

Hello Everyone!

January 1, 2011

Happy new year! Welcome to PSY 257-Health Psychology Online! My name is Alison Buchanan and I am your instructor. This 11-page document introduces you to our class and gives you the necessary information for getting started, including the course schedule and syllabus (don't panic about the length - I'm just trying to cover all bases). Please read through the document entirely so that you understand class policies, my expectations of you, and due dates. Keep these documents safe and easily accessible. They are in the Getting Started packet in the Course Materials section of our class (in UCompass), but it's a good idea to have them somewhere else. You are responsible for the material, so please ask if you have questions about it. There is a lot of helpful information here so spend some time reading it. I really hope you enjoy this semester and gain an appreciation for healthy psychology. I absolutely LOVE it and can't wait to share it with you!

This course is 100% online. That means you will attend classes and complete all assignments via the Internet. I really prefer that you contact me via email (albuchanan@henryford.ucompass.com) since this is an online course and since email can be accessed at any time, from many places. I do have an office phone (313-317-6511), but you will receive more timely feedback via email. It is not necessary to visit HFCC's campus to complete this course, but please know you are welcome to schedule on- or off-campus visits with me. If we meet in person, please know I LOVE chocolate and Superman! :)

I will answer all email messages within 24 hours unless it's a holiday or weekend, or I have stated otherwise in the announcements section. If you don't receive a response from me within 48 hours, please contact me again because I most likely did not receive your first message. Please include your name and what class you are in in EVERY message (I have 6 classes which means I have a lot of students). I will not respond to your message if you fail to tell me who you are. Please DO NOT ask questions through the Discussion Board – make sure to ask through email instead.

An online course requires a certain level of commitment and self-discipline from you. To succeed you must participate in the course on a *regular* basis. It is very difficult to do well if you get behind. Put time aside each week, just as you would if you were attending classes on campus, to attend your online course and complete the necessary work. If you were taking this course on campus, you would be in class 3 hours a week. Plus, you would have to spend time outside of class to complete your assignments. We are covering 15 chapters in 15 weeks, so it's going to go quickly.

If you're not sure you're ready for the commitment of an online course take the self-test on the HFCC UCompass login page: <http://henryford.ucompass.com>. Click the **Student Resources** link and then click "**Is online for you?**" to learn if your learning style and self-discipline are suited for online learning. **You are expected to have regular and reliable access to the Internet during this semester (more than a couple of days a week). You are responsible for checking announcements, email, etc. on a REGULAR basis (more than a couple of days a week). If you do not have regular and reliable Internet access, DO NOT take this course.**

Technical Requirements:

There are certain technical requirements for success in this course. You are responsible for the necessary hardware and software as well as the ability to competently use both. **You must have access to a computer with a reliable Internet connection.** To ensure that your computer is ready for online learning click "**PC Requirements**" in the **Student Resources** section of the UCompass login page: <http://henryford.ucompass.com>. The **Technology Analysis** at the bottom of the page will evaluate your computer to make sure you have the necessary software applications to access the course content. If you do not have the correct version of an application there is a link to a free upgrade page. Make sure to do this before the class starts! Should you need Technical Support with your UCompass course click the Tech Support link on the UCompass login page. Call the support numbers listed or submit your issue via e-mail and you will receive a timely response.

Once again, **You are expected to have regular and reliable access to the Internet during this semester (more than a couple of days a week). You are responsible for checking announcements, email, etc. on a REGULAR basis (more than a couple of days a week). If you do not have regular and reliable Internet access, DO NOT take this course.**

IMPORTANT: Should you experience issues with your computer or Internet service, you must use the computers at HFCC or any public library. **Please note that if you experience technical issues with your computer and/or the Internet, it is YOUR problem and YOUR responsibility to find another computer to use. You are STILL responsible for assignments regardless of the status of your computer. Because of this, you should not wait until the last minute to complete assignments.** If you encounter any issue that may prevent you from completing assignments on time, you should contact me ASAP. Do not wait weeks after a situation or contact me right before the end of the semester. **I may or may not allow you extra time, depending on your situation.** Decisions will be made on a case by case basis, but hospitalization of family members (other than yourself as the student) and funerals do not automatically constitute extra time for assignments. You will need to provide a verifiable excuse *should I allow you extra time*. I expect you to complete all assignments by the specified due dates. In most cases, I will not extend due dates. I have to be fair to everyone, and sticking to due dates is one way to be fair. I am not kidding about this and take it very seriously!

How Your Online Course Works:

The web address for your online course is: <http://henryford.ucompass.com>. **You will not have access to this course until the first day of regular classes for the semester** which is Monday, 1/10/11 (around 8:00-9:00am).

Log into Ucompass using your **WebAdvisor username** and the four-digit **mmdd of your birth** as your password (if your birthday is July 4, your password would be 0704). If you do not know your WebAdvisor username, find it through the HFCC website at <http://www.hfcc.edu>. Click the blue WebAdvisor box, and then click the link for Students and follow the prompts to display your username.



