

Hello Everyone!

January 1, 2011

Happy new year! Welcome to PSY 253-Lifespan Development Online! My name is Alison Buchanan and I am your instructor. This 11-page document introduces you to our class and gives you the necessary information for getting started, including the course schedule and syllabus (don't panic about the length - it's meant to be informative). Please read through each document entirely so that you understand class policies, my expectations of you, and due dates. Keep these documents safe and easily accessible. They are in the Getting Started packet in the Course Materials section of our class (in UCompass), but it's a good idea to have them somewhere else. You are responsible for the material, so please ask if you have questions about it. There is a lot of helpful information here so spend some time reading it. I really hope you enjoy this semester and gain an appreciation for lifespan development. I absolutely LOVE it and can't wait to share it with you!

This course is 100% online. That means you will attend classes and complete all assignments via the Internet. I really prefer that you contact me via email (albuchanan@henryford.ucompass.com) since this is an online course and since email can be accessed at any time, from many places. I do have an office phone (313-317-6511), but you will receive more timely feedback via email. It is not necessary to visit HFCC's campus to complete this course, but please know you are welcome to schedule on- or off-campus visits with me. If we meet in person, please know I LOVE chocolate and Superman! :)

I will answer all email messages within 24 hours unless it's a holiday or weekend, or I have stated otherwise in the announcements section. If you don't receive a response from me within 48 hours, please contact me again because I most likely did not receive your first message. Please include your name in EVERY message (there are more email requirements below). I will not respond to your message if you fail to tell me who you are. Please DO NOT ask questions through the Discussion Board – make sure to ask through email instead.

An online course requires a certain level of commitment and self-discipline from you. To succeed you must participate in the course on a *regular* basis. It is very difficult to do well if you get behind. Put time aside each week, just as you would if you were attending classes on campus, to attend your online course and complete the necessary work. If you were taking this course on campus, you would be in class 3 hours a week. **Plus**, you would have to spend time outside of class to complete your assignments. Be prepared to work hard and fast!

If you're not sure you're ready for the commitment of an online course take the self-test on the HFCC UCompass login page: <http://henryford.ucompass.com>. Click the **Student Resources** link and then click "Is online for you?" to learn if your learning style and self-discipline are suited for online learning. **You are expected to have regular and reliable access to the Internet during this semester (more than a couple of days a week). You are responsible for checking announcements, email, etc. on a REGULAR basis (more than a couple of days a week). If you do not have regular and reliable Internet access, DO NOT take this course.**

Technical Requirements:

There are certain technical requirements for success in this course. You are responsible for the necessary hardware and software as well as the ability to competently use both. **You must have regular access to a computer with a reliable Internet connection.** To ensure that your computer is ready for online learning click "PC Requirements" in the **Student Resources** section of the UCompass login page: <http://henryford.ucompass.com>. The **Technology Analysis** at the bottom of the page will evaluate your computer to make sure you have the necessary software applications to access the course content. If you do not have the correct version of an application there is a link to a free upgrade page. Make sure to do this before the class starts! Should you need Technical Support with your UCompass course click the Tech Support link on the UCompass login page. Call the support numbers listed or submit your issue via e-mail and you will receive a timely response.

Once again, **You are expected to have regular and reliable access to the Internet during this semester (more than a couple of days a week). You are responsible for checking announcements, email, etc. on a REGULAR basis (more than a couple of days a week). If you do not have regular and reliable Internet access, DO NOT take this course.**

IMPORTANT: Should you experience issues with your computer or Internet service, you must use the computers at HFCC or any public library. **Please note that if you experience technical issues with your computer and/or the Internet, it is YOUR problem and YOUR responsibility to find another computer to use. You are STILL responsible for assignments regardless of the status of your computer. Because of this, you should not wait until the last minute to complete assignments.** If you encounter any issue that may prevent you from completing assignments on time, you should contact me ASAP. Do not wait weeks after a situation or contact me right before the end of the semester. **I may or may not allow you extra time, depending on your situation.** Decisions will be made on a case by case basis, but hospitalization of family members (other than yourself as the student) and funerals do not automatically constitute extra time for assignments. You will need to provide a verifiable excuse *should I allow you extra time*. I expect you to complete all assignments by the specified due dates. In most cases, I will not extend due dates. I have to be fair to everyone, and sticking to due dates is one way to be fair. I am not kidding about this and take it very seriously!

How Your Online Course Works:

The web address for your online course is: <http://henryford.ucompass.com>. You will not have access to this course until the first day of regular classes for the semester which is Thursday, 8/26/10. You can access the class around 8:00am on Thursday, 8/26.

Log into Ucompass using your **WebAdvisor username** and the four-digit **mmdd of your birth** as your password (if your birthday is July 4, your password would be 0704). If you do not know your WebAdvisor username, find it through the HFCC website at <http://www.hfcc.edu>. Click the blue WebAdvisor box, and then click the link for Students and follow the prompts to display your username.



If you have trouble with your username or password contact the HFCC Help Desk, either via email at helpdesk@hfcc.net or telephone: (313)845-6345. Please DO NOT contact me; I cannot provide technical assistance with UCompass.

