Instructor
Name: Professor D. Falls, MA, MBA, MAC, LPC, NCC, NBCC, CCJP
Office: G 235
Phone: 972-391-1060 – Because Professor is not in office every day the preferred method of communication is via dcccd.edu email
Office Hours: By Appointment Only.
Division: Social Sciences and Human Services
Course Number: PSYC - 2314 Section Number: 42490 & 42491
Email: dfalls@dcccd.edu Email is the preferred method of communication (emails are not responded to on Weekends or official college holidays)

This course officially opens on December 16, 2019 and closes on January 16, 2020

Course Description:

Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human, from conception to death. (This On-Line Class is a 3 Credit Hour Course)

Course Materials

This textbook is your primary source of course content and information about lifespan Development psychology. Please note that your Professor cannot recommend any other textbook or edition for this course.

Important Notice:

1. Do not use a wireless connection
2. Exams are not optimized for:
   a. Apple Products
   b. IPADS
   c. Chromebook
   d. Cell Phones
3. You must have:
   a. A Windows based computer
   b. Respondus Lockdown Browser to be able to take quizzes and exams

Personal Opinion Regarding Text Book Purchasing

I would strongly advise you to purchase the textbook through a local college affiliated bookstore or a reputable online bookstore such as efollett. I have heard many horror
stories of students attempting to purchase the textbook from an individual online and never receiving the book, or getting it so late that it impacted their semester grade. This has been my experience since many students have asked me “What do I do now?” after they did not receive their book in time for the class.

The local bookstore of choice of this course is the efollett bookstore located at Eastfield College or Brookhaven College.

To access useful materials for this course on ecampus on your computer or an Eastfield computer use Mozilla, Firefox, or Chrome as your browser at www.dcccd.edu/ecampus. You will need to log in to ecampus using your student ID number, which is on your registration receipt. Follow the instructions on ecampus. If you encounter problems with ecampus, please call Technical Support at 1-866-374-7169.

This syllabus is for online classes. All assignments, tests, and quizzes are online.

The Professor reserves the right to amend this course syllabus for all online courses. Any amendments will be posted online in your course page/site through e-Campus/Blackboard Course announcements. All students will be sent an email via e-Campus/Blackboard with the amended material. It is the student’s responsibility to check announcements and emails on a daily basis so not to miss any critical information concerning the course.

Welcome to Lifespan Growth and Development - Psychology 2314. I am confident that we will have a productive Semester learning selected issues related to psychology.

Students’ will be allowed to complete quizzes and exams at their own pace however all exams and quizzes must be completed before 5:00 PM on January 8, 2019. This is the date and time all exams and quizzes will close. Note this on your calendar immediately. No late course assignments exams, homework assignments will be allowed.

The course topics are interesting and I believe that you will enjoy reading your assigned course book. This Professor requires students to take exams, complete homework assignments, quizzes, and psychology assessment assignments on-line via e-campus/Blackboard and SafeAssign. In addition online students will be directed to the Eastfield Library or Computer Lab for online students experiencing technical issues. The course Professor may proctor exams at will for online courses.

This is a fast paced winter-mester course and will require intensive reading and studying of designated chapters in addition to taking exams, quizzes, homework assignment quizzes, responding to selected discussion topics, and writing a mandatory psychology focused assignment paper (APA Format) as instructed by the Professor of this course.

It is anticipated that you will have five (5) major chapter exam grades each worth up to 100 points each one (1) mandatory psychology assignment paper worth up to 125 points, and twenty-five (25) homework HW assignments quizzes, worth up to 15 points each.

5 exams (500 points) + 1 mandatory psychology assignment paper (125 points) + 25 homework assignments (375 points) = 1000 points.
Your goal is to earn the highest number of points on each exam, homework assignment, and mandatory psychology assignment paper.

**Students’ will be allowed to complete quizzes and exams at their own pace however all exams and quizzes must be completed before 5:00 PM on January 8, 2020.** Note this on your calendar immediately. No late course assignments will be allowed.

