

**PSY 200 Policy  
Instructional Guidelines  
(approved: Fall, 2015)**

PSY 200 (Introduction to Psychology) is often the first exposure students have to the field of Psychology. It is also taken during the first or second year of a student's undergraduate career. This course should be taught with a level of rigor appropriate for a Freshman/Sophomore in college. It should also be taught in a way that is creative and enjoyable for both the Instructor and the student.

**I. How Instructional Outcomes are to be Measured:**

PSY 200 is part of the General Education curriculum at EKU and so assessment of the Gen Ed objectives must be specified. Below is the assessment plan approved for PSY 200 by the EKU Gen Ed committee for this course.

**PSY 200 Essay Question:**

Please administer the PSY 200 Essay Question that can be found at the end of this document to all students in your course. It would be most helpful if a graded practice administration of this question is made prior to the assessment of submitted answers.

Answers to this question will be randomly sampled from multiple sections of PSY 200 for assessment purposes and the General Education Scoring Guide for Social & Behavioral Sciences will be applied to the sample of answers. If you would like to see or use this grading rubric in your course, please request a copy of the rubric from the Assessment Coordinator. Course grading guidelines are outlined below.

**Guidelines for the administration of the PSY 200 Essay Question:**

- The method of administration of the question is up to you: essay question on a test or final exam, homework assignment, group assignment in class, etc. Feel free to be creative. You will be asked to explain how you implemented this assessment when you turn in your student answers.
- Give the question in a method that can be easily submitted to and understood by the department Assessment Coordinator. All formats are acceptable as long as the answers can be read easily. Hard copy and/or electronic copy are the most likely formats, but feel free to use another if it better fits your teaching style.
- Grading of the question is up to you with the only requirement being that the question counts for some portion of the course grade for all students. It should not be given for extra credit.
- The question should be administered during the last quarter of the semester.
- Additional questions may be added to the assessment, but questions cannot be taken away from the assessment.

**II. Evaluation of Instruction**

Instructors must submit electronic copies of syllabus, sample tests, written assignments and examples of class activities to the Department Administrative Assistant at the beginning of the semester.

Each class in the Psychology Department is to be evaluated using the IDEA instrument. PSY 200 instructors have identified common objectives that are to be specified by all instructors. Item 1, *Gaining factual knowledge (terminology, classifications, methods, trends)* is to be marked as **Essential**. Item 2, *Learning fundamental principles, generalizations or theories* is to be marked as **Important**. Other items may be indicated at the instructor's discretion.

In addition, these questions will be added to the student evaluation form:

1. Class met for every scheduled session.

1	2	3	4	5
Hardly Ever	Occasionally	Sometimes	Most of Time	Every Time

2. Class was held for the entire period as scheduled.

1	2	3	4	5
Hardly Ever	Occasionally	Sometimes	Most of Time	Every Time

3. Instructor was on time.

1	2	3	4	5
Hardly Ever	Occasionally	Sometimes	Most of Time	Every Time

4. Instructor was prepared for each class.

1	2	3	4	5
Hardly Ever	Occasionally	Sometimes	Most of Time	Every Time

#### **IV. Standardized Syllabus Policy**

In order to ensure consistency in the instruction of Introductory Psychology, please use the standardized syllabus and fill in the portions that are specific to your course. The components of the course outlined in the standardized syllabus are required. The chapters below must be included in your course. All other chapters are optional. Please remember that you do not have to teach every single concept in a chapter, but major concepts should be covered in chapters taught.

Required Chapters:

- The Science of Psychology
- The Brain and Behavior
- Sensation and Perception
- Learning
- Memory
- Thinking, Intelligence, and Language
- Human Development
- Personality
- Social Psychology
- Psychological Disorders

## Standardized Syllabus for Psychology 200:

### Introduction to Psychology

**Department:** Psychology

**Course:** PSY 200: Introduction to Psychology (3 credit hrs) **CRN:** \_\_\_\_\_

#### Instructor Information

Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Office Hours: \_\_\_\_\_

**Catalog Course Description:** PSY 200 Introduction to Psychology: 3 Semester Hours. A survey of the major content areas and methods of psychology, including history, biological correlates, cognition, language, intelligence, motivation, emotion, development, personality, abnormal, therapy, and social behavior. Credit will not be awarded to students who have credit for PSY 201 or PSY 202.

