Human Development Syllabus – Lecture

“You will never be brave if you don’t get hurt. You’ll never learn if you don’t make mistakes. You’ll never be successful if you don’t encounter failure.”

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Office Hours: M,W,F before or after class

This course syllabus is intended as a set of guidelines for HDEV 0092 (Student Success). Both Eastfield College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

COURSE INFORMATION
Course Title: Human Development
Course Number: HDEV 0092
Section Number: 43201
Place: G220
Credit Hours: 3
Class Meeting Time: Monday, Wednesday, Friday 9:05 am – 10:00 am

DESCRIPTION: This course is an overview of the process of learning, memory, perception, language and thought applied to the college learning community. Special emphasis is placed upon the practical applications of these psychological principles for students. This course specifically provides an opportunity for the student to learn, practice and adopt strategies to support his/her success in college. Topics include: individual learning skills, self-monitoring, goal-setting, problem solving, critical thinking, stress management, time management, motivation, procrastination, text anxiety, memory, creativity, note-taking, reading college materials, college resources on campus and on the internet, communicating effectively, the importance of supportive relationships, career and academic planning, and the value of diversity. Emphasis is placed on the practical application, techniques, and strategies for each of these topics. This course supports students enrolling in other appropriate remediation. (3Lec.)

REQUIRED TEXTBOOKS and/or MATERIALS
(Constance Staley)

NOTE: Last day to withdraw from your classes with a grade of “W” is
REQUIRED BEHAVIOR

Students must respect the learning environment. Please avoid creating distractions: Cell phone use, inappropriate hairstyle/clothing, disruptive conversation, consumption of food/drinks (water excl.), improper computer use, and all other forms of interruption are strictly prohibited.

*Your instructor reserves the right to excuse you from class and/or count an absence for the class day*, should your behavior be deemed inappropriate. The administration of these consequences will be up to the discretion of your instructor.

Rules include, but are not limited to the following:

1. **Turn off cell phone** (NO vibrations, ringtones, texts, emails, calls!)
2. **Use laptops only at the time and in the manner instructed.** (No playing computer games, visiting websites unrelated to coursework, using email, etc.)
3. **Eat, sleep, and use restroom before class.** If necessary, personal breaks should be no longer than a few minutes, and may result in an absence should they exceed an acceptable length of time.
4. **Keep a “classroom-friendly” personal appearance:** Avoid wearing clothing, hairstyles, or accessories that may distract, offend, or limit communication with others. (Examples: Sagging pants, excessive cleavage, dark sunglasses or a hood covering a student’s face may impede conversation. Shirts with controversial brands or messages may make others uncomfortable.)

Course Objectives:
Students who successfully complete HDEV 0092 will be able to:

- increase self-awareness regarding collegiate culture
- develop SMART goals
- learn about how learning occurs and increase awareness of their own learning preferences
- learn a variety of time management strategies
- analyze critical thinking and learning
- obtain the research skills and technology literacy necessary for success at college
- apply a variety of note-taking strategies
• explore what memory is, how it works and how to strategically utilize it academically
• examine the role of reading in studying and learning
• practice strategies for test taking and reducing test anxiety
• examine personal culture and the role of diversity in learning
• develop long term academic and career goals

Student Learning Outcomes

1. At the end of the semester students will be able to identify and describe their personality traits, values, skills, motivation, and career preferences.
2. At the end of the semester students will be able to apply strategies for managing their time and energy, for thinking critically, for concretely implementing their learning style.
3. At the end of the semester students will be able to choose personal success strategies that produce positive life changes.

INCOMPLETES
An incomplete grade of “I” may be given when an unforeseen emergency prevents you from completing the work in a course. The “I” must be converted to a performance grade (A-F) within 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 days, the “I” is converted to a performance grade, usually an “F”. An Incomplete Contract is used to assign an incomplete grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the Instructor, the student, and the division dean and submitted with the final grade report. When an Incomplete Contract must be submitted without your signature, the instructor must include a statement indicating that you are aware of and agree with the contract.

INSTRUCTOR’S RIGHTS
This syllabus is intended as a set of tentative guidelines for HDEV 0092. I, the Instructor of Record, reserve the right to modify at anytime, through verbal or written communication, this syllabus, class instruction, class schedule, and the requirements as seen necessary to promote the best education possible. It is the student’s sole responsibility for contacting the instructor or other students for any information pertaining to this class whenever he/she is absent.

MEANS OF ASSESSMENT OF COURSE LEARNING OUTCOMES
(See section below)

EXAMS and ASSIGNMENTS
(Enter the appropriate information here; i.e., the weighting of assignments, exams, etc.)

• The student’s final grade is calculated on a straight point system out of a 1000 possible points
• 2 Exams total—2 worth 100 pts each and a Group Project worth 150 pts.
• Attendance is worth 100 points. For each unexcused absence, the student will lose 10 points. Perfect attendance (0) absence = 100pts; One (1) absence = 90pts; Two
(2) absences = 80 points; Three (3) absences = 70pts; Four (4) = 60 pts; Five (5) = 50 points; Six (6) or more absences = 0 pts. Attendance/Class Participation is vital for success. YOUR perspective is IMPORTANT!

- To make up for one absence (10 points) the student has to write a one page paper on a course related topic of choice.
- Participation is worth 150 pts.
- Homework/Online assignments will be given weekly. There will be 4 assignments worth 100 pts each.
- Late work will be penalized of 20 points.