The Mandatory Psychology Assignment Paper is **due before 5:00 PM on December 30, 2019, at which time grading will begin (not before).** Please note this on your schedule because no late submissions will be accepted for any reason. Assignments that are submitted via safe assign that cannot be opened by the course Professor will receive a grade of “0”, If a student submits an unintended assignment, no resubmission will be allowed and a grade of “0” will be assessed. If an assignment is submitted with a cover page, blank cover page a grade of “0” will be assessed as this is a method used to try and avoid SafeAssign checks. All written assignments must be submitted as an attachment in a Word Document. **Do not submit written assignments on google docs as they are not blackboard compatible for this assignment.** If you convert a document, to a Word Document, it is the student’s responsibility to ensure it can be opened by the Professor for grading. Word Documents that cannot be opened or are not accessible to the Professor for grading, will be assessed a grade of “0” no exceptions. **Do not** write assignments in the SafeAssign text box or you will receive a “0” for the submission. Your submissions must be in a word document submitted as an attachment and compatible with blackboard/ecampus.

Extra credit **MAY** also be provided during the semester for online classes at the discretion of the course Professor. **Be advised, that you are not entitled to extra credit.** No extra credit assignments will be accepted late for any reason. Extra credit is not a replacement for required course work so **Do Not** ask for extra credit assignments to make up for course work.

**Determining Course Evaluation/Grade:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>5 Major Exams (100 points each)</td>
<td>500</td>
</tr>
<tr>
<td>25 HW Assignments (15 points each)</td>
<td>375</td>
</tr>
<tr>
<td>Required Assignment Paper (125 points)</td>
<td>125</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1000 POINTS</strong></td>
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</tbody>
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**FINAL COURSE GRADE Calculation**

- 900 – 1000 = A = 90.00% - 100%
- 800 - 899.99 = B = 80.00% - 89.99%
- 700 – 799.99 = C = 70.00% - 79.99%
- 600 – 699.99 = D = 60.00% - 69.99%
- 599.99 < = F = 59.99% - Below
Important Information for Online Classes:

For Online classes – Students are expected to read this syllabus thoroughly and retain a copy for your future reference. The syllabus contains valuable information about this course.

Please note the Professor reserves the right to proctor any exam, quiz, or assignment and to modify any course requirements and calendar due dates as necessary to effectively manage and conduct this course. Students are responsible for contacting the instructor after carefully reading the syllabus, and seeking clarification of any requirements that are not understood. Students are expected to carefully read the syllabus. Your professor will not answer questions already contained in this syllabus. You will be directed back to the syllabus to find the answer.

Technology:

If you should have any technical difficulties in starting this class – please send an e-mail to ecampus.support@dcccd.edu or call 1-866-374-7169.

All required course work is DUE as outlined by your Professor in the course. Waiting until the last minute to complete required course work can be problematic as issues may arise. Do Not use iPads, iPhones, Apple products, or computers/laptops with wireless connections to complete or submit course work.

You should complete your class assignments using a compatible browser in eCampus. For a “check” of compatibility, once you login to your course, go to the Browser Test option. If you encounter problems with technology, call tech support at 972-669-6402, NOT your Instructor/Professor. You will be given a “ticket number/case number.” It is your responsibility to write down that number for future reference, as well as, obtaining the name of the individual you speak to. It is highly recommended that you take your tests on a stable network; do not use iPads, iPhones, Apple products, or laptops with wireless connections.

Experiencing technological difficulties or not having access to a computer or course textbook are not acceptable reasons for missing required course work/assignment/s deadlines.

Students should plan in advance to complete assignments utilizing resources available to them, for example the Eastfield College library and computer lab (make certain that computers utilized in these areas to complete course work, have Respondus Lockdown already on them or you will not be able to complete your exams or quizzes).

Respondus Lockdown Browser

All exams and quizzes require Respondus Lockdown Browser.

It is your responsibility to ensure that computers used to complete course work have Respondus Lockdown Browser, downloaded from e-campus.

In order to take exams and quizzes you must download Respondus Lockdown “immediately”. Do this via e-campus. Do not download Respondus Lockdown from the internet, because it will not work. Once it is downloaded on our computer, you do not have to go through the process for future testing.
If you have trouble downloading Respondus Lockdown please contact student tech support. Personnel assigned to tech support are quite helpful and will assist you with the process. You can reach them at 1-866-374-7169 or 972-669-6402. This is a student responsibility.

