NORTH FLORIDA COLLEGE

Human Development ONLINE Syllabus
Summer 2024

Course Information

Course Title: Human Development

CRN: 30022-1

Course number with Section: DEP 2024

Course Description: This course is a survey of the development of language, personality,

intelligence and motor functions from the prenatal period to old age and death

Course Location: ONLINE

Course Day and Time: Mon to Thu 10:00 – 12:00 am

Prerequisites: Successful completion of NFC developmental reading and writing course options or appropriate reading and writing placement scores on a post-secondary readiness test. Exemptions may exist; consult an academic advisor.

Corequisites: NONE

Instructor Information

Name: Dr. Palomino

Office Location: ONLINE

Office Hours: Monday to Thursday 10:00 – 12:00 am

Phone Number: (850) 973-9425

Email: palominod@nfc.edu

Instructor Response Time for Phone/Email: **I will be checking my e-mail and voicemail messages daily and will be responding to your e-mail and voice mail messages as soon as I can within 24 hours period.**

Any e-mails received on Friday's or during the weekend may not be responded to until the following Monday.

If you do not receive a response within the allotted time, please send a follow-up email

Response Time for Posting Grades on D2L: **Graded assignments will be posted in D2L gradebook within 24 hours after submission. For comprehensive labs feedback and grades allow 2 weeks**

Department Chair: **Mrs. Michelle Ginn**

Department Chair Email: **ginnm@nfc.edu**

Required Curriculum/Textbook and Course Materials

Required Textbook:

Connect Access card for **Lifespan Development, Santrock, J. W. 19 Ed**. *ISBN: 9781265277208*
To register the access card number for this course, use the link provided by the instructor in D2L content area under the heading textbook information.
Special NOTE: All Connect assignments are open from the beginning of the semester, but each assignment has a due date. Make sure to complete all the Connect assignments ON TIME. Sometimes Connect will allow you to complete the work after the due date for study and practice purposes, but <u>NO GRADE</u> *will be awarded. NO exceptions*

Required Course Materials/Supplies:

You need to have access to reliable computer and internet services to research and complete major assignments. Not having the above resources does not constitute an excuse for not turning in assignments. NFC offers several lab hours in the computer lab and the library on a weekly basis.

Minimum Technological Requirements and Skills:

You are expected to have the ability to surf internet for research purposes, to communicate through e-mail and Microsoft Office. Students must be able to use D2L, create and submit files using word processing programs, and using PowerPoint etc.

Required Textbook: Your course is included in the Follett Access Program. You will receive an email regarding your textbook from Follett, the NFC bookstore. Through Follett Access, your textbook and materials are less costly, and they are automatically in your D2L course on the first day of class. If you choose to opt out of this program, you will need to follow the process on the email you receive, and you will be responsible for purchasing all required materials for this course. If you have any questions regarding this process, please contact support at
https://customersupportcenter.highered.follett.com/hc/en-us.

Grading Policy and Assessment Methods

2 Unit test .... 100 points each (200 total)

1 Comprehensive final exam .... 200 points

1 Comprehensive Lab …………………………………………………………………….100 points (100 points)

6 Connect Assignments ....50 points each- 300 points

5 Discussion Postings …………………………………………………………………………..…40 points each (200)

Total points possible - 1000

Grading Scale:

A   100 - 90 (900 - 1000 points)

B   89 - 80 (899 - 800 points)

C   79 - 70   (799 - 700 points)

D   69 -60   (699 - 600 points)

F   Below 60 percent (0 - 599 points)

Mid Term and/or Final Exam Information:

The Comprehensive Final Exam will be on **Tuesday July 16th.** The test will open at 12:05 am and it will close the same day at 11:55 pm. You can access the test at any time during these hours, but once you open it you have two hours to complete it. All tests for this course will be on Connect.

Outcomes/Objectives

GENERAL EDUCATION PROGRAM LEARNING OUTCOMES/OBJECTIVES

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems, and values specific to time and place.
4. **Technology:** Students will demonstrate competence in the use of technology appropriate to course and/or circumstance.

PROGRAM LEARNING OUTCOMES/OBJECTIVES

1. Apply the dimensions of study of the Human Development in real-life situation

2. Select and critically analyze resources as they apply to developmental issues

3. Evaluate the role and value of technology in the human development cycle

4. Evaluate and describe how the use of technology contributes to quality of life

Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

Course Level SLO #	Gen Ed/Program Outcome #	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1	1	Assess by objective test, engage in meaningful class/online discussion, research, select and critically analyze journal articles and develop case situations focused on developmental issues
1	2,3,4	Conduct a 2- hour interview of an elderly person to evaluate the social, ethical and legal implications of the aging process I a written report. Evaluate and critically analyze academic literature focused on the role of technology in the improvement of quality of life in later years

Course Content and Schedule

May 20 24 Welcome and introductions **(make sure to take the attendance quiz in D2L by May 24th by 11:55 pm)**

