(Video Lecture) Neurons & Neural Processes (II)		Quiz #5 (online)
<b>4</b>	<b>M</b> 18/9/2023	The Nervous System (I)		Application Assignment #1
	<b>W</b> 20/9/2023	The Nervous System (II)	Quiz #6	
<b>5</b>	<b>M</b> 25/9/2023	Sensation (I)	Quiz #7	
	<b>W</b> 27/9/2023	Sensation (II)	Quiz #8	
<b>6</b>	<b>M</b> 2/10/2023	Perception (I)		Summative #1
	<b>W</b> 4/10/2023	Perception (II)	Quiz #9	
<b>7</b>	<b>M</b> 9/10/2023	Consciousness (I)	Quiz #10	
	<b>W</b> 11/10/2023	Consciousness (II)	Quiz #11	
<b>8</b>	<b>M</b> 16/10/2023	Development (I)		Application Assignment #2
	<b>W</b> 18/10/2023	(Video Lecture) Development (II)		Quiz #12 (online)



<b>9</b>	<b>M</b>	23/10/2023	(Video Lecture) Learning (I)		Quiz #13 (online)
	<b>W</b>	25/10/2023	(Video Lecture) Learning (II)		Quiz #14 (online)
<b>10</b>	<b>M</b>	30/10/2023	Memory (I)	Lecture Quiz #15	
	<b>W</b>	1/11/2023	Memory (II)	Lecture Quiz #16	
<b>11</b>	<b>M</b>	6/11/2023	No Class (National Holiday)		
	<b>W</b>	8/11/2023	Behavioral Genetics		Summative #2
<b>12</b>	<b>M</b>	13/11/2023	Personality (I)	Lecture Quiz #17	
	<b>W</b>	15/11/2023	Personality (II)	Lecture Quiz #18	
<b>13</b>	<b>M</b>	20/11/2023	Social Psychology (I)		Assignment #3
	<b>W</b>	22/11/2023	Social Psychology (II)	Lecture Quiz #19	
<b>14</b>	<b>M</b>	27/11/2023	No Class (National Holiday)		
	<b>W</b>	29/11/2023	Psychological Disorders (I)	Lecture Quiz #20	

<b>15</b>	<b>M</b>	4/12/2023	Psychological Disorders (II)	Lecture Quiz #21	
	<b>W</b>	6/12/2023	Psychological Disorders (III)	Lecture Quiz #22	
<b>16</b>	<b>M</b>	11/12/2023	No Class (Finals Week)		Summative #3 Application Assignment #4 Due by 6:30pm
	<b>W</b>	13/12/2023	No Class (Finals Week)		

**Summative #3 and Application Assignment #4 due during Final's Week (Monday, December 11<sup>th</sup> at 6:30pm).**