

PSYC 2301 (3A1)

CREDIT

3 Semester Credit Hours (3 hours lecture, 0 Lab hours lab)

MODE OF INSTRUCTION

Face-to-Face

PREREQUISITE/CO-REQUISITE:

TSI Complete for Reading

COURSE DESCRIPTION

An introductory survey of the major areas of psychology such as learning, personality, social, testing, developmental, and physiological. Emphasis is on psychology as the scientific study of behavior and includes both human and animal behavior.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

- Identify various research methods and their characteristics used in the scientific study of psychology.
- Describe the historical influences and early schools of thought that shaped the field of psychology.
- Describe some of the prominent perspectives and approaches used in the study of psychology.
- Use terminology unique to the study of psychology.
- Describe accepted approaches and standards in psychological assessment and evaluation.
- Identify factors in physiological and psychological processes involved in human behavior

CORE OBJECTIVES MEASURED

- **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Approved: Initials/date



**LAMAR INSTITUTE
OF TECHNOLOGY**

INSTRUCTOR CONTACT INFORMATION

Instructor: Chelsea Lee

Email: clee3@lit.edu

Office Phone: 409-242-0984

Office Location: TC 206

Office Hours:

Monday & Wednesday: 8:00 a.m. – 10:00 a.m. & 11:00 a.m. – 11:30 a.m.

Tuesday & Thursday: 8:00 a.m. – 9:30 a.m.

Friday: 8:00 a.m. – 10:00 a.m.

REQUIRED TEXTBOOK AND MATERIALS

Psychology 2e Open Stax. Rose M. Spielman, William J. Jenkins, and Marilyn D. Lovett. Printed by XanEdu in Ann Arbor, MI 48108 Original Publication Year, 2020

978-1-975076-45-0 Hardcover Book ISBN-13 9

978-1-975076-44-3 B & W Paperback Book ISBN-13

978-1-951-693-23-7 Digital Version ISBN-13

ATTENDANCE POLICY

Regular attendance and active participation are expected in this course. Many class meetings will include in-class activities, discussions, group work, reflections, demonstrations, or applied learning exercises designed to help students better understand and engage with course material.

Attendance is not graded separately; however, many in-class activities and assignments are graded as part of the Assignments/Quizzes category, which is 30% of the final course grade. These activities will be announced during class and may not appear individually in the course schedule because they depend on the pace and content of each lecture. Because these activities are completed during class time and often involve participation, missed in-class assignments generally cannot be made up and will result in a grade of zero. Exceptions will be handled when required by an approved accommodation or institutional policy, or when the instructor authorizes an equivalent activity based on the circumstances.

After an absence, students are responsible for communicating with the instructor about missed assignments, deadlines, or questions; checking Blackboard for announcements and course materials; and working with classmates to obtain missed notes and lecture information. The instructor can clarify course expectations but is not responsible for recreating an entire missed class through email or an individual meeting.

While occasional absences may occur, students who do not attend class regularly should not expect to earn full credit for in-class participation activities or perform successfully in the course.

Participation points are awarded based on meaningful engagement and completion of activities, not simply being physically present in the classroom.

For every hour spent in class, students should expect to spend approximately three hours outside of class studying, reviewing material, and completing assignments.

Punctuality and attendance expectations for in-person classes are as follows:

Students are expected to arrive on time and remain for the full class period. Arriving late, leaving early, frequently leaving the classroom during class, or missing significant portions of class may negatively impact a student's ability to fully participate in lectures, discussions, group activities, and graded in-class assignments.

Students who need to leave class early should communicate with the instructor when possible. Leaving class without explanation or missing substantial portions of class may affect participation and in-class assignment grades.

Attendance, punctuality, and active participation may impact a student's ability to earn full credit in the Assignments/Quizzes category.

DROP POLICY

Students are responsible for completing the official drop process. Stopping attendance, ceasing Blackboard activity, or informing the instructor does not remove a student from the course and may result in a final grade of F. To drop this course, complete the LIT Drop/Add/Reinstate Form and submit it to Student Services in Eagles' Nest Room 123.

