



Foundations of Psychology

PSYC 111-002 (3 credit hours), Spring 2026

Tuesdays & Thursdays, 11:00 a.m. – 12:15 p.m., Peck Hall 2304

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Some course policies include a ▪ **TLDR** (“too long, didn’t read”)—a summary to help explain, but not take the place of, the full policy.

I. Readings

Pomerantz, A. M. (2023). *My Psychology* (3rd ed.). Worth Publishers.

- Access to the eBook is provided on Blackboard. Textbook Service may have hard copies for students who prefer a physical textbook. You do not need to bring a hard copy of the textbook to class.

Other readings posted on Blackboard

II. Course Description

Welcome to Foundations of Psychology. The field of psychology encompasses numerous areas of study. Over the course of this semester, you will be exposed to a breadth of topics in psychological

science including neuroscience, lifespan development, learning, memory, emotion, personality, psychological disorders, psychotherapy, and social psychology. If you are interested in learning more about these topics, many are discussed in-depth in upper-level psychology courses at SIUE.

III. Course Objectives

▪ **TLDR: Meet the course objectives in the manner specified.**

The following objectives are essential requirements to complete this course with a passing grade. They reflect what students are expected to learn and the ways they will show their understanding. Because these elements are central to the course's design and academic standards, they cannot be changed or completed in alternate formats without fundamentally altering the nature, rigor, and integrity of the course. Students will:

1. Acquire foundational knowledge of the origins, historical development, and current state of the field of psychology through the completion of required readings, lectures, and assignments.
2. Demonstrate mastery of course content related to major topics in psychology, including neuroscience, lifespan development, learning, memory, emotion, personality, psychological disorders, psychotherapy, and social psychology, by completing all exams individually and without external aids, reflecting both retention and understanding of course material.
3. Independently explore a major subfield of psychology by researching and writing an original, APA-style paper that contains information about the subfield beyond material presented in lecture and assigned readings.
4. Develop and apply critical thinking skills used in psychological science by evaluating assigned readings, lecture content, and empirical evidence in order to question assertions and make evidence-based judgments.
5. Experience the role of research in psychology by participating in psychological research studies through SONA and/or independently completing research article quizzes to earn a required number of research credits.
6. Demonstrate professionalism by meeting deadlines and following course policies, practicing skills needed for future academic and career success.
7. Demonstrate professionalism by meeting all established deadlines and adhering to course policies, reflecting competencies that are essential for future academic and career success.

IV. Course-Specific Policies

Blackboard

We will use [Blackboard](#) as the online communication hub for our face-to-face class. Announcements, updates, grades, some readings, and other important information will be posted to Blackboard. Most assignments will be submitted through Blackboard. Students should check our Blackboard course shell daily throughout the semester.

Artificial Intelligence

▪ **TLDR: Use your thoughts and words, not AI.**

The use of artificial intelligence (AI) tools and applications (e.g., ChatGPT) to complete or produce content for course assignments and assessments is a violation of SIUE's academic policy, is prohibited, and will be treated as [academic misconduct](#) in this course. Using [Illinois State University's Seven Levels of Possible GenAI Usage](#), this is a Level 0 course: "Students will create their own, original work without the use of GenAI [in] any manner." Plagiarism and AI detection software may be used to analyze submitted work.

Class Attendance and Expectations

▪ **TLDR: Show up, pay attention, take notes, participate, act respectfully, and don't distract others. You can't record class sessions.**

Students are responsible for knowing the attendance and absence policies for each of their classes. (See University Policy 119.) In this course, attendance is taken only on the first day. Even though daily attendance is not recorded, attending class regularly supports strong performance—exams focus heavily on lecture material, including examples and explanations not found in the textbook.

Students are expected to come to class ready to learn. This includes keeping phones and other devices put away (except a laptop or tablet used only for note taking) and staying alert and focused. (See the Classroom Distractions policy for more details.)

Participation is encouraged. Students are invited to ask questions, contribute to discussions, visit office hours, and email when clarification is needed.

During in-class exams, students must silence phones and clear their workspace of everything except pencils or pens unless instructed otherwise. Earbuds, earphones, and smartwatches must be removed and put away.