It is your responsibility to contact student tech support “immediately” should you encounter any technical issues including technical issues related to exams and quizzes, NOT your professor. You are required to obtain a ticket number, as well as, the name of the individual you speak to.

Do not call or email your Professor about any technical issues you encounter until AFTER you have spoken to tech support and have the aforementioned information (note date and time as well). You are expected to contact student tech support immediately when experiencing a technical issue.

EASTFIELD COLLEGE EMAIL POLICY

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html No grades will be communicated via an outside email source.

E-mails sent to the instructor without a dccc.edu address will not be read or receive a response. All e-mails must include the student class identification and section number in the subject line (exp. PSYC-2314-42490 or 42491), please include your full name (first and last), as it is on your enrollment and registration information. A working telephone number /cell number must be included in the e-mail so I may contact you if needed.

Be advised that failure to follow the aforementioned directions will result in your e-mail/s not being read or responded to.

This strict policy is important in order to maintain your course information as private as possible.

Your professor may send e-mails to students pertaining to course announcements, requirements, activities etc. it is imperative that you make certain that your e-mail address is correct and that the phone number included in the e-mail is correct as well.

Course Description – Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. This course is designed to survey the major subject areas comprising the field of lifespan development psychology. Emphasis will be placed upon the major concepts and specific terminology utilized in psychology and factors which determine and affect behavior to include psychological principles applied to this human experience. The course is designed to meet the needs of students who desire personal awareness of this subject field and for those who intend to pursue psychology, forensic psychology, social psychology, criminal justice, sociology, biology, business, nursing, sustainability, and other medical fields etc., as a vocation.

Catalog Description: Pre-requisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to human experience.

Intellectual Competencies
1. Reading – The ability to analyze and interpret a variety of printed material – books, documents and articles.
2. Writing – The ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience.
3. Speaking – the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose occasion, and audience.
4. Listening – analyze and interpret various forms of spoken communication.
5. Critical Thinking – Think and analyze at a critical level.

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 such as English 1301/1302, History 1301/1302, Math 1414, etc. 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. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4

Student Learning Outcomes
All assignments and activities in this Psychology 2314 course are designed to help students achieve the following student learning outcomes (SLO’s).

1. Describe the stages of the developing person at different periods of the life span from birth- to-death.
2. Discuss the social, political, economic, and cultural forces that affect the development process of the individual.
3. Identify factors of responsible personal behavior with regard to issues such as sexual activity, substance abuse, marriage and parenting.
4. Explain the biosocial, cognitive and psychological influences throughout the lifespan as an ongoing set of processes, involving both continuity and change.
5. Describe the different developmental perspectives of the major theories of development (i.e. cognitive, learning, humanistic, and psychodynamic.
6. Identify examples of some of the cultural and ethnic differences and commonalities that influence development throughout the lifespan.
7. Discuss the various causes or reasons for disturbances in the developmental process.

Exemplary Educational Objectives for Psychology 2314
• **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

• **Communications Skills** – to include effective development, interpretation and expression of ideas through written, oral, and visual communication.

• **Empirical and Quantitative Skills** – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

• To identify and understand differences and commonalities within diverse cultures

• **Social Responsibility** – To identify and understand differences and commonalities within diverse cultures, to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities via computer, the internet and e-mail.

**Prerequisites:** (1) Developmental Reading 0093 and Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 and PSYC 2301; or (3) have met the Texas Success Initiative (TSI) standard in Reading and Writing standards and DCCCD Writing score prerequisite requirement.

**Important Information that you should consider before deciding to take this College level course:**

1. **Am I willing to read and study course materials and complete assignments on time?**
   There are **no** make-up assignments, quizzes, exams, research papers, or topic responses etc... **for any reason.** Active class participation is mandatory. Reading and studying is an important part of being successful in this course. If you dislike reading and studying on a regular basis you will not do well in this course.