Before dropping a course, students are strongly encouraged to meet with their academic advisor or department chair to discuss how dropping may affect their academic progress, enrollment status, financial aid, or graduation timeline.

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified date as listed on the [Academic Calendar](#) website. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Module 1 Aug. 24-28	Introduction to Psychology; course	Chapter 1	Journal Reflection Ch 1 due Aug 31

	introduction; Core Assessment overview		
Module 1 Aug. 31- Sept. 4	Biopsychology	Chapter 3	Journal Reflection Ch 3 due Sept 8
Module 1 Sept. 7-11	Memory; study strategies; module review and exam	Chapter 8	Journal Reflection Ch 8 and Module 1 Quiz due Sept 14
Module 2 Sept. 14-18	Psychological Research Methods; research methods, ethics, APA citations, and Core Assessment development	Chapter 2	Journal Reflection Ch 2 due Sept 21
Module 2 Sept. 21-25	Psychological Disorders	Chapter 15	Journal Reflection Ch 15 due Sept 28
Module 2 Sept. 28- Oct. 2	Therapy and Treatment; module review and exam	Chapter 16	Journal Reflection Ch 16 and Module 2 Quiz due Oct 5
Module 3 Oct. 5-9	Sensation & Perception	Chapter 5	Journal Reflection Ch 5 due Oct 12
Module 3 Oct. 12-16	Learning	Chapter 6	Journal Reflection Ch 6 due Oct 19
Module 3 Oct. 19-23	Thinking and Intelligence; module review and exam	Chapter 7	Journal Reflection Ch 7 and Module 3 Quiz due Oct 26
Module 4 Oct. 26-30	Motivation and Emotion & Personality	Chapter 10 & 11	Journal Reflection covering both Ch 10 & 11 due Nov 2
Module 4 Nov. 2-6	Stress, Lifestyle, and Health; module review and exam	Chapter 14	Journal Reflection Ch 14 and Module 4 Quiz due Nov 9
Module 5 Nov. 9-13	Lifespan Development	Chapter 9	Journal Reflection Ch 9 due Nov 16
Module 5 Nov. 16-20	Social Psychology	Chapter 12	Journal Reflection Ch 12 due Nov 23

Module 5 Nov. 23-24	States of Consciousness	Chapter 4	Core Assessment due Nov 30 Journal Reflection Ch 4 and Module 5 Quiz due Nov 30
Nov. 25-27	Thanksgiving Break	Campus Closed Nov. 25 - 27	
Module 5 Nov. 30- Dec. 2	Dedicated Module 5 review and Module 5 Exam		Module 5 Exam last day of class Dec 1 st for T/TR Dec 2 nd for M/W/F

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Exams 50%

Assignments/Quizzes 30%

Core Assessment 20%

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

TECHNICAL REQUIREMENTS

For the latest technical requirements, including hardware, compatible browsers, operating systems, etc., review the Minimum Computer and Equipment Requirements on the [LIT Online Experience](#) page. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of

Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](https://www.lit.edu/special-populations).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

1. Respectful Participation, Classroom Conduct, and Recording Policy

Respectful participation is required in both in-person and online learning environments. Students may encounter viewpoints that differ from their own. Respectful disagreement supports critical thinking, scholarly discussion, and learning; however, disrespectful, disruptive, or inappropriate behavior will not be tolerated.

In the classroom, students are expected to conduct themselves in a manner that supports a productive learning environment. This includes arriving prepared, remaining attentive, minimizing distractions, and refraining from behavior that interferes with instruction or the learning experience of others.

The following behaviors are not permitted and may result in loss of credit for affected participation-based work, being asked to leave for the remainder of the class period, or referral through the appropriate institutional conduct process:

- Sleeping during class
- Excessive side conversations
- Repeated disruptions, including side conversations, playing audio, or using a phone, tablet, or laptop for non-course purposes.
- Having food delivered to the classroom. Light snacks and covered beverages may be allowed at the instructor's discretion; however, meals that disrupt the learning environment are not allowed.

