I. Required Readings:
Additional readings and podcasts provided on D2L

II. Catalog Descriptions:
*Prerequisite:* None
*Advisory:* ENGWR102 or ENGWR 103, and ENGRD 116; or ESLR 320 and ESLW 320; or placement through assessment process.
*Course Transferable to UC/CSU*  
*Hours:* 54 hours LEC  
*Description:* This course is a study of the growth and development of children from the prenatal stage through adolescence. For each stage of development, the physical, cognitive, linguistic, social-moral, and emotional aspects of development, with attention to both typical as well as atypical development in each area is discussed. Included are the influences of culture, family, and the environment. This material is designed as a foundation for early care and education, teaching, and parenting. Not open to students who have completed PSYC 372. (CAN FCS 14)AA/AS area 3C; CSU area D3; IGETC area 4.
This is an online course; therefore. The student is expected to use D2L throughout the semester.  
*NOTE*: Though this is a cross listed course with ECE 312, this course will be taught with an emphasis on psychology theory and research, in addition to the curriculum.

III. Course Objectives:
Upon completion of this course, the student will:
1. Gain an integrative understanding of contemporary psychological research, theory, and practice; particularly, those issues that involve the effects of social and cultural contexts on a child’s development.

2. Acquire an understanding of several important areas of child development. Major concepts and principles used in the field of child psychology will be explored.

3. Learn about the significance of the social context and the extent which social experiences set an individual’s developmental path. Students will also acquire an understanding of how the distribution of wealth and power in a society affects children and their family dynamics.

4. Develop and evidence an appreciation and respect for cultural diversity. Questions of cultural identity such as approaches to parenting will be addressed.

5. Develop an appreciation for life-long, active, and self-regulated learning. Throughout the semester, I will encourage discussion of material at a level that will help students understand the daily usefulness of Child
development. Demands will be placed on the student to treat this class as a full workday and accord the class with the proper amount of attention.

IV. Evaluation of Student Performance:

A. Course Requirements: Students are expected:

- To login to D2L at least 3 times on 3 different days on a weekly basis.
  
  Note: The week begins on Monday at 12:01 am, and ends on Sunday at midnight, 12:00 am (for attendance purposes).
- Check off items on a weekly checklist for each chapter. Each Checklist is worth up to 10 points. There may be as many as 18 Checklists during the term for a total of 180 points.
- View the Powerpoint lectures, and print out lecture notes
- Participate in online class discussions and online group projects in the discussion boards for points.
- Complete online exercises on a weekly basis.
- Buy the “Child development, 8th Ed.” Book with My Development Lab supplement, and read the assigned chapters of text each week.
- Complete up to 10 pop quizzes online and/or Online Exercises including the Online Orientation. Online Exercises will be turned into D2L. When you submit your work to D2L, it will be automatically submitted to Turnitin.com to check for plagiarism. These assignments are worth up to 40 points for a possible total of 400 points.
- Take up to 4 exams administered online throughout the semester on D2L. Each exam is worth 100 points.

1. Online Resource.

   There is a Desire2Learn online site set up for this class. To access the Desire2Learn site for this class: Using the internet, go to the following website. (Please note that there is no "www" at the front.)
   https://d2l.losrios.edu/ Use your username and password to enter the Desire2Learn course site for this class.
   - Username is the letter “w” followed by your student ID number.
   - Your default password is your birthday as an 8 digit number (MMDDYYYY).Click on the Course: Psychology 372 or ECE 312 – Depending on which course you are enrolled as a student.

B. Supplies.

- Students will need to have reliable access to computers with reliable online connection.
  
  Computer problems are not acceptable excuses for non-completion of assignments. Therefore, be sure to have a back-up plan in place in case your primary computer has problems. Students also need to be able to save and print files as well as be able to print information from online.

- Required Textbook: You have a choice of textbook formats between an electronic textbook, or a hard bound textbook. In addition, students must also purchase the “My development lab”.

- System Requirements: Computer, either a Macintosh or IBM compatible.

- Web browser software, preferably the most recent versions of Netscape, Safari, or Firefox. To check to see if your internet browser works with D2L, go to the D2L Login Page and click the “Before you login, check that your browser is compatible with D2L.” button.

- Please avoid using Internet Explorer 8.0 for it does not work well with D2L. Especially when taking an exam or pop quiz.