2. **Am I willing to spend time on this course?**
   This course will require that you schedule and organize your time to be successful. You will need to spend time reading, taking notes, completing assignments, and preparing for chapter exams. **If you are not willing or able to spend the necessary time on this class, you are not likely to pass the course.**

3. **Am I technically ready to take this course as exams, quizzes, assignments (including written assignments) and discussions may be required to be taken, responded to, or submitted via e-Campus/Blackboard, and/or (SafeAssign)?**

   If you your answer is “no” then do not begin this or any other courses unless you are certain of your technical readiness. It is your responsibility to be technically ready.

   If you answered “no” to the aforementioned questions you may seriously need to reconsider your enrollment in this course.

   If you answered “yes” to the aforementioned questions **GREAT**, then you will want to continue reading the following:

   Students are expected to read the syllabus thoroughly and to retain a copy for future reference. The syllabus contains valuable information about this course.

   **Please note:** Your professor reserves the right to modify any course requirements and calendar due dates as necessary to effectively manage and conduct this course. Students are responsible for contacting the instructor **after carefully reading the syllabus** and seeking clarification of any requirements that are not understood.
Student’s will need to be self-disciplined and able to work both independently and as a group member as required. Study skills particularly important for any learner (Elins, 1988) include:

1. Organizing study time
2. Maintaining self-discipline
3. Acquiring necessary working skills
4. Studying efficiently by reading effectively and taking notes
5. Completing assignments on schedule and gaining test-taking skills

If you are motivated, familiar with the delivery systems in use, and encouraged and supported by family etc…you will be a successful learner.

Helpful Hints: You should study the course material before taking the exams and quizzes. If you are attempting to look everything up while taking the exam you aren’t going to be able to answer all of the questions before the time limit expires. When studying you should take notes to focus your attention and maximize your study time and efficiency. Don’t waste your time with passive reading, actively take notes and learn. Review the flashcards and Power-Points provided.

DETERMINING COURSE GRADE:

<table>
<thead>
<tr>
<th>Evaluation Procedure</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Major lecture exams worth 100 points each</td>
<td>500</td>
</tr>
<tr>
<td>25 HW Assignments worth 15 points each</td>
<td>375</td>
</tr>
<tr>
<td>Term Paper worth 80 points</td>
<td>125</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
</tr>
</tbody>
</table>

FINAL COURSE GRADE Calculation

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- 800 – 899.99 = B 80.00% - 89.99%
- 700 - 799.99 = C 70.00% - 79.99%
- 600 - 699.99 = D 60.00% - 69.99%
- 599.99 < = F 59.00%

TESTS & QUIZZES: Tests and quizzes require the use of the Responds Lockdown Browser and are administered online if you are an online student. Exams and Quizzes may also be proctored at the Professor’s discretion for both online and lecture classes.

- Tests and quizzes are timed. Exceeding the time limit (even by one minute) will result in your test being deducted 30 points or quiz being deducted 10 points (no excuses). For example on exams, If for instance you scored 100 points on test 1 but exceeded the time limit, your score will be 70 (100 – 30 = 70). For example on a quiz, you scored 15 points on HW quiz 1 but exceeded the time limit, your score will be 10 (10 - 5 = 5).
- Tests and quizzes are optimized for Windows-based PCs. They will not work well on Apple products, iPads, Chromebook, or Cell phones/iPhones.
• **Do not** use a wireless connection when taking a test.
• If you do not have the proper computer equipment and are a dual credit student it is your responsibility to notify your school liaison and dual credit office immediately.
• If you do not have the proper computer equipment another alternative is to use a college computer that already has Respondus Lockdown Browser downloaded on the computer. **It is your responsibility** to make this determination by asking library or computer lab personnel to direct you to a computer that has Respondus Lockdown Browser. It is important that you obtain the name of the computer lab or library personnel that assists you for verification purposes.

**Please note** that clicking on the wrong exam, quiz, etc. is a student issue and no exam or quiz will be reset for this reason. The only way an exam or quiz will be reset is if it is an e-campus/blackboard issue and tech support can definitively tell your instructor that it was an e-campus/blackboard issue and not a student issue.