Recording (audio, video, or photos) of class sessions is not permitted. (See University Policies 1L15 and 3C1.)

Please be respectful and act professionally toward everyone in our class.

Reusing Previous Work

▪ **TLDR: Submissions should be new and original for this class. No reusing past work.**

To promote academic integrity and foster the development of new skills and knowledge, all work submitted in this course should be original and specifically created for this course. Students are not permitted to submit work they produced for previous courses, regardless of whether it was the same course taken in a different semester or a different course entirely. Submission of work produced for a previous course will be treated as [academic misconduct](#).

Participation in Research or Research Article Quizzes by Psychology 111 Students

▪ **TLDR: Don't get dropped a letter grade. Earn 6 hours/credits of research experience.**

Research is the basis of knowledge in psychology and provides the content in all areas of the discipline. The Department of Psychology requires a minimum of **6 hours** of research experience of each student enrolled in PSYC 111, unless the Participant Pool Coordinator determines otherwise. This requirement may be completed by active participation in a department-approved study, by taking quizzes on select research articles, or a combination of these two in accord with guidelines set by the instructor. Each accepted quiz (must score 70% or above to be accepted) receives one hour of research credit, and active participation in ongoing studies receives credit according to the length of time spent in the study, which can vary from half an hour to multiple hours.

Details of the research participation will be provided early in your class. Attendance on the day research participation is described is mandatory and you will receive in-depth instructions on how to use the [SONA website \(https://siue.sona-systems.com\)](https://siue.sona-systems.com) for research participation.

Failure to fully complete the research experience requirement results in a one-letter grade drop. For example, if a student earned a B in PSYC 111 at the end of the semester but failed to fulfill the research experience requirement, the student would receive a C. Students who make an appointment for research participation, as do the investigators conducting the study, make a commitment to be at the designated place at the designated time for their appointment. If an emergency arises to prevent participants from being able to be at the appointed time and place, they must notify the investigator no later than one hour prior to the study time. If students fail to come to the study on time or fail to cancel with sufficient notice, they will not receive credit for that study and be marked as a “no-show.” If you have more than two no-shows, you will no longer be able to register for experiments and will only have the option to complete the research article quizzes. Moreover, it is up to the investigator to decide whether and when such a participant can make an additional appointment for that particular study. Students should be aware that making a large number of appointments at the end of the semester (at the same time that hundreds of other students are trying to do so) can be difficult. It is best to fulfill the 6-hour requirement well before the end of the semester.

Again, failure to meet the 6-hour requirement at the end of the semester will lead to a reduction of one letter grade.

Those students who do not wish to participate in research may substitute research article quizzes for research participation. The article quizzes will give you some exposure to psychological research and acquaint you with some of the rich sources of materials where psychological studies are reported. The article quizzes will be posted on Blackboard during the second half of the semester. During prescheduled times (see Blackboard), you can read a pre-approved research article and take a quiz on said article. You must earn a 70% or greater to receive credit. Each quiz counts for 1 hour of research time.

V. Assignments, Exams, and Grading

The nature or number of course assessments (e.g., assignments and exams) may be modified by the instructor at any time during the semester with prior notice. Any such modifications will apply uniformly to all students enrolled in the course.

Late Work and Missed Assignments

▪ **TLDR: Late work isn't accepted. Full stop.**

Assignments are due by the dates and times listed in the Course Schedule, unless the instructor announces a modified deadline. An assignment is considered late if it is submitted one second or more after the deadline; Blackboard timestamps will be used to determine submission times for work submitted through Blackboard. Students are strongly encouraged to plan ahead and submit work early rather than waiting until the deadline, as unexpected issues (including technology problems, Internet outages, or illness) do not alter this policy. Unless otherwise instructed, all assignments must be submitted through Blackboard. Emailed submissions are not accepted. Late or missed assignments receive zero points, and make-up submissions are not permitted. Please do not request exceptions to this policy—**points will be deducted from a student's final course grade for each such request, whether the request is directly from a student or from a third party on the student's behalf.**

