

SYLLABUS
INTRODUCTORY PSYCHOLOGY
PSYC 1113-702 (Honors Class)
Spring 2015
3 CREDIT HOURS

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Office Hours 7:30 –8:20 AM, Tuesday & Thursday

TEXTBOOK: **PSYCHOLOGY: Core Concepts** 7th EDITION BY
Zimbardo, Johnson & McCann

PURPOSE: This class is designed to give the student an overview of the field of psychology. It is a survey course, which will introduce the student to many areas of psychology, but will not thoroughly exhaust any one area or discipline of the field. Areas studied will include the environment, motivation, emotion, personality, development, principles of research, sensation and perception, learning, memory, thought processes, communication, psychotherapy, and occupations related to the field of psychology.

OBJECTIVES:

1. To gain an understanding of what psychology is and how psychology involved in our daily lives.
2. To gain a basic understanding of the many disciplines involved in the field of psychology as well as persons and events that have contributed to its development.
3. To gain an understanding of the historical development of the field of psychology.
4. To gain knowledge of the various theories and theorists involved in the many disciplines of psychology.
5. To gain a better understanding of why people do what they do, react the way they react, learn what they learn, develop personalities uniquely their own and gain an understanding of the unique individuals they become.
6. To gain a better understanding of how we have developed individually into the uniquely wonderful individuals we have become and to appreciate more fully the meaningful others in our lives.
7. To understand how the science of psychology is integrated with other disciplines outside the field of psychology.

8. To gain an understanding of the vocabulary used in the field of psychology.

COURSE ACTIVITIES:

1. Reading assignments will be given on a regular basis.
2. Information will also be given by means of lectures, visual aids, and class discussions.
3. Exams will be given on a regular basis at the conclusion of units of study. They will be scantron type exams.
4. Journal reports will be assigned related to each of the units of study and are a part of the unit exam grades.

COURSE EVALUATION:

1. The unit exams, mentioned above, will be worth 100 points and will be averaged together to determine the students' final grade.
2. The following grade scale will be used to determine semester grades:
 - A = 90 - 100%
 - B = 80 - 89%
 - C = 70 - 79%
 - D = 60 - 69%
 - F = below 60%
3. Reports and class assignments will be recorded as completed. The quality of this work might influence final grades when semester averages are border line.
4. Students must keep in mind the importance of doing their very best on each exam and assignment that is used for grading purposes.

ATTENDANCE:

1. Regular attendance should be considered very important as students will held accountable for all material presented in class when exams are given. Absenteeism will not automatically adversely affect students' grades, however, the material missed by absences will bring about its own consequences.
2. This class will be taught in a lecture with some discussion format, which means that students' attendance and participation in class activities is very important.

COURTESY: Courteous behavior is expected in this class as an atmosphere of mutual respect for each class participant is maintained. Disruptive behavior cannot be tolerated and could result in a student being dismissed

from the course and/or university disciplinary action being taken according to university policy.

LATE ASSIGNMENTS AND MISSED EXAMS: Class assignments turned in late may not be accepted. Missed exams can only be made up when arrangements are made ahead of time and only for verifiable excuses such as doctor's notes for illnesses, or death of a family member (verified by Clergy or elder family member such as parents or grandparents). Make up exams will be arranged to be given at the University Assessment & Testing Office. After talking to the instructor about the reason for the makeup exam you must phone 744-5958 to make an appointment. There is a fee for this service. You would need to take a pictured ID with you to the testing office when you make up an exam.

DISHONESTY: Academic dishonesty, including cheating on exams, will result in a grade of "F" for the course and a report to university officials may be required (see the University Policy and Procedures Letters for specific information). Assignments you turn in must be your own work. Plagiarism cannot be tolerated.

DROP POLICY: Refer to the policies and dates published in the syllabus attachment at the end of the syllabus.