Each time you enter the course you will see the Announcements page. Review this page regularly for new information; YOU are responsible for keeping up with it. Please also check your **UCompass** email regularly (not your personal email unless you forward your UC email to your personal email). I often send messages *instead of* using the Announcements feature. YOU are responsible for keeping up with your UCompass email. **Once again, you are expected to have regular and reliable access to the Internet during this semester (more than a couple of days a week). You are responsible for checking announcements, email, etc. on a REGULAR basis (more than a couple of days a week). If you do not have regular and reliable Internet access, DO NOT take this course.**

Each week you will access new assignments in the form of a "packet" in the **Course Materials** section of our course. There are 17 packets total. To access the materials in each packet, simply click the title of the packet.

1. There is one packet called the "Getting Started" packet. This packet contains information about the class in general, this welcome letter and the syllabus, the Video Toolkit instructions, the Course Information quiz, and the Introduction Discussion Board directions.
2. There are 15 packets corresponding to the 15 chapters of the book. Each packet will contain instructions for completing weekly assignments & will include: 1) A Welcome Message, 2) Lecture, 3) Reading Assignment, 4) Learning Objectives, 5) Weblinks, 6) Media Watch, 7) Practice Activities, 8) Post-Tests, 9) Critical Thinking, and 10) Discussion Board Questions. You will have **one week** to complete most of the assignments.* All weekly assignments will be due at 9:00pm on Monday evening*. *Specific due dates are on the Course Schedule and Syllabus (both in the Getting Started Packet) and in each weekly packet.* There are NO exceptions to these due dates, so you need to mark them on your calendar and pay attention to them. Once the week is over, you will be unable to complete the assignments. There will be a midterm exam (Chapters 1-7) during week 8/week 9 and a Chapters 8-15 exam during finals week (5/2-5/4). Other than these exams, your grade is dependent on post-tests, critical thinking, & discussion board assignments. Don't get behind!
3. There is one packet for the Chapters 8-15 exam. This exam will be available Monday, 5/2 (around 8:00am) through 9:00pm Wednesday, 5/4.

*There are five exceptions to the one week rule and the Monday at 9:00pm deadline:

- 1). There may be times when Discussion Board assignments are broken into two due dates during the week. Please read the instructions carefully so you know the expectations.
- 2). Chapter 1 assignments are available for 2 weeks due to the extended add/drop period. These assignments are available beginning Monday, 1/10 and are due no later than 9:00pm Monday, 1/24.
- 3). The midterm exam (Chapters 1-7) is available Sunday, 3/13-Tuesday, 3/15. It can be taken any time during this period, but it is due NO LATER THAN 9:00pm on Tuesday, 3/15 (the day after Chapter 8 assignments).
- 4). Chapter 8 assignments (2/28-3/14) are available for two weeks due to Spring Break. They are available beginning Monday, 2/28 and are due no later than 9:00pm Monday, 3/14.
- 5). Chapters 14 and 15 assignments are available Monday-Monday rather than Thursday-Thursday. See the schedule for specific due dates.
- 6).The Chapters 8-15 exam is available Monday, 5/2 (around 8:00am) through 9:00pm on Wednesday, 5/4. It can be taken any time during this period, but it is due NO LATER THAN 9:00pm on Wednesday, 5/4z.

You can complete assignments on your own time each week with the exception of 1) Discussion Board assignments that are broken into two parts and 2) a phone conference with me and other classmates during week 6 (2/14-2/21). The conference will last approximately 30 minutes to 1.5

hours and we'll discuss various topics related to Chapter 6. I will offer 6 different conference times, and you can sign up for the time that works best for you. Times will be available for sign up during week 4. Information about the conference will be in the weeks 4, 5, and 6 packets. It will be fun!

FYI.....You are expected to write in a professional manner on Critical Thinking and Discussion Board assignments and to proofread responses before submitting them. Therefore, mechanical errors (i.e., grammar, spelling, capitalization, spacing, punctuation, omission of words) will constitute a deduction of points on these assignments. You will lose one point per error after the first two errors. There is no maximum number of deductions that can be made.

FYI.....You are expected to discuss issues and converse with classmates and your instructor in a respectful manner. While it is perfectly acceptable to disagree with someone or something, you must do so thoughtfully and with consideration for other's thoughts and feelings. I reserve the right to deduct any number of points from assignments if you fail to treat others with respect (including myself!).

FYI.....You are expected to use email in a respectful and professional manner. I reserve the right to not respond to emails written in a disrespectful manner OR emails sent in an inappropriate, unprofessional format. I also reserve the right to forward inappropriate emails to the Associate Dean of Social Sciences (Dr. Schopmeyer). In EACH email, you should include a greeting (Hi, Dear, Hello Mrs. Buchanan, Mrs. B, etc.), your name, and your section number. You should also put a brief description of the subject of your message in the subject line. Under no circumstances should you write in texting format or in all capital letters (this indicates you are shouting). Thank you very much for your cooperation here! Please ask if you have any questions.

IMPORTANT: It is YOUR responsibility to keep up with the readings and the course work. After the due date has passed and the new packet for the upcoming week is made available to you, you will no longer be able to complete the previous week's assignments. You will NOT be able to submit late work. Please keep up with your assignments!