Assignments

1. The **syllabus quiz** asks questions about this syllabus and any introductory documents posted on Blackboard. You have unlimited attempts until the deadline—your highest score counts toward your final grade.
2. The **term paper** explores a subfield of psychology, chosen from a list provided by the instructor. Please upload a Word document (.docx or .doc) or PDF version of the term paper through Blackboard. Additional information about the term paper is below and shared in the "Term Paper" folder on Blackboard.
3. **Web quizzes** reinforce key topics from lectures and are similar to questions that may appear on exams. Deadlines are listed in the Course Schedule. Quizzes are not timed but must be submitted by deadlines. You have one attempt to complete each quiz. Missed quizzes cannot be made up. You may use any resources while completing quizzes.
4. **Engagement activities** are unannounced, in-class participation opportunities. Each activity is worth 1-2 points. Students who miss an activity (i.e., are absent) may earn the same number of points by completing an alternative, equivalent assignment within one week of the in-class activity. Additional information is provided below.

Additional Information about Engagement Activities

▪ **TLDR: If absent, check with a classmate if you missed an engagement activity and make it up using instructions on Blackboard.**

Each in-class, unannounced activity is worth 1-2 points; collectively, all activities throughout the semester are worth 10 points toward the final grade. Students who are in class on the day of an activity will receive credit for participating.

For students who are absent, an alternative, equivalent assignment will be posted on Blackboard. If the alternative assignment is correctly completed (i.e., questions/prompts are correctly answered) within one week of the in-class activity, absent students can earn the same number of points. For students who provide advance notice of an absence—submit documentation *at least one day prior* to an activity (e.g., documentation of university-sponsored activity, religious observance, military service, jury duty)—the

one-week deadline will begin upon their return to campus, as listed in provided documentation. Absent students are responsible for checking Blackboard and/or asking classmates if an activity was missed. Please do not email the instructor to ask if an activity was missed.

Additional Information about the Term Paper

▪ TLDR: You get eight weeks for a 2-page paper that takes 3-5 hours to write. Short of the apocalypse, there's no legit reason to miss the deadline. Earn extra credit by submitting early. Plagiarism and AI detection software is used.

Please see the "Term Paper" folder on Blackboard for detailed instructions and a submission link. **Upload a Word document (.docx or .doc) or PDF version of your term paper through Blackboard/Turnitin.** Please do not submit a link to a Google Drive or OneDrive document. Do not submit a document in Apple Pages, Google Docs, or other formats. Links, other document formats (e.g., rtf, gdoc). Documents that cannot be opened (e.g., that produce an error or corrupt document message) or are blank will receive zero points. Emailed papers will not be accepted and receive zero points. **Please carefully review your work before submitting. If you notice an error in the document you uploaded, quickly upload a corrected version and include a note about which version should be graded. (Blackboard/Turnitin will allow unlimited submissions until the deadline or your submission is graded, whichever occurs first).** Your document may be graded shortly after it is submitted. Once your submission is graded, you cannot upload another version, even if the assignment deadline has not yet arrived. For help with saving work in Word document or PDF format or submitting a document through Blackboard/Turnitin, contact ITS [by email](#) or [through their website](#) for assistance. Do not wait until the last minute to submit; technical difficulties will not extend the deadline. **You can earn extra credit for submitting your paper early; see the Course Schedule for more information.**

Turnitin plagiarism detection software may be used to analyze submitted term papers. The use of artificial intelligence (AI) tools and applications to produce content for the term paper is a violation of SIUE's academic policy, is prohibited, and will be treated as academic misconduct in this course. [Find out more about using Turnitin.](#)

Exams Using Respondus LockDown Browser with Respondus Monitor

▪ TLDR: Test your Respondus setup before the first exam using the practice test on Blackboard. You're responsible for getting a camera-equipped computer and solving tech problems with ITS. Exams are available for a couple days (see Course Schedule)—it's a zero if you miss the window.

There are four closed-book, multiple-choice exams in this course. Exams are not cumulative.

Exams are administered online using [Respondus LockDown Browser](#) with [Respondus Monitor](#). Students must [download and install Respondus LockDown Browser](#) on a camera-equipped laptop or desktop computer before the first exam. Tablets (e.g., iPads) are not reliable for Respondus and should not be used.