If you have trouble with your username or password contact the HFCC Help Desk, either via email at helpdesk@hfcc.net or telephone: (313)845-6345. Please DO NOT contact me; I cannot provide technical assistance with UCompass.

Each time you enter the course you will see the Announcements page. Review this page regularly for new information; YOU are responsible for keeping up with it. Please also check your **UCompass** email regularly (not your personal email unless you forward your UC email to your personal email). I often send messages *instead of* using the Announcements feature. YOU are responsible for keeping up with your UCompass email. **Once again, you are expected to have regular and reliable access to the Internet during this semester (more than a couple of days a week). You are responsible for checking announcements, email, etc. on a REGULAR basis (more than a couple of days a week). If you do not have regular and reliable Internet access, DO NOT take this course.**

Each week you will access new assignments in the form of a “packet” in the **Course Materials** section of our course. There are 17 packets total. To access the materials in each packet, simply click the title of the packet.

1. There is one packet called the “Getting Started” packet. This packet contains information about the class in general, this welcome letter and the syllabus, the Course Information quiz, and the Introduction Discussion Board directions.

2. There are 15 packets corresponding to the 15 chapters of the book. Each packet will contain instructions for completing weekly assignments & will include: 1) A Welcome Message, 2) Lecture, 3) Reading Assignment, 4) Learning Objectives, 5) Weblinks, 6) Media Watch, 7) Practice Activities, 8) Post-Tests, 9) Critical Thinking, and 10) Discussion Board Questions. You will have **one week** to complete most of the assignments.* All weekly assignments will be due at 9:00pm on Monday evening*. *Specific due dates are on the Course Schedule and Syllabus (both in the Getting Started Packet) and in each weekly packet.* There are NO exceptions to these due dates, so you need to mark them on your calendar and pay attention to them. Once the week is over, you will be unable to complete the assignments. There will be a midterm exam during week 8 (Chapters 1-7; 3/13-3/15) and one exam during finals week (Chapters 8-14 only; 5/2-5/4). Other than these exams, your grade is dependent on post-tests, critical thinking, discussion board assignments, and your Self-Modification Project. Don't get behind!

3. There is one packet for the Self-Modification Project. The project is due no later than 9:00pm Monday, 4/18.

*There are five exceptions to the one week rule and the Monday at 9:00pm deadline:

1). There may be times when Discussion Board assignments are broken into two due dates during the week. Please read the instructions carefully so you know the expectations.

2). Chapter 1 assignments are available for 2 weeks due to the extended add/drop period. These assignments are available beginning Monday, 1/10 and are due no later than 9:00pm Monday, 1/24.

3). The Chapters 1-7 exam is available Sunday, 3/13-Tuesday, 3/15. It can be taken any time during this period, but it is due NO LATER THAN 9:00pm on Tuesday, 3/15 (the day after Chapter 8 assignments).

4). Chapter 8 assignments (2/28-3/14) are available for 2 weeks due to Spring Break. They are available beginning Monday, 2/28 and are due no later than 9:00pm Monday, 3/14.

5). The Chapters 8-14 exam is available Monday, 5/2 (around 8:00am) through 9:00pm on Wednesday, 5/4. It can be taken any time during this period, but it is due NO LATER THAN 9:00pm on Wednesday, 5/4.

You can complete assignments on your own time each week. The only exception to this is a phone conference during week 4 (1/31-2/7) that will last approximately 30 minutes to 1.5 hours. I will offer 6 different conference times, and you can sign up for the time that works best for you. Times will be available for sign up during week 2. Information about the conference will be in the weeks 2, 3, and 4 packets. It will be fun!

FYI.....You are expected to write in a professional manner on Critical Thinking and Discussion Board assignments and to proofread responses before submitting them. Therefore, mechanical errors (i.e., grammar, spelling, capitalization, spacing, punctuation, omission of words) will constitute a deduction of points on these assignments. You will lose one point per error after the first two errors. There is no maximum number of deductions that can be made.

FYI.....You are expected to discuss issues and converse with classmates and your instructor in a respectful manner. While it is perfectly acceptable to disagree with someone or something, you must do so thoughtfully and with consideration for other's thoughts and feelings. I reserve the right to deduct any number of points from assignments if you fail to treat others with respect (including myself!).

FYI.....You are expected to use email in a respectful and professional manner. I reserve the right to not respond to emails written in a disrespectful manner OR emails sent in an inappropriate, unprofessional format. I also reserve the right to forward inappropriate emails to the Associate Dean of Social

Sciences (Dr. Schopmeyer). In EACH email, you should include a greeting (Hi, Dear, Hello Mrs. Buchanan, etc.), your name, and what class you are in (I have 6 different sections). You should also put a brief description of the subject of your message in the subject line. Under no circumstances should you write in texting format or in all capital letters (this means you are shouting). Thank you very much for your cooperation here! Please ask if you have any questions.

IMPORTANT: It is YOUR responsibility to keep up with the readings and the course work. After the due date has passed and the new packet for the upcoming week is made available to you, you will no longer be able to complete the previous week's assignments. You will NOT be able to submit late work. Please keep up with your assignments!