**Introductory Psychology 1113-702 Honors Class
Schedule of Material to be Covered (Subject to Change)**

January 13	Orientation to the class
January 15 & 20	Chapter 1 Mind, Behavior & Psychological Science
January 22	Exam No. 1 Chapter 1 & lectures.
January 27	Chapter 8 States of Consciousness
January 29	This day is set aside to work on journal reports.
February 3	Chapter 8 Continued
February 5	Exam No. 2 Chapter 8 & lectures.
February 10, 12 & 17	Chapter 7 Development Over the Lifespan
February 19	Exam No. 3 Chapter 7 & lectures
February 24, 26 & March 3	Chapter 3 Sensation & Perception
March 5	Exam No. 4 Chapter 3 & lectures
March 10	This day is set aside to work on journal reports.
March 12	Chapters 4 & 5 Learning/Memory lectures
March 17-19	SPRING BREAK
March 24, 26, 31 April 2	Learning/Memory lectures continued
April 7	This day set aside to work on journal reports.
April 9	Exam No. 5 Chapter 4 & 5 lectures
April 14, 16 and 21	Chapter 14 From Stress to Health & Well-Being
April 23	Exam 6 Chapter 14 From Stress to, Health & Well-Being
April 28 & 30	Chapter 10 Personality
May 5 Tuesday at 10 am	FINAL EXAM

Extra Credit Opportunity Research Experience

This course, Introductory Psychology, (PSYC 1113-702) gives extra credit opportunities to each student to achieve 2 units of research experience. This may be fulfilled on one of three ways: 1) serving as a human participant in one or two current research projects(s), 2) attending two Undergraduate Research Colloquia, or 3) researching and writing two, 3-4 page papers on two designated research topics.

If you choose the options of serving as a human participant in research projects, only one unit may be completed online.

The Human Participant Option.

First, you may volunteer to participate in an on-going research project. In this role you will serve as a human participant for two, one-hour sessions or one, two-hour session. These participation opportunities are posted on Sona, and are usually announced in class, and may be posted on course websites. The research projects have been reviewed by an independent ethical committee (University Institutional Review Board) whose members are drawn from across the entire academic community, and they are supervised by a faculty member from the Department of Psychology. Instructions for signing up for an experiment are as follows:

Students must register at <http://okstate.sona-systems.com>

- Click on **new participant** link
- Enter your name, student ID number, and e-mail address
- A log-in and password will be sent to the e-mail address entered
- Once they have their log-in and password, students will go to the same website and complete a prescreen before signing up for experiments.
- They would also go to this site to cancel
- An e-mail confirmation will be sent to the student whenever an appointment is established or cancelled
- An e-mail reminder will be sent to the student in the early evening prior to each appointment

When you register for an experiment, the time and place for your appearance are designated. **MAKE SURE YOU WRITE DOWN THIS INFORMATION AND THEN APPEAR! DON'T STAND THE EXPERIMENTER UP!!**

A brief description of each experiment will appear in the Sona system.

Students who show up at their scheduled time and place will receive credit; students who fail to keep their appointment may miss research experience opportunities, and will then need to attend a departmental colloquium or submit a research paper within a specified time limit.

It is your responsibility to appear at the designated time and place if you sign up as a participant. Failure to appear creates substantial hardship for the researcher and denies a classmate an opportunity to sign up in the designated slot that you filled with your name.

Undergraduate Research Colloquium

A second means of fulfilling the Research Experience requirement is to attend two of the Undergraduate Research Colloquia. These 45-50 minute presentations of contemporary research are around **Fall or Spring Break and before dead Week**. Typically, one or two presentations will be conducted during each week at 3:30 PM or 7:00 PM or other announced times(s). At the conclusion to the presentation, a short five-item test over the contents of the presentation may be conducted. **YOUR ANSWERS WILL BE RECORDED ON A SCANTRON SHEET THAT YOU ARE REQUIRED TO BRING WITH YOU**. Again, the Scantron sheet will be the instrument by which attendance and participation are recorded for reporting to the designated class. Your instructor may announce the time, place, and topics of discussion to be presented later in the semester.