- Reliable internet connection. Minimum 56K modem or High Speed Internet connection (for example DSL, Comcast, Etc.). I strongly advise that you take any timed assessment on a high speed internet connection. It will be in your best interest if you have the fastest connection available to you for those exams and pop quizzes for you will only be allowed about 50 minutes per exam (90 seconds per multiple choice item each). All students have the same allowed time regardless of their connection speed.
• Ability to print from online.
• Ability to save files. Hard-drive space or any external media needed to save files.
• A word processing program that allows you to save in Rich Text Format.
  o Some examples: WordPad, Microsoft Word, Word Perfect, and others. Please do NOT use Microsoft Word Works (ending in a .wps). This format is not compatible with D2L or Turnitin.com. Students who turn in a paper in this format (.wps) will be considered as not turning in a paper.
• Microsoft PowerPoint software or free PowerPoint viewer software.
• Adobe Acrobat reader
• Ability to read Excel files
• Activated American River College Imail account for receiving emails. You will need to update your forwarding address on Imail to the email account you use on a regular basis.
• Antivirus Software. You must have antivirus software on your computer. If you do not have this currently, it is available at a reasonable cost at many stores such as Best Buy.

C. Resources. You have many resources available to you on the American River College campus. Some of these campus resources include:
• The required textbook is on reserve for 2 hour periods. Unfortunately, the “My development Lab” is not on reserve
• Computers with high speed connections are available through various computer labs and libraries on campus (contact the campus for hours and availability).
• Tutoring services. (Contact the Learning Resource Center / Library on campus for more information about possible availability of tutoring.)
• American River College Technical Support.
• In addition you may have additional resources available in your cities and counties. For example, your local libraries may have computers with internet connections available for use for limited times. Please check with your local libraries for specifics such as the hours available, time limits for use, and any costs associated with utilizing these resources.

D. Course Format. This is an online class. All assignments, exams, and quizzes will be given out, taken or turned in online.

E. Checklists and Assignments:
Please check the CHECKLISTS link to see when assignments are due on D2L.
Why do I have to check off all assignments in each checklist? The checklists are your homework assignments and must be completed on time or students will lose points. In the Checklist link you will find "The Chapter Checklist" for that week that identifies exactly what you need to be working on that week. You will need to complete and check off items on the checklist before you can move on to the next Chapter’s information. If you do not check off every item on each checklist, you will not be able to see checklists, lecture notes and other information for the next chapter. Once you check off all of the assignments, please click the “save” button. This is not a work “at-your-own speed” class. Class material will not be available until a specific date. Students need to keep up with the due dates in the CHECKLISTS link on D2L. Each checklist is worth up to 10 points. These points are in addition to the points students earn for assignments given in the checklist. If a student does not check off the checklist on time, they will lose 5 points. If they do not check off the checklist within a week of the due date, they will lose all 10 points. There may be a total of 18 checklists throughout the term which will come to a total of 180 points.
Where do I find the Chapter information? Refer to the Textbook’s Chapter’s folder under “Lecture Notes” for it will contain detailed information about the associated reading in the text and information about any online exercises or discussion board postings for that week. I recommend printing out "The
Weekly Checklist" and following it step-by-step! Be sure you pay attention to any deadlines listed in “The News” and "The Weekly Checklist" as you are responsible for meeting all deadlines. Extensions will not be given for ANY reason.

F. What you can expect when taking this course:
   • This course is a rigorous transfer level course. In the standard in-class full semester version of this course, the class meets 3 hours per week and students are expected to do 6-9 hours of studying outside of class every week. Since this is a short accelerated six week course online class I expect the same time commitment as put in a regular 16 week course. So each week of class is the same as about 2.5 weeks in a 16 week term. Therefore you need to plan to spend between **18 - 24 hours every week** on this course as a minimum! It may require more time than that for some. It is important you plan your schedule to allow yourself sufficient time to dedicate to this course.
   • This is not an open-entry / open-exit format course. It is NOT a self-paced course. This is not a work “at –your-own-speed” class. It is very similar to a typical in-class format course. Students need to keep up with the material and assignments as the semester goes along. It is not possible to wait until the end of the semester and get caught up as late work will not be accepted for credit. So my advice is to keep up as the semester goes along.
   • You can expect to work hard in this course and to learn a lot. Hopefully you will find the information interesting as it relates to things that we have all experience with our own childhood development or other’s close to us.