A practice exam will be available on Blackboard prior to the first exam so students can test their computer, camera, and Internet connection. Students are responsible for resolving technical issues by

contacting ITS (help@siue.edu; 618-650-5500). The instructor and teaching assistant do not provide technical support.

Because exams are video-proctored, students' computers must have a working camera. Students who do not have appropriate equipment are responsible for arranging to borrow a camera-equipped computer through ITS (help@siue.edu; 618-650-5500) before an exam period begins.

Each closed-book exam is available for multiple consecutive days, as listed in the Course Schedule. Students may choose when to begin the exam during the availability window.

- Each exam has a 75-minute time limit. (Students approved for extended testing time through ACCESS will see their approved time reflected automatically in the exam timer, even though on-screen instructions may still reference a 75-minute limit.)
- Exams must be completed in one uninterrupted sitting; once an exam is started, it cannot be paused or exited and re-entered.
- The exam automatically submits when the time limit expires.
- Students have one attempt per exam.

The multi-day availability of each exam serves as extended access time for students with athletic absences, accommodations, illness, or similar circumstances. Students must plan accordingly and complete the exam within the posted availability window. No additional exam extensions, alternative testing dates, or make-up exams are provided beyond the published availability period unless allowed by the Absence Policy: Online Exams—**points will be deducted from a student's final course grade for each request of this nature that is not included in the Absence Policy: Respondus Exams, whether the request is directly from a student or from a third party on the student's behalf.**

Students are responsible for ensuring reliable Internet access and a functioning computer-equipped computer before beginning an exam. **If an exam reset is needed (e.g., the exam window is prematurely closed, a laptop battery dies mid-exam), students must email the teaching assistant at least 24 hours before the exam closes. Requests submitted less than 24 hours before the deadline, on weekends, or on holidays may not be seen in time. If an exam reset is granted, the student's exam score will be reduced by 10% of the exam's total value (e.g., a 6-point reduction on a 60-point exam).** This reduction reflects that a reset extends the time of a timed exam and that students are responsible for ensuring their computer and Internet access are reliable.

Grading

A student's grade is determined by the total number of points earned during the semester while completing the following course requirements:

1. Syllabus Quiz (10 points)
2. 4 Exams (60 points each, 240 points total)
3. Term Paper (40 points)
4. 12 Web Quizzes (10 points each, 120 points total)
5. Unannounced Engagement Activities (1-2 points each, 10 points total)

There are 420 possible points.

Grades are determined by the following point ranges; percentages are listed for reference. Grades are not rounded or curved.

The final course grade will be reduced by one letter if a student does not meet the 6 research hours requirement by participating in research studies and/or completing research article quizzes.

	Percentage	Points
A	100-90	420-376
B	89-80	375-334
C	79-70	333-292
D	69-60	291-250
F	59-0	249-0

A minimum of 376.00 points is required to earn an A, 335.00 to earn a B, 292.00 to earn a C, and 250.00 to earn a D.

VI. Course Schedule

All material, assignments, and deadlines are subject to change with prior notice.

Web Quizzes open at the end of class on the day they are assigned (i.e., 12:15 p.m.) and close before the beginning of class one week later (i.e., before 11:00 a.m.)—**except for Web Quiz 12 (see below for Web Quiz 12's deadline).**

Dates	Topics	Readings	Assignments/Exams
Week 1 1/13	Welcome Syllabus	Syllabus Term Paper Instructions	Syllabus Quiz opens
1/15	The Science of Psychology	Ch. 1	
Week 2 1/20	The Science of Psychology (cont.)		Web Quiz 1 , The Science of Psychology, opens
1/22	Brain and Behavior	Ch. 2	
Week 3 1/27	Research Requirement & SONA Revisit the Term Paper Brain and Behavior (cont.)	"Research Experience" folder "Term Paper" folder	Sign Up for SONA in class
1/29	Brain and Behavior (cont.)		Web Quiz 2 , Brain and Behavior, opens
Week 4 2/3	Development Across the Life Span	Ch. 9	
2/5	Development Across the Life Span (cont.)		Web Quiz 3 , Development Across the Life Span, opens <i>Upload Term Paper (Word/PDF) Early to Blackboard by 11:00am for 4 extra credit points</i>

