

# COURSE SYLLABUS

DEP2004 – 70, 71, 72 Human Growth & Development Fall 2022

## COURSE INFORMATION

COURSE TITLE	HUMAN GROWTH & DEVELOPMENT
COURSE NUMBER	DEP 2004 – 70, 71,72
COURSE LOCATION	CANVAS (online). Meets asynchronously. No required Zoom Meetings.
CREDIT HOURS	3.0 Meets graduation requirement for <i>Gordon Rule</i> General Education Social Science
INSTRUCTOR	Jana Bernhardt " Miss B"
OFFICE LOCATION	Building 8 Room 107B
OFFICE HOURS	Virtual office hours: Monday, Tuesday, Wednesday, Thursday, Friday 8:30-9:30 am Monday/Wednesday 12:15-1:45 pm Monday/Wednesday 1:45-3:00 pm Monday 3:00-4:00 pm Virtual office hours available through CANVAS email and Zoom Other hours available by appointment. Email checked minimum once daily and answered w/in 24 hours Monday-Friday. Answered within 48 hrs. weekends.
TELEPHONE	352-854-2322 X 1540.
EMAIL	Use internal <b>CANVAS</b> email for course communication. <a href="mailto:bernharj@cf.edu">bernharj@cf.edu</a> external email address

## WHAT BOOK DO I NEED & WHERE DO I GET IT?

Invitation to the Lifespan 4/e by Kathleen Stassen Berger (2019). May be rented from CF Bookstore or purchased in used/new format from any online college bookstore. The 3<sup>rd</sup> edition of the text is also acceptable for use in the course.

## WHAT WILL I BE LEARNING & HOW WILL I LEARN IT? COURSE DESCRIPTION

Students will receive an in depth view of Developmental Psychology. Major contributors, terminology, theories and applications are all investigated. Students will be self-directed and engaged in active learning strategies as well as participate in various other instructional methods including lecture, video, group discussions and interactive projects. This course focuses on the 3 major subfields of Developmental Psychology: Biopsychosocial (physical development), Cognitive development and Psychosocial development throughout the lifespan from prior to birth until death.

## WHAT SHOULD I DO TO BE SUCCESSFUL IN THIS COURSE?

### PLAN YOUR TIME

- a) Review all assignments and information on the Modules page to familiarize yourself with the requirements of the course
- b) Make note of all due dates for assignments and exams
- c) **PLAN TO SPEND APPROXIMATELY 2-3 HOURS PER WEEK STUDYING AND COMPLETING LEARNING ACTIVITIES IN THE COURSE.**

On the Modules page students will see sections containing important activities and course content that they should access as part of learning. Students should access all of the links for the learning tools provided in each chapter

### LEARNING TOOLS

- a) **Chapter Study Guides** – print these out at the start of each assigned weekly chapter. As you watch and participate in the Virtual Lecture, write down the answers to the study guide questions as you review the lecture.
- b) **Chapter Virtual Lectures** – view each virtual lecture for all chapter topics. Watch the embedded videos for examples and explanations of complex topics. If the

embedded videos do not play correctly within the lecture, they are listed in the module with separate bookmarked links and you may watch them using that method.

c) **Chapter Practice Quizzes** – each chapter practice quiz allows for multiple attempts with different questions. By using the practice quizzes, you can check your understanding of different chapter topics and identify topics you may need additional review and study time on.

d) **Chapter Homework Assignments and Due Dates** – Each chapter has a minimum of one homework assignment with assigned due dates. In order to complete the homework assignments, students should **FIRST** complete the virtual lecture and chapter study guides before attempting the homework assignment.

<p>WHAT HELPFUL INFORMATION IS AVAILABLE AND WHERE DO I FIND THIS STUFF? (CANVAS NAVIGATION LINKS)</p>
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1. Be sure to click on all of the links in the CANVAS menu to familiarize yourself with the course.
2. **HELPFUL INFORMATION to BE SUCCESSFUL:** Contains supplemental information about study skills, time management, handling technical problems and other resources. **READ IT.**
3. **MODULES: ALL INFORMATION AVAILABLE ON MODULES PAGE.** All supplemental readings, practice activities, videos, assessments, needed to complete homework assignments are located on **MODULES** page.
4. **GRADES:** You can check your grades at using this link
5. **QUIZZES:** This link allows you to access your exams. Exams will be taken online. They will be 50 question, multiple choice. The exam will be timed at 75 minutes.
6. **ANNOUNCEMENTS:** Check and **read** announcements **frequently**. This is where your instructor will post important information about any changes in the course or other pertinent information you will need to know.