V. Exams:
   A. **How much time will be allotted to take the exams?** Students will have up to 60 hour window to take the online exams. When students log into the Lockdown Browser and start the exam, they will have around 50 minutes to complete the exam. Students have around 90 seconds to complete each multiple choice question.
   B. **How Many Exams?**: Each student will take up to 4 exams, worth 100 points each, testing course-content during class time. All tests may consist of multiple-choice, true/false, matching, and short answer questions.
   C. **What kind of questions?**: Questions will be taken from assigned readings, lectures, practice quizzes, online discussions, audio-visual materials, and other online activities. Students are responsible for all material presented online and in the textbook. Most questions will be multiple choice, multiple answer, or short essay. Other types of questions you may encounter will be application questions that ask you to apply a concept to a new situation. Application questions may be multiple choice or short essay.
   D. **How many points is each exam worth?**: Each Exam is worth up to 100 points for a total of 400 points possible. No extra credit points will be on the exam. Exams may be open note/open book; however, the exams are timed. You will need to know the material as well as you do for in-class exams that are closed book/no notes. Know the information well enough so that you do not need to look up the information. If you look up the information, you will likely not have enough time to complete the exam.
   E. **Lockdown Browser**: In order to take the exam, you must first install the “Lockdown Browser” on to your computer at home. A Lockdown browser prevents students from surfing on the web, instant messaging, and moving from website to website. To get information on how to install the lockdown browser, please go to D2L website and go to the Checklists. There you will have a checklist assignment on how to install the lockdown browser. Follow those directions.
F. **How long do I have to take the Exams?** You must complete the exam in the allotted time. Most exams are 50 minutes long. Students should allow for 90 seconds to answer each multiple choice question. Before starting the exam, be sure that you have adequate uninterrupted time to complete the exam. Once the exam has been started, you can NOT restart the exam.

G. **Can I work with a classmate on the exams?** Exams are individual assessments. This means that you CANNOT help or receive help from anyone on the exams. If students are collaborating on the exams, students will receive a zero on the exam and may be dropped from the course. The Lockdown Browser is one way to prevent cheating. Also, each student will take a different exam, and questions are taken from random blocks of questions. There are alternate forms of the exam given; therefore, most students will not be taking the same exact exam on exam day. **Collaborating with a fellow student** while taking the exam will result in an automatic zero on the exam for everyone involved.

H. **When do I take the exams?** Most exams will be posted online on Tuesdays at 8:00 am. In general, you will have from Tuesdays from 8:00 am to Thursdays at 12:00 noon. The computer will only allow access to begin the exams during the available times. Thus you will not be able to begin the exam at any time outside the available times. So you must be sure that your schedule is set up that you allow time to take the exams during the times allotted. Technical problems are not a good reason to miss the exam. No make-ups are allowed for the exams, except for the Make-up Exam I provide at the end of the semester during finals week. Excuses like forgetting to check to see if there was an exam, or having technical problems is not a valid excuse to miss an exam.

I. **Can I get extra time to take the exam?** A student may be given extra time to complete an exam if they have documentation from DSPS. It is up to the student to make arrangements for extra time via DSPS.

J. **What is the best way to prepare for the exams?** Study the practice quizzes provided for you on the D2L website. Read the book and any additional readings provided on D2L and view the PowerPoint slides.

K. **What will be on the Exam?** You are responsible for any of that material presented online for the assignments and exams. Be sure to review all material posted and linked as you are responsible for all information presented in the lecture notes and any linked or referenced online sources.

L. **Study the Practice Quizzes:** The quizzes are not worth any points, and they are for study purposes only. You will not be provided the answers. Use your notes and text to complete the quiz. Most answers may be found from the textbook. Best way to study is to print out the quiz, and go to your text to study for the answers. Some of the practice quiz questions or similar questions will be on the exams.

M. **Practice Quiz Help Discussion Board:** This is discussion board for students to help each other with the practice quizzes. Please do not request more than 10 questions at a time in one post. Students may only post up to 10 questions per chapter for each exam. When you ask about a question, you must copy and paste the actual questions/answers into your thread and indicate what your answer is. That way we can answer your questions faster. It is very important that you provide what you think the answer is. I only respond to posts that include the entire question, and all possible answers and provide an answer. I will join the PQH Discussion board the night
before the exam starts, usually between 8 to 10 pm to help with any questions or to be sure everyone has the correct answer for the questions. **NOTE:** After the exam has started, I will not answer any more questions posted to the PQH Discussion Board. **I do give one point of extra credit when a student assists another student on the PQH board.**

N. What if I miss an exam and need a make-up?: If you miss an exam, you may only make up the exam by taking a Make-up Comprehensive Essay Exam during Finals Week after the regularly scheduled final exam. Therefore you are only allowed to make up one exam. You may also take the Make-up exam if you wish to replace a low exam score. The higher score will be chosen in calculating your final grade. A study guide for the Make-up is provided. Refer to the Make-up Study Guide link on the D2L Menu. This make up exam is given during the final schedule time for your class. **NO MAKE UP EXAMS ARE GIVEN DURING THE SEMESTER:**

VI. Participation/Attendance: According to the American River College Catalog, “College students are expected to attend all sessions of their courses. Excessive absence may result in the student being dropped from class by the instructor. How do you measure Excessive Absence for an Online Class?

**Points to remember:**

A. **Attendance is Mandatory.** Attendance in this online class is determined through the on-time submission of assignments and logging into D2L on a regular basis.