DROP POLICY: If you stop "attending" class for any reason, it is YOUR responsibility to officially drop the course. The last day to drop 15-week Winter 2011 courses is Thursday, 3/31. Any student who stops attending and does not officially drop the course will earn an "E" on his/her transcript.

You Will Need the Following Materials for this Course (study guides are optional):

1. Textbook: Straub, R.O. (2007). *Health psychology: A biopsychosocial approach (2nd ed.)*. New York, NY: Worth. There are several on reserve at the library if you need to use them. You can also check out www.hfccbookswap.org to buy books from fellow students. Chegg.com rents books, too.
2. Access to the textbook companion website (this is free – registration is required one time): www.bcs.worthpublishers.com/straub2e

So What Should You Do Now?

1. Make sure you understand everything in this document, in the course schedule (following), and in the syllabus (following). Print them out and put them in a safe, easily accessible location. Email me if you have questions.
2. Purchase the textbook for the course and register for use of the textbook companion site. Yes, you need a book! There are several on reserve at the HFCC library if you ever need them.
3. Mark all due dates on your calendar. Remember, you are responsible for keeping track of them!
4. Log in to UCompass. Make sure you know your WebAdvisor username. Directions for finding your username are at the top of this page. You will have access to our course starting between 8:00-9:00am on Monday, 1/10. Please do not email me about assignments until after you have gotten into the class.
5. Make sure you have the technical components necessary to take this course. This information is on page 1 of this document.
6. Log into the class on Monday, 1/10 and start your assignments. Go to the "Course Materials" section and then click on the "Getting Started" packet. Once you complete that assignment, go to the "Week 1 – Chapter 1" packet. The first week's assignments will be available for **2 weeks**: Monday, 1/10 through 9:00pm on Monday, 1/24. Week 2 assignments will be available for **1 week**: Monday, 1/17-Monday, 1/24.
7. Spend some time looking around our course and UCompass. You should become familiar with the different sections and layout of the class.
8. Have fun!

You will get from the class exactly what you put into it. It's going to be time consuming and it will move quickly, but I really think you will enjoy the content and activities. Contact me at any time with any questions or concerns you have (albuchanan@henryford.ucompass.com). Communication is absolutely essential in an online course, so please check your UCompass email and the announcements regularly. Again, have fun!

Best Regards,

Mrs. B, Mrs. Buchanan, Mrs. Alison, or Alison (whatever you're most comfortable with)

PSY 257 Course Topic Outline Winter 2011

<p>Chapter 1 - Week 1 (1/10-1/24)</p>	<p>Becoming familiar with the course... (Course Information Quiz in the "Getting Started" Packet) Getting to know your classmates and instructor on the Discussion Board! Gathering the "foundations" of health psychology: What is the biopsychosocial perspective? (Chapter 1)</p> <p>Assignments: 1) Course Information Quiz, 2) Introduction Discussion Board, 3) Fact or Falsehood Quiz & 4) Chapter 1 Post-test</p>	<p>Assignments are due by 9:00pm on Monday, 1/24</p>
<p>Chapter 2 - Week 2 (1/17-1/24)</p>	<p>The Research Quest: Answering important questions about thoughts and behaviors. What is epidemiological research? (Chapter 2)</p> <p>Assignments: 1) Fact or Falsehood Quiz, 2) Chapter 2 Post-Test, 3) Read the Self-Modification Project Details & 4) Sign up for a Week 4 Phone Conference</p>	<p>Assignments are due by 9:00pm on Monday, 1/24</p>
<p>Chapter 3- Week 3 (1/24-1/31)</p>	<p>The relationship between biology, health & illness: Discussing the various "systems" of the body (Chapter 3)</p> <p>Assignments: 1) Fact or Falsehood Quiz, 2) Chapter 3 Post-Test, 3) Read the Self-Modification Project Details, & 4) Prepare for Week 4 Phone Conference (part of your grade is a progress report on your final project)</p>	<p>Assignments are due by 9:00pm on Monday, 1/31</p>
<p>Chapter 4- Week 4 (1/31-2/7)</p>	<p>Stress at its best! What exactly is it? Where does it come from? (Chapter 4)</p> <p>Assignments: 1) Fact or Falsehood Quiz, 2) Chapter 4 Post-Test & 3) Participate in the Phone Conference (part of your grade is a progress report on your final project)</p>	<p>Assignments are due by 9:00pm on Monday, 2/7</p>
<p>Chapter 5 - Week 5 (2/7-2/14)</p>	<p>Dealing with stress: Now you know what it is - how can you cope with it effectively? (Chapter 5)</p> <p>Assignments: 1) Fact or Falsehood Quiz, 2) Chapter 5 Post-Test, 3) Revised Project Behavior, Goal, & Reinforcers Discussion Board</p>	<p>Assignments are due by 9:00pm on Monday, 2/14</p>
<p>Chapter 6 - Week 6 (2/14-2/21)</p>	<p>Staying healthy: What does it <i>really</i> mean and how can we do it? (Chapter 6)</p> <p>Assignments: 1) Fact or Falsehood Quiz, 2) Chapter 6 Post-Test & 3) Project Baseline Due</p>	<p>Assignments are due by 9:00pm on Monday, 2/21</p>
<p>Chapter 7 - Week 7 (2/21-2/28)</p>	<p>Nutrition, obesity & eating disorders: How important are food, our bodies, and our environments? (Chapter 7)</p> <p>Assignments: 1) Fact or Falsehood Quiz, 2) Chapter 7 Post-Test, 3) Nutrition & Eating Out DB & 4) Continue to work on your project (should be starting behavior change)</p>	<p>Assignments are due by 9:00pm on Monday, 2/28</p>
<p>Chapter 8 - Week 8 (2/28-3/14)</p>	<p>Substance abuse: How much is too much? How does it happen and how can we deal with it? (Chapter 8)</p> <p>Assignments: 1) Fact or Falsehood Quiz, 2) Chapter 8 Post-Test & 3) Chapters 1-7 Exam (Available Sunday, 3/13-Tuesday, 3/15: Answers due by 9:00pm on 3/15)</p>	<p>Assignments are due by 9:00pm on Monday, 3/14</p> <p>The Chapters 1-7 Exam is due Tuesday, 3/15</p>