May 30th (Ch. 1-2) ***Connect/Plus Discussion Posting #1***

*June 13th (**Ch. 4- 5) **Connect/ Plus Discussion Posting #2***

*June 13th (**Ch. 7 -8) **Connect***

June 18 Test #1

*June 20th (**Ch. 9 - 10) **Connect /Plus Discussion Posting #3***

June 27th (Ch. 11 - 12) ***Connect /Plus Discussion Posting #4***

July 1st. Comprehensive Lab Due

July 3rd Test #2

July 11th (Ch. 13 - 14) ***Connect/Plus Discussion Posting #5***

Final Exam: Tuesday July 16th. **The test will open at 12:05 am and it will close at 11:55 pm the same day. All tests for this course will be in CONNECT.**

Early Alerts: June 11th & 12th

Description of Assignments

Tests: You will have a total of 2 Unit tests. Each test will cover online discussions and readings from the textbook. In addition, you will have a ***Comprehensive Final Exam*** at the end of the semester which covers all the chapters we have reviewed in this course. **All tests for this course will be in Connect.**

Comprehensive Lab: You will complete a comprehensive lab assignment in which you will have the opportunity to apply what you have learned in class discussions, readings from the textbook and

academic journals. Descriptions of this assignment are in D2L checklist under the heading Course Resources.

6 Connect Assignments: *You read and complete the weekly interactive smart-book activities for each module for a grade. Read carefully the open and closing time for these online assignments.*

5 Discussion Questions: You will complete a total of 5 posting assignments based on your test book readings and other academic resources in which you will have the opportunity to analyze and apply your learning. Your posting MUST contribute to the class discussion, and it must reflect your own words and thinking, not a repetition of the book material. *Each posting when assigned, will open on Monday at 8:00 am and it will close Thursday of the same week at 11:55 pm. Providing quality feedback to your peers is a critical part of your grade, so postings and feedback submitted **after 5:00 pm** on the day due will be considered late. You can post and provide feedback after 3:00 pm, but you will be penalized with 10 points deduction.*

You must provide MEANINGFUL feedback to at least one of your peers. Citing your references is a critical part of your discussion posting, **failure to cite references will cost you a 10 points deduction.**

NFC Course Policy Statements

At the beginning of the semester, the instructor must report "no show" to students for this course. "No show" indicates the student will be removed from the course. To be considered as attending the online course, the student must log in to D2L and complete "Getting Started," step #1. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students' attendance in the course.

NFC Information and Policy Statements

Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at www.nfc.edu. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use www.turnitin.com to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

Assignments: *Each assignment for this class has a deadline. **No excused or unexcused late work will be allowed. Please note that failure to complete work on time is usually due to failure to start work in a timely manner. Assignments are available in advance for you to complete them early if necessary. It is***

recommended you complete assignments at least two days before the due date. <mark>***IF YOU EMAIL THE***</mark>
<mark>***INSTRUCTOR REQUESTING EXTENSIONS ON ASSIGNMENTS, YOU WILL BE REFERRED BACK TO THIS POLICY.***</mark>

My expectation is that you complete your own work. If you are caught cheating on a test or any other type of assessment, you will receive an automatic ZERO and may face further consequences as outlined in the NFCC student handbook. If you are caught cheating for the second time, this could result in course failure.

Plagiarism: Is a form of academic dishonesty. It consists of copying a portion or full portions of text from any textbook, professional journals, website, periodicals, or any other type of printed materials and then attempt to present is as your own work neglecting to give credit to the original author (s).

If proven that you have incurred plagiarism, you will receive a ZERO for the assignment and will be referred to the Office of Academic Affairs. Turn-It-In plagiarism detector is active for the D2L drop boxes which you will use to submit major assignments for this class.

Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces

that are lined in <u>white</u>. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. <u>Students are not allowed to park in these spaces.</u> Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense ($85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**. <u>**There will be no second warning**</u>. Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Fall/Spring Term
Monday – Thursday 8:00 a.m. – 7: 00 p.m.
Fridays 8:00 a.m. – 4:30 p.m.

Summer Term
Monday – Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, https://www.nfc.edu/learning-resources/. Wireless Internet is

also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.
Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

Walk-in and by appointment services: Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Fall/Spring Term
Monday – Thursday 8:00 a.m. – 5:30 p.m.
Fridays 8:00 a.m. – 4:30 p.m.

Summer Term
Monday – Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit https://guides.nfc.edu/asc.

Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu **or (850) 973-1719 and/or Brianna Kinsey at** kinseyb@nfc.edu **or (850) 973-9458.**

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / kinseyb@nfc.edu

Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodations and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (http://www.nfc.edu) or type the following URL into the Internet address bar: https://my.nfc.edu. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of College organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or paulkd@nfc.edu.

Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures, or practices on the basis of race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.
- Right to a fair and impartial hearing.
- Right to participate in Student Government.
- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations, and policies of the College.
- Expected to meet the course and graduation requirements of the students' program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with College rules, regulations and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.