Research Paper

A third means of satisfying the RESEARCH EXPERIENCE REQUIREMENT is to submit two, 3-4 page papers over designated research topics. Your instructor **MUST APPROVE THE TOPICS**. Most likely, you will be required to use the bank of research resources available from the instructor. You will prepare these typed, double-spaced papers and submit them to your instructor **no later than the last class meeting before Dead Week**. Your instructor may establish specific writing or other requirements in regard to submitting these papers. Seek clarification from your instructor in a timely manner.

Of course, your 2 Research Experiences may come from any combination of the three options available.

THESE TWO RESEARCH EXPERIENCES ARE WORTH 2% BEING ADDED TO YOUR FINAL COURSE AVERAGE FOR FIGURING YOUR FINAL COURSE GRADE.

JOURNAL REPORT FORM

Honors Introductory Psychology PSYC 1113-702 Spring, 2015

Name: _____ **Report No.** ____

Journal: _____ **Vol.** ____ **No.** ____ **Pages** _____

Title of Article: _____

Author(s): _____

About the Authors: (optional) _____

Summary of the Article: (State the contents of this article in your own words.)

Critique: (What are the strengths & weaknesses of this article?)

INTRODUCTORY PSYCHOLOGY
Chapter 1
Word List of Important Terms And Concepts

Psychology
Scientific study
Scientific method
Behavior
Social sciences (economics, political science, sociology, cultural anthropology)
Behavioral Science
Biological processes
Cognitive science
Health science
5 Goals (tasks) of psychology: things psychology tries to do

1. describe what happens
2. explain what happens
3. predict what will happen
4. control what happens
5. improve the quality of life

Basic research
Applied research
Data
Datum
Response
Stimuli
Stimulus
Objective
Descriptive data
Uncover a principle or process or a relationship that could account for a behavior.
Inference
Base rate
Causal prediction
Variables
Independent variable
Dependent variable
Overt behaviors
Covert behaviors
Kinds of psychologist: clinical, counseling, community, biological (neuroscience, psychopharmacologists), experimental, cognitive, psycholinguistics, developmental, personality, social, industrial, human factors psychology, education & school psychologists, environmental, forensic, sports, health, child, adolescent, marriage and family, gerontologists.
Wilhelm Wundt
Rationalism
Associationism
John Locke
Tabula Rasa
Temporal contiguity
Elementalism
Evolutionism
Structuralism

Determinism

Functionalism

Current perspectives in psychology:

1. Biological approach
2. Psychodynamic approach: Freud
3. Behavioristic approach: Watson, Skinner
4. Cognitive approach
5. Humanistic approach
6. Evolutionary approach
7. Socio-cultural approach

Charles Darwin

Abraham Maslow

Carl Rogers

Rollo May

Psyche

Drives

Instincts

Needs

Eclectic

empirical investigation

Context of discovery

Phenomenon/phenomena

Theory

Hypothesis

Overcoming biases

External influences

Personal biases

Observer biases

Expectancy biases

Placebo biases

Context of justification

Literature review: references

Objectivity safeguards

Standardization

Operational definitions

Blind/double blind procedures

Confounding variables (intervening variables, nuisance variables)

Research methods: Self-report measures, Behavioral measures, Physiological measures,

Correlation & Experimentation.

Randomization of control and experimental groups. Ethics in research.

INTRODUCTORY PSYCHOLOGY
Chapter 8
Word List of Important Terms And Concepts

Anima
Consciousness
Neuroscience
Materialistic view
Epiphenomena
Emergent-interaction theory
Roger Sperry & Michael Gazzaniga
Introspection
Think-aloud protocol
Experience-sampling method
Selective attention
Dichotic listening task
Levels of consciousness
 Awareness of the world
 Reflection
 Awareness of ourselves as conscious (self-awareness)
Structures of consciousness
Nonconscious process
Preconscious
Preconscious memories
Subconscious processing
Subconscious awareness
Unconscious
Daydreaming
Fantasizing
Circadian rhythms
REM
Non-REM
Sleep cycle
EEG
Sleep spindles
Francis Crick
Interpretation of Dreams
Decoding dreams
Manifest content
Latent content
Sleep disorders (insomnia, sleep apnea, daytime sleepiness)
Content analysis of dreams
Activation-synthesis theory
J. Allen Hobson & Robert McCarley
Serotonin and norepinephrine
Hypnosis
Hypnotizability
Hypnotic analgesia
Altered reality
Placebo response
Meditation