Dates	Topics	Readings	Assignments/Exams
Week 5 2/10	Catch-up Exam 1 Review Exam 1 open from 12:01am on 2/10 <u>until 11:00am on 2/12</u>		Complete Exam 1 (Ch. 1, 2, 9) using Respondus LockDown Browser with Respondus Monitor between 12:01am on 2/10 and 11:00am on 2/12
2/12	Learning	Ch. 6	<i>Upload Term Paper (Word/PDF) Early to Blackboard by 11:00am for 3 extra credit points</i>
Week 6 2/17	Learning (cont.)		Web Quiz 4 , Learning, opens
2/19	Memory	Ch. 5	<i>Upload Term Paper (Word/PDF) Early to Blackboard by 11:00am for 2 extra credit points</i>
Week 7 2/24	Memory (cont.)		Web Quiz 5 , Memory, opens
2/26	Intelligence	Ch. 7 (read "Intelligence" section)	<i>Upload Term Paper (Word/PDF) Early to Blackboard by 11:00am for 1 extra credit point</i>
Week 8 3/3	Intelligence (cont.)		Web Quiz 6 , Intelligence, opens
3/5	Catch-up Exam 2 Review Term Paper Due Exam 2 open from 12:01am on 3/5 <u>until 11:00am on Saturday, 3/7</u>		Complete Exam 2 (Ch. 6, 5, 7) using Respondus LockDown Browser with Respondus Monitor between 12:01am on 3/5 and 11:00am on Saturday, 3/7 Term Paper due 3/5 by 11:00am ; upload Word/PDF to Blackboard
Spring Break 3/10			
3/12			
Week 9 3/17	Psychology at Work	Reading posted on Blackboard	
3/19	Psychology at Work (cont.)		Web Quiz 7 , Psychology at Work, opens

Dates	Topics	Readings	Assignments/Exams
Week 10 3/24	Emotions, Stress, and Health	Ch. 8 (read “Emotion” section), 11	
3/26	Emotions, Stress, and Health (cont.)		Web Quiz 8 , Emotions, Stress, and Health, opens
Week 11 3/31	Social Psychology	Ch. 13 (skip “Social Relations” section)	
4/2	Social Psychology (cont.)		Web Quiz 9 , Social Psychology, opens
Week 12 4/7	Personality	Ch. 12	
4/9	Personality (cont.)		Web Quiz 10 , Personality, opens
Week 13 4/14	Catch-up Exam 3 Review Exam 3 open from 12:01am on 4/14 <u>until 11:00am on 4/16</u>		Complete Exam 3 (Psyc. at Work; Ch. 8, 11, 13, 12) using Respondus LockDown Browser with Respondus Monitor between 12:01am on 4/14 and 11:00am on 4/16
4/16	Psychological Disorders	Ch. 14	
Week 14 4/21	Psychological Disorders (cont.)		
4/23	Psychological Disorders (cont.)		
Week 15 4/28	Psychological Disorders (cont.) Therapy – Watch online module	Ch. 15	Web Quiz 11 , Psychological Disorders, opens
4/30	Therapy (cont.) – Watch online module Exam 4 Review		Web Quiz 12 , Therapy, opens, due Wednesday 5/6 11:00am (at the same time Exam 4 is due)

Complete Exam 4 (Ch. 14, 15) during finals week **using Respondus LockDown Browser with Respondus Monitor** between 12:01am on Monday, 5/4, and 11:00am on Wednesday, 5/6

VII. General Policies

A. Department

Department of Psychology Policy on Incomplete Grades and Withdrawal

All withdrawals must be completed by the end of the 13th week of classes during fall and spring, and by a similarly late date (i.e., before 82% of class meetings have occurred) in any summer term. Grades that apply to students who initiate a withdrawal and grades that apply when a student fails to officially withdraw within established deadlines are determined by university policy (see <https://www.siu.edu/policies/table-of-contents/1j1.shtml>). The granting of a grade of I (Incomplete) is not automatic. It is available only in cases when a student has completed most of the work required for a class but is prevented by a medical or similar emergency from completing a small portion of the coursework before the deadline for grade submission. An I must be approved by the instructor with appropriate documentation provided by the student. If an instructor agrees to give a student an I, the instructor will fill out a Memorandum of Incomplete Grade to be kept with the student's records. If the work is not completed by the time specified on the Memorandum, the student's grade will be changed from I to F.