DROP POLICY: If you stop "attending" class for any reason, it is YOUR responsibility to officially drop the course. The last day to drop 15-week Winter 2011 courses is Thursday, 3/31. Any student who stops attending and does not officially drop the course will earn an "E" on his/her transcript.

You Will Need the Following Materials for this Course (study guides are optional):

1. Belsky, J. (2010). *Experiencing the Lifespan (2nd ed.)*. New York, NY: Worth. Yes, you need a book! There are several on reserve at the HFCC library if you ever need them. You can also check out www.hfccbookswap.org to buy books from fellow students. Chegg.com rents textbooks, and google books is also easy to use.
2. Video Toolkit Access. **This is just access to chapter videos online through Worth Publishers.** It's not a book, magazine, etc. It's simply online access to chapter videos. This is a requirement, since the weekly post-tests will have questions from these videos. You can purchase access separately at the HFCC bookstore, OR it comes free when you purchase a new text at the HFCC bookstore, OR you can purchase access directly from Worth Publishers at www.worthvideotoolkit.com. *If you chose this option, you need to first specify "Developmental Psychology" after you get to the homepage. Then, go to the bottom left of the login screen and click the link to purchase a code (orange, rectangular link). It should be \$18.95. Specific directions on how to join my class and to view the videos are in the Getting Started packet in the Course Materials section. Please get this ASAP so you don't miss out on important information! Videos begin with Chapter 2 assignments.

So What Should You Do Now?

1. Make sure you understand everything in this document, in the course schedule (following), and in the syllabus (following). Print them out and put them in a safe, easily accessible location. Email me if you have questions.
2. Purchase the textbook and video toolkit access for the course.
3. Mark all due dates on your calendar. Remember, you are responsible for keeping track of them!
4. Log in to UCompass. Directions for finding your username and password are at the top of this page. You will have access to our course around 9:00am on Monday, 1/10. Please do not email me about assignments until after you have gotten into the class.
5. Make sure you have the technical components necessary to take this course. This information is on page 1 of this document.
6. Log into the class on Monday, 1/10 and start your assignments. Go to the "Course Materials" section and then click on the "Getting Started" packet. Once you complete those assignments, go to the "Chapter 1" packet and then the "Chapter 2" packet and complete those assignments. All assignments in the Getting Started, Chapter 1, and Chapter 2 packets are due no later than 9:00pm Monday, 1/24. Once this due date passes, you CANNOT complete these assignments.
7. Spend some time looking around our course and UCompass. You should become familiar with the different sections and layout of the class.
8. Have fun!

You will get from the class exactly what you put into it. It's going to be time consuming and it will move quickly, but I really think you will enjoy the content and activities. Contact me at any time with any questions or concerns you have (albuchanan@henryford.ucompass.com). Communication is absolutely essential in an online course, so please check your UCompass email and the announcements regularly. Again, have fun!

Best Regards,

Mrs. B, Mrs. Buchanan, Mrs. Alison, or Alison (whatever you're most comfortable with)

PSY 253 Course Topic Outline Winter 2011

<p>Chapter 1 - Week 1 (1/10-1/24)</p>	<p>1. Becoming familiar with the course... (Course Information Quiz in the "Getting Started" Packet) 2. Getting to know your classmates and instructor on the Discussion Board! 1. Gathering the "foundations" of lifespan development (Chapter 1)</p> <p>3 Assignments: Course Information Quiz, Introduction Discussion Board & Chapter 1 Post-Test</p>	<p>Assignments are due by 9:00pm on Monday, 1/24 (same due date as Chapter 2 assignments)</p>
<p>Chapter 2 - Week 2 (1/17-1/24)</p>	<p>Prenatal Development, Pregnancy, & Birth: What happens in the 40 weeks before birth? And in the moments after? (Chapter 2)</p> <p>1 Assignment: Chapter 2 Post-Test</p>	<p>Assignments are due by 9:00pm on Monday, 1/24</p>
<p>Chapter 3 - Week 3 (1/24-1/31)</p>	<p>Infancy - Physical & Cognitive Development: How quickly does a baby's brain grow? What can newborns see and smell? <i>What</i> do babies think about? (Chapter 3)</p> <p>1 Assignment: Chapter 3 Post-Test</p>	<p>Assignments are due by 9:00pm on Monday, 1/31</p>
<p>Chapter 4 - Week 4 (1/31-2/7)</p>	<p>Infancy - Socioemotional Development: What is attachment and how is it formed? Which choice of child care is best? (Chapter 4)</p> <p>2 Assignments: Chapter 4 Post-Test & Sign up and Prepare for Upcoming Chapter 6 Phone Conference</p>	<p>Assignments are due by 9:00pm on Monday, 2/7</p>
<p>Chapter 5 - Week 5 (2/7-2/14)</p>	<p>Childhood - Physical & Cognitive Development: What motor skills do kids have at this age? Why is make-believe so fun? (Chapter 5)</p> <p>3 Assignments: Chapter 5 Post-Test, Educational Toys/Games Discussion Board, & Prepare for Upcoming Chapter 6 Phone Conference</p>	<p>Assignments are due by 9:00pm on Monday, 2/14</p>
<p>Chapter 6 - Week 6 (2/14-2/21)</p>	<p>Childhood - Socioemotional Development: Emotions & personality are so important! (Chapter 6)</p> <p>2 Assignments: Chapter 6 Post-Test & Participate in Chapter 6 Phone conference</p>	<p>Assignments are due by 9:00pm on Monday, 2/21</p>
<p>Chapter 7 - Week 7 (2/21-2/28)</p>	<p>Childhood - Settings for Development: Home & School: How much do parents matter? What are the pros and cons of spanking? How prevalent is child abuse? (Chapter 7)</p> <p>1 Assignment: Chapter 7 Post-Test</p>	<p>Assignments are due by 9:00pm on Monday, 2/28</p>
<p>Chapter 8 - Week 8 (2/28-3/14)</p>	<p>Adolescence - Physical Development: What changes occur during puberty and how do they affect self-esteem and body image? (Chapter 8)</p> <p>2 Assignments: Chapter 8 Post-Test & Midterm Exam*</p> <p>*Midterm Exam is available Sunday, 3/13-Tuesday, 3/15. It is due NO LATER THAN 9:00pm on Tuesday, 3/15</p>	<p>Assignments are due by 9:00pm on Monday, 3/14 (extra time due to Spring Break)</p> <p>Midterm Exam available Sunday, 3/13-Tuesday, 3/15</p>

