



**TRINITY VALLEY COMMUNITY COLLEGE
NON-CREDIT COURSE SYLLABUS**

SPRING 2018

Course Title: PSYC 9014: Human Growth & Development

Professor's Name: Dr. Al Cook, Ph.D.

Office Hours: T 1:30-5:30 p.m., TH 1:30-5:30 p.m

Campus: Athens, TX

Office Location: Gibbs Building, 126

Expected instructor response time Mon-Fri: Students should expect responses to student inquiries from the instructor within 24 hours MondayFriday.

Expected instructor response time Sat-Sun and holidays: Students should expect responses to student inquiries within 72 hours if submitted over the weekend or student holiday.

Office Phone No.: 903-675-6243 [w/voice mail]

TVCC e-mail Address: acook@tvcc.edu

Electronic communication: TVCC students are REQUIRED to use either their TVCC Canvas account or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas account.

Course Description: Welcome to Psychology! This course is intended for students in all disciplines that require some knowledge and understanding of how people grow and develop throughout the life span. It is a traditional first course in human growth and development from birth to death. It provides a sample representation of different theoretical perspectives and research findings that have helped to increase our knowledge and understanding of factors that influence our physical, cognitive, and psychosocial development.

The course also provides information on factors that may affect our overall health during different periods of development in life including stress.

Course Pre-Requisites:

Textbook(s) & ISBN: **Please visit TVCC Bookstore Online available at the [TVCC website](#). *Experiencing The Lifespan*, Janet Belsky, 4th edition. ISBN-13: 978-4641-7594-7. 2016**

Required Reading: **Please visit TVCC Bookstore Online available at the [TVCC website](#). *Experiencing The Lifespan*, Janet Belsky, 4th edition. ISBN-13: 978-4641-7594-7. 2016**

Required Materials: #2 pencils, Scantron form No. 882-E (2 packs of 5)

LEARNING OUTCOMES :

Upon completion of this course, the student shall demonstrate a mastery of the following learning outcomes:

1. Students will be able to utilize reading and discussion to broaden their knowledge of cognitive, social, physical, and psychological development from birth to death.
2. Students will be able to apply what they have learned to authentic scenarios set in a real-life context.
3. Students will be able to use terminology of human growth and development in a manner that illustrates their mastery of the concepts.
4. Students will participate in written discussions, utilizing their knowledge from class and the text to think critically about the topics of human growth and development.

Course Requirements:

EXAM REQUIREMENTS:

The method of writing, administering and grading of tests/quizzes and projects given in this course are solely the responsibility of the professor. There will be a sufficient number of tests/quizzes (multiple-choice) to fairly obtain a grade for the student. These will be given at the discretion of the professor [see attached Assignment Schedule]. In the event that you are absent from class, you are responsible for information given in class, the test, and on films, especially as this information pertains to tests. No grades will be posted online or given out over the phone.

The Academic Honesty Code for this course will be applied in accordance with the school catalogue policies. Any student found to be in direct violation of these policies will be dealt with decisively and firmly. This may include an F for the test or assignment and/or for the course.

IMPORTANT: Every exam is comprehensive. In other words each exam covers all the material assigned from the beginning of the course up to that exam. There will be **no make-up tests**. However, the professor may allow the grade of the final exam to count for one excused, missed exam without a penalty; hence, it will have the weight of two (2) exams. Any other exams missed will be figured in your grade as a zero. If you take all the exams, the professor will automatically drop your lowest exam score with the exception of the final exam. A ten (10) question, multiple-choice quiz will be administered **before** an assigned chapter(s) has been covered in class (see Working Schedule). These will be selected randomly from the test bank.

HOW TO DETERMINE YOUR GRADE:

- 100-90 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- Below 60 = F

Your grade will be determined by adding up each of your tests, course quiz average and class participation/cooperation score, and dividing by that number.

HYPOTHETICAL EXAMPLE:

<u>Actual Scores</u>	<u>Possible Scores</u>
Test 1 – 91	100
Test 2 – 89	100
Test 3 – 93	100
Test 4 – 100	100
Test 5 - 88	100
Test 6 - 90	100
Test 7 - 92	100
Term Project- 89	100
Quiz Average – 92	100
<u>Class Contri. – 88*</u>	<u>100</u>
Total- 912	1000

912 divided by 10 scores gives you a grade of 91.2 or 91, which is an A in the course (with a dropped lowest score of 88 the grade would be 91.6 or 92).

*"Class contribution" is based on your **consistently attending class** and **being on time**; asking **productive questions**, attempting to **answer class questions, clarifying issues**, illustrating a concept or theory with **concrete examples**, etc. (This is an excellent way to strengthen your learning and enhance your overall course grade!)

Expected Time Requirement for this Course: Approximately five to six hours per week of time spent reading, reviewing, and completing assignments is recommended to complete this course.

Non-Attendance and Financial Aid: If you are receiving financial aid, federal regulations require you to have begun attending the courses for which you are enrolled on or before the census date (e.g., 12th day of each fall and spring semester). If you are not attending your face-to-face courses, your financial aid disbursements will be negatively impacted.

Attendance in online course at TVCC is verified by students logging in to the course and substantially participating in the course on or before the census date. Students documented as "not attending" an online course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, and this may negatively affect financial aid disbursements.