B. **Logging into D2L:** *Students are expected to log into D2L at least three times a week on three different days of the week. Students will be dropped from the class if they miss one week of logging into D2L.*

   Note: The week begins on Monday at 12:01 am, and ends on Sunday at 11:59 pm (for attendance purposes).

   Note: Logging in right before and after midnight does not count as being present. If you do not log into D2L at least 3 times on 3 different days of the week, you will be counted as absent that week and you will lose several points of the attendance grade.

   **Attendance points:** Total points is $124 = 21 \times 6$

   Logging in 3 times a week on 3 different days = 21 points for week (highest possible points)

   Logging in 2 times a week = 14 points for week

   Logging in 1 time a week = 7 points a week.

   Not logging in at all during a week = 0 points.

   **In an accelerated 6 week class, missing one week of logging in will result in the student being dropped from the course since this is the equivalent of missing two weeks for a full term.**

   Also, attendance points will be lost when students do not complete checklists on time. If a student does not complete a check list on time, they may lose up to 10 points.

   **Example:** If you do not log in on Sunday, Monday, Tuesday, or Wednesday, then you must log in on Thursday, Friday, or Saturday to be counted as being present in the class for that week. So if you go more than 4 days without logging in, you will lose points. Note: Logging in right before and after midnight does not count as being present. D2L keeps a log of what day and time you log in. When it comes to grades, getting a low grade on attendance can be the difference of a letter grade. Also, it is the only way I know you are participating in class. There is an “ATTENDANCE” link in the navigation bar on D2L. I will be updating your attendance as the semester goes along.

C. **Excessive absence** is defined as the number of unexcused absences equal to the number of meetings of a class per week plus one.” (p. 21). Students will be dropped for excessive absence.

In a regular 16 week term, if a student does not log in at least 3 times a week on 3 different days to the class, they will be considered absent in class. Therefore; excessive absence may be missing two weeks of class. So if a student does not log into D2L for two weeks, and they miss two weeks of class; they will be dropped from
In an accelerated 6 week class, missing one week of logging in will result in the student being dropped from the course since this is the equivalent of missing two weeks.

Be sure to login often to read announcements, news, and study the class materials.

D. **Do not assume** your professor suspects that you are sick or have a sick child because you haven’t logged in for class. It is your responsibility to communicate your situation to your professor.

E. **Excused Absences:** You must provide written documentation (i.e. doctor’s note, note from work, etc.) in order to have an absence excused, to your professor within one week of your absence. After that deadline, no notes will be accepted and your absence will not be excused. You can scan or fax an excuse to me if you need to.

F. **Participation in class discussions:** Students are also expected to share his/her understanding of the course material through D2L discussion board postings and online group activities. Students will lose attendance points if they do not participate actively and intelligently in the discussion board exercises. Please do not wait until the last minute to post your reply. Often students will need to reply to someone else’s post as part of the assignment. Waiting to the last minute to post will affect other students’ grade for they will not have any posts to reply to until the last minute.

G. **Grading on Discussion Board Activities:** I will provide you with specific details on how many times a student needs to post and how many times they will need to reply to other students’ posts on the discussion boards for each online exercise. Students grade will be made up of “content” grade and a “participation” grade. I grade the discussion board comments on these questions:
1. Did the student respond the requested number of times on the board and in a timely fashion?
2. Did the student provide a quality response that reflects a solid understanding of the material and thoughtfulness of the answer?
3. Did the student cite the correct source for any information that was not their own idea using American Psychological Association (APA) format?

H. **Group Projects:**
- It is important for students to participate with other class members online to complete group projects. I understand this may be difficult with an online class; however, it is possible.
- For group exercises, students will be randomly assigned a group to participate in.
- Each group will be assigned a discussion board for the purpose of working on the assignment.
- Failure to participate in the assignment actively will result in a zero on the project.
- On Group Projects, students are not allowed to submit their own individual work because they didn’t join the discussion on the board. I do give one grade for each group on the projects; however, I do take into consideration who participated actively and those who didn’t do their fair share of the work.
- I will provide specific guidelines on how to participate and turn in each group project.
- It is important that students are assertive with the members of their group in answering the questions. I do not change grades for students who are disappointed in their group score because they did not speak up for what they thought was the correct answer. Group projects are an opportunity to learn to be assertive and responsive to others at the same time.

**VII. Complete up to 10 pop quizzes/ Online Exercises throughout the semester:**

A. **Pop Quizzes:**
- Throughout the semester you may be asked to complete up to 10 pop quizzes/Online exercises. Pop quizzes are required and will be given starting on Tuesday at 8:00 am and Ending on Wednesday at 12:00 noon. Each pop quiz is worth up to 40 points. Students have a 36 hour time frame to take the quiz.
No make-ups are allowed. The material covered on the pop quiz will be from the chapter that was assigned for that week. Students will not be able to make up pop quizzes despite technical difficulties. It is up to the student to have reliable internet access and back up plans for faulty computers, etc.