To protect the learning environment and the privacy of all participants, audio recording, video recording, and photography of class sessions are not permitted without the instructor's prior approval. This includes, but is not limited to, taking recordings or photos of the lecture presentations, the instructor, or fellow classmates.

This recording policy does not apply to students with approved accommodations through the college's accessibility services, Special Populations. Students with approved accommodations should provide appropriate documentation and coordinate with the instructor as early as possible.

2. Accommodation Procedures and Student Responsibilities

Lamar Institute of Technology provides reasonable accommodations to eligible students through the Special Populations Office. Students who need disability-related accommodations must register with Special Populations, provide the required documentation, and complete LIT's approval process.

An Individualized Education Program (IEP), Section 504 plan, ARD documentation, medical diagnosis, accommodation plan from a high school, or accommodations from another college does not automatically establish accommodations in a LIT course. These documents may be submitted to Special Populations for consideration, but the instructor cannot independently approve accommodations based solely on a high school plan, medical document, verbal request, parent request, or prior accommodation.

This requirement applies to all students seeking accommodations, including dual-credit students, students who previously received accommodations in high school or at another institution, students requesting accommodations for the first time, and students who receive a

new diagnosis or experience a change in their needs while enrolled at LIT. Students may begin the accommodation-request process at any point, but approved accommodations are not retroactive.

Student Responsibilities

Students seeking accommodations are responsible for:

- Contacting LIT's Special Populations Office and completing the registration and documentation process.
- Requesting updated accommodation materials each semester.
- Providing the official accommodation memo and instructor confirmation forms to each instructor.
- Completing any signatures, acknowledgments, or other steps required by Special Populations.
- Discussing the approved accommodations with the instructor when clarification or coordination is needed.
- Communicating promptly when an approved accommodation is not functioning as intended in the course.
- Following any advance-notice, scheduling, testing, or communication requirements associated with a particular accommodation.

Students are encouraged to begin this process before the semester starts. LIT recommends beginning approximately six weeks before classes so that accommodations can be reviewed and implemented on time.

Effective Date and Retroactive Requests

Accommodations do not become effective in this course until the instructor receives the official LIT accommodation memo and required confirmation forms. Accommodations are not retroactive. Assignments, quizzes, exams, attendance issues, participation requirements, or other coursework completed or due before the instructor receives the official documentation will not be adjusted retroactively unless otherwise directed by Special Populations or required by institutional policy.

If documentation is provided after the semester begins, the approved accommodations will apply to current and future course requirements beginning when the instructor receives the completed accommodation materials. Submitting documentation later in the semester does not automatically reopen previous assignments, replace earlier grades, excuse prior absences, or provide additional attempts on completed assessments.

Ongoing Communication and Coordination

The instructor will implement the accommodations listed in the official LIT accommodation memo. The instructor is not authorized to add, remove, substitute, or independently interpret accommodations beyond what LIT has approved. Questions about whether a particular accommodation should be added or modified must be directed to Special Populations.

Some accommodations require the student to initiate communication or make arrangements in advance. For example, a student approved for meetings with the instructor, testing arrangements, note-taking assistance, flexibility related to attendance or deadlines, or another accommodation requiring individual coordination must contact the instructor within the timeframe stated in the accommodation or as soon as the need arises.

An accommodation requiring communication, advance notice, or individual arrangements does not remove the student's responsibility to initiate that communication. For example, students approved for meetings with the instructor are responsible for requesting and attending those meetings. Students approved for testing arrangements, note-taking assistance, or flexibility related to attendance or deadlines must follow the procedures and notification requirements established by Special Populations and the instructor.

The instructor is not responsible for repeatedly reminding students to use an accommodation or initiating arrangements on the student's behalf unless the official accommodation specifically requires the instructor to do so. The instructor cannot arrange a meeting, address an unreported problem, or resolve an accommodation concern that has not been communicated.

Students should notify the instructor promptly if they believe an approved accommodation has not been applied correctly or if they encounter an access problem. Waiting until after an assignment or exam deadline, after grades have been posted, or until the end of the semester may limit the options available to address the concern.

Questions about eligibility, documentation, approval, or changes to accommodations should be directed to LIT's Special Populations Office.