**Last day to drop course without "W" on record:** \_\_\_\_\_

**Last day to withdraw (W on record, but no grade to affect GPA):** \_\_\_\_\_

**Required Text with Connect Plus:** : King, L. (2013). Experience Psychology. McGraw Hill: New York, NY. (ISBN-125941034X.)

#### General Education Goals and the Course:

PSY 200 is a general education course that is designed to help students:

1. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions.
2. Analyze the social and behavioral influences that explain how people relate to each other, to institutions and to communities.
3. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences.

As psychology is the scientific study of behavior and mental processes the course as a whole has a direct bearing on Goal 2. Students are encouraged to engage in critical thinking (Goal 1) both by applying established psychological concepts to daily life situations and by examining competing psychological theories that seek to explain behaviors and mental processes. The course addresses Goal 3 by presenting the fundamental research methods used in psychological research. Students' understanding of the methods is reinforced throughout the course as particular research studies and their findings are discussed.

#### Student Learning Outcomes

1. Students will comprehend generally accepted psychological concepts.
2. Students will comprehend the basic research methods used to discover psychological concepts.
3. Students will apply psychological principles to everyday situations.

**Official E-mail:** An official ECU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this ECU e-mail address.

**Attendance Policy.** (*Describe policy regarding how absences and tardiness will be recorded, how absences will be handled, and how missed exams and late or missed assignment will be handled. Please Note: All instructors at ECU must allow for excused absences per Title IX.*)

**Course Requirements:** *(Describe all required activities, quizzes, papers, homework, exams, etc.)*

**Evaluation Methods and Relative Weight/Point Value of each course requirement:** *(List these same requirements and indicate the relative weight/point value of each course requirement toward the course grade.)*

**Final Grade:**

The grading system for this course is:

A = 90-100 %

B = 80-89 %

C = 70-79 %

D = 60-69 %

F = <60 %

**Student Progress.** *(Describe a mechanism by which you will provide students with written information on their progress in the course at least once prior to the midpoint of the course. Ideally, grades on all assignments completed will be available to students throughout the course.)*

**Outside Activities Requirements:**

As a student in this course you are required to earn 6 units in outside activities. Completion of the course requires earning all 6 units. Those students failing to earn the minimum of 6 units will have their final course grade lowered by one letter grade. Please read the attached sheet on outside activity requirements carefully for details. You may earn your outside credits with any combination of the activities listed on attached sheet.

**Academic Integrity**

Students found guilty of an academic honesty violation will receive a 0 on the assignment in question. Violations could also result in a 0 in the course and/or a referral to the Academic Council. Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at [www.academicintegrity.eku.edu](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.

**Students with disabilities.**

*A student with a "disability" may be an individual with a physical or mental impairment that substantially limits one or more major life activities such as learning, seeing or hearing. Additionally, pregnancy or a related medical condition that causes a similar substantial limitation may also be considered a disability under the ADA.*

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the office in the Whitlock Building Room 361 by email at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933. Upon individual request, this syllabus can be made available in an alternative format.

**Standards for Written Assignments**

Students in all psychology courses are expected to use correct grammar, spelling and composition in written assignments. These elements of writing will be taken into consideration in grading all out-of-class writing assignments. If you would like free help with your writing, you may visit the Noel Studio, in the Library: The Noel Studio for Academic Creativity is a free resource for the EKU community, including graduate and undergraduate students. At the Noel Studio, a trained consultant will work you or your small group on any piece of written or oral communication, at any stage in the process from brainstorming to finished product. Consultants can also help you develop effective research strategies. For more information, visit the Noel Studio website at <http://www.studio.eku.edu/> or call 859-622-6229.

**Course Outline:**

*(Please give dates to indicate when each chapter in the class will be covered, due dates of all course assignments, due dates for completion of Outside Activity credits.)*

<b>Topic</b>	<b>Reading</b>	<b>Assignment</b>
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## **Outside Activity Requirement for Psychology 200, 250, 309, and 310**

As a student in one of these courses you are required to earn 6 units in outside activities. Completion of the course requires earning all 6 units. Failure to complete the required units will result in a reduction of your course grade by one letter grade. You may earn these units in any of the following ways:

1. Participate in research conducted by psychology undergraduate or graduate students, or faculty, and complete a follow-up assignment as required by your instructor. See other side for how to sign-up for studies.