- **How will I know we have a pop quiz?** When we do have pop quizzes, there will be an announcement in the news section on the course home page on D2L. That is the first page you will see when you login to D2L. Then you can go to the quizzes link to take the quiz. **ALWAYS LOG IN ON TUESDAY TO SEE IF THERE IS A POP QUIZ THAT WEEK**

- **Excuses like forgetting to check to see if there was a pop quiz, or having technical problems is not a valid excuse to miss a pop quiz.**

- **Online Exercises:** Each Pop Quiz/Online Exercise is worth up to 40 points for a total of a possible 400 points. Examples of Online exercises include completing watching online videos and answering questions after viewing a video, completing an online assignment, and researching a topic online.

- **What is plagiarism?** Plagiarizing material from other sources will result in a zero on the assignment. See below for a definition of plagiarism. Your instructor will turn in your work into Turnitin.com to check for plagiarism. It is the student’s responsibility to check the originality report from Turnitin.com. You will be able to see the report in the Dropbox for the assignment after an hour or so (depending on how busy Turnitin.com is). There is more information about Turnitin.com in the FAQ on D2L. Turning in work you completed for another class is also considered plagiarism. Collaborating with another student, when it is not a group project, is also considered plagiarism. Failure to cite a source correctly using APA style or failure to cite a source at all is considered plagiarism.

- **NOTE:** Any information from your textbook, articles, videos, or podcasts, etc. are sources that you must cite. Tip to remember: If you didn’t research the idea, create the information, make the video or podcast, or write the article; you must cite the source from where you obtained the information using APA style. This includes your textbook, MDL, and any information from the internet.

- **Failing to cite a source and not providing a reference (as you would see in a reference page) will result in a zero on the assignment, and possible referral to the Dean of Behavioral and Social Sciences for further disciplinary action.**

- **Be sure to cite all sources using APA style.** See the link for the library hand-out on APA style for more information.

- **First Pop Quiz:** First Pop Quiz will be the Orientation Quiz. See the class schedule for due date. **This is the only quiz that will be announced and that you may take as many times as you wish during the allotted time.** Other Pop Quizzes will be unannounced and will be given on Tuesdays starting at 8:00 am and ending on Wednesdays at 12:00 noon am. Pop Quizzes will be timed and once a student starts the quiz, they must complete it. No makes ups are allowed.

**B. Online Exercises (OE):**

- **Video Discussion Questions:** These questions are due on the dates set on the class schedule and they are to be turned into the Dropbox on D2L under the appropriate title.

- **Watching the Videos:** Most of videos will be available to view on My Development Lab (MDL) or online at the “Video Clips for this Chapter” link within the chapter’s lecture notes link; however, do not copy and paste material from the video’s website/transcript without providing an APA (American Psychological Association) reference. Using someone else’s words or thoughts without the proper citation constitutes plagiarism and will result in a zero on the assignment and possible disciplinary action.
• **Downloading the questions:** The discussion questions can be found in a word document on the link for the assignment located in the Dropbox for that assignment. Student’s may download the word document and type their answers into the document before submitting it to Dropbox on D2L. Be sure to save your work on your computer when you are done.

• **Keep a copy of your work:** When you turn an assignment into the Dropbox on D2L, there will be questions from the video discussion questions on the exams. You may not receive your completed and graded questions before the exam, so it is important that you keep a copy of your work.

• **Keep a copy of the receipt email:** When you turn in an assignment into Dropbox in D2L, you will receive an email to your Imail account. This is a receipt of your work being turned in. Please save this email as a record of your work in the event that D2L misplaces your paper.

**C. Group Work Online Exercises:** Some of the Online Exercises will be done in groups. It is important for students to participate with other class members online to complete group projects. I understand this may be difficult with an online class; however, it is possible.

• Part of the grade will be for content and another part of the grade will be for participation.

• For group exercises, students will be randomly assigned a group to participate in. Each group will be assigned a discussion board for the purpose of working on the assignment.

• Failure to participate in the assignment actively will result in a zero on the project.

• An example of failure to participate would be not joining the discussion board in a timely manner to decide who will do a certain part of the assignment. Often students will need to reply to someone else’s post as part of the assignment. Waiting to the last minute to post will affect other students’ grade for they will not have any posts to reply to until the last minute.

• If your fellow group members have to track you down to participate, you have failed in the participation aspect of the group project.

• On Group Projects, students are not allowed to submit their own individual work because they didn’t join or missed the discussion on the board.

• I do give one grade for each group on the projects; however, I do take into consideration who participated actively and those who didn’t do their fair share of the work.

• Please avoid “social loafing and do your part of the assignment.

