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 0092
Section: 43202
Credit Hours: 3 credits
Course Dates: Flex 1: January 16 - March 9, 2018
Drop Date: February 22, 2018

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

1) Course Textbook - Title: FOCUS on College Success, 5th ed. + Mindtap Access Code
Author: Constance Staley, 2017

- Purchase Option 1: FOCUS eBook, MindTap Access Card, and FOCUS Print Copy
  (Loose leaf pages; use of 1" binder required). ISBN: 9781337546515
HDEV 0092
Dr. Muñoz


**COURSE OBJECTIVES**

Students who successfully complete HDEV 0092 will be able to:

- increase self-awareness regarding collegiate culture
- develop 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.
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UNITS OF STUDY, EVALUATION PROCEDURES, AND GRADING SCALE

60% - Homework/Reading Responses
20% - Quizzes
10% - Final Project
10% - Final Exam

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
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<tr>
<td>B</td>
<td>80-89%</td>
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<tr>
<td>F</td>
<td>0-59%, participating</td>
</tr>
<tr>
<td>N</td>
<td>0-59%, not participating (N negatively affects your Financial Aid)</td>
</tr>
</tbody>
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HOMEWORK SUBMISSION GUIDELINES

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

Be sure to turn in work on or before the date and time that it is due. Assignments will close after their due dates.

Discussion Etiquette: While contributing to class Discussion Boards: Please understand that your mere presence in online class does not automatically give you an “A” for the Discussion. You must follow the directions and complete both parts of each Discussion in order to receive full credit.

Also, disrespectful comments (even if you didn’t mean it) to yourself, your classmates, and/or your instructor will negatively affect your Discussion grade. The instructor will respect you and your classmates; please have the courtesy to do the same.

Technology Policy: 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 (L201) and computer lab (L108).

**ACADEMIC HONESTY & PLAGIARISM**

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences, words. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension.

**If you summarize, paraphrase or directly quote from an author, you must use the appropriate documentation because the ‘idea(s)’ still belong to the author.**

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this **HDEV 0092** class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document, student “Responsibility”) will receive **one** or more of the following penalties:

- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
- The professor may request that the student drop the class.
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.

OBTAINING GRADES AT THE END OF THE SEMESTER

Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Web site address: http://econnect.dcccd.edu/. Telephone number: 972-613-1818.
INSTITUTIONAL POLICIES


DROP / WITHDRAWAL POLICY AND SEMESTER DROP DATE

If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You must withdraw through the Admissions/Registrar’s Office (C119) in person or by mail by the date listed on the first page of this syllabus. You may also withdraw through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F.” You will receive a “W” (“Withdraw”) in each class dropped. A “W” shows up on your transcript BUT does not hurt your GPA.

***STOP BEFORE YOU DROP: THE 6 DROP RULE***

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops.

DISTRICT THIRD ATTEMPT POLICY/ REPEATING A COURSE

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: http://www.dcccd.edu/Current+Students/Paying+for+College/Third+Course+Attempt/.

FINANCIAL AID STATEMENT

If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not withdraw or stop attending any class without first consulting the Financial Aid Office (C237). Non-attendance or withdrawals may affect your eligibility to receive further financial aid and could cause you to be in a position of repayment for the current semester. Also, students who do not withdraw
from a class but fail to attend or participate after the drop date are also subject to this policy, that is, may be in a position of repayment for the current semester.

TEXAS SUCCESS INITIATIVE (TSI)
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm.

ADA STATEMENT—STUDENTS WITH LEARNING, MENTAL, OR PHYSICAL DISABILITIES
Students requesting accommodations due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodation through the Disability Services Office (DSO). For information regarding the rights and responsibilities of students with disabilities, contact (DSO) at (972) 860-8348 voice/TDD.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

PRINTING ON CAMPUS
Printing in the Computer Lab (L108), Library (L201), and ASC will cost 10 cents a page. You must bring a one, five, ten, or twenty dollar bill to the lab to create a print account before you can print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. No cash refunds are possible. An account stays active (and therefore, you can print) as long as the account has value (that is, has money in it).

RELIGIOUS HOLIDAYS/OBSEervances
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog section on Student Responsibilities.

STUDENT E-MAIL:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free.
You may set it up by going to https://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx
All students receiving financial aid must open a Student Outlook account.

INCLEMENT WEATHER STATEMENT
In the event there is inclement weather that affects regular scheduled classes and events on the Eastfield College campus, the Dallas County Community College District and Eastfield College web pages will display a notification of any closings or delays. If there is no notice of changes or delays, then classes are in session as usual. You also may refer to announcements on major television and radio stations (like KEOM-FM radio 88.5) in the event that the DCCCD or Eastfield College Internet sites cannot be accessed.

TITLE IX AND DIVERSITY
Eastfield College is committed to creating and fostering a learning and working environment that reflects, respects, and celebrates diversity. This is an integral part of the College’s mission to provide excellence in teaching and learning. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on sex, sexual orientation, and/or gender identity, we encourage you to contact the college’s Title IX coordinator, Rachel Wolf (http://www.eastfieldcollege.edu/SSI/title-ix/report-incident). Additionally, if you feel comfortable doing so, you may discuss the incident with me. However, please be aware that while I will maintain your privacy, once you have shared information with me, I am required to share the basic facts of the incident with Ms. Wolf. For more information about Title IX and the college’s policies, see the Eastfield College website: http://www.eastfieldcollege.edu/SSI/title-ix/index

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
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.