Mindful awareness
Hallucinations
Hallucinogenic drugs
Psychoactive drugs
Glossolalia
Tolerance
Physiological dependence
Withdrawal
Psychological dependence
Hallucinogens or psychedelics
Cannabis
Opiates
Depressants
Stimulants
Caffeine
Nicotine

Introductory Psychology
Chapter 7
Word List of Important Terms & Concepts

Developmental psychology
Continuity & discontinuity
Critical period
Nature-nurture controversy
John Locke
Tabula rasa
Jean-Jacques Rousseau
Noble savage
Normative investigations
Longitudinal design
Cross-sectional design
Sequential design
Habituation
Dishabituation
Prenatal period
Fetus
Growth
Maturation
Sensation
Infans
Neonate
Innateness theories of language
LAD
Noam Chomsky
Motherese
Scaffolding
Stages of language acquisition
Grammar
Morphemes
Phonemes
Cognitive development
Jean Piaget
Schemes (schemas)
Assimilation
Accommodation
Stages of cognitive development
 Sensori-motor stage
 Preoperational stage
 Egocentrism
 Animistic thinking
 Centration
 Concrete Operational Stage
 Conservation
 Reversibility
 Formal Operations Stage
Information-processing approach
Moral reasoning

Lawrence Kohlberg (stages of moral development)
(levels and stages Page 129)
Moral action and moral reasoning
Empathy
Temperament
Jerome Kagan
Socialization and attachment
Imprinting and bonding
Harry Harlow
Contact comfort (touch comfort)
Failure to thrive
Erik Erikson
Psychosocial development
 Stage: ages crisis healthy resolution unhealthy resolution
Life-span developmental psychology
Adolescence
Initiation rites
Puberty
Menarche
Body image
Sexuality
Identity
Intimacy
Generativity
Postformal thoughts
Ego-integrity/despair
Changes of Aging
 Vision hearing intelligence memory sexual functioning social interaction
Emotional stages: denial bargaining depression acceptance
Bereavement

INTODUCTORY PSYCHOLOGY

Chapter 3 Word List Sensation & Perception

Sensation
Perception
Sensuality
Survival
Afferent systems
Efferent systems
Psychophysics
Gustav Fechner
Absolute threshold
Just noticeable difference (JND)
Ernst H. Weber
Weber's Law
Signal detection theory
 Signal
 Response
 Noise
 Bias
Explain how "the change is the stimulus"
Sensory adaptation
Vision
 Parts (structure of the eye)
 Hue
 Saturation
 Brightness
Color blindness
Hearing
 Purpose of hearing
 Pure tone
 Sound waves
 Hertz
 Pitch
 Loudness
 Quality
 Amplitude
 Timbre
 Parts (structure of the ear)

Other senses
 Vestibular sense
 Kinesthetic sense
 Smell (olfaction)
 Pheromones

- Taste (taste buds)
- Skin senses
- Pain (acute & chronic pain)
- Percept
 - Stages of perception
 - Distal stimulus
 - Proximal stimulus
 - Bottom up processing
 - Top down processing
- Illusions
 - The Herman Grid
- Ambiguous figures
- Experience based inference
- The Gestalt Approach
- Distraction
- 3 functions of attention
- Organizational processes
 - Region segregation
 - Figure & ground
 - Subjective contours
 - Closure
- Perceptual grouping
- Max Wertheimer
 - Law of proximity
 - Law of similarity
 - Law of common fate
 - Law of pragnance
- Perceptual set