## WHAT IS MY CANVAS ID and PASSWORD?

When accessing Canvas directly from [www.cf.edu](http://www.cf.edu). Your User ID will be your CF Student ID number and your password will be the first three letters of your first name followed by the first three letters of your last name, lower case letters. You are urged to change your password after your initial login.

**If you encounter any problems logging on to CANVAS or within the system, FIRST contact the 24/7 Help desk with CANVAS available by clicking “Help” on any screen in Canvas.** If you cannot resolve the problem through the CANVAS help desk, then contact the Distance Learning Help Desk at [dlhelp@cf.edu](mailto:dlhelp@cf.edu) or at 352-854-2322, ext. 1317. Be aware, the Distance Learning help desk is not available outside of regular college hours.

## WHY IS IT IMPORTANT TO SET UP A PATRIOT EMAIL ACCOUNT?

**Students will be required to register and set up their Patriot Email account.** Important Financial Aid information and other notifications from the college will be sent to students at this account **ONLY**. In addition, all written assignments must be typed and saved using a Microsoft Word program. **By registering your Patriot E mail account, you can receive a free subscription to Microsoft 365 that includes Microsoft Word and Powerpoint software.**

For information about setting up your Patriot email account, directions and the benefits you will receive along with it, log in to your CF Portal home page, click on the link under the Patriot Email account that says find out more or get help.

6. Please be sure to check the ANNOUNCEMENTS link each time you log into your course. This is where your instructor will post important information about any changes in the course or other pertinent information you will need to know.

7. Modules, assignments, discussions will be opened and posted each week for you to complete and due dates will be posted in the module.

8. Supplemental Materials that will support your success in the course are also listed under the MODULES link. These materials are not assigned for a grade, but will assist you in studying for the course, mastering the concepts and give you some additional practice. They are optional, but helpful to complete.

9. As a general rule, **you should log on and check your announcements and complete learning activities a minimum of 2 times per week.** This schedule will ensure that you do not miss any important information updates or assignment deadlines.

<b>COURSE DESCRIPTION</b>
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- **General:** This course is an advanced psychology course focusing on the content area of developmental psychology. We will study various physical and psychological aspects of human growth and development from pre-birth until old age and death. This course covers human development stages across the life span.
- **Teaching philosophy and expectations:** I want you to learn the material in this class and be able to apply it to your life and the real world. I will strive to make the learning experience interesting and varied by offering multiple opportunities to interact with the material online and in class. I expect you to participate in this class each week, follow directions, and have an open mind, always giving your best.
- I also encourage you to adopt a Psychological **GROWTH MINDSET** (Dweck, 1999) about your experience in this course. Students who practice a **GROWTH MINDSET** believe their abilities and intelligence<sup>3</sup> can be developed with effort, learning, and persistence. Their basic abilities are simply a starting point for their potential. They also measure and reflect their learning in terms of improvement of their abilities and not according to a “fixed benchmark goal” such as a grade, score or percentage. Students who practice **GROWTH MINDSETS** set goals of deep learning, intellectual curiosity and growth and experiences as a reflection of what they have learned in a course. They do not simply focus on and value a grade or score as the most important reflection of what they learned in a course.
- A **GROWTH MINDSET** values understanding and learning as a measure of cognitive performance and not simply a grade, score or credit.
- Students who practice the psychological concept of **GROWTH MINDSETS** are reported to experience greater levels of satisfaction, higher overall academic achievement, deeper and more long-lasting learning, and lower levels of performance anxiety and stress (Dweck, 1999).

## WHAT IS THE POLICY ABOUT ATTENDANCE & COURSE PARTICIPATION?

### ATTENDANCE

1. Attendance for this course is a part of your course participation. This includes completing all reading assignments, learning activities, course discussions and homework assignments by the assigned due dates.
2. Attendance will be monitored, but it is not included as part of your final course grade.
3. For extenuating circumstances such as lengthy illness, injury, hospitalization and absences, it is the student's responsibility to contact the instructor As Soon As Possible to discuss the circumstances and see what accommodations may be made.