**D. Discussion Board Activities:** Some of the Online Exercises will be discussion board activities. For example, I will ask students to read an article, view a video, or listen to a Podcast about a child development issue. Then, students will answer questions I provide about the material presented. Students are required to post their answers on the discussion board and to reply to other students’ posts as well. I will provide you with specific details on how many times a student needs to post their answers, and how many times they will need to reply to other students’ posts on the discussion boards. I grade the discussion board comments on “Content” and “Participation”

a. Did the student respond the requested number of times on the board.

b. Did the student provide a quality response that reflects a solid understanding of the material and thoughtfulness of the answer?

c. Did the student cite correctly any source using APA style?

d. Was the student timely in their posts and courteous as well?

**E. Personal Applications of Chapter Topics OEs:** At times the OE’s will focus on the student applying the chapter information to their own lives such as parenting skills, etc..
Grade Breakdown

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Number of points</th>
<th>Percentage of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Participation</td>
<td>21 X 6 Weeks = 124</td>
<td>(12%)</td>
</tr>
<tr>
<td>Exams</td>
<td>4 X 100 = 400</td>
<td>(36%)</td>
</tr>
<tr>
<td>Pop Quizzes/ Online Exercises</td>
<td>10 X 40 = 400</td>
<td>(36%)</td>
</tr>
<tr>
<td>Checklist Completion</td>
<td>18 X 10 = 180</td>
<td>(16%)</td>
</tr>
<tr>
<td>Total</td>
<td>1104</td>
<td>100%</td>
</tr>
</tbody>
</table>

Final Grades: Grades will be determined by each student’s total points at the end of the semester and applied to the following distribution.

A = 90-100%  C = 70-79%  F = 59% or below
B = 80-89%  D = 60-69%

Extra Credit: There will be several opportunities to earn “bonus” or “extra credit” points to help improve your grade. You may only earn up to 25 points extra credit in a semester. Some of the extra credit options are presented below:
1. Extra Credit options as presented throughout the semester (Online assignments, opportunity to participate in research, etc.). Some chapters will have extra credit opportunities listed in the Chapter material in the Content Area of D2L.
2. Extra Credit movie reviews (worth 5 points). Student may complete up to two movie reviews. Please refer to the link in the content area called “Extra Credit Movie Assignment”.
3. Attend campus events such as college hour lectures, career center workshops, campus plays, concerts, and art exhibits for up to 5 points each.
4. Online activities such as reviewing research on childhood development from the “Child Development” News Feed, or completing an activity on the Human Development Super Site.

In order to obtain points for extra credit do the following below to earn up to 5 points of extra credit:
All Extra Credit assignments must be turned into the Extra Credit Dropbox on D2L
1. Crossword puzzles: Send a copy of the completed puzzle to PDF format and turn it in to the Extra Credit Dropbox.
2. On Campus Activities: Type a one page summary of what you learned and how it applied to your own development or to a chapter’s theory or research.
3. Movie Review: watch a movie that focuses on a specific age of development. Write a brief summary of the plot and then explain the character’s development in terms of one of the theories of development described in your text. Please refer to the “Extra Credit Movie Review” link in D2L for examples of appropriate movies to review.

VIII. IMPORTANT COURSE POLICIES:

A. Office Hours: I do not hold office hours during the summer session; however, I am online usually before and after my in-person class Mondays – Thursdays from 10:25 am to 12:30 pm. Those are good times to page me via the pager or to make an appointment to see me in person.
B. Email - Important: All e-mail messages must have the words “Psyc 372 or ECE 312 and Your Full Name” as the SUBJECT line. Failure to write “Psyc 372 or ECE 312 and Your Full Name” as the SUBJECT line of your e-mail message may result in your message not being read. Also, make sure to put your full name (first and last) by including your first and last names when sending an email message. I cannot identify you by your email address only.

C. FAQ Room: If you have a general question about the class, please use this discussion board link. Post your question and someone, either the professor or a fellow student will answer your question. Please use this discussion board for general questions, and only use email for issues of a personal nature for your instructor.

D. PAGER: You can page me via the PAGER on the far right hand side above the navigation bar.

   I will respond to the page the next time I am online. This is the green icon for the pager.

E. Voice Mail: You may leave me a message on my voice mail. Please be sure to say your name slowly and clearly. In addition, please leave me a number where I can call you back. NOTE: I am must faster at returning emails than I am voice mails.

F. Response time to student messages: Your instructor will respond to student messages, i.e., phone, email, and/or discussion board, within 36 hours during the assigned workweek. Messages received after noon on Thursday will be replied within 36 hours beginning the next working day I am on campus.

G. If you need assistance: If you are experiencing difficulty with the course, please do not hesitate to contact me as soon as possible. The sooner you contact me, the sooner we can work together to help you work through these difficulties. If you have a disability including chronic disease or learning disabilities, please notify me so we can discuss your needs and appropriate accommodations. Please send me a verification of your disability or specialist’s recommendation for accommodating your needs.