INTRODUCTORY PSYCHOLOGY

Word List Chapters 4 & 5

Learning & Memory

Learning (definition)	shaping
Behaviorists: J.B. Watson, B.F. Skinner	instinctual drift
Classical Conditioning: Ivan Pavlov	comparative psychology
(Pavlovian Conditioning)	cognitive maps
Associations	observational learning: A. Bandura
Reflex	memory
Stimulus -response sequence	Hermann Ebbinghaus
Unconditioned stimulus (UCS)	encoding
Unconditioned response (UCR)	storing
Conditioned Stimulus (CS)	elaboration
Conditioned Response (CR)	retrieval
Acquisition	recall
Aversive conditioning	recognition
Extinction	sensory memory
Spontaneous recovery	working memory
Stimulus generalization	short-term memory (STM)
Stimulus discrimination	chunk
conditions for conditioning	chunking
Contrast	maintenance rehearsal
Contingency	elaborative rehearsal
Information	long-term memory (LTM)
Bait shyness	types of long-term memory
Operant conditioning: E.L. Thorndike, B.F. Skinner	procedural memory
Law of effect	declarative memory
Operant	episodic memory
Reinforcement	semantic memory
Reinforcement contingency	meaningful organization
Schedules of reinforcement	proposition
Partial reinforcement effect	dual-code model
Increasing responses	retrieval cues
Positive reinforcers	schema
Negative reinforcers	eyewitness recall
Decreasing responses	recovered memories
Extinction	false memory syndrome
Operant extinction	forgetting
Punishment	interference
Punisher	retrieval failure
Uses and abuses of punishment	motivated forgetting
Conditioned reinforcers	
Primary reinforcers	
Token economies	
Premack Principle	

INTRODUCTORY PSYCHOLOGY

Word List

Chapter 14

From Stress to Health & Well-Being

Psychoneuroimmunology (PNI)

Stress

Stressor

Sources of stress

Life changes

Life change units

Loss

Catastrophe

Societal stressors

Burnout

Hassles

Christina Maslach

Physical consequences of stress

Arousal

Acute stress

Chronic stress

Fight or flight

The General Adaptation Syndrome (GAS)- Hans Selye

Immune function

Psychological consequences of stress

Posttraumatic stress syndrome (PTSD)

Residual stress pattern

Stockholm syndrome

Hedonic capacity

Cognitive consequences of stress

Attention

Memory

Responding to stress

Anticipatory coping

Coping vs. defending

Coping styles

Problem solving

Emotion focused coping

Moderator variables

Ego-defense mechanisms

Cognitive assessment

Cognitive appraisals

Richard Lazarus: primary appraisal, secondary appraisal

Modifying cognition

Reappraising stressors

Restructuring cognition

Personality factors

Type A, Type B, Type C patterns

Hardiness

Social support

Supporting the supporters

Health psychology
Biopsychosocial model
 Health
 Wellness
Treatments
 Illness prevention
War on lifestyle
 Heart disease
 Smoking
 Fitness
Acquired Immune Deficiency Syndrome (AIDS)
STD's
HIV
Patient non-adherence
Confiding in others
 Accounts
The power of optimism
Resolving to be happy
Happiness & Well-Being

INTRODUCTORY PSYCHOLOGY

Word List Chapter 10

Personality

Personality	personality structure
Personality assessment	id
Objective tests	ego
Personality inventories	superego
MMPI	defending against anxiety
CPI	ego defense mechanisms
MBTI	Humanistic theories (Carl Rogers)
Projective tests	Self-actualization
The Rorschach	Unconditional positive regard
The TAT	Social-learning and Cognitive Theories
Implicit personality theories	Persons In Situations
Scientific personality theories	Walter Mischel
Idiographic approach	Social Learning Theory
Nomothetic approach	Albert Bandura
Descriptive theories	Observational learning
Type theories	reciprocal determinism
Four-Humors Theory	self-efficacy
Somatotypes	Personal Construct Theory
Trait theories	George Kelly
Allport's Trait Approach	personal constructs
Cardinal Trait	
Central Trait	
Secondary Trait	
Eysenck's Type-Trait Hierarchy	
The "Big Five"	
Developmental Theories of Personality	
Psychodynamic (Freud)	
Unconscious	
Freudian slips	
Drives and instincts	
Eros & Thanatos	
Libido	
Psychic determinism	
Stages of Development	
Oral	
Anal	
Phallic	
Latent	
Genital	
Fixation	