The Psychology Department's Policy on Plagiarism

Plagiarism includes presenting someone else's words without quotation marks (even if you cite the source), presenting someone else's ideas without citing that source, or presenting one's own previous work as though it were new. When paraphrasing from another source or your own work, at the very least, the student should change the wording, sentence syntax, and order of ideas presented in the paper. Additionally, you should not submit a paper, or parts of a paper, written to fulfill the requirements of one class for the requirements in another class without prior approval of the current instructor and appropriate citation. Ideally, the student will integrate ideas from multiple sources while providing critical commentary on the topic in a way that clearly identifies whether words and ideas are those of the student or are from another source. Plagiarism is one type of academic misconduct described in SIUE's Student Academic Code (<https://www.siu.edu/policies/table-of-contents/3c2.shtml>). University policy states that "Normally a student who plagiarizes shall receive a grade of F in the course in which the act occurs. A plagiarism offense shall be reported to the Provost and Vice Chancellor for Academic Affairs" (<https://www.siu.edu/policies/table-of-contents/1i6.shtml>). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To ensure that you understand how to avoid plagiarism, we encourage you to review the linked information on plagiarism.

B. Attendance

Absence Policy: Non-exam Days

Students who need to be absent on a non-exam day do not need to notify the instructor. When absent, students are responsible for the following:

- Review the syllabus, Course Schedule, and Blackboard for topics covered, readings, announcements, and assignments.
- Complete and submit all assignments by the posted deadlines. Absences do not extend assignment deadlines. Unless instructed otherwise, all work must be submitted through Blackboard.
- Obtain notes from a classmate for missed class sessions. The instructor does not provide notes beyond materials posted on Blackboard.

- Check with classmates regarding any in-class discussions or activities. Obtaining notes about discussions or activities from classmates is encouraged.

Absence Policy: Respondus Exams

Students who are unable to access a camera-equipped, Internet-connected computer for the entire exam availability period listed in the Course Schedule, for reasons beyond their control, must notify the instructor by email and provide documentation supporting a make-up exam request. For purposes of this policy, “entire exam availability period” means uninterrupted inability to access a qualifying computer from the first minute the exam becomes available through the final minute the exam closes. Documentation must clearly include dates and times demonstrating lack of access for the full availability window.

Requests may be considered if documentation is submitted:

- Before an exam availability period for serious, pre-scheduled circumstances that span the entire exam window (e.g., planned surgery followed by inpatient recovery), or
- Within a reasonable timeframe after an exam for unanticipated emergencies that prevent access for the full exam window (e.g., unexpected hospitalization). A reasonable timeframe is determined by the instructor and generally means within one week of an exam deadline.

All requests are reviewed on a case-by-case basis.

Acceptable documentation may include, but is not limited to:

- A physician’s note documenting inability to access a computer for the entire exam availability period due to physically incapacitating illness or injury
- Hospital admission or discharge paperwork demonstrating hospitalization throughout the exam window
- Military service documentation showing required service during the exam window
- Documentation from a religious leader verifying observances that span the full exam window
- Jury duty notice or court subpoena demonstrating sequestration that bars computer access for the entire exam availability period
- Documentation of participation in a university-sponsored extracurricular activity when participation and/or related travel prevents computer access for the entire exam window

Requests will not be approved for reasons including, but not limited to:

- Vacation or leisure travel
- Self-reported or undocumented illness
- Forgetting to complete an exam during the availability period
- Failure to secure a camera-equipped computer prior to the exam

If a request is approved, a make-up Respondus exam will be made available for 48 hours following the approval.

Face-to-face Course Delivery Policy

This course is designed and approved for face-to-face instruction. The Department of Psychology’s Policy on Individual Student Teaching Arrangements requires that courses be delivered in their approved

modality and does not permit faculty to modify course modality for individual students: “All psychology faculty are required to provide the majority of instruction to all students enrolled in a course in the modality in which the course is designed to be taught (e.g., all courses designed as face-to-face courses must be taught in that manner). Psychology faculty may not modify the course modality for individual students enrolled in a course.”