- If you participate in an on-line survey, you will earn:
  - 1 unit for each 1 hour of participation
  - ½ unit for each 30 mins of participation
- If you participate in an in-person study, you will earn:
  - 2 units for each 1 hour of participation
  - 1 unit for each 30 mins of participation
- *Please Note: If you participate in 5 units of research (option #1 above) without receiving a no-show penalty (not showing up for a study and not informing the research 24 hours in advance), you do not have to complete the sixth unit.*

2. Participate in mock clinical interviews and assessments conducted by psychology students, and complete a follow-up assignment as required by your instructor.

2 units per hour; 1 unit per half hour or less

3. Attend a colloquium or presentation (for example, the Chautauqua lectures) approved by the professor, and complete a follow-up assignment as required by your instructor.

1 unit

4. Other activities as offered by the instructor.

Unit worth will vary depending on activity

All written summaries/reactions will be graded on a pass/fail basis.

## Information about Participating in Research or Interviews

### Your rights as a participant

1. You have a right to discontinue participation in a study or interview if, after it is explained to you, or after you begin, you find it to be objectionable. You will NOT be penalized for conscientious refusal to participate. That is, although you will not receive credit for participation, neither will you receive an "unexcused absence".
2. At the end of each study, the researcher will provide you with information about the research, including references for further reading. Feel free to contact the researcher if you have any questions or would like to know more about the study. Researchers welcome reactions and questions from students interested in their research.

### Procedures for participation in research

In order to sign up for research or mock interviews/assessment for outside activity credits, you must go to

<http://eku.sona-systems.com/>

The first time you go to the site, you need to create your own account by clicking below "New User?" Follow the instructions by creating a login and password, adding an (optional) alternate email address, AND BE SURE TO SELECT THE SECTION OF EITHER 200, 250, 309 OR 310 YOU ARE ENROLLED IN FROM THE LIST PRESENTED. Be sure you select the correct section. Check for your instructor's name and the time of the class. There are many sections of some courses.

If you are enrolled in more than one course that allows you to participate in research, you must set-up separate accounts for each class.

In order to receive credit for participating in research, you MUST bring your 5-digit ID code (from the participation sign-up system, it's in your profile in your account--*this is NOT the same as your EKU ID*) with you to the in-person studies. The researchers need this number to award you credit for participation.

Once your account is established, and after you have read some important information about privacy and ethics, you can begin to sign up for research. To sign up for research, click on "Study Sign-Up" and browse the available study descriptions and times.

For online studies, you will be asked to complete the study immediately after you sign-up.

For in-person studies, you will be asked to sign-up for a timeslot offered by the researcher that fits your schedule.

Once you have found a study that looks interesting and/or fits your schedule, click on that link to select the timeslot. You should receive email confirmation of your sign-up shortly. If you have to cancel your appointment, you must do so at least 24 hours in advance, by clicking the cancel link for that particular appointment. If you do not show up for your appointment without canceling at least 24 hours in advance, you will receive an NO SHOW PENALTY. It is very important for researchers and interviewers that you show up for activities you have signed up for, or that you give advance notice of your inability to attend. So please be careful to select studies that fit your schedule.

You can track your progress toward completing this requirement by logging into your account. If you forget the time or location of a study you signed up for, you can always get that information from logging in to your account.

If you have problems using the research sign-up system or questions about it, please email [psyresearch@eku.edu](mailto:psyresearch@eku.edu).

## PSY 200 Essay Question

Please select TWO topics from your Introduction to Psychology course, and answer the questions below on each topic.

### Topic Selection Guidelines:

Please select TWO Key Terms from your Introduction to Psychology course. A Key Term is a term that can be found in the margins of your text or in bold within the body of your text.

Answer the questions below on each Key Term.

Key Term 1: \_\_\_\_\_

1. Describe the Key Term in a paragraph that is written in your own words.
2. Give your own example of the Key Term that is found in everyday life that is different from an example already given in class or the textbook.
3. Describe a study and/or a theory that is related to the Key Term.
4. Pick a second Key Term from a different chapter and explain how it goes with the Key Term listed above.

Key Term 2: \_\_\_\_\_

1. Describe the Key Term in a paragraph that is written in your own words.
2. Give your own example of the Key Term that is found in everyday life that is different from an example already given in class or the textbook.
3. Describe a study and/or a theory that is related to the Key Term.
4. Pick a Key Term from a different chapter and explain how it goes with the Key Term listed above.