Outline of Course Schedule:

<u>Date</u> [Week]	<u>Topic</u>	<u>Reading/Study/ Assignment</u>
#1	Introductions/Syllabus/ Overview	
#2	Quiz #1 (Chapter 1)/Lecture	(text)
#3	Quiz #2 (Chapter 3)/Lecture	(text)
#4	Quiz #3 (Chapter 4)/Lecture	(text)
#5	Exam 1 (Ch. 1,3 &4)	
#6	Quiz #4 (Chapter 5)/Lecture	(text)
#7	Quiz #5 (Chapter 6)/Lecture	(text)

- #8 Quiz #6 (Chapter 7)/Lecture (text)
- #9 **Exam II** (Ch. 5,6 & 7)
- #10 Quiz #7 (Chapter 8)/Lecture (text)
- #11 Quiz #8 (Chapter 9)/Lecture (text)
- #12 **Exam III** (Ch. 8 & 9)
- #13 Quiz #9 (Chapter 10)/Lecture (text)
- #14 Quiz #10 (Chapter 11)/Lecture (text)
- #15 Quiz #11 (Chapter 12)/Lecture (text)
- #16 **Exam IV** (Ch. 10,11 & 12)
- #17 Quiz #12 (Chapter 13)/Lecture (text)
- #18 Quiz #13 (Chapter 14)/Lecture (text)
- #19 Quiz #14 (Chapter 15)/Lecture (text)
- #20 **Exam V** (Ch. 13,14 & 15)
- #21 **Term Project**
- #22 **Final Exam**

Classroom Policies:

Since this is an on-campus class, punctuality and regular attendance is required. Roll will be taken each day. If you are not in your seat when roll is taken, you will be counted as either absent or tardy. If you are tardy, one (1) point will be deducted from your participation/cooperation grade if biweekly class and 2 points if a weekly class. When you are absent, five (5) points will be deducted from your attendance/participation grade. This grade is equal to one (1) exam grade worth a maximum of 100 points. In addition, if you are 10 minutes late and/or leave prior to the end of the class without the professor's approval, you will be counted absent for the day. An absence for "school business" is not counted as an unexcused absence if accompanied

by a memo from the appropriate staff member (sponsor, administrator, teacher, coach, etc.). A "serious" illness on your part or of your immediate family member may be excused with proper documentation.

It is important to maintain mutual respect and consideration of others in the class, regardless of their opinions or viewpoints. Also, **please refrain from activating cell-phones** in class and packing up before the class ends. **Students are not allowed to bring their children to class.** Complying with the above expectations will enhance the learning experience for everyone. Repeated violations of the above will result in a lower final course grade or possibly your being dropped from the class if serious enough.

Cheating/Plagiarism:

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:

(a) Copying from another student's test paper, (b) Using test materials not authorized by the administrator, (c) Collaborating with or seeking aid from another student during a test without permission from the test administrator, (d) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test,

(e) The unauthorized transporting or removal, in whole or in part, of the contents of

the un-administered test, (f) Substituting for another student, or permitting another student to substitute for oneself, to take a test, and (g) Bringing another person to obtain an un-administered test or information about an un-administered test.

"Plagiarism" shall be defined as 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" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. The student who engages in cheating, plagiarism, or collusion shall receive a failing grade on the assignment and/ or the course.

Drop Policy: A student may withdraw (drop) from a course and receive a grade of "W" at any time during a given semester subject to the last day to receive a "W" deadline specified in the TVCC schedule or catalog. If you decide not to finish

the course or if you fail to meet all course requirements, **it is your responsibility to drop the class**; otherwise, you will receive the final grade you earn from your cumulative scores without the benefit of a "W" grade. However, if necessary, you may be dropped from the course by your professor if you fail to comply with classroom policies and procedures or due to nonperformance.

Campus Carry: The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations. This policy does not apply to commissioned peace officers in accordance with law. All persons, including license holders, are prohibited from openly carrying a handgun on all College District campuses and premises. License holders may carry a concealed handgun on or about their person while on College District campuses and premises. License holders are responsible for complying with applicable federal and state law and this policy and associated regulations.

Research Resources: The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to lrc@tvcc.edu.

Logging on to E-Courses: To access your courses that incorporate Canvas (which are available after 8:00 a.m. on the first day of the semester), visit <https://ecourses.tvcc.edu>. At the Canvas login page, the TVCC **username** is your Cardinal ID (ex: last name, first initial, 3 numbers that were assigned to you). You can find your Cardinal ID on your printed schedule. If you do not know your Cardinal ID, you will need to visit <https://mail.tvcc.edu> and choose the "Activate my Cardinal ID" icon. At the Cardinal ID activation screen choose "Get My Cardinal ID" (on the right in red). Select the "Obtain Cardinal ID and TVIN" screen, enter your social security number, month of birth, year of birth and choose "search". Your Cardinal ID will be listed in the second box under your name. Your **password** is created when you activate

your cardinal ID. If you have forgotten your password, please visit <https://mail.tvcc.edu> and click on "Forgot My Password."

Technology Resources/Access: Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL).

Student's Responsibility: This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

Student Evaluation of Courses/Faculty: Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers student course evaluations every semester. Students are encouraged to complete the course evaluations for all of their courses through the student Cardinal Connection portal. Notification of evaluation availability will be made to all students through the TVCC email accounts.

When completing the evaluation, students will rate the course by responding to the following prompts:

- The instructor relates the importance of the subject matter to real life.
- The instructor is very knowledgeable of the subject matter.
- The instructor encourages questions and discussions from students.
- The instructor makes class requirements clear.
- The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
- The instructor's teaching methods are effective in helping me learn.
- The instructor expects students to take responsibility for their learning.
- The instructor establishes a climate of respect.
- The instructor is well organized and prepared for each class.
- The instructor is available to me on matters pertaining to the class.
- The instructor is reliable in meeting class (leave blank for online courses).
- The instructor normally starts class on time (leave blank for online courses).
- The instructor has challenged me to think.

Affirmative Action: TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504);

Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

Title IX of the Education Amendments: TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator. TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is: *Director of Human Resource/Title IX Coordinator; Office Phone: 903675-6215*

American with Disabilities Act (ADA): Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the

Disability Services counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 and email mlberry@tvcc.edu.