**COURSE SYLLABUS**

**Office Hours and Location:**
Office Hours: Monday & Wednesday: 11:am-2:00pm; Tuesday, 3:30pm-4:30pm.
Online: Thursday, Friday, 2:00pm-3:30pm. FB Live-TBA. Other hours by online videoconference by appointment.
Office Location: Building LC, Room 314.

**E-Mail and Web Course Address:**
E-mail: roking@nvcc.edu
Course Website: King’s Psychology Network: [http://www.psyking.net](http://www.psyking.net)

**Textbook Psychology Launchpad Portal URLs:**
- Tuesday, 4:40pm: [https://www.macmillanhighered.com/launchpad/schacterbrief4e/12666915](https://www.macmillanhighered.com/launchpad/schacterbrief4e/12666915)
- Friday, 11:40am: [https://www.macmillanhighered.com/launchpad/schacterbrief4e/12667068](https://www.macmillanhighered.com/launchpad/schacterbrief4e/12667068)
- M/W-8 Wk. II: 11am: [https://www.macmillanhighered.com/launchpad/schacterbrief4e/12667081](https://www.macmillanhighered.com/launchpad/schacterbrief4e/12667081)

**Telephone Numbers:**
Dr. King’s Office: (703) 450-2629; Division Office: (703) 450-2527

**Required E-Book and Portal:**

**Access Card to the Online Psychology Portal is required for this course.**
Purchase online at above address.

**Required Text:**

**(Required for students developing a research paper or journal for final project.)**

*See other supplements in the College bookstore for all psychology students.*

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**COURSE DESCRIPTION**

*Psychology 200, Principles of Psychology* surveys the integrated field and science of psychology. The course explores the dynamic factors influencing human behavior and provides an overview of the foundation of psychology, psychological principles and the various psychological fields.

Course focus will emphasize psychology as an integrated and hub science rather than solely as therapeutic and applied practice. The course will broaden the student’s understanding of the scope of the field and
discipline; and demonstrate its practical application while expanding one’s vision and perspectives toward a major or advanced study in the field.


**COURSE OBJECTIVES**

- To provide the student with a basic understanding of psychological and theoretical concepts and principles, and the major sub fields in psychology.

- To gain an understanding of psychology as a science, and to appreciate the complexity, interdisciplinary focus and comprehensiveness of psychology as a global integrated science.

- To become familiar with some of the great contributors to psychology and their theories.

- To gain an understanding of the physiological, biological and neurological underpinnings of behavior (including, sensation, perception, development, motivation and emotion) and the linkages to cognition (learning, memory, emotion, motivation, intelligence, personality) and psyche-pathology, personality formation and social behavior.

- To gain an understanding and knowledge of the role of psychology in everyday life and its practical usefulness in one’s personal and professional life and how to apply or use psychological concepts.

- To understand the professional and career potential of a major and advanced study in psychology.

**CLASS SCHEDULE**

Class activities will include differentiated instruction: lecture, discussion, group work, computer simulations, Internet and online study & exploration, video & multi-media participation and review, and student presentations. A detailed class schedule is attached outlining topics of discussion, chapter assignments, examinations and assignment dates.

**CLASS PREPARATION AND PRESENTATIONS**

The time constraints on this course are such that your professors may not be able to lecture on all aspects of your readings. **You will be held responsible for all material assigned in your e-text. Students are expected to read the assigned modules and any assigned readings before class and come to class prepared to participate.** Individual students or groups of students will be asked to make special presentations in class.
COURSE REQUIREMENTS: OVERVIEW OF REQUIRED ASSIGNMENTS

EXAMINATIONS (Traditional, Portfolio or Reflective Journal)
There will be a total of 3 examinations in the form of a traditional exam, portfolio or reflective journal (your choice). Traditional examinations will include multiple-choice or true-false and short essay questions. If you opt to take the traditional exam, you must take it online in the Myers Portal. No paper copies of the exam will be offered. The traditional exam consists of multiple-choice and short answer essay questions.