Chapter 9 - Week 9 (3/14-3/21)	Cardiovascular disease and diabetes: Let's keep your heart healthy! (Chapter 9) <i>Assignments:</i> 1) Fact or Falsehood Quiz, 2) Chapter 9 Post-Test, 3) Project Progress Report Due	Assignments are due by 9:00pm on Monday, 3/21
Chapter 10 - Week 10 (3/21-3/28)	Cancer: What is it, what are the risk factors, and how can we treat it and cope with it? What is Type C Personality and how is it related to cancer? (Chapter 10) <i>Assignments:</i> 1) Fact or Falsehood Quiz, 2) Chapter 10 Post-Test & 3) Continue to work on your project	Assignments are due by 9:00pm on Monday, 3/28
Chapter 11 - Week 11 (3/28-4/4)	HIV and AIDS: What is the difference? How can we intervene and cope with the issue? (Chapter 11) <i>Assignments:</i> 1) Fact or Falsehood Quiz, 2) Chapter 11 Post-Test & 3) Continue to work on your project (prepare to submit it at the end of Week 13 (4/18))	Assignments are due by 9:00pm on Monday, 4/4
Chapter 12 - Week 12 (4/4-4/11)	The role of health psychology in health care settings: Everything you need to know about seeking treatment, patient adherence, the patient-provider relationship, the health care system, and hospitalization (Chapter 12) <i>Assignments:</i> 1) Fact or Falsehood Quiz, 2) Chapter 12 Post-Test, 3) Healthcare Experiences Interview & 4) Prepare to submit your project next week	Assignments are due by 9:00pm on Monday, 4/11
Chapter 13 - Week 13 (4/11-4/18)	Managing Pain: What exactly <i>is</i> it and how can we deal with it? Which works better – medication or cognitive-behavioral therapy? (Chapter 13) <i>Assignments:</i> 1) Fact or Falsehood Quiz, 2) Chapter 13 Post-Test & 3) Self Modification Project	Assignments are due by 9:00pm on Monday, 4/18 (This includes your self-modification project)
Chapter 14 - Week 14 (4/18-4/25)	Complementary and alternative medicine: Something different, something new..... Do these nontraditional techniques really work? (Chapter 14) <i>Assignments:</i> 1) Fact or Falsehood Quiz, 2) Chapter 14 Post-Test & 3) CAM Fact/Fiction DB (not due until the end of week 15)	Assignments are due by 9:00pm on Monday, 4/25
Week 15 (4/25-5/2)	Health psychology today and tomorrow: Lessons learned and challenges to face.....Cheers to good health! <i>Assignments:</i> 1) Extra Credit Quiz & 2) CAM Fact/Fiction DB	Assignments are due by 9:00pm on Monday, 5/2
Chapters 8 -14 Exam - Week 16 (5/2-5/4)	Chapters 8 -14 Exam (Available Monday, 5/2 through 9:00pm Wednesday, 5/4)	The exam is due by 9:00pm on WEDNESDAY, 5/4

Henry Ford Community College
PSY 257 (3 credit hours): HEALTH PSYCHOLOGY (Winter, 2011)
Section 99: Online

Instructor: Alison Buchanan **Office:** L-105 **Office Phone:** 313-317-6511 **Email:** albuchanan@henryford.ucompass.com
Office Hours: Tuesday & Thursday 9:00am-9:30am and 2:15pm-3:45pm; Wednesday 11:15am-3:15pm

I. CATALOG DESCRIPTION

This course explores the psychological dimensions of health and the prevention and management of illness. The interaction between biological, social, and psychological factors in health and medical problems is emphasized. Major topics include history of health psychology, research methods in health psychology, biological foundations of health and illness, stress, prevention and positive psychology, nutrition and eating disorders, substance abuse, cardiovascular disease and diabetes, HIV and AIDS, cancer, pain, complementary and alternative medicine, and the role of health psychology in healthcare settings.