By remaining enrolled in this course, students acknowledge that:

- Instruction in this course is designed for in-person delivery only.
- Neither synchronous nor asynchronous virtual attendance options are available, regardless of reason or circumstance.
- Regular in-person attendance is essential to achieving the intended instructional experience.
- The imposition of virtual attendance options would significantly disrupt academic programming and fundamentally alter the nature, rigor, and integrity of the course.

Students who require an online learning format must enroll in a section of the course designated by the university as online-synchronous or online-asynchronous. Continued enrollment in this section indicates agreement with the face-to-face delivery format and attendance expectations.

First Class Meeting Attendance and Late Course Add Policy

The first class meeting of the semester includes a review of the syllabus and a discussion of course policies and requirements. An opportunity to ask questions about this information is provided. Because of the importance of this information, first-day attendance is required by SIUE. Students not physically in attendance for the first class meeting may be dropped from the course. Students who have a substantive reason for missing the first class should email the instructor prior to the first class to request they remain enrolled. Students who miss the first class meeting but remain enrolled are responsible for acquiring missed information from a classmate.

Students who enroll in the course after one or more class meetings have occurred are responsible for acquiring missed information and completing all assignments by deadlines. Late enrollment does not extend assignment deadlines. If a student enrolls after a deadline has passed, the related assignment(s) cannot be made up, and the student will receive a score of zero for such assignments.

Extended Absences Due to Serious Illness, Life Circumstances, Etc. Policy

Students who experience serious illness or significant life circumstances that require extended absences and prevent timely completion of coursework are encouraged to postpone enrollment until a semester in which they can participate fully and perform optimally. Students who remain enrolled acknowledge that all course policies—including the Late Work Policy and Absence Policies—apply in all circumstances. For additional information, students should consult the Department of Psychology Policy on Incomplete Grades and Withdrawal and be mindful of university withdrawal deadlines.

C. Accommodations

Statement on Disabilities

Students who need accommodations due to a medical diagnosis or major life impairment must register with Accessible Campus Community and Equitable Student Support (ACCESS) and complete an intake process. ACCESS is located in the Student Success Center, Room 1203, myaccess@siue.edu, 618-650-3726. Students approved for accommodations should discuss them with the instructor at the beginning of the course or as soon as they are issued.

Intermittent/Extended Absences Accommodation Policy

An intermittent/extended absences accommodation from ACCESS formally recognizes the possibility of consecutive or recurring absences. In this course, the accommodation **does not permit assignment submissions after posted deadlines**, as doing so would fundamentally alter the course curriculum and learning objectives. This accommodation serves as sufficient documentation to request a make-up exam. However, the instructor reserves the right to decline requests or require additional documentation (e.g., hospital admission paperwork) if more than one exam make-up is requested in a semester. Students who anticipate frequent absences are encouraged to postpone enrollment until a semester in which they can attend regularly and perform optimally. Students who receive this accommodation and are absent are responsible for the following:

- Review the syllabus, Course Schedule, and Blackboard for topics covered, assigned readings, announcements, and due dates. Students are also encouraged to check with a classmate for any missed in-class announcements.
- Complete and submit all assignments by posted deadlines. Absences do not extend assignment deadlines. Unless otherwise instructed, all work must be submitted through Blackboard.
- On exam days, notify the instructor by email and provide documentation in accordance with the Absence Policy.
- Obtain notes from a classmate for missed class sessions. The instructor does not provide notes beyond materials posted on Blackboard.
- Recognize that in-class discussions and activities cannot be replicated. Unless otherwise stated in this syllabus, participation or attendance points awarded during an absence cannot be earned or made up. Obtaining notes from classmates is encouraged.
- Remember that virtual attendance is not available for this face-to-face course (see the Face-to-Face Course Delivery Policy).

Completion of an ACCESS Extended/Intermittent Absence Form is not required for this course. The terms outlined in this section constitute the governing agreement for this accommodation. If ACCESS requests the completion of an ACCESS Extended/Intermittent Absence Form for this course, the language in the current-semester syllabus shall prevail and supersede any conflicting provisions.