You may substitute an exam with a creative portfolio that demonstrates your learning in the areas assigned for examination. You may also opt to develop a reflective journal on what you have learned during any exam segment. You must get prior permission from your professor to substitute a portfolio or reflective journal for an exam. This replacement assignment must cover the modules to be covered during the examination period and adhere to the guidelines set forth in these documents.

Please download the portfolio and reflective journal guidelines from the web course at www.psyking.net. From the PSY 200-201-202 box on the home page, you can find the guidelines by clicking on “Lessons and Handouts” then click on Downloadable PDF handouts in the left frame or at the top of the page. All Portfolios and journals must adhere to these guidelines.

All exams must be taken on the Psychology Portal. No make-up exams will be given, unless there is an extreme emergency. You should provide written verification of the emergency to your professor to reschedule an exam. The exam has to be taken by the end of the next week of the date missed and before exam results are distributed to the class.

Examination #3 is optional. If you have the grade average desired by the end of the semester, you may opt out of the last exam. Your final average will include your 2 exams and the final paper or project, plus any bonus points you have earned. Please note: Only the online version of EXAM #3 can be taken. YOU CAN NOT SUBSTITUTE A PORTFOLIO FOR THIS EXAM.

FINAL RESEARCH PROJECT OPTIONS-APPLYING PSYCHOLOGICAL SCIENCE

In addition to the 3 exams, portfolios or reflective journals required above, you are required to complete one final research project, with focus on the application of psychological science concepts.

This means that in addition to providing a theoretical framework, you will specifically address ways that theory and concepts are applied in the real world. You can also investigate the nature and types of research that psychological scientists are engaged in.
Research and writing assignments are included as part of the course requirement to enhance your learning in psychology and increase your writing skills. The principal objective of these assignments is to broaden your knowledge of psychology and allow you the opportunity to explore related questions or analyses of concepts you may be interested in. These assignments will require use of the library. This will give you the opportunity to increase your library search and retrieval skills. The library staff is available to assist you with your search, retrieval, and access to information. *Your final project should be started at the beginning of the semester and you should work on this project over the entire semester.*

You will be required to submit 1 of the 4 types of research papers, in digital format, listed below, or one of the other authentic project options listed below. Each type of assignment is described. *Each type of assignment should be related to the topics and modules covered in class during this semester.* If you have questions about the final paper or project, you are encouraged to schedule an appointment to meet with one of your professors for clarification.

You should take this paper /project very seriously and should begin to think about it and do preliminary reading at the start of the semester. *You are required to select a topic, conduct preliminary reading and develop an outline of your paper and submit it for approval by your professor.* No paper may be submitted without approval from your professor. You should also be prepared to discuss your thinking about your paper/project and interests with your professor. Make an appointment to meet with one of your professors early in the semester for approval of your topic, and with outline in hand. A good time to meet with one of your professors is after the development of your initial outline. Please do not attempt to discuss your paper topics with one of your professors before, during, or after class time. Each type of research paper is described below. See due dates for the research outline on the class schedule.

**TYPES OF DIGITAL RESEARCH PAPERS AND PROJECTS YOU CAN SUBMIT**

**I. RELATED PAPER**

A related paper is a written discussion that is an extension of selected modules in your e-text. The written discussion is related to the text discussion but is not a regurgitation of the e-text material. The related paper will discuss questions, ideas or concepts that you would like to know more about but are not discussed in any detail in the text.

You will introduce yourself and the class to new information on the subject, plus its application; and this information will be an extension of what you learned in class or from reading the text. Related papers also may include extended biographies of some of the great psychologists not discussed in detail in your text.

You may also write a biography of one of the psychologists mentioned in the textbook or in class. Include the historical factors that influenced the person’s work and the major contributions made by the scientists to the field of psychology.