3. Group Activities and In-Class Collaboration

Some class sessions may include small-group discussions, collaborative activities, simulations, or applied learning exercises completed during class time. These activities are designed to help students actively engage with course concepts and practice real-world communication and teamwork skills.

Students are expected to participate respectfully and contribute to their group's work during class. Because these activities occur during scheduled class meetings, students who are absent may not be able to make up participation-based group activities or receive full credit.

Unless otherwise stated, group activities completed in class do not require students to meet outside of normal class time.

While in-class collaboration, discussion, and participation in group activities are expected in this course, students are not required to disclose personal trauma, illegal activity, medical information, or deeply personal experiences in order to participate or receive credit. Students may choose to discuss examples, observations, fictional scenarios, public situations, or general experiences when applying psychology concepts to class activities and assignments.

4. Late Work Policy

Students are expected to submit assignments by the posted due dates. Staying on schedule is important in a college course, especially because many assignments and activities build on course concepts discussed in class.

Journals

Journal reflections may be submitted late through Blackboard without prior instructor approval; however, late submissions will receive a 15-percentage-point deduction from the earned grade unless otherwise approved by the instructor due to documented extenuating circumstances.

Example:

- A journal earning a 100% would become an 85% after the late penalty

Late journals are not guaranteed immediate feedback or grading and may not be graded until later in the semester.

Quizzes

Quizzes must be completed by the posted deadline and cannot be submitted late. Quizzes already allow multiple attempts and extended availability windows to support student success, so **late quiz submissions will not be accepted.**

Core Assessment and Other Major Assignments

Core Assessment

The Core Assessment is available throughout the semester and must be submitted by the posted deadline. Because students have the semester to review the instructions, ask questions, and complete the project, late Core Assessments will not be accepted and the assignment will not be reopened after the deadline. A missed Core Assessment will receive a zero.

Exceptions will be made only when required by an approved accommodation, institutional policy, or a documented extenuating circumstance approved by the instructor. When possible, students must communicate with the instructor before the deadline.

Other Major Assignments

Additional activities, projects, or short essay-style assignments may be assigned during the semester. Students must follow the deadlines and submission requirements provided in the assignment instructions.

If a late major assignment is accepted, it will receive a 15-percentage-point deduction from the earned grade unless the instructor approves an exception because of a documented extenuating circumstance.

For example, an assignment earning 80% would become 65% after the late penalty.

Students must contact the instructor before a closed Blackboard assignment can be reopened. Reopening an assignment or accepting late work is not guaranteed.

Final Deadline for Late Work

Late work will not be accepted after the last official class day of the semester unless arrangements have been discussed and approved by the instructor in advance. Students should not wait until the end of the semester to submit multiple overdue assignments. This deadline allows sufficient time for grading and final grade submission.

Additional Information

- Late work is not guaranteed immediate grading and may not be graded until the end of the semester.
- Assignments submitted after final grades are submitted will not be accepted.
- Students are strongly encouraged to communicate early rather than waiting until the end of the semester.

5. Exams

All exams for this course will be administered in person on designated exam days during the scheduled class period. Students are expected to be present on exam days and take the exam at the scheduled time.

- Exams must be taken during the assigned class period.
- All students will have 50 minutes to complete each exam, regardless of the section's scheduled class length. This time limit ensures that students in the M/W/F and T/TR sections receive the same amount of testing time.
- Exams will begin at the start of the scheduled class period. In T/TR sections, a 50-minute timer will be used even though the full class period is longer. All exams must be submitted or turned in when the 50-minute testing period ends.
- Students who arrive late will not receive additional time and may use only the time remaining in the established 50-minute testing period. For example, a student who arrives 15 minutes after the exam begins will have 35 minutes remaining.

