

**Human Development
Course Syllabus
Fall 2017**

Contact Information

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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**
Credit Hours: **3 credits**

REQUIRED TEXTBOOKS and/or MATERIALS

Title: FOCUS on Community College Success, 5thed.
Author: Staley **ISBN:** 1337097160
Copyright Year: 2017 **Publisher:** Cengage

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, 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. (3Lec.)

NOTE: Last day to withdraw from your classes with a grade of "W" is
September 30, 2017

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.

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, 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: Dark sunglasses or a hood covering a student’s face may impede conversation. Shirts with controversial brands or messages may make others uncomfortable.)

UNITS OF STUDY, EVALUATION PROCEDURES, AND GRADING SCALE

10% - Participation/Attendance

45% - Homework/Reading Responses

20% - Projects

15% - Exams

10% - Final Exam

Grading Scale:

	A= 90-100%	C= 70-79%	F= 0-59%, participating
	B= 80-89%	D= 60-69%	N=0-59%, not participating (N negatively affects your Financial Aid)

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 Thursday, 9/1 will be due on Tuesday, 9/6.)

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 (L201) and computer lab (L108).

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.

ATTENDANCE POLICY (Cont'd...)

Please understand that this is not meant to penalize you 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, may possibly be 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.

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.

ACADEMIC HONESTY (Cont'd...)

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 9200 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.dccd.edu/>.

Telephone number: 972-613-1818.

INSTITUTIONAL POLICIES

<https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx>

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.dccd.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.dccd.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/OBSERVANCES

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.