Include some discussion about your assessment of these contributions relative to their impact in the field of psychology. Finally, include a discussion of your opinion about the contributions or theories of the psychologist. I will not accept a summary discussion of modules from the e-text or any general psychology textbook.
II. SUMMARY OF RELATED READINGS
This can be a summary from modules of e-text pertaining to a related psychological topic, or it can be a review of a related journal article or articles, or materials from a popular psychology magazine. You should briefly summarize your reading(s) and present an assessment of what you read. Also indicate your views on what you read.

III. ANALYTICAL PAPER
This paper is designed to help you think productively and analytically about a topic. This can be a reactionary, theoretical or evaluative paper. This paper should reflect your thinking and analyses on the subject and evidence that you have read or consulted other sources.

IV. PSYCHOLOGICAL EXPERIMENT
You can create your own psychology experiment - empirical or qualitative. You can use any of the methodologies outlined in your module on research methods: survey, laboratory research, case study, field observation etc. Your paper should be a detailed written description of the purpose of your study, your hypothesis, your methodology, your findings and analysis. Remember that your experiment should be clear enough for any member of the class to replicate and get similar results. Further, you must search the research literature for similar studies and report on these in your review of the literature section of your paper.

V. PORTFOLIO (PAPER OR DIGITAL)
You can be creative in illustrating what and how you are learning in this class. Instead of doing a formal research paper you can choose to develop a portfolio collection of examples of your learning, illustrating what you have learned and how what you illustrate is connected to what you have learned. This portfolio can include articles, editorials, photographs, video clips, interviews, exhibits, etc.

You may substitute a portfolio instead of taking an examination. The portfolio must include items covering the modules to be included on the exam. You must also obtain special permission from your instructors. If you are developing a portfolio as your final project (Product #4), you will be required to include items covering at least 4 module units covered during the semester. Each area included in your portfolio must have a brief written narrative and you will be required to present your portfolios to the class. Again, if you are interested in portfolio development, please download the written guidelines from the course website (www.psyking.net).

Digital portfolios must adhere to the same guidelines as for paper portfolios. This includes the citation of references and the critical reflections on what was learned. Digital portfolios may be in the form of PowerPoint or other multimedia presentation.

Team and Group projects are encouraged based on permission from the instructor. The group should not exceed more than 4 people with strict guidelines.
You can choose to keep a reflective journal throughout the semester with critical reflections and reactions to each module covered this semester, including lecture areas not covered in the textbook, with discussion of implications and examples from other related scholarly sources.

A journal is a collection of written reflections on the modules from your e-text and lecture materials covered in class during the semester. The written reflections should be integrated with observations from related journal articles, media articles, combined with scholarly reflective analyses. All sources cited should be appropriately notated using the APA format. The journal should not be a regurgitation of text material.

One to two journal entries are required for each topical area and modules covered in this course over the semester. For PSY 200, a minimum of fourteen (14) entries total are required, including the overview of psychology and a reflective summary of the course with application. Each journal entry should be single spaced with a double space between paragraphs. Journal entries should include no less than one typewritten page on each area. For any references cited in the journal, you should also include a reference list at the end of the journal.

Please note that if you decide to submit a journal as a final project, it is strongly recommended that you keep an ongoing diary of reflections during the actual discussions on the topic in the classroom. Download guidelines for journal writing from the “lessons and handouts” page of the course website.

VII. PSYCHOLOGY-RELATED SERVICE-LEARNING PROJECT

Instead of any of the above, you can perform 8 hours of community service in a psychology-related setting. Service-learning programs involve students in organized community service that address local needs while at the same time develops your academic skills and sense of civic responsibility and commitment to the community.