*\*\*If the student does **NOT** contact the instructor early in the anticipated absence period, it is up to the instructor's discretion whether or not to provide any make up opportunities or other accommodations for the student and whether or not to recommend that the student withdraw from the course if too much work has been missed.\*\**

## STUDENT SUCCESS CAMPUS RESOURCES: WHAT IF I NEED HELP?

1. Go to MY CF webportal. Click on **Campus Resources Directory**. The list includes the name and location of the services available on the Ocala, Citrus and Levy county campuses., click on the name of the service on the left side and you will see more detailed information about each service, hours of operation and contact information.
2. An additional copy of this resource list is included in the Helpful Information Module in this course.

## WHAT IS THE GRADING POLICY ABOUT HOMEWORK ASSIGNMENTS?

1. The instructor does **NOT** accept late assignments for full credit.
2. An assignment submitted to the CANVAS drop box within 24 hours past the posted due date will be deducted 10% daily for a period of 3 days for maximum of 30% deducted. **After 3 days, no credit will be awarded.**
3. Homework writing assignments should be typed, using **Microsoft Word** (any edition), double spaced 12 font and should be uploaded electronically into **CANVAS** for grading. Homework assignments should be uploaded to CANVAS as a .doc, .docx or rtf file extension.
4. If you use Google Docs or a word processing software program other than Microsoft Word, you must first save your work using the SAVE AS option and then change the format to Microsoft word document.
5. If you use a Macintosh computer, I Phone, I Pad or other Apple product, you must first convert your work from the IOS format to the Windows format in order for the file to be opened and graded. Save your work as a Microsoft word file before you upload it to CANVAS for grading.

## WHAT IS THE DISCUSSION GRADING POLICY?

1. Discussion posts for chapter discussions must be complete and contain proper grammar, spelling, and information. A grading rubric will be posted for each discussion and homework assignment so that students may view the criteria prior to submitting the assignment or discussion.
2. In order to earn full credit for a discussion post, a student must post his/her original information and then later in the week, post a reply to ONE classmate's posting. In addition, a student must use proper citation formatting in APA style to document all information sources and address all parts of the discussion prompt.

WHAT COURSE LEARNING OUTCOMES WILL I RECEIVE CREDIT FOR DEP 2004?

Course Related Institutional Learning Outcomes	Discussion Posts	Exam	Project or Paper	Class Activity
Critical Reasoning: The student will reflect, analyze, synthesize, and apply critical thinking.	x	X	X	
4. Identify assumptions, bias, and point of view of information presented.	X		X	
Communication: The student will read, write, speak, and listen effectively.	X	X	X	x
1. Read materials and effectively understand essential facts and concepts.	X	X	X	
2. Write an organized document that communicates effectively and appropriately for the situation.	X		X	
Global Socio-Cultural Responsibility: The student will be an informed and responsible citizen in social, cultural, and global matters.	x		x	x
1. Demonstrate an understanding of the values and expressions of other cultures that arise from human experience.	X	X	X	x

WHAT KIND OF LEARNING ACTIVITIES WILL I BE COMPLETING FOR A GRADE?

<b>EXAMS</b>	3 @ 100 (may drop lowest <b>regular</b> test score from semester grade calculation)
Syllabus Quiz	20 pts
<b>FINAL EXAM</b>	1 <b>FINAL EXAM</b> @ 100 pts (may <b>NOT</b> drop this score from final semester grade calculation)
<b>SEMESTER PROJECT</b> <i>Children's Literature Analysis Essay</i>	50 points
Investigative Reading Discussions	
5 @ 20 pts each	100
Introduction Discussion	10
<b>Course point total</b>	<b>580</b>

**GRADING SCALE**

This course will follow the CF institution grading scale which assigns a final course letter grade by percentage.

- To figure your course grade, add up your scores on all assignments that have been graded and divide your score by the total number of possible points for the assignments and then multiply by 100.

**Example:**

My scores: 10/15, 20/30, 4/25     My total = 54     Total possible: 70

**Calculation**

**My total points** divided by **total possible points** X 100

54 divided by 70 = .771 x 100 = 77.1%     Letter grade = C+

PERCENTAGE	SEMESTER COURSE GRADE
90-100	A
89-87	B+
86-80	B
79-77	C+
76-70	C
69-60**	D**
59 and below	F
Violation of College Academic Integrity Policy	FF

### WHAT KIND OF EXAMS WILL I BE TAKING?

All exams will be worth 100 points each. No notes, books or electronic devices permitted.

- Exams will be taken online, timed at 75 minutes. They will be 50 questions multiple choice and some short answer questions.