II. REQUIRED MATERIALS

- A. Straub, R.O. (2007). *Health psychology: A biopsychosocial approach (2nd ed.)*. New York, NY: Worth.
- B. Access to the Health Psychology textbook companion website - Registration is required once but use of the site is free

III. COURSE OBJECTIVES

- A. Describe the development of health psychology as a discipline.
- B. Describe the scope of the field of health psychology.
- C. Explain how the biopsychosocial model promotes the understanding of health and illness.
- D. Describe the basic concepts that guide the work of the health psychologist.
- E. Compare and contrast research methods used in the field of health psychology.
- F. Describe the biological foundations of health and illness.
- G. Describe the physiology of stress, including the nervous, endocrine, and immune systems.
- H. Compare and contrast the major models of stress and illness, including Selye's General Adaptation Syndrome, Stress as a Transaction, Diathesis-Stress Model, and Tend-and-Befriend Theory.
- I. Explain the psychosocial sources of stress.
- J. Describe the various coping strategies and factors affecting the ability to cope.
- K. Analyze the various methods of stress management.
- L. Explain theories of health and behavior, including the health belief model, the theory of planned behavior, and the transtheoretical model.
- M. Compare and contrast the types of prevention.
- N. Describe key features of psychological thriving.
- O. Explain the relationship between nutrition and disease.
- P. Explain factors involved in weight determination.
- Q. Describe obesity, causal factors, prevention, and treatments.
- R. Describe eating disorders, causal factors, prevention, and treatments.
- S. Describe mechanisms of drug action and models of addiction.
- T. Describe alcohol use and abuse, causal factors, prevention, and treatments.
- U. Describe tobacco use and abuse, causal factors, prevention, and treatment.
- V. Describe cardiovascular disease, risk factors, prevention, and treatments.
- W. Describe cancer, risk factors, prevention, treatments, and coping mechanisms.
- X. Explain the AIDS epidemic.
- Y. Describe symptoms and stages, medical and psychosocial interventions, and coping with HIV and AIDS.
- Z. Describe the criteria used to recognize and interpret symptoms.
- AA. Describe characteristics of those seeking treatment and explain patient adherence to treatment.
- BB. Explain the patient-provider relationship, including factors affecting the relationship, relationship models, communication, and the role of the Internet.
- CC. Describe the current and changing health care system.
- DD. Describe various aspects of hospitalization.
- EE. Describe the various aspects of pain, including measurement, physiology, psychosocial factors involved, and treatment.
- FF. Compare and contrast traditional medicine with complementary and alternative medicine across cultures.
- GG. Explain the effectiveness of complementary and alternative medicine.
- HH. Explain how complementary and alternative medicine is indicative of a paradigm shift in medicine and healthcare in the United States.
- II. Explain health psychology's four most important lessons.
- JJ. Explain health psychology's five most important future challenges.
- KK. Analyze the importance of psychological factors, gender, ethnicity and culture, spirituality, sexuality, and age involved in health and illness.*

IV. METHODS OF INSTRUCTION

- A. Reading assignments
- B. Group “discussions” on the Discussion Board
- C. Post-Tests
- D. Critical thinking activities
- E. Practice activities
- F. Self-Modification Project
- G. Supplemental Internet materials

V. COURSE EVALUATION

A. Self-Modification Project: You will complete a behavior modification project based on information from personal experience, from the text, and from other resources. The project is worth 100 points toward the final grade, and assignment guidelines are in the Self-Modification Project Packet. The project is due by 9:00pm Monday, 4/18.

B. Exams: You will take two exams with 35 multiple-choice questions each. They will be given during week 8/week 9 and week 16 (finals week) and will be a random mix of post-test questions. They are worth 35 points each (70 points toward the final grade).

The exams will be made available *only* on the dates recorded in the schedule. They are timed (40 minutes) and can only be accessed once. This means that once you access the tests (click on the link), you **MUST** take them at that time. You cannot open a test, view it, close it, and come back to it later. There are **NO** exceptions to this rule! You must take the test on a computer with a strong Internet connection and when the weather is calm. Please try not to wait until the last minute to take the test in case you experience technical difficulties with it. **There is no makeup should you 1) “forget” to take either test by the due date or 2) fail to answer all of the questions by the due date (because either exam was started too late).**

C. Post-Tests: You will complete one *chapter post-test (done after reading and completing other assignments)* each week. There are a total of 15 tests, and each test is worth 15 points for a total of 225 points toward the final grade (15 tests X 15 points each).^{*} Each test is timed (15 minutes) can be reset one time before the due date (the 20-minute time limit applies to EACH attempt). The second attempt will have some new questions mixed in with the old questions, and your score on the 2nd attempt is the one that gets recorded in the gradebook. The system does not record answers from the 1st attempt if a test is reset.