Chapter 9 - Week 9 (3/14-3/21)	Adolescence – Cognitive and Socioemotional Development: How different is the teenage brain? How important are teenage relationships? (Chapter 9) <i>1 Assignment: Chapter 9 Post-Test</i>	Assignments are due by 9:00pm on Monday, 3/21
Chapter 10 - Week 10 (3/21-3/28)	Emerging Adulthood – Constructing an Adult Life: The endless search for identity, a career, and love.....(Chapter 10) <i>1 Assignment: Chapter 10 Post-Test</i>	Assignments are due by 9:00pm on Monday, 3/28
Chapter 11 - Week 11 (3/28-4/4)	Early Adulthood – Relationships and Roles: Love and marriage, love and marriage, go together like a horse and carriage.....(Chapter 11) <i>1 Assignment: Chapter 11 Post-Test</i>	Assignments are due by 9:00pm on Monday, 4/4
Chapter 12 - Week 12 (4/4-4/11)	Middle Adulthood – Midlife: Is it time for a crisis? What about becoming a grandparent? (Chapter 12) <i>2 Assignments: Chapter 12 Post-Test & Midlife Discussion Board</i>	Assignments are due by 9:00pm on Monday, 4/11
Chapter 13 - Week 13 (4/11-4/18)	Later Life – Cognitive and Socioemotional Development: Does memory really decrease with age? Is it time for retirement yet? (Chapter 13) <i>2 Assignments: Chapter 13 Post-Test & Interview with a Later Life Adult (Critical Thinking)</i>	Assignments are due by 9:00pm on Monday, 4/18
Chapter 14 - Week 14 (4/18-4/25)	Later Life – The Physical Challenges of Old Age: What <i>really</i> happens? (Chapter 14) <i>2 Assignments: Chapter 14 Post-Test & Interview with a Later Life Adult (Critical Thinking - Continued from last week)</i>	Assignments are due by 9:00pm on Monday, 4/25
Chapter 15 - Week 15 (4/25-5/2)	Later Life – Death and Dying: The end of an era (Chapter 15) <i>3 Assignments: Chapter 15 Post-Test, "Ideal Age" Discussion Board & Extra Credit Quiz</i>	Assignments are due by 9:00pm on Monday, 5/2
Chapters 8-15 Exam - Week 16 (5/2-5/4)	Chapters 8-15 Exam (Available Monday, 5/2 through 9:00pm Wednesday, 5/4)	The exam is due by 9:00pm WEDNESDAY, 5/4

The course syllabus is on the next several pages...

Henry Ford Community College
PSY 253 (3 credit hours): LIFESPAN DEVELOPMENT (Winter 2011)
Section 96: Online

Instructor: Alison Buchanan **Office:** L-105 **Office Phone:** 313-317-6511 **Email:** albuchanan@henryford.ucompass.com
Office Hours: Tuesday and Thursday 9:00-9:30am and 2:15pm-3:45pm; Wednesday 11:15am-3:15pm

I. CATALOG DESCRIPTION:

The study of change in behavior and mental processes as a function of aging throughout the life span. The course begins with prenatal concerns and progresses through the years of infancy, childhood, adolescence, adulthood and aging. Course content includes theory and research associated with biological, cognitive, affective and social development. Prerequisite: C or better in Psychology 131

II. REQUIRED TEXTBOOK & VIDEO TOOLKIT ACCESS: Textbook: Belsky, J. (2009). *Experiencing the Lifespan (2nd ed.)*. New York, NY: Worth.

Video Toolkit Access: **This is just access to chapter videos online through Worth Publishers.** It's not a book, magazine, etc. It's simply online access to chapter videos. This is a requirement, since the weekly post-tests will have questions from these videos. You can purchase access separately at the HFCC bookstore, OR it comes free when you purchase a new text at the HFCC bookstore, OR you can purchase access directly from Worth Publishers at www.worthvideotoolkit.com. *If you chose this option, you need to first specify "Developmental Psychology" after you get to the homepage. Then, go to the bottom left of the login screen and click the the link to purchase a code (orange, rectangular link). It should be \$18.95. Specific directions on how to join my class and to view the videos are in the Getting Started packet in the Course Materials section. Please get this ASAP so you don't miss out on important information!

