

Bergen Community College  
Division of Business, Social Sciences & Public Services  
Department of Social Sciences

**Departmental Policy Syllabus**

**PSY-101 General Psychology**

**Basic Information about Course and Instructor**

Semester:  
Course Number:  
Meeting Times and Place:

Instructor:  
Office Location:  
Phone:  
Department Secretary:  
Office Hours:  
Email Address:

**Course Description**

**PSY-101 General Psychology** is an analysis of human behavior with special reference to thinking, learning, memory, perception, emotion, individual differences in intelligence, psychotherapy, and personality. The scientific nature and practical relevance of psychological investigations and research findings are discussed.

3 lecture 3 credits  
General Education Course  
Social Science Elective

**Student Learning Objectives/Means of Assessment**

<b>Objectives:</b> Upon successful completion, the student will be able to:	<b>Means of Assessment:</b> This outcome will be measured by one or more of the following:
1. describe the discipline of psychology, including several major theoretical perspectives.	Objective tests, essay questions, oral reports, class discussions, and writing assignments
2. distinguish the different research methods used in psychology.	Objective tests, essay questions, oral reports, class discussions, and writing assignments

3. utilize the scientific method to critically evaluate psychological research and learn about critical thinking in daily life.	Objective tests, essay questions, oral reports, class discussions, and writing assignments
4. demonstrate an understanding of several areas of psychology such as: biological foundations, gender, diversity, consciousness, learning, memory, motivation, emotion, personality, psychopathology and psychotherapy.	Objective tests, essay questions, oral reports, class discussions, and writing assignments
5. apply psychological knowledge to enhance his/her understanding of human and animal functioning and how such knowledge can improve the quality of life.	Objective tests, essay questions, oral reports, class discussions, and writing assignments

**Course Content:**

Topics within the chapters with an asterisk must be covered and topics in the other chapters may be taught at the discretion of the instructor.

- \*1. Introduction and Research Methods (Critical Thinking/Active Learning)
- \*2. Neuroscience and Biological Foundations
- 3. Stress and Health
- 4. Sensation and Perception
- \*5. Consciousness
- \*6. Learning
- \*7. Memory
- \*8. Thinking, Language, and Intelligence
- 9. Life Span Development
- \*10. Gender and Human Sexuality
- \*11. Motivation and Emotion
- \*12. Personality
- \*13. Psychological Disorders
- \*14. Therapy
- 15. Social Psychology
- 16. Statistics and Psychology

In addition to the above components, individual instructors may incorporate field trips to local mental health facilities, as well as films, articles and other multi-media supplements.

**Course Textbook**

The **required textbook** for this course is *Psychology In Action*, 8th Edition by Karen Huffman, John Wiley & Sons, 2007. ISBN-13 978-0-471-74724-6.

### **Research, Writing and/or Examination Requirement**

As a General Education course, PSY-101 has a significant writing requirement integrated into the content of the course, including the preparation of out-of-class writing assignments and essays. Exams may consist of a mix of essay, short-answer and/or objective style questions.

### **Grading Policy**

The final grade in the course will be determined by a student's overall mastery of the subject matter as evidenced on exams, out-of-class writing assignments and class participation.

### **BERGEN COMMUNITY COLLEGE ATTENDANCE POLICY**

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

### **ATTENDANCE POLICY IN THIS COURSE**

Students are expected to attend every scheduled class and to arrive punctually. Attendance will be taken at each class session. It is expected that class will be conducted in such a manner that students will benefit from both the lectures and class discussions. Each student is held responsible for all material presented. While there is no automatic penalty for being absent from class, attendance is generally reflected in the student's overall performance. Those who arrive late or leave early disrupt class. If you find that it is absolutely necessary for you to leave the class early, please consult with the instructor before the beginning of the class, and take a seat close to the door so as not to disturb others when you leave. Make-ups for examinations will be allowed at the discretion of the instructor.