^{*}The first test is a Course Information Quiz that just covers information about class policies, the syllabus, the course schedule, etc. (It does not include information from the text). There is no test for Chapter 15.

D. Critical Thinking Assignments: Students will complete 3 *written* assignments designed to promote critical thinking about various topics. Two assignments are worth 10 points and the phone conference is worth 20 points. There is a total of 40 points toward the final grade for these assignments. You are expected to write in a professional manner on these assignments and to proofread responses before submitting them. Therefore, mechanical errors, (i.e., grammar, spelling, capitalization, spacing, omission of words) will constitute a deduction of points on these assignments. You are also expected to discuss issues and converse with classmates and your instructor in a respectful manner. While it is perfectly acceptable to disagree with someone or something, you must do so thoughtfully and with consideration for other’s thoughts and feelings. Points can be deducted for failure to conduct yourself in a professional and respectful manner. There is no maximum number of points that can be deducted.

E. Discussion Board: Students will respond to questions and converse with classmates through 5 *written* assignments on the Discussion Board. Each assignment is worth 10 points for a total of 50 points toward the final grade. You are expected to write in a professional manner on these assignments and to proofread responses before submitting them. Therefore, mechanical errors, (i.e., grammar, spelling, capitalization, spacing, omission of words) will constitute a deduction of points on these assignments. You are also expected to discuss issues and converse with classmates and your instructor in a respectful manner. While it is perfectly acceptable to disagree with someone or something, you must do so thoughtfully and with consideration for other’s thoughts and feelings. Points can be deducted for failure to conduct yourself in a professional and respectful manner. There is no maximum number of points that can be deducted.

F. Extra credit – Students can earn a maximum of 10 extra credit points from one extra credit quiz during week 15. Although more points may be offered and earned, students can **ONLY** count 10 extra credit points toward the final grade. Extra points earned on post-tests **DO NOT** count toward these 10 points. The extra credit quiz is completely voluntary and cannot be made up in the event of a missed due date.

IMPORTANT: If you choose to submit answers close to due dates for post-tests, exams, and critical thinking assignments, it is possible those answers will not get recorded in the system. This is due to the fact that the UCompass clock and your computer clock are probably different. If you try to submit answers right before assignments close and the gradebook shows a zero for the assignments, you will earn a zero. I will **NOT** go into your assignments to see if the system recorded answers because you waited until the last minute to submit. **PLEASE** plan accordingly!

VI. ATTENDANCE POLICY

Student attendance is required and expected. If you are not attending to the lessons and activities, you are not in class. If you were taking this course on campus, you would be coming to class 2 days a week for approximately 1.5 hours a day. In addition to the class time you would also have assignments to do. The time frame for this class is no different. You will need to do something for this class every day or two (e.g., check announcements, UCompass email, Course Materials, etc.).

The course is divided into 16 weeks, and there is one "Packet" of materials for each week in the "Course Materials" section (17 packets total; the first is the "Getting Started" packet and the 16th packet is the final project). Each packet contains assignments for one chapter from the text. Packets for each week "turn on" (become available) every Monday morning between 8:00-9:00am and "turn off" the following Monday evening at 9:00pm. **All packets are only open for one week at a time**, so you must complete all activities for that week *during that week*. (The exception to this is the Week 1 packet and Week 8 packet-open for 2 weeks and the exams.) **Once a packet "turns off" its assignments for that week cannot be completed.** Therefore, you should not wait until the last part of each week to do the scheduled activities for the packet. You will get behind if this happens, and your grade will most likely suffer. We are covering 15 chapters in 15 weeks, so you must attend this class regularly. **YOU ARE RESPONSIBLE FOR ALL MATERIAL DISCUSSED AND PRESENTED IN THE TEXT AND IN SUPPLEMENTAL MATERIALS.**

Most assignments will only be accepted through worksheets, the Discussion Board, and/or Course Folders in UCompass (as they are set up). They will NOT be accepted through email unless directed to do so. Please be aware the instructor is not responsible for lost work or for work needing to be resubmitted. Students must save copies of their completed work and keep them until a grade has been given **for the semester**.

If you encounter any issue that may prevent you from completing assignments on time, you should contact me ASAP. Do not wait weeks after a situation or contact me right before the end of the semester. **I may or may not allow you extra time, depending on your situation.** Decisions will be made on a case by case basis, but hospitalization of family members (other than yourself as the student) and funerals do not automatically constitute extra time for assignments. You will need to provide a verifiable excuse *should I allow you extra time*. I expect you to complete all assignments by the specified due dates. In most cases, I will not extend due dates. I have to be fair to everyone, and sticking to due dates is one way to be fair. I am not kidding about this and take it very seriously!

In the event of an emergency (e.g., sickness, hospitalization), students should contact me (or have someone else do it) to make arrangements for turning in assignments. Written, verifiable documentation of the incident/situation must be provided via email or fax. The message should be sent as soon as possible.