III. COURSE OBJECTIVES

A. Introduction

1. Describe the main theories in developmental psychology.
2. Describe the role of heredity and environment in the development process.

B. Prenatal Development and Birth

1. Identify the changes in growth and development through the germinal, embryo and fetal stages.
2. Identify teratogens detracting from normal prenatal growth and development.
3. Identify approaches to prenatal risk reduction and to possible birth complications.

C. Infants and Toddlers

1. Identify the physical, cognitive and psychosocial developments at this stage.
2. Identify the probable and possible causes of developmental change.
3. Identify the reasons for disturbance in adjustment.
4. Identify techniques for observing and describing human behavior, cognition, and psychological maturity.

D. The Play Years

1. Identify the physical, cognitive and psychosocial developments at this stage.
2. Identify the probable and possible causes of developmental change.
3. Identify the reasons for disturbance in adjustment.
4. Identify techniques for observing and describing human behavior, cognition, and psychological maturity.

E. The School Years

1. Identify the physical, cognitive and psychosocial developments at this stage.
2. Identify the probable and possible causes of developmental change.
3. Identify the reasons for disturbance in adjustment.
4. Identify techniques for observing and describing human behavior, cognition, and psychological maturity.

F. Adolescence

1. Identify the physical, cognitive and psychosocial developments at this stage.
2. Identify the probable and possible causes of developmental change.
3. Identify the reasons for disturbance in adjustment.
4. Identify techniques for observing and describing human behavior, cognition, and psychological maturity.

G. Early Adulthood

1. Identify the physical, cognitive and psychosocial developments at this stage.
2. Identify the probable and possible causes of developmental change.
3. Identify the reasons for disturbance in adjustment.
4. Identify techniques for observing and describing human behavior, cognition, and psychological maturity.

H. Middle Adulthood

1. Identify the physical, cognitive and psychosocial developments at this stage.
2. Identify the probable and possible causes of developmental change.
3. Identify the reasons for disturbance in adjustment.
4. Identify techniques for observing and describing human behavior, cognition, and psychological maturity.

I. Late Adulthood

1. Identify the physical, cognitive and psychosocial developments at this stage.
2. Identify the probable and possible causes of developmental change.
3. Identify the reasons for disturbance in adjustment.
4. Identify techniques for observing and describing human behavior, cognition, and psychological maturity.

IV. METHODS OF INSTRUCTION

- A. Reading assignments
- B. Group "discussions" on the Discussion Board
- C. Post-Tests & Exams
- D. Critical thinking activities

- E. Practice activities

V. COURSE EVALUATION

- A. Post-Tests: You will complete 1 chapter post-test (done after reading and completing other assignments, including watching the videos on the Worth Video Toolkit website) each week. There are a total of 16 tests, and each test is worth 15 points for a total of 240 points toward the final grade (16 tests X 15 points each)*. Each test is timed (20 minutes) and can be reset one time before the due date (The 20-minute time limit applies to EACH attempt. You will lose 1 point per minute over the 20 minutes). The second attempt will have some new questions mixed in with the old questions, and your score on the 2nd attempt is the one that gets recorded in the gradebook. The system does not record answers from the 1st attempt if a test is reset.

*The first test is a Course Information Quiz that just covers information about class policies, the syllabus, the course schedule, etc. (It does not include information from the text).

- B. Exams: You will take two exams worth 35 points each (both have 35 multiple choice questions). The first covers Chapters 1-7 during week 8/week 9 and the second covers Chapters 8-15 during finals week. They are worth 70 points toward the final grade. If either exam is not passed with a 60% or better, you cannot receive an "A" in the course regardless of the current course grade.

The exams will be made available *only* on the dates recorded in the schedule. They are timed (40 minutes) and can only be accessed once. This means that once you access them (click on the link), you **MUST** take them at that time. You cannot open the test, view it, close it, and come back to it later. There are **NO** exceptions to this rule! You must take the test on a computer with a strong Internet connection and when the weather is calm. **There is no makeup for either exam if you 1) "forget" to take it by the due date or 2) if you start it too late to finish by the due date.**

- C. Critical Thinking Assignments: You will complete 2 assignments designed to promote critical thinking about various topics. These assignments are worth 30 points total. You are expected to write in a professional manner on these assignments and to proofread responses before submitting them. Therefore, mechanical errors, (i.e., grammar, spelling, capitalization, spacing, omission of words) will constitute a deduction of points on these assignments (there is no maximum number of points that can be deducted). You are also expected to discuss issues and converse with classmates and your instructor in a respectful manner. While it is perfectly acceptable to disagree with someone or something, you must do so thoughtfully and with consideration for other's thoughts and feelings. Points can be deducted for failure to conduct yourself in a professional and respectful manner. There is no maximum number of points that can be deducted.

