INSTRUCTOR’S INFORMATION
Instructor: Joe Martinez
E-mail: jmartinez2@dcccd.edu
Telephone: 214-860-8847
Office: W195A
Office Hours: Available by appointment: In person, phone, or Google Hangout

COURSE INFORMATION
Division: Social Sciences
Course Number: HDEV 0092.63440
Course Title: Human Development
Method: Online
Semester Dates: March 19th – May 10th, 2018 (8 Weeks)

COURSE 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 may include: individual learning skills, self-monitoring, goal-setting, problem solving, critical thinking, stress management, time management, motivation, procrastination, test 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 (3 Lec.)

SUBJECT MATTER
Major topics covered in this course include:
• Accepting Personal Responsibility
• Discovering Self-Motivation
• Mastering Self-Management
• Employing Interdependence
• Gaining Self-Awareness
• Adopting Lifelong Learning
• Developing Emotional Intelligence
• Raising your Self-Esteem
DCCCD HDEV 0092 COMMON STUDENT LEARNING OUTCOMES:
Upon completion of HDEV 0092, students should be able to...

- To focus energy, time, and thought to their career goals and life goals as empowered individuals.
- Employ critical thinking skills including problem-solving and decision-making.
- Demonstrate written and verbal communication skills that will maximize the career search process, such as resume writing, networking, interviewing, and computerized job searching.
- Develop self-management strategies to successfully cope with challenges and opportunities in academics, employment, and in life.
- Prepare a written rationale for choosing a tentative college major or program of study, and file a formal degree plan application.
- Locate campus student support resources and services.

TEXTBOOK:
You are required to have:


This textbook bundle is to be purchased at the MVC Bookstore.

Technology: This is an online course, students must have a computer with access to Internet, an email address as well as the following software and hardware to connect to the eCampus. Chrome & Firefox are recommended, while Internet Explorer is not recommended as a browser for eCampus. It will be necessary to disable pop-up blockers from the setting menu of your browser. For more information on technology and internet information related to this course, please read all of the material provided for you under the “Start Here” button located in E-Campus.

COURSE REQUIREMENTS:

A. Journals
   Your journals provide an opportunity to explore your thoughts and feelings as you experiment with the success strategies presented in On Course. By carefully examining each strategy in your journals, you will discover which ones will assist you to create a rich, personally fulfilling life. Journals will be submitted through eCampus and are **due Fridays of the week assigned by 11:59 pm.**

B. Discussion Posts
   Discussion posts are a way for students to communicate with each other on the certain topics related to the course. It provides opportunity for engagement with each other and with the professor. Students must respond to the original post and also comment on a post from at least **two** fellow students. Posts and responses will be graded on thoroughness and effort. Discussion
Posts will focus on chapter case-studies, and YouTube videos relevant to the chapter. Discussion posts will be submitted through eCampus and are due Fridays of the week assigned by 11:59 pm.

C. Quizzes
One of the most important factors of success in any endeavor is consistent and active participation. To encourage and reward your preparation for active participation at every class, eight quizzes will be given. If you have read the chapter, you should have no trouble earning the maximum points. Quizzes will be taken through eCampus and are due Fridays of the week assigned by 11:59 pm.

D. MVC Services/Resources Presentation
As a first-year experience course, it is important for students to learn about relevant student services and resources available. Therefore, students will research student service and resource areas at Mountain View College. Students will use the MVC website as a tool, and create a PowerPoint highlighting at least 5 different student services/resources at Mountain View College. The presentation should be narrated (recorded). Students also have the option of speaking with staff that work in the service/resource area to learn more about the services they provide.

E. Personal Philosophy of Success Essay
In this final essay, students will present their own Personal Philosophy of Success, identifying the success strategies that they will use for years to come. The essay is their opportunity to reflect on the semester and write their plan for success for their educational and personal life. This essay should be 2-3 pages, double-spaced, 1” margins, 12 font.

Grading:
Grades will be based on the successful completion of the assignments outlined above.

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Possible Points</th>
<th>Your Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals (15 x 15 pts)</td>
<td>225</td>
<td></td>
</tr>
<tr>
<td>Discussion Posts (15 x 10 pts)</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Quizzes (8 x 20 pts)</td>
<td>160</td>
<td></td>
</tr>
<tr>
<td>MVC Services/Resources Presentation</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Personal Philosophy of Success Essay</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>635</td>
<td></td>
</tr>
</tbody>
</table>

572 - 635 points = A                        445 - 507 points = C  Below 381 points = F
508 - 571 points = B                        381 - 444 points = D

CLASSROOM POLICIES:

Instructor Attendance Policy
You must be participative in this online course. You should check emails daily and access the course daily during the entire semester.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this online course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information.
Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Late Work Policy
Late work is NOT accepted. Also, work will not be accepted via email. In the case of a certified emergency (documents must be submitted to verify this) please inform me, and we will work out an alternate plan.

ACADEMIC DISHONESTY:

Students caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm

INSTITUTIONAL POLICIES:

Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan).

DROP DATE: Friday, April 27th, 2018

DISCLAIMER:
The provisions contained in this syllabus do not constitute a contract between the student and Mountain View College. The provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.
DCCCD OIE Faculty Syllabi Statement - Spring 2018

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSOffices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators
Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825
Cedar Valley Grenna Rollings TitleIX-CVE@dcccd.edu 972-860-8181
Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358
El Centro Shanee’ Moore TitleIX-ECC@dcccd.edu 214-860-2138
Mountain View Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561
North Lake Kent Seaver TitleIX-NLC@dcccd.edu 972-273-3430
Richland Bill Dial TitleIX-RLC@dcccd.edu 972-238-6386
Dallas Colleges Online Le’Kendra Higgs TitleIX-LEC@dcccd.edu 972-869-6672

District Title IX Coordinator
Office of Institutional Equity LaShawn Grant TitleIX-District@dcccd.edu 214-378-1633