You are responsible for finding and negotiating entry into an organization for your service. The Loudoun County Office of Volunteer Services Office can also help you. They can provide you with a directory of volunteer opportunities. You can contact them at (703)777-0113 or locate their web page at: www.state.va.us/Loudoun/C-volop. You also may contact the Volunteer Services Office in Fairfax County at (703) 246-3460. You are required to keep a journal, write a descriptive paper of your service, and its significance to your personal, psychology content covered in class. Your selection of service should be related to the areas covered during this semester. Please download written guidelines from the course website (www.psyking.net). Go to the Service-Learning page from the homepage of the course website. Group projects are acceptable based on permission from the instructor. The group should not exceed more than 5 people.

VIII. WEB SITE DEVELOPMENT

You may develop a web site as a final project on some interesting aspect of psychology covered during the semester. The web site must inform the public in detail about one or several areas or concepts in psychology or some current issue. The web site can include text, animations, video and audio clips, photographs, and links to other related material.
The site must adhere to ethical guidelines and copyright laws for paper and cyberspace. Please make sure that you use a dictionary to check for the correct spelling of words before publishing your site to the web. Please also proof for typographical errors.

*Students are encouraged to think carefully about subject possibilities and to be as original and creative as possible.* Interesting web sites will be selected to be placed on the instructor's course web site. See example websites from former students on the “Student Projects” page of the course website.

### IX. POSTER PRESENTATION

You may develop a formal poster presentation of a psychology subject or set of related areas. You may also develop a poster presentation of a research question or area that you have investigated. The poster presentation must be carefully planned and presented with references. All posters must adhere to specifications offered by your instructors. To learn more about how to develop effective poster presentations, download the guidelines for poster presentations on the lessons and handouts page of the website (www.psyking.net) and see the sites listed under “Related Learning Links” - References, Online Journals, Style Manuals and Study Guides. Look for “Effective Presentations.”

### X. COORDINATING PSYCHOLOGY ACTIVITIES

As a final project, individuals or groups may develop, plan, coordinate and implement psychology activities.

### XI. GROUP PARTICIPATION IN SIMULATED GAME: “NEW WORLDQUEST”

As a final project, you can opt to form a group to participate in the game “New WorldQuest,” a new global game developed by Dr. King. “New WorldQuest” is a problem-solving simulation and action game. The game is designed to promote communication and global understanding between diverse student populations in the college classroom and other educational settings; and, build a new world community, including new infrastructures through the formation of leaders and coalitions to cooperatively work together to plan a world community. For more information on the game, please visit the page on the course website.

### REQUIREMENTS FOR ALL RESEARCH, PORTFOLIOS, AND PROJECTS

**Required Preliminary Reading & Reference**

If you plan to develop a research paper as a final project, you are required to purchase the following small resource paperback: Northey, Margot & Brian Timney. (2012). *Making Sense: A Student’s Guide to Research and Writing*. Belmont, CA: Wadsworth-Cengage; or the second recommended supplement. You are also required to use the *APA Publication Manual* (Seventh Edition). You can purchase these reference books from the bookstore or through the course website from www.amazon.com.

**Required Length of Paper**

Papers are to be submitted in digital or typewritten form and should be between 5 and 8 pages in length or no less than 15-20 slides, with APA format and list of references at the end. Therefore, it is important for you to read the related information first and attempt to condense it in a very precise manner.
Regarding Sources from the Internet

All sources taken from the Internet should be appropriately cited. Please consult the research manuals on reserve in the library, the APA Style page on their website, or the sources listed in the web course for the proper written citation of Internet sources.

YOU MAY NOT SOLELY USE THE INTERNET FOR THE SOURCES USED IN YOUR PAPER. INTERNET SOURCES MAY NOT AMOUNT TO MORE THAN HALF THE SOURCES YOU USE IN YOUR PAPER UNLESS YOU ARE USING ONLINE SCHOLARLY JOURNALS.

The Professor strongly recommend you carefully screen the articles selected from the Internet for their validity and credibility. While the Internet is an invaluable resource, there are many reports that are not credible. If you are unclear about an article’s validity, please check with one of your instructors before using it.