Testing Accommodations/Extended Time Policy

For in-person exams:

Some students may be approved by ACCESS for an alternative testing environment and/or extended testing time. Exams using these accommodations are typically completed in the ACCESS Testing Center. Students approved for testing accommodations are responsible for following both ACCESS and instructor procedures in order to use the accommodation. Failure to follow these procedures may create an undue administrative burden that can limit or prevent the timely implementation of the accommodation. Students who plan to use testing accommodations are responsible for the following:

- Submit a Testing Center request to ACCESS through the Accommodate Portal by 4:30 p.m. at least three working/business days prior to the in-class exam date (e.g., by 4:30 p.m. Wednesday for an exam scheduled the following Monday). Requests submitted after this deadline may be declined by ACCESS or the instructor.
- Schedule the exam for the same calendar day the exam is administered in class. Requests to test on a different day may be declined.

For convenience, students may submit Testing Center requests for all exams beginning on the first day of the semester. If a Testing Center request is declined because it is submitted late or requests a different testing day, the student will take the exam at the scheduled time and location with the rest of the class.

For exams administered through Blackboard:

See the Exams Using Respondus LockDown Browser with Respondus Monitor section in this syllabus.

D. Behavior

Email Etiquette

Professional email communication helps ensure timely, meaningful responses. When emailing the instructor, please include the following:

- A professional greeting (e.g., “Hi Dr. Murphy,” “Prof. Murphy,” or “Dear Dr. Murphy”)
- Course and section number (e.g., PSYC 111-001; Psychopathology, Section 3)
- Specific question(s) not already addressed in course documents
- Your name (first and last name in an initial email; at least your first name in follow-up messages)

Messages that include this information typically receive a response within one business day. If you haven’t received a reply after two business days, please review your message for the above elements, make any needed revisions, and resend it.

No Rounding or Individualized Extra Credit

Final letter grades are determined solely by the total points earned and the grading scale listed in the syllabus. At times, the instructor may offer extra credit opportunities to the entire class. These opportunities are optional and may be limited by logistical or scheduling constraints. Individualized extra credit is not offered. Please do not request grade rounding or individualized extra credit. Requests of this nature may result in point deductions.

Use Firefox or Chrome to Complete Coursework on Blackboard

Please use [Firefox](#) or [Chrome](#) on a desktop or laptop computer and visit <https://bb.siue.edu> to complete all Blackboard work. Do not use the downloadable Blackboard app, Safari browser, or a cell phone or tablet. These may improperly display or submit assignments. If you have tech questions, please [ask ITS](#) before beginning Blackboard work. Assignments that are missing, incomplete, or submitted incorrectly due to unsupported technology will be graded as submitted, which may result in a score of zero.

Classroom Distractions

Students are entitled to a learning environment free from substantial distractions that interfere with their ability to engage with course content, including distractions from fellow students. The instructor may address disruptive behavior through informal corrective feedback, which may occur in front of the class. Students who wish to avoid such interactions are encouraged to be mindful of their behavior. Repeated or severe disruptions may be referred to the Department Chair or the Office of Student Conduct.

Personal Disclosures Policy

Students are encouraged to avoid sharing personal or sensitive information (e.g., health-related details) during class discussions. If personal experiences are shared, statements should be anonymized (e.g., “a person,” “a student,” “an individual”) rather than using identifying names or relationships. Please note that classroom discussions are not confidential. The instructor may use de-identified clinical examples for instructional purposes, consistent with the Ethical Principles of Psychologists and Code of Conduct, which permits the use of de-identified cases for teaching.

Following Course Instructions

Students are responsible for knowing and following all instructions in this syllabus and any reasonable written or verbal instructions provided by the instructor. University policy expects students to know and follow syllabus instructions (Student Academic Code, Policy 3C2, Section C2) and requires students to comply with reasonable directions given by faculty acting in good faith (Student Code of Conduct, Policy 3C1, Section 2.F – Failure to Comply). Failure to do so may result in academic or conduct-related consequences, including but not limited to instructor-imposed consequences and formal reporting to the Department Chair, Office of the Provost, or Office of Student Conduct.