- Students may not continue working after time is called. Failure to submit or turn in the exam when instructed may result in the exam being collected and graded based on the answers completed at that time.
- Students with an approved extended-time testing accommodation who wish to use that accommodation must schedule and complete the exam through LIT's Special Populations Office according to its procedures and scheduling deadlines. Students are responsible for contacting Special Populations early enough to arrange testing for the scheduled exam date.
- Extended testing time will not be provided in the regular classroom because the class must continue according to the course schedule. Students who choose to take the exam during the regular class period instead of scheduling through Special Populations will receive the standard 50-minute testing period and may not continue working after that period ends.
- Failure to schedule an accommodated exam by the required deadline does not automatically permit additional testing time in the classroom, a different exam date, or a make-up exam. Students who encounter scheduling or accommodation-related concerns must promptly contact Special Populations and communicate with the instructor before the exam whenever possible. Exceptions will be handled when directed by Special Populations or required by institutional policy.

Students may not photograph, copy, record, distribute, post, or communicate exam questions or answers to another person. This restriction applies before, during, and after the exam and includes students enrolled in other sections of the course.

Students who know in advance that they may miss an exam should contact the instructor as early as possible to discuss the situation. Conflicts such as work schedules, travel plans, or appointments scheduled during class time generally do not qualify for a make-up exam. However, students are still encouraged to communicate with the instructor as early as possible to discuss their situation. Decisions regarding make-up or rescheduled exams are ultimately left to instructor discretion based on the circumstances and communication provided by the student.

If an unexpected situation or emergency occurs on or immediately before an exam day, students must communicate with the instructor within 24 hours of the scheduled exam to discuss possible arrangements. Failure to communicate within this timeframe may result in a zero for the exam.

Make-up exams are not guaranteed and are granted at the instructor's discretion based on the circumstances and communication provided by the student. Additional documentation may be requested when appropriate.

Any approved make-up or rescheduled exam must be completed in person during the instructor's office hours or at another mutually agreed-upon time. An approved make-up or

rescheduled exam may contain different questions or use a different format from the regularly scheduled exam while assessing the same course objectives.

6. Device/Technology Expectations

Technology may be used for course-related activities at the instructor's discretion. Students whose non-course-related technology use distracts them or others may be asked to put the device away. Repeated or continued misuse after a warning may affect credit for participation-based work and may result in the student being asked to leave the classroom for the remainder of the class period. Continued disruptions may also be addressed through the appropriate institutional conduct process.

7. Extra Credit

Extra-credit opportunities are not guaranteed and may be offered only at the instructor's discretion. If an opportunity is offered, it will be announced to the entire class and will include specific instructions, eligibility requirements, and a deadline.

Students should not individually request extra credit, special assignments, or grade rounding. Extra credit cannot replace required coursework, missed assignments, quizzes, or exams unless the written instructions specifically state otherwise. Extra-credit work will not be accepted after its stated deadline or offered retroactively at the end of the semester.

8. Course Drops

Students are responsible for initiating and completing the official LIT drop process by the applicable deadline. Stopping attendance, ceasing Blackboard activity, or informing the instructor does not remove a student from the course and may result in a final grade of F. To drop this course, students must complete the official process through Web for Students when available or submit the appropriate LIT drop form to Student Services.

For the Regular Fall 2026 semester:

- Last day to drop without academic penalty: September 25, 2026
- Last day to drop with academic penalty: October 30, 2026

Before dropping, students are strongly encouraged to meet with their academic advisor or department chair to discuss how the decision may affect academic progress, financial aid, enrollment status, or graduation. Students should verify all deadlines using the current LIT Academic Calendar.

9. Academic Integrity, Plagiarism, Unauthorized Collaboration, and Artificial Intelligence

All submitted work must reflect the student's own understanding, reasoning, experiences, and original writing. Unless an assignment explicitly states otherwise, generative AI tools such as ChatGPT, Gemini, Copilot, Claude, Grammarly's generative features, or similar systems may not

create, rewrite, paraphrase, summarize, translate, or substantially edit any portion of work submitted for credit.

Students may use AI for private, ungraded study support, such as requesting a practice quiz or another explanation of a concept, provided they do not upload graded assignment prompts, another student's work, private information, or copyrighted course materials. AI-generated information may be inaccurate or fabricated. Students remain responsible for verifying information using the textbook and other approved course materials.