- E. Discussion Board: You will respond to questions and converse with classmates through 4 *written* assignments on the Discussion Board. These assignments are worth 10 points each for a total of 50 points toward the final grade. Students are expected to write in a professional manner on these assignments and proofread responses before submitting them. Therefore, mechanical errors (i.e., grammar, spelling, capitalization, spacing, omission of words) will constitute a deduction of points on these assignments (there is no maximum number of points that can be deducted). You are also expected to discuss issues and converse with classmates and instructor in a respectful manner. While it is perfectly acceptable to disagree with someone or something, you must do so thoughtfully and with consideration for other's thoughts and feelings. Points can be deducted for failure to conduct yourself in a professional and respectful manner. There is no maximum number of points that can be deducted.

- F. Extra credit – You can earn a maximum of 10 extra credit points through one extra credit quiz given during week 15. Although more points may be offered and earned, you can **ONLY** count 10 extra credit points toward the final grade. This extra credit quiz is completely voluntary and cannot be made up in the event of a missed due date. (Extra points earned on post-tests **DO NOT** count toward these 10 points.)

IMPORTANT: If you choose to submit answers close to due dates for post-tests, exams, and critical thinking assignments, it is possible those answers will not get recorded in the system. This is due to the fact that the UCompass clock and your computer clock are probably different. If you try to submit answers right before assignments close and the gradebook shows a zero for the assignments, you will earn a zero. I will **NOT** go into your assignments to see if the system recorded answers because you waited until the last minute to submit. **PLEASE** plan accordingly!

VI. ATTENDANCE POLICY

Student attendance is required and expected. If you are not attending to the lessons and activities, you are not in class. If you were taking this course on campus, you would be coming to class 2 days a week for approximately 1.5 hours a day. In addition to the class time you would also have assignments to do. The time frame for this class is no different. You will need to do something for this class every day or two (e.g., check announcements, UCompass email, Course Materials, etc.). We are covering 15 chapters in 15 weeks, so do not get behind!

Each week (Monday morning) you will access new assignments in the form of a “packet” in the **Course Materials** section of our course. There are 17 packets total (Getting Started, 16 Chapters, and the Chapters 8-14 Exam), and 1 packet will be available at a time. To access the materials in each packet, simply click the title of the packet. Each packet contains weekly assignments for one chapter from the text. Packets for each week “turn on” (become available) Monday between 8:00-9:00am and “turn off” the following Monday evening at 9:00pm. The exception to this is the midterm and Chapters 1-7 exam. **All packets are only open for one week at a time (with the exception of the midterm & final exam)**, so you must complete all activities for that week *during that week*. **Once a packet “turns off”, its assignments for that week cannot be completed.** Therefore, you should not wait until the last part of each week to do the scheduled activities for the packet. You will get behind if this happens, and your grade will most likely suffer. We are covering 15 chapters in 15 weeks, so you must attend this class regularly. **YOU ARE RESPONSIBLE FOR ALL MATERIAL DISCUSSED AND PRESENTED IN THE TEXT AND IN SUPPLEMENTAL MATERIALS.**

IMPORTANT: Should you experience issues with your computer or Internet service, you must use the computers at HFCC or any public library. **Please note that if you experience technical issues with your computer and/or the Internet, it is YOUR problem and YOUR responsibility to find another computer to use. You are STILL responsible for assignments regardless of the status of your computer. Because of this, you should not wait until the last minute to complete assignments.**

If you encounter any issue that may prevent you from completing assignments on time, you should contact me ASAP. Do not wait weeks after a situation or contact me right before the end of the semester. **I may or may not allow you extra time, depending on your situation.** Decisions will be made on a case by case basis, but hospitalization of family members (other than yourself as the student) and funerals do not automatically constitute extra time for assignments. You will need to provide a verifiable excuse *should I allow you extra time*. I expect you to complete all assignments by the specified due dates. In most cases, I will not extend due dates. I have to be fair to everyone, and sticking to due dates is one way to be fair. I am not kidding about this and take it very seriously!

In the event of an emergency (e.g., serious sickness, hospitalization), students should contact the instructor (or have someone else do it) to inform her about the student’s absence and to make arrangements for turning in assignments. Written, verifiable documentation of the incident/situation must be provided via email or fax. The message should be sent as soon as possible.

Assignments will only be accepted through worksheets, the Discussion Board, and/or Course Folders (as they are set up). They will NOT be accepted through email unless directed to do so. Please be aware the instructor is not responsible for lost work or for work needing to be resubmitted. Students must save copies of their completed work and keep them until a grade has been given **for the semester**.

VII. ACADEMIC INTEGRITY

The instructor strongly encourages study groups; however, students are expected to complete their own assigned homework, quizzes, critical thinking, discussion board, etc. Sharing work with classmates and copying work from others (classmates, authors, artists, websites, etc.) constitutes cheating and plagiarism. Neither cheating nor plagiarizing will be tolerated. Both will be punished with a grade of zero on the questioned work and may result in failure of the course. Please refer to the HFCC college catalog for more information. All students are required to sign an Academic Integrity Form at the beginning of the semester.

VIII. ACCOMMODATIONS FOR SPECIAL NEEDS

If students need an academic accommodation because of a disability, please advise the instructor. Make an appointment as soon as possible to verify the disability and arrange accommodations with Assisted Learning Services (313-845-9617).