**HOMEWORK ASSIGNMENTS:**
• These assignments are to be completed online
• They require the use of the Respondus Lockdown Browser
• The HW assignments are timed.
• You can only attempt the HW assignments one time. Multiple attempts are **not** allowed.
• Each HW assignment is worth up to 15 points each.

*There are no Make-up Exams or quizzes for any reason.*

**Writing Across the Curriculum:**

Psychology courses at Eastfield College follow a principle of “Writing Across the Curriculum.” Each course incorporates a writing element. Writing is a critical part of communication of ideas and is important in the synthesis and analysis of psychological concepts. Writing in this course is accomplished through completion of a mandatory college level assignment or research paper, mandatory psychology assessment, and written homework assignments.

**Student Responsibilities In Completing This Course Are Stated Below:**

1. **You must read repeatedly and regularly the syllabus and all announcements posted at the home page of this course and carefully follow all instructions about course objectives, grading procedures, etc.** I will work with you in all possible legitimate ways to help you do your best to achieve a meaningful and critical thinking and learning experience on selected issues in relation to Life Span and Development.

2. **It is important that you log on to the course every day to ensure that you do not miss any important announcements or changes related to the course.**

3. **Introduce yourself (Mandatory).** The Introduction tab can be found on the left hand side of your course page. You must answer the following questions in order: 1) Why you have enrolled in this course 2) What your educational goals are for the future 3) How you intend to be successful in this course (be specific) 4) Acknowledge that you have read the syllabus (ie. I have read the syllabus). This introduction is mandatory as it will let me know that you participating in the course.
4. **Students’** will be allowed to complete quizzes and exams at their own pace however all exams and quizzes must be completed **before 5:00 PM on January 8, 2020.** Note this on your calendar immediately. No late course assignments will be allowed.

5. The written Paper assignment will be due before 5:00 PM on December 30, 2019 please note this on your calendar immediately as no late assignments will be accepted.

6. It is critical that you review information related to examinations/tests. There are **No Make-Up Exams.** So please, do not call or e-mail your instructor requesting an exception be made for “you” as it would be unfair to your fellow classmates and unethical. **You not entitled to a make-up paper, exam or quiz.**

7. Take five (5) major chapter examinations/tests (worth up to 100 points each) for a total of 500 points, 25 HW quiz assignments worth up to ten (15) points each for a total of 375 points, one (1) psychology assignment paper worth up to 125 points = 1000 points.

   You will have 90 minutes to complete each exam and 70 minutes to complete each quiz. Do not go over the time limit because to do so will result in “0” points being earned.

   All exams and quizzes close before 5:00 PM on January 8, 2020, the paper is due before 5:00 PM on December 30, 2019, whether you are finished or not. There are no Make-up examinations, quizzes, or mandatory assessment papers – Period.

   There are no make-up examinations/homework assignments, psychology assignments or research papers. Students are not entitled to make-ups of any of the aforementioned.

   Do not wait until the last minute to complete your course requirements, as most students that do so, do not score well.

   **The course Professor may Increase or decrease the number of exams at will.**

8. Submit mandatory psychology assignment prior to 5:00PM on December 30, 2019 as the link will close at that specific date and time. It is important to refer to the Academic Honesty sections below when writing college level papers. It is important to carefully follow directions pertaining to the assignment. No late submissions will be accepted.

9. Online Classes – If you need to make an appointment with your professor in person, please send an e-mail to dfa1s@dccc.edu (Do not try to schedule an appointment by phone). When you send an email to your professor you must include in the subject line the course and section number of your psychology class. Make certain to include full name as it appears on the roll and a valid cell phone or telephone number should the professor need to make contact with you if needed. Failure to include this information will result in your e-mail being discarded.

10. Please note that this professor does not respond to e-mails, telephone calls or telephone messages on the weekend or on official school holidays.
11. It is the student’s responsibility to meet all course due dates and submit required course work on time. It is the student’s responsibility to register for the course, purchase course materials, and pay fees on time. Not having course materials or materials that are not compatible with blackboard/e-campus is not an excuse for failing to complete assignments. Students are required to turn in assignments on time (no exceptions).

12. **Note:** All courses require a high degree of independent study, online courses much more so.