DO NOT USE WIKIPEDIA AS A SOURCE OR POPULAR MAGAZINES SUCH AS PSYCHOLOGY TODAY! Look for scholarly primary articles from professional psychological journals. Ask your professor for a list of scholarly journals in psychology.

Formatting of Digital Research Papers, Portfolios and Projects


The research paper must include citation of bibliographic data sources - in the body of the paper and on a reference page at the end of the paper. It is advised that you begin early in the semester learning the APA format as you will be heavily penalized for using any other form. You can also go to the APA website to get examples of how to cite data sources including sources from the Internet and how to put a bibliography together at http://www.apastyle.org. On this page find the Frequently Asked Questions (FAQs) section. You also can purchase online your own copy of: Mastering APA Style for Students.

Style, Typographical or Spelling Errors

Please proofread your paper for typographical and other grammatical and spelling errors before submitting the final version to the instructor. Points will be deducted for typographical or spelling errors. Again, please limit written papers to no more than 5-8 pages, max at 10 pages. There is no limit on slides in digital research projects.
Cover Page Required on All Submissions

All papers/projects should include a cover page. Page should include the following: name; course name and number; topic; type of paper and the number of the assignment (e.g., Portfolio #1, Final Paper, Portfolio, or Project #4); instructor’s name; College name; and, date of submission.

Papers should be typed. No handwritten papers will be accepted. All papers should be submitted on time and will not be accepted after the due date. You may, however, submit your paper before the due date. Please allow 2-3 weeks for the return of papers, exams and projects. We do not accept responsibility for papers or other items left in our mailboxes, under Dr. King’s door and left with secretaries. All assignments should be submitted directly to your professors on the assigned date and time.

REMINDER: PLEASE KEEP A COPY OF YOUR DIGITAL PRESENTATION OR PAPER IN CASE IT IS MISPLACED OR LOST!

Use Subheadings

Another critical formatting requirement is that you must include subtitles in the body of your paper. Please do not submit a running paper. If you need more direction on this point, please make an appointment to meet with one of your professors for examples.

A Note on Plagiarism

Plagiarism will not be tolerated. Plagiarism can be defined as presenting the ideas or words of another as one’s own. Any information presented that is taken directly from a source should be credited to that author and/or source in a reference citation in the text of your paper. Even if you are paraphrasing an author’s idea, you should give credit to that author. A paper written without any citation of sources in the body will be suspect and you could be accused of plagiarism. In fact, you should not submit a paper to your professors with no stated references in the text of your paper as you are not yet the experts on subject matter in psychology. Please be careful and ethical in this regard. Also list all your citations on your reference page. All papers must include a signed “Honor Code Pledge.” See form at the end of this syllabus.

GRADING CRITERIA

Criteria for Grading Research Papers

All papers will be read and evaluated based on a set of criteria and a point system totaling 100 points. Criteria will include: organization and format (10 points); clarity/quality of content (25 points); typed paper with cover page (10 points); documentation and citation of data sources in text, or review and discussion of literature, or thinking/analysis displayed (25 points); thoroughness/conciseness (20 points); and reference page included with at least 6 sources (10 points). Download guidelines and forms from course website.

Criteria for Grading Portfolios

Please read carefully the guidelines for portfolio development and the criteria for grading form which must be included with your submission of a portfolio. Download guidelines and forms from course website.
Criteria for Grading Service-Learning Projects
Please read carefully the guidelines for Service Learning and how journals and reports are to be structured. Download guidelines and forms from course website.

Criteria for Grading Reflective Journals
Please read carefully the guidelines for developing reflective journals and how they are to be structured. Download guidelines from course website.

Criteria for Grading Poster Presentations
Poster presentations should adhere to the guidelines set forth in handout and web links on developing good poster presentations. Posters should also include factual information with references. Download guidelines from course website.

OVERALL GRADING POLICY

For this class, you are responsible for 4 products (3 exams or the equivalency of a portfolio or reflective journal or any combination, and 1 research project). Therefore, you will have a total of 4 grades, plus any bonus points that you earn. If you opt out of the 3rd exam, you will have a total of 3 grades, plus any earned bonus points. Your course grade will be determined by adding raw scores from these 3-4 products and finding the average score.