OKLAHOMA STATE UNIVERSITY

SYLLABUS ATTACHMENT

Spring 2015

<http://academicaffairs.okstate.edu/faculty-a-staff>

***YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.
THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.***

IMPORTANT DATES

Last day to add a class (without instructor permission)	1/20/2015
Last day to drop a course with no grade and 100% refund	1/20/2015
Last day to add a class (requires instructor & advisor permission)	1/23/2015
Last day to drop a course or withdraw from the University with an automatic "W" and receive a partial refund (requires advisor signature)	1/23/2015
Last day to post 6 week grades	2/24/2015
Last day to file diploma application (for name to appear in Spring Commencement program)	4/1/2015
Last day to drop a class or withdraw from the University with an automatic "W"	4/10/2015
Last day to withdraw from all OSU classes with an assigned grade of "W" or "F"	4/24/2015
Pre-Finals week	4/27/2015 – 5/1/2015
Final examinations	5/4/2015 – 5/8/2015

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet and Outreach Class Schedules page of the Registrar's [website](#).

Spring Semester Holidays

University Holiday	1/19/2015
Students' Spring Break	3/16/2015 – 3/20/2015

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY, students often confuse these terms. **Dropping a Course** (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar's [website](#).

Withdrawing from the university means that you are dropping *all* of your courses and *are no longer enrolled for the current semester*. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor in your student academic services office. For additional information and dates, go to: <http://academicaffairs.okstate.edu/policies-a-procedures/35-adding-a-dropping-policy>

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and are posted on the OSU website. Exams, classes, or assignments that are missed in these circumstances may be rescheduled at times that are outside the normal meeting schedule for the class. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.

ACADEMIC INTEGRITY

101 Whitehurst, 405-744-5627

<http://academicintegrity.okstate.edu>

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, academic records) will result in an official disciplinary action including the following: examination or course, receiving a notation of a being suspended from the University. You have [http://academicintegrity.okstate.edu/](http://academicintegrity.okstate.edu) for a video information.



altering or destroying the work of others, and altering academic sanction. Violations may subject you to receiving a failing grade on an assignment, violation of academic integrity on your transcript, and the right to appeal the charge. Go to OSU's academic integrity policy and additional

COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS

Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared.

CLASS ATTENDANCE

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.* If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses.

No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

In the event that you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time and place of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time and place for administration of the final exam. After one week, if an agreement cannot be reach, take the request to the department head.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website:

<https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx>. Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741

Sunday

www.library.okstate.edu

Text 405-592-4128

9:00 a.m.-12:00 midnight

Monday-Thursday 24 hours a day
Friday 12:00 midnight-10:00 p.m.
Saturday 9:00 a.m.-10:00 p.m.
*For holiday and intersession hours, check <http://www.library.okstate.edu/services/hours.htm>

*Contact the following for information on hours of operation:

Architecture Library	405-744-6047
Curriculum Materials Library	405-744-6310
Veterinary Medicine Library	405-744-6655

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. **The Student Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University's response to violations <http://studentconduct.okstate.edu/>

In general, the University expects you to respect the rights of others and authorities, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

WHERE TO GO FOR HELP

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Academic Services Director for your college.

Academic911.okstate.edu - Your online resource for academic and personal success, sponsored by Student Affairs.

Mathematics Learning Success Center

5th Floor, Edmon Low Library/405-744-5818 <http://www.math.okstate.edu/>

Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

Writing Center

440 Student Union/405-744-6671 <http://osuwritingcenter.okstate.edu>

The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques.

Learning & Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309 <https://lasso.okstate.edu/>

LASSO offers free individual tutoring for a variety of courses.

University Counseling Services

320 Student Union/405-744-5472 or 405-744-7007 <http://ucs.okstate.edu/>

Professional counselors offer confidential personal and/or career counseling.

Office of Student Disability Services (SDS)

315 Student Union/405-744-7116 <http://sds.okstate.edu/>

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations.

Office of Equal Opportunity - 408 Whitehurst/405-744-9153

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or the University's Victim Advocate (Suzanne Burks: 405-744-5458). For more information regarding Title IX violations, please go to: <http://1is2many.okstate.edu>