### WHAT ARE THE GENERAL EXAM POLICIES?

1. Students who fail to complete the exam within the scheduled dates will receive a 0 score for that exam. It will not be re-opened or administered for any make-up attempts

2. ***The lowest REGULAR exam score will be dropped from the final semester grade calculation. THE FINAL EXAM SCORE IS NOT ELIGIBLE FOR DROP.***

3. There are NO make-up attempts for missed exams. If a student misses a scheduled exam, he/she will receive a 0 score for that exam and **that exam score will automatically count as the lowest regular test score and will NOT be counted in the final semester course grade calculation.**

#### WHAT IS THE SPECIAL GRADING REQUIREMENT for THIS COURSE? GORDON RULE

This course has a mandatory writing requirement that must be met at a 70% or above in order to earn a passing grade for the course. This means that all writing assignments must be completed with a minimum grade of C (70%) proficiency AND your overall course grade must be a C (70%) or higher in order to earn a passing grade for the course and have it count toward your degree graduation requirement.

- If the grade average for your reflection writing assignments and your discussion postings **do not** meet the 70% (C) or above requirement, then automatically the highest possible semester grade you could earn for the course would be a D **regardless of the scores on your other learning activities and exams.**
- In addition, a D grade will earn you 3 credit hours for completing the course, but it will NOT count toward your graduation and WILL NOT count toward meeting your General Education degree requirements of successful completion of one institutional core social science course. You will have to retake the course if you earn a semester grade of D or F because you will not meet your graduation requirements.

#### GRADES & CANVAS GRADE BOOK

- The instructor will post grades for assignments once per week in the course electronic gradebook. It is the student's responsibility to track his/her academic progress and grades in the course. Students will be provided with a grading rubric for each of the writing assignments and discussion board postings that they may view prior to completing the assignment so they may understand the requirements of the assignment and the criteria by which it will be graded. Once a 0 grade is posted for a missing assignment, it will not be revised.

## WHAT ARE COURSE EXPECTATIONS?

(1) The instructor reserves the right to adjust the course topic schedule to best meet the needs of the class.

(2) **CIVILITY, RESPECT, CONSIDERATION FOR OTHERS.** Our learning activities may include diverse topics for Psychology discussions. It is important that we maintain a sense of community, respect and tolerance for differences perspectives and viewpoints while sharing our comments during discussions and activities. **THE INSTRUCTOR STRIVES TO PROVIDE A SAFE, ENJOYABLE, RESPECTFUL AND FUN LEARNING ENVIRONMENT FOR EVERY STUDENT IN the COURSE.** No disrespectful language will be allowed in discussion peer reply postings.

(3) Appropriate Netiquette guidelines should be followed. Please refer to the Netiquette link on the Modules page.

## COLLEGE POLICIES

### WHAT IS THE FINANCIAL AID ATTENDANCE POLICY?

- The Federal Title IV definition of course attendance for financial aid eligibility includes that a student must attend all of his or her classes the first week of his/her enrollment and have demonstrated academic participation in the course. The Federal Title IV Definition of course attendance includes: Attendance must be “academic attendance” or “attendance at an academically-related activity”. Examples include:
  - (1) Physical class attendance where there is direct interaction between instructor and student-and: (2) Submission of an academic assignment –or-
  - (3) Examination, interactive tutorial, or computer-assisted instruction study group assigned by the school –or-
  - (4) Participation in on-line discussion groups concerning academic matters-or-
  - (5) Any activity the instructor deems as the academically related activity substantiating attendance.
- Prior to the first disbursement of Financial Aid funds, a graded written learning activity will be completed as the requirement for financial aid attendance reporting. Students who do not successfully complete and submit the assignment by the posted deadline will:

- (1) receive a 0 grade for the assignment
- (2) be reported as not attending status. This may jeopardize or delay any disbursement of financial aid funds.
- **Note:**
- If a student who is receiving Title IV financial aid funds stops attending class during the regular semester (not including final exam week), and does not follow the appropriate withdrawal procedures, the student will not only receive a failing course grade, but the last date of attendance will be reported to financial aid along with the failing grade. The last date of attendance will determine if the student has to repay Title IV funds and/or the amount of the funds the student will have to repay the college under the return of Title IV funds federal policy.