H. Promoting a positive learning environment:

   Courtesy: I expect that everyone will participate in the class with courtesy and consideration for each other and for the instructor. Your e-mails and web postings should be on the topic at hand, should be appropriate and should reflect a professional demeanor. Inappropriate behavior includes but is not limited to the following: disruptive behavior, profanity or vulgarity, harassment of other students, obstruction of the learning environment, plagiarism or dishonesty. Students may not knowingly access, alter, damage, delete, destroy or otherwise use any data, computer, computer system or computer network in order to harass, disrupt, destroy, or disturb the class online learning environment.

   NOTE: Behavior that is disruptive to the learning environment of the classroom will not be tolerated under ANY circumstance. Continued disruption will result in further disciplinary action. Students must take responsibility for monitoring their own behavior online and will bear the impact of any embarrassment resulting from corrective action on the part of the professor.

I. Late Policy: All late work is subject to an automatic 11% reduction in points (one whole grade reduction) for each day late, irrespective of the reason for the lateness. I will only accept late submissions within one week of the assigned due date and time by Midnight. After a week has passed from the due date, the assignment will not be accepted under any circumstances. I do appreciate and care about why an assignment may not be able to be turned in on time. However, I will not get into the business of judging whether one excuse is “better” than another. For this reason and to avoid difficulties, you are strongly advised to plan on turning in your assignments prior to the due date.
J. **Turning in work:** All assignments will be turned in on the D2L website either via the Dropbox or in a discussion board. I do not accept assignments sent via email. Be sure to save the receipt email that D2L sends to your Imail account.

K. **Incomplete:** Based on the American River College Catalog, an “incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course before the end of the semester because of unforeseeable emergency or other justifiable reasons.” (p. 22). Furthermore, at least 70% of the course work must be completed for an incomplete to be granted. No exceptions will be made!

L. **Netiquette:** Netiquette refers to the protocol to be followed when communicating with others on the Internet. In this course, this protocol mainly applies to e-mail messages and to posting on discussion boards. Please, see the web link “Netiquette” made available on D2L under Helpful Websites.

M. **Technology Problems:** Your professor will not be able to answer technology questions. If you experience problems with technology such as difficulty accessing the course website contact the support services below:
   1. D2L Customer care technicians are available to support you 24/7 at 1-(866) 353-9451
   2. the Los Rios eLearning help desk at (916) 286-3607.
   3. Eservices Help Desk - ARC: (916) 484-8152 for password and account information.

N. **Important D2L Information!!**
   1. All students are required to have a back-up plan in place in case of personal technology problems.
   2. You will not be excused from an assignment if you have technology problems such as internet failing on your home computer, computer malfunctions, not knowing how to use D2L or forgetting their login information.
   3. Please, be aware that the Late Policy (see below) applies to all late work, even if your computer crashes. Please plan ahead by having a back-up plan in place.
   4. Possible back-up options:
      a. Students with ACCESS cards (available through the ARC library circulation desk) may use any computer from any of the Los Rios campuses.
      b. Using a family/friend’s computer.
      c. Be sure that your internet service and computer is reliable. Student’s often experience problems with dial-up connections especially with call waiting.

O. **Accommodations for Students with Special Needs:**
   Students who have special needs (e.g., students who need additional time to complete exams due to language barrier or learning disability) should identify themselves ahead of time in order for appropriate arrangements to be made. Please contact us so we can discuss your potential needs. We also suggest you to contact:
   - Disabled Students Programs and Services (DSPS) office (916-484-8382)
   - English as a Second Language (ESL) Program (916-484-8693 http://arc.losrios.edu/~esl)
   The Learning Resource Center (LRC) also offers assistance with writing papers, tutoring, computer and media equipment, and adaptive technologies. You may contact the LRC at (916) 484-8693 or http://arc.losrios.edu/learnres/lrc.html
IX. Academic Honesty: It is a violation of American River College policy to plagiarize, to recycle work, or to cheat or attempt to cheat on exams.

1. Examples of academic dishonesty include taking others’ thoughts or words without using quotation marks; submitting work that has been written or revised in part or in whole by another person; submitting work that you have submitted for another class; cheating or attempting to cheat on a quiz or exam.

2. Cheating, plagiarism, and other forms of dishonest conduct may result in immediate expulsion from class with a grade of “F” and/or expulsion from the college.

3. Cheating is against the policy of American River College. Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment.

Types of Plagiarism:
There are two types of cheating and plagiarism: Obvious and Soft Plagiarism.