GRADING SCALE

| Attendance | 100 |
| Participation | 150 |
| Exam | 100 |
| Speech | 100 |
| Group Project | 150 |
| Homework/Online Assignments (4) | 400 |

A = 90%  of the total possible points
B = 80-89% of the total
C = 70-79% of the total possible points
(The student will pass the class only with an A or a B or a C, and an F the student has to retake the class)
E = 60-69% of the total possible points

*Note: F = 59%  of the total possible points

DISCIPLINE/COURSE/DEPARTMENT/POLICIES/INSTRUCTOR EXPECTATIONS

- Each chapter MUST be read before the assigned due date for that chapter. This will ensure a rich and knowledgeable class discussion.
- Homework assignments and pop quizzes may be given at the discretion of the instructor.
- There will be no make-up assignments for any missed classes, homework or exams, except at the discretion of the instructor.
- No ringing cell phones. Do not verbally answer or engage in conversation on the cell phone during class.
- Students will always respect each other and their differences in opinion.
- See Eastfield College’s discipline, policy, and procedures manual for all others rules or guidelines.

HOMEWORK SUBMISSION GUIDELINES

**Hybrid Course Credit:** HDEV 0092 is an 8-week hybrid course, meaning that students’ classroom hours are 50% in person and 50% online. Therefore, students should expect supplemental assignments online that are intended to account for a portion of total required classroom hours; these assignments may include online discussion boards, individual or group projects, scholarly research, and/or other interactive activities.
HW = Homework assignment to be completed during or after the given class period, due the following class period, unless otherwise specified. (Example: Homework listed on Wednesday, 8/31 will be due on Friday, 9/2.)

All homework must be typed unless otherwise specified.
- Font: Times New Roman or Courier New font
- Size: 12 pt.
- Margins: 1"
- Lines: Double-spaced

If you have been asked to bring a printed assignment to class, you may not email the assignment to your instructor (even before class) to receive full credit; this is because some of the assignments require in-class evaluation and/or collaboration, and without having a copy to share with other students, you will be unable to participate in certain class activities.

If you have been asked to submit online, be sure to turn in work on or before the date and time that it is due, even in the case of an absence.

**Technology:** Assignments are DUE as outlined in the course calendar. Waiting until the last minute can be problematic as issues may arise with computers. **Experiencing technological difficulties or not having access to a computer are not acceptable reasons for missing assignment deadlines.** Students should plan in advance to complete assignments utilizing resources available to them; for example, a local library or the Eastfield College library and computer lab.

**ATTENDANCE POLICY**

Attendance and success in the course are related because class participation is part of the learning process and will affect your final course grade. You are expected to attend every class and be ready and willing to work.

If your absences exceed three days of class sessions, I may advise you to drop the course (if this occurs before the drop date), or you may be given a grade of “F” for Participation & Discussion. Absences exceeding three days, unless excused, incur a 10% penalty on your overall grade point average for the course.

Please understand that this is not meant to penalize your unfairly but is meant to encourage participation in order that you may receive maximum benefit from the course, including the maximum possible grade.

An absence, however, is excused due to illness, car problems, family emergencies, or religious obligations (absence due to religious holy day[s]). Please inform the instructor before or immediately after the absence so that the instructor can excuse the absence. You are required to complete any assignments or take any examinations missed as a result of the absence within the timeframe specified by the instructor.

While contributing to class discussion: Please understand that your mere presence in class (either in person or on screen) does not automatically give you an "A" for Participation & Discussion.
Also, disrespectful comments (even if you didn’t mean it) to yourself, your classmates, and/or your instructor will negatively affect your Participation & Discussion grade. The instructor will respect you and your classmates; please have the courtesy to do the same.

INSTITUTIONAL POLICIES


Instructor Disclaimer
The instructor reserves the right to amend this syllabus as necessary.

Schedule of events

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Chapter</th>
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| Week 1 | On Your Mark, Get Set, Ready, Go           | Chapter 1
Becoming Mindful, Building Resilience |
| Week 2 | Motivation – Dreams – Goals                | Chapter 2
Starting Strong, Setting Goals |
|        | Learning Styles                            | Chapter 3
Learning Styles and Studying |
| Week 3 | Time, Energy and Money Management          | Chapter 4
Managing Your Time, Energy, and Money |
|        | The Power of Thinking                      | Chapter 5
Thinking Critically and Creatively |
| Week 4 | Learning Online                            | Chapter 6
Learning Online |
<p>|        |                                            | Chapter 7 |</p>
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<thead>
<tr>
<th>Week 5</th>
<th>Engaging and Note-taking</th>
<th>Literacy</th>
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<tr>
<td></td>
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<td>Memory and Test Taking Skills</td>
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<td>Chapter 8</td>
<td>Reading, Writing, and Presenting</td>
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<td>Chapter 9</td>
<td>Developing Memory, Taking Tests</td>
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<td>Week 6</td>
<td>Communication and Diversity</td>
<td>Wellness</td>
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<td>Chapter 10</td>
<td>Communicating in Groups, Valuing Diversity</td>
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<td>Chapter 11</td>
<td>Working Towards Wellness</td>
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<td>Week 7</td>
<td>“What do I want to be when I grow up?”</td>
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<td></td>
<td>Chapter 12</td>
<td>Choosing a College Major and Career</td>
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<td>Week 8</td>
<td>Review/Final Exam</td>
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