### **OTHER COLLEGE, DIVISIONAL, AND OR DEPARTMENTAL POLICY STATEMENTS**

#### **Statement on Plagiarism and/or Academic Dishonesty - Academic Integrity**

**The Bergen Community College Statement on academic integrity as found in the college catalog 43 is the following;**

In cases when students are charged with academic irregularities, such as cheating during an examination or plagiarism in the preparation of an essay, laboratory report, or oral presentation, the instructor has the authority to:

1. Give the student a failing grade for the assignment if, within the course's total requirements, non-completion of that assignment would not constitute sufficient ground for failing the course; or,
2. Give the student a failing grade for the course if, within the course's total requirements, non-completion of that assignment would preclude the student's passing course.

The instructor must make a written report to the Vice President of Student Services of whatever action he or she has taken and its justification. In turn the Vice President of Student Services must send a copy of the instructor's report to the student. Within ten days of receipt of such notification, the student may appeal the decision in writing to the Vice President of Student Services. The Vice President of Student Services shall be responsible for maintaining a cumulative file of all infractions of academic dishonesty.

Two such offenses shall be sufficient grounds to suspend a student from the College. Thus, should it be verified that a student has committed a second such offense, the Vice President of Student Services, will report the matter to the Committee on Academic Standing and recommend an appropriate action.

### **Academic Integrity Policy in this Course**

The integrity of any academic discipline is essential and requires that those who engage the subject matter do so in an honest and forthright manner. In this environment cheating of any sort is unacceptable, and if uncovered, will be sanctioned. The policy used in this course is akin to that of the College. If a student is found cheating or plagiarizes on written assignments he/she will receive an F for that assignment. A written description of the incident will be forwarded to the Vice President of Student Services to be placed on file. If a second incident occurs the student will fail the course and a second written description concerning the event will be forwarded to the Vice President of Student Services. Any subsequent actions will be pursued by the Vice President and the Committee on Academic Standing.

The implementation of this policy requires that during quizzes or examinations the desk be completely clear of all books, papers, notes, computers and cell phones. All of these items should be placed on the floor under the seat and out of sight. The only item on your desk should be your quiz or exam and a pen or pencil. Students who need to use hand held computers for foreign language translation purposes, or who have to use such items because of special needs should first clear their use with the instructor.

### **Statement on Americans with Disabilities Act (ADA)**

Bergen Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by federal regulations implementing section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and ADA state, in part, that “no qualified individual with a disability, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

Complaints should be addressed to the Manager of Training and Compliance, Office of the Executive Vice President, Room A-330, (201)612-5331, who has been designated to coordinate 504/ADA compliance efforts. (BCC Student Handbook, 2003, Page 42).

### **Sexual Harassment Statement**

Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination. Sexual harassment in any form constitutes prohibited, unprofessional and unacceptable conduct, and is a violation of Title VII of the Civil Rights Acts of 1964 and 1990, as amended, Title IX of the Education Amendments of 1972, the New Jersey Law Against Discrimination, established case law and State policies. The policy applies to all persons. Administrators, faculty, staff, and students are all covered. (BCC Catalog, 2007-8, pages 59-60). See catalog for complete details.

### **Acceptable Use of BCC Technology Resources**

Bergen Community College reserves the right to monitor its information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities, and to ensure compliance with all acceptable use and related policies and procedures. To this end, the College reserves the right to inspect any and all computer systems or data that reside on its telecommunications network for violations of any acceptable use and related policies and procedures. (BCC Catalog 2007-8, pages 45-47).

The College’s entire Acceptable Use policy, administrative guidelines, and procedures may be found at <http://www.bergen.edu/acceptableuse>.

### **Faculty Office Hours: The Purpose and Value**

All full-time instructors will reserve a minimum of three (3) hours per week for the sole purpose of meeting with students. The exact hours are to be determined by each individual instructor and posted in the department and if possible next to the instructor’s office. The purpose of this is to assist students who have questions pertaining to class assignments or who are in need of clarification of material or concepts discussed in class. All students are welcome to visit the instructor during the posted hours but if this is not possible due to scheduling conflicts the instructor at the students request will arrange for

a time to meet which is mutually convenient. The faculty office hours are valuable because they provide a setting for the instructor and student to interact on a one-to-one basis where they can focus on specific individualized concerns.