IX. ADDITIONAL IMPORTANT INFORMATION: Students are responsible for dropping the course by Thursday, 3/31 (last date to drop 15-week classes). The instructor will not drop students after this drop date. **Please DO NOT ask for a drop after this date unless you have previously been in contact with me about a situation Any student who stops “attending” class for any reason and does not officially drop the course will earn an “E” on his/her transcript.** Please talk with me on a regular basis so I can help you succeed!

FYI.....You are expected to write in a professional manner on Critical Thinking and Discussion Board assignments and to proofread responses before submitting them. Therefore, mechanical errors (i.e., grammar, spelling, capitalization, spacing, punctuation, omission of words) will constitute a deduction of points on these assignments. You will lose one point per error after the first two errors. There is no maximum number of deductions that can be made.

FYI.....You are expected to discuss issues and converse with classmates and your instructor in a respectful manner. While it is perfectly acceptable to disagree with someone or something, you must do so thoughtfully and with consideration for other’s thoughts and feelings. I reserve the right to deduct any number of points from assignments if you fail to treat others with respect (including Mrs.B). There is no maximum number of deductions that can be made.

FYI.....You are expected to use email in a respectful and professional manner. I reserve the right to not respond to emails written in a disrespectful manner and/or emails sent in an inappropriate, unprofessional format. I also reserve the right to forward inappropriate emails to the Associate Dean of Social Sciences (Dr. Schopmeyer). Whatever you say in an email, you should feel comfortable saying to me in person. In EACH email, you should include a greeting (Hi, Dear, Hello Mrs. Buchanan, Mrs. B, etc.), your name, and what class you are in (I have 6 different classes). You should also put a brief description of the subject of your message in the subject line AND sign your name at the end of the message.

Under no circumstances should you write in texting format or in all capital letters (this indicates you are shouting). Thank you very much for your cooperation here! Please ask if you have any questions.

X. GRADING PROCEDURE

Grading is on a point system with 380 possible points and is on a 10-point scale.

<u>Assignments</u>		<u>Grading Scale</u>	
Post Tests	= 240 points	380 – 341 = A	(90% – 100% = A)
Exams	= 70 points	340 – 303 = B	(80% – 89% = B)
Critical Thinking	= 30 points	302 – 265 = C	(70% - 79% = C)
Discussion	= 40 points	264 – 227 = D	(60% - 69% = D)
Total	= 380 points	< 227 = E	(59% or less = E)

Grades are calculated as follows:

1. Add the total number of **points earned** for all assignments.
2. Add the total number of **points possible** for all assignments.
3. Divide the total number of **points earned** by the total number of **points possible**.
4. Multiple this number by 100. This number is the grade, which is the percentage based on a 100-point scale. In other words, if the number is a 94, the grade is a 94%, or a A. If the number is an 82, the grade is an 82%, or a B. The grade will be rounded to the nearest tenth (numbers 5 and above are rounded up while numbers 4 and below are rounded down). For example, if the percentage is 79.7 it will be rounded up to a 80%. An 80% is a "B-". If the percentage is 79.4 it will be rounded down to a 79%. A 79% is a C+.

Here's a Grade Calculation Example:

1. Clark earned the following points:
3. Divide **points earned** by **points possible**: $342/380 = .90$
4. Multiply .90 by 100 = 90% (A-)

Post-Tests	= 205 points
Exams	= 60 points
Critical Thinking	= 29 points
Discussion Board	= 38 points
Extra Credit	= 10 points
Total	= 342 points

2. Following are the *total points possible* for all assignments during Clark's class:

Post-Tests	= 240 points
Exams	= 70 points
Critical Thinking	= 30 points
Discussion Board	= 40 points
Extra Credit	= DO NOT COUNT HERE
Total	= 380 points

XI. TENTATIVE COURSE SCHEDULE – The instructor reserves the right to change the schedule as necessary

January 10-24	Week 1 Packet Available: Chapter 1: Assignments for this week are due by 9:00pm on 1/24 (Monday)
January 24	Last day for a 50% Refund & No Record Drop on 15-Week Winter 2011 Classes
January 17-January 24	Week 2 Packet Available: Chapter 2: Assignments for this week are due by 9:00pm on 1/24 (Monday)