Every assignment is important. Therefore, it is important to make every grade. Missing any grade assignment can result in your failing this course. The grading system is as follows: 100-90=A; 89-80=B; 79-70=C; 69-60=D; 59 & below=F.

Extra credit opportunities outside of your options to earn bonus points are not available in this course. Students should devote their time and energy in doing well on the course requirements.

BONUS POINTS
You can receive several bonus points (up to 20) to be added to your final average at the end of the semester for your participation in a variety of related class activities during the semester. The instructor distributes bonus points for some of the following: perfect attendance (3 points); very good attendance (1 point); class summary/motivator (2 points); participating in psychology discussion group forums (2 points per session); participating in psychology study group meetings (2 points per session); meditation (2 points for every 3 sessions); outstanding and innovative class presentations (unassigned) (2 points); assisting the instructor (5 points); web course participation for at least 5 assignments through the web board discussion forum (5 points); submitting psychology assignments, including psych simulation module worksheets (1 point each assignment). See complete listing on student performance record.

Earning these points may also result in your being able to opt out of the third exam (Exam #3). You will be responsible for keeping up with your activities and recording them on your student performance record.
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(which can be downloaded from course website) and discussing and presenting your cumulative points to one of your instructors toward the end of the semester. Be sure to make an appointment early! Please download the student performance record from the course website.

ATTENDANCE AND PARTICIPATION

Students are expected to attend all class sessions except in cases of emergency (e.g., illness, death in the family), the advent of religious holidays - the observance of which requires restriction of daily activity), or when participating in official college functions (e.g., field trips or other designated events). In these cases, you are to inform the instructors prior to missing class for the reason of your anticipated absence. In the case of absence for special personal reasons other than those mentioned, it is your responsibility to confer with the instructors about whether the absence is to be considered as excused. You should also provide a written medical or other written explanation for your absence.

You will be penalized for an excessive number of absences at the rate of up to 5 points per absence; and will be reported to the Counseling Center and the Dean of Students. You can miss no more than one class meeting once a week and no more than 3 classes meeting twice a week. Attendance will be factored into all grades. Points will be deducted from the total grade for persons with poor class attendance. Being on time for class also is important. It is your responsibility to withdraw from the course before the designated withdrawal date. Your instructor will not withdraw you and you will receive an “F” grade for nonattendance.

Withdrawal dates for tuition reimbursement and no grade penalty are listed on the NOVA website.

STUDENT PERFORMANCE RECORD

You should download the student performance record form from the course website. This form will allow you to record your attendance and your grades earned. You can also track your progress in this class and keep up with your grade average. These records are to be submitted to the instructor at the end of the semester. The performance record also acts as a check and balance system between your recording of performance and the instructor’s record of performance. You should make an appointment toward the end of the semester to discuss your performance and compare your record with that of the professor. Please download the performance record form from the “Lessons and Handouts” page of the website and begin recording your progress and attendance.

NOTE: You will not receive points if you do not submit your performance records including a printout of your grades and activities from the Myers Portal.
Class Summaries/One Minute Motivator at the Opening of Class
Students will be asked to volunteer (or randomly selected) to summarize the activities and discussion of the previous class based on their notes, understanding or analysis. This summary takes place at the beginning of each class. The assigned student also will be responsible for providing their own thinking and analysis of information covered in the previous class, and to discuss how the material discussed can be applied to everyday life. Each student assigned to provide the summary should also be prepared to bring a one-minute motivator to class to energize your classmates. This one-minute motivator could be a poem, a game, a puzzle, some physical activity, a song, a quotation or something innovative and creative from your imagination. The beginning of class also is a time that students may share an article or study they have read related to the area of discussion.