## **STUDENT AND FACULTY SUPPORT SERVICES**

### **Services for Students with Disabilities**

A wide variety of services are available to students with documented disabilities through the Office of Special Services (OSS) [Room S-131; (201) 612-5270]. OSS is dedicated to serving students with physical, visual, learning, hearing, and emotional disabilities. If a student has been classified in high school or had a 504 plan, it is highly recommended that the student contact OSS during the college application process. A more detailed explanation can be found on the College web site [www.bergen.edu](http://www.bergen.edu) Personal information is kept confidential. Examples of the types of accommodations and services include:

- Extended test taking time
- Organizational strategies
- Tutoring
- Career counseling
- Adaptive equipment computer labs
- Note takers
- Sign language interpreters

### **The Sidney Silverman Library**

The Sidney Silverman Library is an integral part of the College's educational programs. To support the curriculum, the library acquires, organizes, and provides access to a variety of print, media, and electronic resources for individual and classroom use.

The library is located on the second and third floors in the L area of the megastructure. It is open whenever classes are in session and on a reduced schedule when classes are not in session. The library is open to all students, faculty, and the general public. (BCC Catalog 2007-8, page 62).

The Library's Web page, <http://www.bergen.edu/library>, is available for up-to-date information regarding library collections and services.

### **Other Student and Faculty Services**

Academic Advising Center [Main Building, Room A-101; (201) 612-5480]  
Cooperative Education and Career Development Center [Main Building, Room C-100, (201) 447-7171]

Child Development Center [East Hall]

Counseling Center [Main Building, Room A-118; (201) 447-7211]

Dental Hygiene Clinic [Main Building, Room S-327; (201) 447-7180]

The Distance Learning Office {Main Building, Room C-334; (201)612-5581]

English Language Resource Center [East Hall, Room E-126]

Health Services [Main Building, HS-100; (201) 447-9257]

Math Lab [Main Building, Room C-110]

Multimedia Lab [Main Building, Room S-250]  
 Online Writing Lab (OWL) <http://www.bergen.edu/owl>  
 Office of Testing Services (Main Building, Room S-127; (201)447-7203)  
 Public Safety [Main Building; Room L-154; (201)447-7116]  
 Tutoring Center, a.k.a. Learning Assistance Center [Main Building, Room L-125; (201)447-7489].

## **SAMPLE COURSE OUTLINE AND CALENDAR**

[with designation of Student Learning Objectives – by number – for each topic]

**Note to Students:** The following Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class.

<b>Week(s)</b>		<b>Student Learning Objectives</b>
1-2	Introduction and Research Methods (Critical Thinking/Active Learning) (Huffman, Ch.1)	1-5
3-4	Neuroscience and Biological Foundations (Huffman, Ch.2)	1-5
5	Consciousness (Huffman, Ch. 5) Diversity and Gender (Huffman, throughout text) <b>Test 1</b>	1-5
6-7	Learning (Huffman, Ch. 6)	1-5
8-9	Memory (Huffman, Ch. 7) Thinking, Language, and Intelligence (Huffman, Ch. 8)	1-5
10	Gender, Human Sexuality and Diversity (Huffman, Ch. 10, and throughout text) <b>Test 2</b>	1-5
11	Motivation and Emotion (Huffman, Ch. 11) Personality (Huffman, Ch. 12)	1-5
12-13	Psychological Disorders (Huffman, Ch. 13)	1-5
14-15	Therapy Diversity and Gender (Huffman, Ch. 14 and throughout text) <b>Test 3 and/or Final test</b>	1-5

Due dates for tests: to be scheduled by individual instructors.

Due dates for written assignments: to be scheduled by individual instructors