January 24-31	Week 3 Packet Available: Chapter 3: Assignments for this week are due by 9:00pm on 1/31 (Monday)
January 31-February 7	Week 4 Packet Available: Chapter 4: Assignments for this week are due by 9:00pm on 2/7 (Monday)
February 7-14	Week 5 Packet Available: Chapter 5: Assignments for this week are due by 9:00pm on 2/14 (Monday)
February 14-21	Week 6 Packet Available: Chapter 6: Assignments for this week are due by 9:00pm on 2/21 (Monday)
February 21-28	Week 7 Packet Available: Chapter 7: Assignments for this week are due by 9:00pm on 2/28 (Monday)
February 28-March 14	Week 8 Packet Available: Chapter 8: Assignments for this week are due by 9:00pm on 3/14 (Monday)
March 13-15	The Chapters 1-7 Exam is available. It can be taken any time during these days as long as answers are submitted by 9:00pm on 3/15 (You cannot just start the exam by 9:00pm; you must complete the exam by this time). Good luck!
March 14-21	Week 9 Packet Available: Chapter 9: Assignments for this week are due by 9:00pm on 3/21 (Monday)
March 21-28	Week 10 Packet Available: Chapter 10: Assignments for this week are due by 9:00pm on 3/28 (Monday)
March 28-April 4	Week 11 Packet Available: Chapter 11: Assignments for this week are due by 9:00pm on 4/4 (Monday)
March 31	Last day to officially drop 15-Week Winter 2011 Classes
April 4-11	Week 12 Packet Available: Chapter 12: Assignments for this week are due by 9:00pm on 4/11 (Monday)
April 11-18	Week 13 Packet Available: Chapter 13: Assignments for this week are due by 9:00pm on 4/18 (Monday)
April 18-25	Week 14 Packet Available: Chapter 14: Assignments for this week are due by 9:00pm on 4/25 (Monday)
April 25-May 2	Week 15 Packet Available: Chapter 15: Assignments for this week are due by 9:00pm on 5/2 (Monday)
May 2-4	The Chapters 8-14 Exam is available. It can be taken any time during these days as long as answers are submitted by 9:00pm on 5/4 (You cannot just start the exam by 9:00pm; you must complete the exam by this time). Good luck!

XII. GRADE CALCULATION SHEET: Record grades below and keep track of them during the course. Points earned are listed in the "Student Score" column (the first column) of the Grades/Progress section of UCompass.

<u>Assignment</u>	<u>Points Earned</u>	<u>Points Possible</u>
A. Post-Tests (240 points)		
Week 1 (Course Information Quiz)		15
Week 1 (Chapter 1)		15
Week 1 (Chapter 2)		15
Week 2 (Chapter 3)		15
Week 2 (Chapter 4)		15
Week 3 (Chapter 5)		15
Week 3 (Chapter 6)		15
Week 3 (Chapter 7)		15
Week 4 (Chapter 8)		15
Week 4 (Chapter 9)		15
Week 4 (Chapter 10)		15
Week 5 (Chapter 11)		15
Week 5 (Chapter 12)		15

Week 6 (Chapter 13)		15
Week 6 (Chapter 14)		15
Week 7 (Chapter 15)		15
B. Chapters 1-7 Exam		35
Chapters 8-15 Exam		35
C. Critical Thinking (30 points)		
Week 6 - Chapter 6 (Phone Conference)		20
Week 13 & 14 (Interview with a Later Life Adult)		10
E. Discussion Board (40 points)		
Week 1 - Chapter 1 (Introduction)		10
Week 5 - Chapter 5 (Educational Games/Toys)		10
Week 12 - Chapter 12 (Sex at Midlife)		10
Week 15 - Chapter 15 (Ideal Age)		10
F. Extra credit (10 points maximum)		
#1 (Quiz)		N/A
Totals		380

The following are FYIs about the UCompass gradebook. PLEASE read them carefully and then ask questions if you have them.

FYI #1: The percentage and grade shown in UCompass will not be 100% accurate. That is why you need to keep track of your grades with the Grade Calculation Sheet on the next page. One issue is that each post-test is worth 15 points (per Section V above) but has 16 questions on it. (In other words, the **points possible** for each post-test are actually 15 even though you can earn more than 15 points). Any points earned above 15 are actually extra points. However, the gradebook does not “understand” this, and it assumes that if a post-test has 16 questions on it, the points possible are 16. I cannot “tell” the system that points earned above 15 are extra, but it is definitely to your benefit to have more than 15 questions. For example, if you take a post-test with 16 questions and earn 14 points, your percentage is a 93% (14 divided by 15). It's NOT an 87.5%, which is what you get if you divide 14 by 16. So.....to find your **points earned**, you need to read the 1st column in the gradebook, which is called the “Student Score”. DO NOT go by the 3rd column called “Gradebuilder Points Earned”. I'm not sure where the numbers in this column come from. To find your current percentage at any time during the semester, please follow the instructions above in Section X, Grading Procedure.

A second issue is that the percentage shown is a reflection of your score on “*attempted*” assignments and not on “*all required*” assignments. If you miss a required assignment, the system will adjust your score to show your percentage on those assignments you actually completed rather than all assignments.

FYI #2: The last column, “Date Submitted”, will only show the time and date you submit post-test answers, extra credit quiz answers, Critical Thinking answers, and exam answers. If you submit answers for any of these assignments but nothing appears in the “Date Submitted” column, something is wrong and you should contact your instructor.

The “Date Submitted” Column will NOT show time and date submissions for Discussion Board assignments or Critical Thinking assignments. The column will appear as an “NA”. I'm not sure why, so please don't ask. The only way to tell if you submitted your DB

responses correctly is to go to the Discussion Board itself and look at all of the responses. If your responses are not there, you have submitted them incorrectly. Be careful about modifying a post after the due date. Anything you do to the post will change the date and time.

FYI #3: You will not see a score in the first column (Student Score) for DB assignments and Critical Thinking assignments until I have manually graded them. Until a grade is assigned, it will look like this: "Not submitted / Points possible" (DB and CT). Please do not panic as long as you can see your responses on the DB. Please be patient as it may take several weeks for the grades to appear.