13. **Important College Policies –** This is College Course and Disrespectful communication will not be tolerated. As an adult college student you are expected to show respect toward Professors and fellow classmates. 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](http://www1.dcccd.edu/cat0506/ss/code.cfm)

14. Scheduling Vacation/leave etc. during this course is not an excuse for failing to submit required course work on time.

15. This syllabus is subject to revision. Any revisions will be announced.

16. It is the student’s responsibility to review the Course Calendar below.

**FINANCIAL AID STUDENTS:**

If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the Instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee.” **All students receiving financial aid must open an Email account through NetMail. See directions in this syllabus for opening an Email account. The account is free.** You may set it up by going to [www.dcccd.edu](http://www.dcccd.edu) and clicking on Student Services, Online Services, and Student Netmail. **All students receiving financial aid must open a student NetMail account.**

You must attend and participate in your on-campus (lecture) or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus (lecture) and online psychology course in order for you to receive financial aid. You must participate in academic related activities pertaining to the course but not limited to the following examples: attending class, submitting academic assignments, taking exams, completing interactive video assignments; participating in computer-assisted instruction; attending study groups assigned by the instructor; or participating in online ongoing discussions boards (course introductions do not count) about academic issues relating to course materials. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online and/or lecture classes and are engaged in academically related activities such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid and financial aid status.

**ACADEMIC HONESTY:**

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](http://www1.dcccd.edu/cat0506/ss/code.cfm)
Students are expected to perform and take all exams without outside assistance unless authorized by the instructor in writing. Scholastic dishonesty includes, cheating, plagiarism or any attempt to receive credit for work that is not one’s own.

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, sharing, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test, or having someone substitute for you to take a test, homework assignment, or submitting written /assignment/reports not written by the student.

The willful giving or receiving of information unauthorized by the instructor during an exam, illicitly obtaining exam questions in advance, using someone else’s work for written assignments as if it were one’s own or any dishonest means of attempting to fulfill course assignments.

**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 as one’s own written work.

This is the act of taking someone else’s words or ideas and using them as your own. I consider this cheating and academic dishonesty. You will receive a grade of a zero on the assignment and you will be subjected to the disciplinary actions under Academic Honesty section.

**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 for any of the aforementioned violations.

**Food, Drink, and Smoking**

Food and Drink are not permitted in classrooms. Eastfield College is a smoke-free zone. There is no smoking including Vaping permitted on the college campus.

**Participation in Online Classes:**

This course is set up with specific assignments and tests having due dates/times that must be met to receive credit. Failure to meet the stated deadline for any reason will result in no credit points for the assignment or test.

**Attendance and Participation for Online Students:**

There is no classroom attendance required in this online course. However, the course is set up with specific assignments and tests having due dates/times that must be met to receive credit. Failure to meet the stated deadline for any reason will result in no credit points for the assignment or test.

**Withdrawal Policy** If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by the listed dates (find your course schedule to determine your certification and drop dates below) Failure to do so will result in your receiving a performance grade, usually an “F” if you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar's Office at 860-7167 (Room C119). Please
check online course site for the specific W date. See official Fall certification and withdrawal dates below:

**2019/2020 Wintermester CERTIFICATION AND WITHDRAWAL DATES**

**Wintermester Certification Dates**

- **CERT DATE** – December 18, 21019
- **"W" DATE** – January 6, 2020

Please note these dates in your schedule

For more information about withdrawal deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119).

If you drop a class via eConnect, make sure to print a copy of the confirmation and keep the copy. In the event of a discrepancy it will be the responsibility of the student to provide documentation of having dropped the class.

**Stop Before You Drop** For students who are enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses you may drop. You may drop no more than six courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you information on the allowable exceptions (it is the student's responsibility to ask the counseling/advising center) not your professor. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other course with a “W.” Therefore, please use caution when dropping courses in any Texas public institution of higher learning, including all seven Dallas County Community Colleges. Please visit [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)

**EMERGENCY/INCLEMENT WEATHER PROCEDURE:**
In case of emergency or inclement weather conditions, Eastfield students should listen to and monitor local radio and television stations. The earliest an announcement may be broadcast is 6 a.m. Students may also refer to the Eastfield College web page [www.eastfieldcollege.com](http://www.eastfieldcollege.com) for the Inclement Weather announcement under the Features area of the front page. The announcement will be posted immediately following the decision to close the college.