If AI use is authorized for a particular assignment, the assignment instructions will explain what is permitted. Students must remain within those limits and disclose the tool used, how it was used, and which portions of the submission were affected when requested. Permission to use AI on one assignment does not apply to other coursework.

Submitting AI-generated or AI-rewritten work as one's own, using AI during a quiz or exam, fabricating citations or sources, or using AI in a manner not expressly authorized is a violation of academic integrity. Students should ask the instructor before using an AI tool if they are uncertain whether a particular use is permitted.

Indicators That May Prompt a Review

An assignment may be reviewed when one or more indicators raise a reasonable concern about unauthorized AI use. These indicators may include, but are not limited to:

- Raw AI-generated citation markers, source labels, hyperlinks, reference tags, or code-like citation strings copied from an AI interface
- Citations or references that do not exist, cannot be verified, do not support the information presented, or were not used in the assignment
- AI-style instructions or commentary left in the submission
- Headings, formatting, vocabulary, or writing patterns substantially inconsistent with the assignment directions or the student's other work
- Generic, repetitive, or overly broad responses that do not meaningfully apply course concepts
- Inaccurate, fabricated, unrelated, or inconsistent information
- An unexplained shift in writing voice, reasoning, vocabulary, or level of development
- Results from an originality or AI-writing review tool

No single indicator automatically proves that AI was used. These indicators initiate a review and conversation with the student.

Originality and AI-Review Tools

Assignments may be reviewed using Blackboard SafeAssign for source matching and plagiarism concerns. When available, the instructor may also consult institutionally approved AI-writing

review tools, such as the Turnitin AI Writing Report, GPTZero, Copyleaks, or comparable programs permitted for instructional use.

AI-detection results are not treated as conclusive proof and will not be used as the sole basis for an academic-integrity decision. The instructor will consider the assignment as a whole, the available evidence, and the student's explanation of the writing process.

Review Process

When unauthorized AI use is reasonably suspected:

1. A temporary zero may be entered in Blackboard while the assignment is under review. This temporary grade is not, by itself, a final finding of academic dishonesty.
2. The student will be contacted and required to meet with the instructor or respond by the deadline provided.
3. The student may be asked to explain the assignment, describe the writing process, identify and explain sources, or provide notes, drafts, document history, or other evidence of authorship.
4. The student will have an opportunity to respond before a final decision is made.
5. If the instructor determines that unauthorized AI was not used, the assignment will be graded normally and the temporary zero will be removed.
6. If unauthorized AI use is confirmed, the consequences below will apply.

Failure to participate in the review process by the stated deadline may result in the temporary zero becoming the final assignment grade.

Consequences and Opportunity to Redo the Assignment

For the first confirmed instance of unauthorized AI use on an eligible written assignment, the student will receive a zero on the original submission but may be allowed to complete a new or revised assignment for full credit. The instructor may modify the prompt, require drafts or document history, or require the replacement assignment to be completed under supervised conditions.

The replacement must be submitted by the deadline established by the instructor. If the replacement is not completed, the zero will remain.

After a student has been notified of a confirmed violation, any subsequent confirmed unauthorized AI use may result in a permanent zero without an opportunity to redo the assignment. Repeated violations may also be reported or addressed through LIT's academic-integrity and student-conduct procedures.

The opportunity to redo an assignment applies only to a first unauthorized-AI incident involving an eligible written assignment. It does not automatically apply to quizzes, exams, fabricated

sources, traditional plagiarism, sharing or copying another student's work, or other forms of academic dishonesty.

Plagiarism and Unauthorized Collaboration

All individually assigned work must be independently developed and written by the student submitting it. Plagiarism and unauthorized collaboration include, but are not limited to:

- Copying another student's work in whole or in part;
- Allowing another student to copy, photograph, access, or submit one's work;
- Submitting work that is identical or substantially similar to another student's submission when collaboration was not authorized;
- Changing only a few words, rearranging sentences, or substituting synonyms in material written by another person;
- Copying or closely paraphrasing information from websites, study sites, shared documents, group messages, prior students' work, or other sources without appropriate citation;
- Collaboratively drafting responses that are assigned as individual work;
- Sharing quiz or exam questions, answers, screenshots, photographs, or remembered test content;
- Purchasing, downloading, or obtaining completed coursework from another person or online source;
- Submitting work completed by a friend, classmate, tutor, family member, or other individual;
- Reusing work previously submitted in another course without prior instructor authorization; or
- Fabricating or misrepresenting citations, sources, data, or research.