### **WHAT HAPPENS IF I NEED TO WITHDRAW FROM A COURSE?**

#### **1. Students who intend to withdraw from the course are responsible for completing the required procedure prior to the posted deadline.**

- **Withdrawal** – If you want to withdraw from this class, you must fill out the necessary forms that are available in your MYCF web portal. After completing the withdrawal request form, you will receive a reply from the Registrar office and then have 3 days to decide if you wish the withdrawal request to be finalized.

2. If you decide to withdraw from this course, it is your responsibility to follow the appropriate procedure. The instructor will not drop you from the course. You must go to your MYCF web portal and complete the proper form to withdraw from the course. If you do not withdraw and simply stop attending the course, you will receive an F grade.

#### **3. Students should be aware:**

- Withdrawals do not count in the CF gpa, but may not be viewed favorably at the university level and may negatively impact your financial aid award.
- A withdrawal counts as an attempt under the forgiveness/withdrawal policy and the course repeat policy
- If a course is repeated for the third attempt, there are increased tuition costs for that course (full cost of instruction tuition rates apply). The third

enrollment attempt in the same course will be charged at 3x the cost of in-state tuition rates.

- The third enrollment attempt for any course at CF is the **FINAL** attempt allowed at CF. A student may enroll in the course for the fourth attempt but must do so at another institution.

4. The college reserves the right to deny a student's withdrawal request

### **WHAT SHOULD I DO TO REQUEST ACCOMMODATIONS FOR A DISABILITY?**

1. If you have a disability, serious medical condition, a learning or psychological disorder and want to request accommodations, it is your responsibility to register with the Office of Disability Services and to provide verifiable documentation to Disability Services as soon as possible.

2. If eligible, Disability Services will provide you with a notification of approved accommodations to give to your instructors at the beginning of the semester. Faculty will comply with the accommodations approved by Disability Services.

3. If you intend to utilize any of the approved accommodations for on campus testing, it is the student's responsibility to let the instructor know ahead of the exam and the student will then need to contact the Testing Center in order to make arrangements for the exam. The instructor does not assume responsibility for making testing arrangements for students using Disability Services.

### **WHO DO I CONTACT ABOUT EQUAL ACCESS/EQUAL OPPORTUNITY?**

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status in its programs, activities, and employment. For inquiries, regarding nondiscrimination policies contact Mary Ann Begley, Coordinator of Diversity and Inclusion, 3001 S.W. College Road, 352-854-2322 ext. 1210 or [begleym@cf.edu](mailto:begleym@cf.edu).

### **WHAT IF I NEED HELP WITH PERSONAL ISSUES THAT ARE KEEPING ME FROM DOING MY BEST IN MY CLASSES?**

1. Students may take advantage of **FREE** mental health and personal counseling from a licensed therapist through the **BAYCARE** program. For confidential

counseling help with personal or stress related problems that might affect your school, work, or home life, contact **BAY CARE LIFE MANAGEMENT** toll-free at (800) 878-5470, Monday through Friday from 8:30 am-5:00 pm.

2. For emergency counseling at other times, leave a message at the same number, and an on-call therapist will respond quickly.

3. Your instructors will never be notified that you called.

**WHAT ARE THE IMPORTANT DEADLINES TO REMEMBER?**

Classes Begin	August 15
ADD/DROP PERIOD SCHEDULE CHANGES	August 15-17
DROP ONLY PERIOD	August 18,19
LAST DAY TO DROP COURSE W/REFUND	August 19
Faculty Professional Development Day (no daytime classes)	October 4
Last Day to Withdraw from a Course with a "W" grade	October 25
Holidays (CF closed)	Labor Day September 5 Veteran's Day November 11 Thanksgiving Break November 23-27 Winter Break December 19-31
Final Exam Week (classes ended exams only)	December 2-8
Semester grades available after 10 am	December 14
Spring 2023 Classes Begin	January 9

## WHEN SHOULD I REGISTER FOR FALL SEMESTER COURSES?

- Registration for FALL semester courses is conducted by a process called **Priority Registration**. Those students who have earned hours may register for spring term courses ahead of those who have no earned hours or who have less earned hours.
- This process provides opportunities for those students who are closer to graduation to enroll in classes before students with fewer number of earned credit hours. This ensures that students have an opportunity to register for the courses they need to be able to graduate on time before the courses are filled.
- The enrollment process for the next semester begins **EARLY** in the current semester. It is important that you know your priority registration date and have your course choices planned out prior to that date.
- You may find your assigned Academic Advisor location and contact information in your CF Student Portal under the Academics tab at the top of the page.