**DCCCD Emergency Operating Procedures**
[http://video.dcccd.edu/rtv/DO/emergency.dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency.dcccd.wmv)

**REPEATING THIS COURSE (Third Attempt to Enroll in a Course):**
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition 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 additional 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. For complete information and updates, go to: [http://www.dcccd.edu/thirdcourseattempt/](http://www.dcccd.edu/thirdcourseattempt/)

**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
email account. The account is free. You may set it up by going to www.dcccd.edu and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

RELIGIOUS HOLIDAYS/OBSERVANCES:
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.

ADA Guidelines Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972-860-8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/idex.html.

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.

TITLE IX AND DIVERSITY
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 harassment, sexual harassment, sexual misconduct, relationship violence, sexual assault, stalking, retaliation or discrimination based on sex, race, color, religion, age, national origin, disability, sex, sexual orientation, and/or gender identity, and/or gender expression, we encourage you to contact the college’s Title IX coordinator, at (http://www.eastfieldcollege.edu/SSI/title-ix/report-incident) 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.

Office of Institutional Equity in coordination with DCCCD colleges, has the primary responsibility for reviewing updating and implementing 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.

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

For more information about Title IX and the college’s policies, see the Eastfield College website: http://www.eastfieldcollege.edu/SSI/title-ix/index

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 provide or 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/DSO Offices or contact DCCCD Office of institutional Equity at (214) 378-1633. Eastfield College Disability Service Office – (972) 860-8348.

College Title IX Coordinators

**Eastfield**  Rachael Wolf  **Title IX**

EFC@dcccd.edu  (972) 860-7358

DCCCD District Title IX Coordinator

Office of Institutional Equity  LaShawn Grant  **Title IX**

District@dcccd.edu  (214) 378-1633

**OBTAINING FINAL COURSE GRADES USING eConnect:**

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

**Children on Campus**

The institution strives to provide an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.
The guidelines in this syllabus may be changed, deleted, or amended at any time by the instructor.

**Units**

**Unit One**

Chapter 1 – The Science of Human Development  
Chapter 2 – Theories  
Chapter 3 – The New Genetics  
Chapter 4 – Prenatal Development and Birth  
Chapter 5 – The First Two Years: Biosocial Development

**Unit Two**

Chapter 6 – The First Two Years: Cognitive Development  
Chapter 7 – The First Two Years: Psychosocial Development  
Chapter 8 – Early Childhood: Biosocial Development  
Chapter 9 – Early Childhood: Cognitive Development  
Chapter 10 – Early Childhood: Psychosocial Development

**Unit Three**

Chapter 11 – Middle Childhood: Biosocial Development  
Chapter 12 – Middle Childhood: Cognitive Development  
Chapter 13 – Middle Childhood: Psychosocial Development  
Chapter 14 – Adolescence: Biosocial Development  
Chapter 15 – Adolescence: Cognitive Development

**Unit Four**

Chapter 16 – Adolescence: Psychosocial Development  
Chapter 17 – Emerging Adulthood: Biosocial Development  
Chapter 18 – Emerging Adulthood: Cognitive Development  
Chapter 19 – Adulthood: Psychosocial Development  
Chapter 20 – Adulthood: Biosocial Development

**Unit Five**

Chapter 21 – Adulthood: Cognitive Development  
Chapter 22 – Adulthood: Psychosocial Development  
Chapter 23 – Late Adulthood: Biosocial Development  
Chapter 24 – Late Adulthood: Cognitive Development  
Chapter 25 – Late Adulthood: Psychosocial Development
Psychology Written Assignment – Instructions under Content Tab in course page.

COURSE CALENDAR

Please note that while you may complete your quizzes and exams at your own pace, all exams and HW assignment quizzes must be completed before 5:00 PM on 1/8/20 (No Exceptions). The mandatory written psychology assignment however is due before 5:00 PM on December 30, 2019.