Providing work to another student for copying is also an academic-integrity violation, even if the student providing the work did not personally submit copied material.

Students may study together by reviewing general course concepts unless otherwise instructed. However, students may not jointly compose, edit, or compare answers for an individual assignment, quiz, or exam. Group chats may be used for general reminders or study discussions, but not to exchange answers, completed work, assignment-specific responses, or assessment content.

Indicators That May Prompt an Academic-Integrity Review

- Submissions containing the same or substantially similar wording, structure, examples, sources, formatting, or unusual errors;
- Multiple submissions containing identical personal reflections or responses;
- Evidence that files or answers were shared between students;

- Document properties, revision history, or file information inconsistent with the student's explanation;
- Blackboard activity that is inconsistent with the preparation represented in the submission; or
- Information from SafeAssign, plagiarism-review tools, or other available course records.

Similarity alone does not automatically establish academic misconduct. However, distinctive shared language, identical unusual errors, matching organization or source patterns, document history, Blackboard records, and other corroborating evidence may result in an academic-integrity review.

Review and Consequences

If plagiarism, unauthorized collaboration, cheating, or unauthorized AI use is suspected, the assignment may receive a temporary zero while the matter is reviewed. The student may be required to meet with the instructor, explain the submitted work, identify and discuss sources, provide drafts or version history, or demonstrate their understanding of the material before a final determination is made.

Failure to participate in the review process does not automatically remove the academic-integrity concern. A final decision may be made using the information and course records available.

For a first confirmed instance of unauthorized AI use on an eligible written assignment, the student may be permitted to redo the assignment for full credit as described in this policy. This opportunity does not automatically apply to plagiarism, copying, unauthorized collaboration, quizzes, exams, or work completed by another person.

Confirmed plagiarism, copying, cheating, or unauthorized collaboration may result in a zero that remains on the assignment. Both the student who copied the work and a student who knowingly provided or shared the work may be held responsible. Repeated or serious violations may result in permanent zeros and referral for additional action under LIT's academic-integrity procedures.

10. Submission Responsibility

Students are responsible for submitting the correct, complete, and readable work through the designated Blackboard submission area before the posted deadline. Before leaving the submission page, students should verify that:

- The submission was successfully received;
- The correct work or file was submitted;
- Any uploaded file opens and displays properly; and
- The submission contains the completed assignment.

Students should retain their Blackboard submission confirmation and a copy of their work until the assignment has been graded. A Blackboard confirmation verifies that a submission occurred, but it does not guarantee that the correct or complete work was submitted.

While an assignment remains open and allows additional attempts, students should correct an error by resubmitting the correct work through Blackboard. The most recent valid submission will generally be graded.

If an assignment has closed and the student discovers that the wrong file was submitted or that a submission did not process correctly, the student must email the instructor from their official LIT email account within 15 minutes after the assignment deadline. The message must include:

- The correct, completed assignment as an attachment;
- The Blackboard submission confirmation, if one was generated;
- A screenshot or error message, when applicable; and
- A brief explanation of what occurred.

The attached assignment must have been completed by the original deadline. The instructor may review file properties, revision history, Blackboard records, Help Desk documentation, or other available information to determine whether the work was completed on time.

The 15-minute reporting period is intended only to address a genuine submission error. It is not an additional period in which to complete, revise, or replace unfinished work. A missing submission, placeholder file, blank document, corrupted file, inaccessible link, or document created or materially modified after the deadline does not automatically qualify for acceptance. Emailing an assignment does not replace the required Blackboard submission unless the instructor specifically authorizes the correction. Requests made outside the 15-minute reporting period will be handled according to the Late Work Policy unless an approved accommodation, institutional requirement, or documented exception applies.

