Human Development

Spring 2018

Instructor: T. Matthew Sanchez
E-mail: matthewsanchez@dcccd.edu
Telephone: 214-289-3876
Office: S Building – S2075
Office Hours: Monday and Wednesday 4:00 PM – 5:30 PM
Course Number: HDEV 0092
Section Number: 63700
Class Meeting Days/Times: MW 6:00 pm – 7:20 pm
Room # W178
Semester Dates: January 16th – March 9th 2017 (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.

**COURSE REQUIREMENTS:**
A. **Attendance**
   The main substance of this course is obtained in the classroom, so regular attendance is important. **Each absence subtracts 10 points from your total.** There is no such thing as an excused absence! However, if a circumstance out of your control, such as an emergency or an illness prevents you from attending class, please notify me in advance, and fewer points may be deducted!

B. **Participation**
   Participation involves active listening, as well as contributing your own thoughts and feelings to the discussions, and active participation to in-class exercises and activities. Paying attention in class, showing respect for others’ opinions, and being willing to share your own, are the primary components of this skill. The instructor’s assessment of each student’s mastery of this skill will determine the number of points awarded.

C. **“My Life” Essay**
   Students will write an essay about their life. They should include your family, friends, culture, accomplishments, significant events, values, future dreams, etc. The essay should be 2-3 pages, double-spaced, 1” margins, 12 font.
D. **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.

E. **Discussion Post**

Discussion posts are a way for students to communicate with each other on the certain topics related to each unit. 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 other students. Posts and responses will be graded on thoroughness and effort. Discussion posts will be submitted through eCampus and are due Fridays of the week assigned by 11:59 pm.

F. **Group Student 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 work in their success teams to research a student service or resource area at Mountain View College. Groups will be required to interview service area staff to gain a better understanding of what services and resources they provide, as well as use the college website as a tool. The group will make a 5-7 minute PowerPoint presentation. Student service/resource areas will be assigned randomly. The presentation should be either in the form of a PowerPoint, Prezi or Google Slides.

G. **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.

H. **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.

**Grading:**

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

| Course Requirement                  | Possible Points | Your Points | Attendance | 50     | Participation | 50     | “My Life” Essay | 50     | Journals (15x 15pts) | 225    | Discussion Posts (8x10pts) | 80     | Group Student Services Presentation | 50     | Personal Philosophy of Success Essay | 50     | Quizzes (8x20pts) | 160    | Total | 715     |
CLASSROOM POLICIES:

Instructor Attendance Policy
Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early.

Students must be in attendance for 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 lecture 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.

College-Sponsored Events
Please inform me beforehand if you need to miss class to participate in a college-sponsored event (team performance, dance recital, concert, etc.). Attendance at a college-sponsored event DOES NOT excuse you from responsibility for work due and/or homework assigned. If you inform me after the event/absence, no make-up work will be allowed.

Electronic Devices
All cell phones and other electronic devices MUST be silenced in class. In the event you are expecting a critical call that you must take during class, please let me know at the beginning of class, set your phone to vibrate, and take the call OUTSIDE the classroom. If you are texting in class or checking your phone for messages, I may ask you to leave class for the day. Do not wear earphones or ear buds in the classroom. It signifies that you are not engaged in what is transpiring in class.

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: February 23rd, 2018

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

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<tr>
<th>College</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Brookhaven</td>
<td>972-860-4673</td>
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<td>Cedar Valley</td>
<td>972-860-8119</td>
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<tr>
<td>Eastfield</td>
<td>972-860-8348</td>
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<td>El Centro</td>
<td>214-860-2411</td>
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<td>Mountain View</td>
<td>214-860-8677</td>
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<td>North Lake</td>
<td>972-273-3165</td>
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<td>Richland</td>
<td>972-238-6180</td>
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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

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<tr>
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<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
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<td>Cedar Valley</td>
<td>Grena Rollings</td>
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<td>Eastfield</td>
<td>Rachel Wolf</td>
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<td>El Centro</td>
<td>Shane’ Moore</td>
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<td>Mountain View</td>
<td>Regina Garner</td>
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<td>North Lake</td>
<td>Kent Seaver</td>
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<td>Richland</td>
<td>Bill Dial</td>
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<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
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District Title IX Coordinator

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<th>College</th>
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<tr>
<td>Office of Institutional Equity</td>
<td>LaShawn Grant</td>
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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.