Class Presentations and Student Forums
Students are required to make special presentations or share their thinking or written assignments with the entire class. All students are required to make a presentation of their research paper/project to the class at one of 2-3 forums during the semester. This is an opportunity for all to benefit from your research through the exchange of information, knowledge and scientific data. Students will be assigned to a forum using a lottery system.

Psychological Science Fair
Students who develop portfolios, special exhibits, media presentations and other creative and innovative psychology projects will have the opportunity to have their work on display in a half day psychology fair open to the campus and the public. This fair is structured much like a Science Fair, where the students creating the exhibits are present to explain their projects to interested viewers. The instructor also will be assessing each student’s learning and the exhibits they enter into the psychology fair, if offered. The entries in the psychology fair will be judged by a panel. The outstanding project or portfolio will receive a prize. A team of students can also opt to plan, coordinate, advertise and implement the psychology fair in lieu of the final paper project. Each student will receive a grade based on the effective planning and implementation of the fair. Psychology Fair may not be offered each semester.

Creating an Ideal Learning Environment and Classroom Etiquette
We are confident you will make every effort to help create a warm, friendly, courteous, and positive learning environment for all in the classroom. Please turn off cell phones and take your hat off when entering the classroom. No texting on cell phones or other social media is allowed in class with cell phones or laptops. Laptops and cell phones are only allowed to be used for note taking.

Disruptive Behavior (Please refer to your NOVA Student Handbook)
Disruption of teaching is subject to disciplinary action. Initial response to disruptive behavior will be a request to be orderly. If you refuse to do this, you will be asked to leave the classroom. Cell phones and pagers also disrupt class. TURN THEM OFF BEFORE COMING TO CLASS or put them on vibrate. If your phone rings I will answer it, and take your phone until the end of class. Arriving late to class is also disruptive and rude; give your professors and your fellow students the same courtesy with which you wish to be treated and make every effort
to arrive on time. We encourage discussion during class as an extension of the learning process. However, everyone must be respectful of others and their opinions even if you do not agree with them.

Talking with classmates during class lectures and discussion will not be tolerated. This also is disruptive and disrespectful to your instructor and your classmates. Regardless of the clock, please wait until the instructors indicate that class has ended before closing books, gathering belongings, putting on coats, etc. This is disrespectful and disruptive to others. Use of laptops, text messaging on cell phones is prohibited during class. Students must receive special permission and sit in a designated area to use a laptop during class.

**Outside Assistance**

Students are encouraged to use the many services offered by the college to assist and support your academic work. This includes the library, counseling center, the writing center, the tutoring center among others. The library staff is available to provide you with an orientation of resources in the library and how to use them. These services are available to you at no cost to aid and support. Make an appointment with the appropriate resource based on your needs. Meetings may also be arranged with your instructor during office hours or by appointment.

Make an appointment with your instructor to discuss classroom matters, including paper topics and any accommodations you may require, including handing in accommodation forms.
Embodying the ideals of academic honesty, integrity and responsible citizenship is at the core of the foundation of all academic work and student conduct here at NVCC and most other colleges and universities. Enrollment at NVCC presupposes a commitment to the principles embodied in these codes and a respect for the tradition of integrity and honesty. Your participation in this course comes with my full expectation that your work will be completed in full observance and respect of the Honor Code. Academic dishonesty in any form is unacceptable and is a breach in academic integrity. However small, such dishonesty would be destructive to the College’s life and work. As a result, the following statement is required to be attached to all submitted papers and projects directly behind the cover page: (You may reproduce this page and attach it to your product with your signature.)

“In this paper, every opinion from someone else has been properly credited (whether it is a direct quotation enclosed in quotation marks, a summary, or a paraphrase). All information (common knowledge or uncontested knowledge), though not credited in any way, has been stated in my own words. In using factual information, I have not copied entire sentences or portions of sentences in the exact words of another. This paper is my own work. No one has helped me in the organization or writing of this paper. I have read the complete assignment.”

Signed: __________________________________________ (Your name)