Weekly Journal Reflections must be written and submitted directly in the Blackboard text-entry box unless the assignment instructions state otherwise. Major written assignments must be submitted as individual Microsoft Word (.doc or .docx) or PDF (.pdf) file uploads. Shared document links will not be accepted unless specifically authorized in the assignment instructions.

11. Submission Method

Students must submit work using the method stated in the assignment directions. Online assignments must be submitted through Blackboard unless prior approval is granted; emailed work is not accepted unless the instructor authorizes email submission. In-class work must be turned in or submitted during the class period as directed.

12. Blackboard Technical Issues

Claims of Blackboard-related issues must be supported by a Help Desk ticket submitted at the time the issue occurred. Screenshots alone do not constitute sufficient documentation.

13. Collaboration

Unless an assignment specifically authorizes collaboration, all submitted work must be completed independently. Students may study together by discussing general course concepts, but they may not jointly draft, compare, or exchange answers for individual assignments, quizzes, or exams. Additional requirements are provided in the Academic Integrity Policy.

14. Grading and Feedback Expectations

The instructor will make every effort to grade assignments and provide feedback in a timely manner. As a general guideline, most assignments are typically graded within approximately one week of the submission deadline.

However, grading timelines may vary depending on factors such as assignment volume, late submissions, holidays, course demands, or the complexity of the assignment. Some assignments may require additional time in order to provide meaningful feedback and evaluation.

Students are encouraged to regularly monitor Blackboard for updated grades, feedback, and course announcements.

15. Grade Review Requests

Students may request a review of a graded assignment within five (5) business days of the grade being posted. Please note that grades may be adjusted up or down after review.

16. Communication & Email

Students may contact the instructor through the Blackboard course messaging system or by emailing cle3@lit.edu from their official LIT email account. Messages sent from personal email addresses or other non-LIT accounts may not receive a response. When appropriate, any response may be redirected to the student's official LIT email account to protect the student's privacy.

To help ensure a timely response, messages should include:

- A clear subject line
- The course and section number
- A brief but specific explanation of the question or concern

FERPA and Student Privacy

To protect student privacy in accordance with the Family Educational Rights and Privacy Act (FERPA), the instructor will communicate about grades, attendance, assignments, academic performance, or other course-specific information directly with the enrolled student through approved LIT communication channels.

Parents, spouses, employers, friends, or other individuals may not communicate with the instructor on a student's behalf. Messages requesting student information or attempting to

discuss a student's course performance will not receive a response unless appropriate authorization has been officially documented and verified by LIT. Students are responsible for communicating directly with the instructor about their own questions or concerns.

Instructor Availability and Response Times

The instructor typically leaves campus at approximately 1:00 p.m. Monday through Thursday. Messages received after 1:00 p.m. may not receive a response until the following business or class day.

Friday office hours end at 10:00 a.m. Messages received after that time should not be expected to receive a response until the next scheduled class or business day. This will normally be Monday but may be Tuesday or later when the college is closed for a holiday or campus closure.

Messages sent during evenings, weekends, holidays, college closures, or outside the instructor's stated availability will be answered when the instructor returns. Response times may vary depending on teaching responsibilities, meetings, grading demands, and the nature of the question.

Questions About Assignments

Out-of-class assignments will generally be due on Mondays by 11:59 p.m. Blackboard assignments will normally be available for at least one week and often longer. Students are expected to review assignment instructions early and ask questions while the assignment is open.

Students should not wait until Monday morning or the day an assignment is due to ask questions. Questions submitted on the due date, after the instructor's stated availability, or shortly before a deadline may not receive a response before the assignment is due. A delayed response to a last-minute question does not automatically extend the deadline or excuse a late submission.

Students are encouraged to ask questions before or after class or to contact the instructor during the assignment's availability period. Planning ahead is the student's responsibility.

17. Syllabus and Course Schedule Changes

The instructor may make reasonable changes to the syllabus, course schedule, assignments, or due dates when necessary to support course objectives, respond to the pace and needs of the class, or address circumstances affecting course delivery. Material changes will be communicated through Blackboard and, when appropriate, announced during class. Students are responsible for regularly checking Blackboard for course announcements and schedule updates.