VII. ACADEMIC INTEGRITY

The instructor strongly encourages study groups; however, students are expected to complete their own assigned homework, quizzes, critical thinking, discussion board, etc. Sharing work with classmates and copying work from others (classmates, authors, artists, websites, etc.) constitutes cheating and plagiarism. Neither cheating nor plagiarizing will be tolerated. Both will be punished with a grade of zero on the questioned work and may result in failure of the course. Please refer to the HFCC college catalog for more information. All students are required to sign an Academic Integrity Form at the beginning of the semester.

VIII. ACCOMMODATIONS FOR SPECIAL NEEDS

If students need an academic accommodation because of a disability, please advise the instructor. Make an appointment as soon as possible to verify the disability and arrange accommodations with Assisted Learning Services (313-845-9617).

IX. ADDITIONAL IMPORTANT INFORMATION: *Students are responsible for dropping the course by **Thursday, 3/31** (last date to drop). I will not drop students after this drop date. Please DO NOT ask for a drop after this date unless you have previously been in contact with me about a situation. **Any student who stops "attending" class for any reason and does not officially drop the course will earn an "E" on his/her transcript.*** Please talk with me on a regular basis so she can help you succeed!

X. GRADING PROCEDURE

Grading is on a point system with 485 possible points and is on a 10-point scale.

		Grading Scale	
Self-Modification Project	= 100 points		
Exams	= 70 points	485 – 435 = A	(90% – 100% = A)
Post Tests	= 225 points	434 – 386 = B	(80% – 89% = B)
Critical Thinking	= 40 points	385 – 338 = C	(70% - 79% = C)
Discussion Board	= 50 points	337 – 289 = D	(60% - 69% = D)
Total	= 485 points	< 289 = E	(59% or less = E)

Grades are calculated as follows:

1. Add the total number of **points earned** for all assignments.
2. Add the total number of **points possible** for all assignments.
3. Divide the total number of **points earned** by the total number of **points possible**.

4. Multiple this number by 100. This number is the grade, which is the percentage based on a 100-point scale. In other words, if the number is a 94, the grade is a 94%, or an A. If the number is an 82, the grade is an 82%, or a B. The grade will be rounded to the nearest tenth (numbers 5 and above are rounded up while numbers 4 and below are rounded down). For example, if the percentage is 79.7 it will be rounded up to a 80%. An 80% is a "B-". If the percentage is 79.4 it will be rounded down to a 79%. A 79% is a C+.

GRADE CALCULATION EXAMPLE:

1. Clark earned the following points:

Final Project	= 90 points
Exams	= 60 points
Post-Tests	= 205 points
Critical Thinking	= 37 points
Discussion Board	= 40 points
Extra Credit	= 10 points
Total	= 442 points

2. Following are the *total points possible* for all assignments during Clark's class:

Final Project	= 100 points
Exams	= 70 points
Post-Tests	= 225 points
Critical Thinking	= 40 points
Discussion Board	= 50 points
Extra Credit	= DO NOT COUNT HERE
Total	= 485 points

3. Divide **points earned** by **points possible**: $442/485 = .911$

4. Multiply .911 by 100 = 91% (A)

XI. TENTATIVE COURSE SCHEDULE – The instructor reserves the right to change the schedule as necessary

January 10-24	Week 1 Packet Available: Chapter 1 – Assignments for this week are due by 9:00pm on 1/24 (Monday)
January 24	<i>Last Day for a 50% Refund & No Record Drop for 15-Week Winter 2011 Classes</i>
January 17-January 24	Week 2 Packet Available: Chapter 2 – Assignments for this week are due by 9:00pm on 1/24 (Monday)
January 24-31	Week 3 Packet Available: Chapter 3 – Assignments for this week are due by 9:00pm on 1/31 (Monday)
January 31-February 7	Week 4 Packet Available: Chapter 4– Assignments for this week are due by 9:00pm on 2/7 (Monday)
February 7-14	Week 5 Packet Available: Chapter 5 – Assignments for this week are due by 9:00pm on 2/14 (Monday)
February 14-21	Week 6 Packet Available: Chapter 6 – Assignments for this week are due by 9:00pm on 2/21 (Monday)
February 21-28	Week 7 Packet Available: Chapter 7 – Assignments for this week are due by 9:00pm on 2/28 (Monday)
February 28-March 14	Week 8 Packet Available: Chapter 8 – Assignments for this week are due by 9:00pm on 3/14 (Monday)
March 13-15	Chapters 1-7 Exam Available (Sunday-Tuesday): Answers must be submitted no later than 9:00pm on 3/15
March 14-21	Week 9 Packet Available: Chapter 9 – Assignments for this week are due by 9:00pm on 3/21 (Monday)
March 21-28	Week 10 Packet Available: Chapter 10 – Assignments for this week are due by 9:00pm on 3/28 (Monday)
March 28-April 4	Week 11 Packet Available: Chapter 11 – Assignments for this week are due by 9:00pm on 4/4 (Monday)
March 31	Last Day to Drop 15-Week Winter 2011 Classes (Thursday)
April 4-11	Week 12 Packet Available: Chapter 12 – Assignments for this week are due by 9:00pm on 4/11 (Mon.)
April 11-18	Week 13 Packet Available: Chapter 13 – Assignments for this week are due by 9:00pm on 4/18 (Monday) Self-Modification Final Project due here.