1. Obvious Plagiarism: This cheating involves looking at your neighbor’s answers when taking an exam, collaborating with a fellow student on an exam, paying someone to write a paper for you or getting a paper off the Internet. Most students do not engage in this form of cheating. What many students inadvertently do is called “Soft plagiarism”.

2. Soft Plagiarism: Soft plagiarism which involves failing to cite references or citing references inappropriately in your papers. This is much more common. Copying and pasting from other resources such as the internet or article is considered plagiarism.

Please, see the web link “Understanding Plagiarism” made available on D2L under Helpful Websites. According to the American River College 2010 - 2011 guide to student rights and responsibilities (2010) Cheating is the act of acquiring or obtaining academic work through fraud, deception, or dishonest acts.

Examples:
• Copying in part or in whole from someone else’s test.
• Submitting work presented previously in another course when contrary to directions prohibiting such acts from either course.
• Altering or interfering with grading in the class.
• Using or referring to any sources or materials not authorized by the professor during the quiz, test, or examination.
• Committing other acts that misrepresent one’s own academic work.
• Acting in part or in whole to compromise the integrity of the course examinations, quizzes, projects through replication, duplication, or electronic means.

Plagiarism is representing the work of another person as one’s own work and submitting it to fulfill the academic requirements of the course.

Examples:
• Submitting a written paper purchased or obtained from an outside source.
• Representing another’s creation (painting, photo, music composition, computer program, etc.) as your own product and work.
• Incorporating words, passages, ideas of another person’s writing without citing appropriate credit or acknowledgement and representing it as your own.
• Duplicating any previous academic work from another and then submitting them as your own for academic credit. (American River College, 2010, p. 5)

Penalties for Plagiarism in This Course:
1. Regardless of the type of plagiarism, any violation will result in an automatic “0” on the assignment and possibly for the final grade in this course.
2. In addition, your instructor is required to report the offense in writing to the ARC Campus Disciplinarian Officer, who may take further action.

American River College 2010 - 2011 guide to student rights and responsibilities

**Consequences of academic dishonesty**

Academic sanctions and penalties may be applied in cases of academic dishonesty depending on the seriousness of the infraction and those grading guidelines specified by the instructor of the class. You may:

- Receive a failing grade on a test, paper, or examination.
- Have your course grade lowered or possibly fail the course.

In addition to these academic sanctions, disciplinary action may be taken in any case of academic dishonesty. As a violation of the Student Standards of Conduct at ARC, such action will be conducted by referral to the college Disciplinary Officer under the direction of the Vice President of Student Services. Disciplinary action may be imposed, individually or in various combinations on any student found to have violated the Standards of Conduct. *(Please see “Forms of Student Discipline” below.)*

**Forms of Student Discipline**

1. **Warning** - a written or oral notice to the student that continuation or repetition of certain conduct will result in further disciplinary action.

2. **Disciplinary Probation** is a status imposed for a specific period of time wherein a student must demonstrate his or her conduct conforms to the District standard of conduct as set forth in the District Policies and Administrative Regulations. The conditions may be imposed at the discretion of the President or administrative designee. Misconduct or further violations of any of the conditions imposed during the probation time period will result in more serious disciplinary action such as loss of privilege, suspension, or expulsion.

3. **Loss of college privileges** is the denial of access onto campus and from college regular, extracurricular, and co-curricular activities within the District. Any further violations of any restrictions or campus regulations will result in more serious penalties such as suspension or expulsion.

4. **Removal** is where a student may be removed from class, office, or college area by the responsible President, administrative designee or an appropriate college administrator; if necessary, it will be conducted with the assistance of the college police.

5. **Suspension** is a separation from the college/District for a designated period of time after which the student will be eligible to return. A suspension may consist of:
   a. A period of time from one or two classes by the instructor for a period up to the time the student meets with the campus Discipline Officer or makes the necessary arrangements to do so for a period up to 10 days of instruction.
   b. From one or more classes for the remainder of the school term.
   c. From all classes or activities of the college for one or more terms.

6. **Expulsion** is the permanent termination of a student from Student Status by the Governing Board for good cause. The action occurs when other means of corrective disciplinary action fail to bring about proper conduct or when the action is needed to ensure that the presence of the student causing a continuing danger to physical safety of the students, staff, and the college is mitigated. The expelled student is prohibited from participating in any college programs, activities, and from entering the premises of the campus or District.


**Student Rights & Responsibilities** Please refer to the following link for information on student rights and responsibilities concerning Disciplinary, Student Grievances, Equity, Sexual Harassment, Title IX, 504 Federal Regulations, ADA compliance. This is a complete description of students’ rights and responsibilities at ARC. Students are required to act accordingly to the policies described. Please refer to the link for further information. [http://arc.losrios.edu/stusrvc/Student_Rights_Respons.pdf](http://arc.losrios.edu/stusrvc/Student_Rights_Respons.pdf)