April 18-25	Week 14 Packet Available: Chapter 14 – Assignments for this week are due by 9:00pm on 4/25 (Mon.)
April 25-May 2	Week 15 Packet Available: Chapter 15 – Assignments for this week are due by 9:00pm on 5/2 (Monday)
May 2-4	Chapters 8-14 Exam Available (Monday-Wednesday): Answers must be submitted no later than 9:00pm on 5/4

XII. GRADE CALCULATION SHEET: Record grades below and keep track of them during the course. Points earned are listed in UCompass.

<u>Assignment</u>	<u>Points Earned</u>	<u>Points Possible</u>
A. Final Project		100
B. Exams (70 points)		
Chapters 1-7		35
Chapters 8-14		35
C. Post-Tests (225 points)		
Course Information Quiz		15
Week 1 – Chapter 1		15
Week 2 – Chapter 2		15
Week 3 – Chapter 3		15
Week 4 – Chapter 4		15
Week 5 – Chapter 5		15
Week 6 – Chapter 6		15
Week 7 - Chapter 7		15
Week 8 – Chapter 8		15
Week 9 – Chapter 9		15
Week 10 – Chapter 10		15
Week 11 – Chapter 11		15
Week 12 – Chapter 12		15
Week 13 – Chapter 13		15
Week 14 – Chapter 14		15
D. Critical Thinking (40 points)		
Week 4 (Phone Conference)		20
Week 9 (Project Progress Report)		10
Week 12 (Healthcare Experiences Interview)		10
E. Discussion Board (50 points)		
Week 1 (Introduction)		10

Week 5 (Behavior, Goal, & Reinforcers)		10
Week 6 (Baseline)		10
Week 7 (Nutrition and Eating Out)		10
Week 14 (CAM Fact or Fiction)		10
F. Extra credit (10 points maximum)		
Quiz #1		N/A
Totals		485

The following are FYIs about the UCompass gradebook. PLEASE read them carefully and then ask questions if you have them.

FYI #1: The percentage and grade shown in UCompass will not be 100% accurate. That is why you need to keep track of your grades with the Grade Calculation Sheet on the next page. One issue is that each post-test is worth 15 points (per Section V above) but has more than 15 questions on it. (In other words, the **points possible** for each post-test are actually 15 even though you can earn more than 15 points). Any points earned above 15 are actually extra points. However, the gradebook does not “understand” this, and it assumes that if a post-test has 16 questions on it, the points possible are 16. I cannot “tell” the system that points earned above 15 are extra, but it is definitely to your benefit to have more than 15 questions. For example, if you take a post-test with 16 questions and earn 14 points, your percentage is a 93% (14 divided by 15). It’s NOT an 87.5%, which is what you get if you divide 14 by 16. So.....to find your **points earned**, you need to read the 1st column in the gradebook, which is called the “Student Score”. DO NOT go by the 3rd column called “Gradebuilder Points Earned”. I’m not sure where the numbers in this column come from. To find your current percentage at any time during the semester, please follow the instructions above in Section X, Grading Procedure.

A second issue is that the percentage shown is a reflection of your score on “*attempted*” assignments and not on “*all required*” assignments. If you miss a required assignment, the system will adjust your score to show your percentage on those assignments you actually completed rather than all assignments.

FYI #2: The last column, “Date Submitted”, will only show the time and date you submit post-test answers, exam answers, Week 9 Critical Thinking (Project Progress), and Week 12 Critical Thinking (Interview). If you submit answers for any of these assignments but nothing appears in the “Date Submitted” column, something is wrong and you should contact your instructor.

The “Date Submitted” Column will NOT show time and date submissions for Discussion Board assignments. The column will appear as an “NA”. I’m not sure why, so please don’t ask. The only way to tell if you submitted your DB responses correctly is to go to the Discussion Board itself and look at all of the responses. If your responses are not there, you have submitted them incorrectly. Be careful about modifying a post after the due date. Anything you do to the post will change the date and time.

You will also not see a time and date for Final Project submissions and the Week 6 Critical Thinking assignment. Once again, the “Date Submitted” column will appear as an “NA”. The only way to tell if you submitted your project correctly is to go to your Course Folder in the “Course Materials” section. You should see it listed. Be careful about modifying the file after the due date. Anything you do to the file will change the date and time.

FYI #3: You will NOT see a score in the first column (Student Score) for DB assignments, Critical Thinking assignments, and the Project until your instructor assigns a grade for them. Until a grade is assigned, it will look like this: “Not submitted / 10” (DB and CT) or “Not submitted / 100” (Project). Please do not panic as long as you can see your responses on the DB and see your project in your Course Folder. Please be patient as it may take several weeks for the grades to appear.