

**Psychology**  
Northeast College

**Lifespan Human Development 2314**  
**3-Hour Lecture/48 hours per semester /16 weeks**  
**CRN: 77689; ThTH: 12:30 – 2:00**

**Instructor: Professor Tamara LeDuc**  
**Office: 8001 Fulton, Room 310**  
**Phone: 713-718-2423**  
**Office hours: By Appointment**  
**Email: Eagle Moodle – tamara.leduc**

**Start at the beginning with the end in mind**

From experience students who study and pass the Course Pre-quiz have a higher success rate of completing this course.

These documents in the orientation are necessary to have a successful semester and eliminate frustrations with Distance Education. It is recommended you print them and refer to it as needed.

Course documents can be found in the “Course Materials and Resource” web site on the homepage.

**Online Orientation and Exam**

**The online orientation and exam will be available on Saturday, January 14, 2012.** Located in the “Course Materials” web site is the pre-test. The assessment covers the material over the course documents located in the Course Materials and Resource webpage.

You may take the exam as many times as you wish. The exam will help you learn how to take an assessment (test) online and how to submit the assignments for grading. The course instructions and policies may help you in eliminating some confusion and frustration throughout the semester as you navigate your way through the course and Eagle Moodle.

**ONLY when you SUCCESSFULLY pass the exam will the course materials be released to you! I WILL NOT re-release the exam or course material if you do not pass the exam within the allotted time.**

In addition to extra credit, you have the opportunity to earn 10 points towards your **final grade** if you answer every question **CORRECTLY** within your first **TWO** attempts of the Orientation exam.

## **Psychology**

### Northeast College

**RESPONSE TIME:** Professor will respond to all students' inquiry within 24 hours during the standard business (Monday-Friday) week.

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>

### **Course Description**

PSYC 2314 is a developmental psychology course designed to provide an understanding of human behavior and characteristics from conception through death. This course includes information on physical, cognitive, and psychosocial changes throughout the lifespan. Theory, research, and applications are covered.

### **Prerequisites**

PSYC 2301 or Department Approval; Must be placed into college-level reading (or take GUST 0342 as a co-requisite) and be placed into college-level writing (or take ENGL 0310/0349 as a co-requisite). If you have enrolled in this course without having satisfied these prerequisites, you are at higher risk of failure or withdrawal than students who have done so, and you should carefully read and consider the repeater policy notice that follows.

### **Course Goals**

PSYC2314 is a scientific study of how and why people change or remain the same over time.

### **Student Learning Outcomes**

The student will be able to:

1. Define and identify key concepts in multiple (5) areas of lifespan psychology including concepts, facts and theoretical perspectives.
2. Define and identify the basic research and evaluation methods used in lifespan psychology, including the strengths and weaknesses of each method.
3. Demonstrate knowledge of and explain concepts related to lifespan development.
4. Apply lifespan psychological concepts to the solutions of current issues and problems, such as, ethics, parenting, discipline, divorce, midlife crisis, dual-income families, aging and /or evaluation of presentations.

### **Learning objectives**

1. Define and identify key concepts in multiple (5) areas of lifespan psychology including concepts, facts and theoretical perspectives. (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

#### **1. 1.1. CORE DOMAIN 1: THE SCIENCE OF LIFESPAN PSYCHOLOGY**

Define

**Psychology**  
Northeast College

1.1.1. Developmental psychology

1.1.2. Life-span perspective

1.1.3. Cohort effects

1.2. CORE DOMAIN 2: THE SYSTEMS APPROACH

Define

1.2.1. The ecological-systems approach to the study of human development

1.2.2. Epigenetic system's theory

1.3. CORE DOMAIN 3: BIOSOCIAL DEVELOPMENT

Define

1.3.1 Genes and chromosomes

1.3.2. Dominant and recessive genes

1.3.3. Behavioral genetics

1.3.3. Stages of prenatal development

1.3.4. Teratogens

1.3.5. Prenatal Abnormalities

1.3.6. Preterm and low birth weight

1.3.7. Gerontology 1.3.8. Menopause

1.3.9. Changes in the sense organs during adulthood

1.3.10. Ageism

1.3.11. Gerontology

1.3.12. Stages of dying

1.3.13. Grief and bereavement

1.4. CORE DOMAIN 4: COGNITIVE DEVELOPMENT

Define

1.4.1 Learning theory

1.4.2 Piaget's theory of cognitive development

1.4.3 Vygotsky's theory of cognitive development

1.4.4 Characteristics of good schools

1.5 CORE DOMAIN 5: PSYCHOSOCIAL DEVELOPMENT

Define

1.5.1. Freud's Psychosexual theory

1.5.2. Erikson's Psychosexual theory

1.5.3. Kinkeeper

1.5.4. Activities of daily life

1.5.5. Respite care

1.5.6. Hospice

1.5.7. Palliative care

1.5.8. Living will

2. Define and identify the basic research and evaluation methods used in lifespan psychology, including the strengths and weaknesses of each method.

1. 2.1 CORE DOMAIN 1: THE SCIENCE OF LIFESPAN PSYCHOLOGY

Define and identify

2.1.1. Cross-sectional research method

**Psychology**  
Northeast College

- 2.1.2. Longitudinal research method
- 2.1.3. The basic steps of the scientific method
- 2.1.4. Surveys and case studies, noting at least one advantage (or strength) and one disadvantage (or weakness) of each
- 2.1.5. Scientific observation as a research strategy, noting at least one advantage (or strength) and one disadvantage (or weakness)
- 2.1.6. The components of an experiment, and discuss the main advantage of this research method
- 2.1.7. Some of the ethical issues involved in conducting research with humans

3. Demonstrate knowledge of and explain concepts related to lifespan development.

1.3.1. CORE DOMAIN 1: THE SCIENCE OF LIFESPAN PSYCHOLOGY

Explain

3.1.1. Differences among the major theoretical perspectives in lifespan psychology.

3.2. CORE DOMAIN 2: THE ECOLOGICAL-SYSTEMS APPROACH

Describe

3.2.1. The ecological-systems approach to the study of human development, and explain how this approach leads to an understanding of the overlapping contexts in which people develop.

3.3. CORE DOMAIN 3: BIOSOCIAL DEVELOPMENT

Explain

3.3.1. Nature / nurture controversy

3.3.2. Process of reproduction

3.3.3. Multiple births

3.3.4. Genetics research

3.3.5. Genetic counseling

3.3.6. Brain development

3.3.7. SIDS

3.3.8. Role of nutrition, including breastfeeding

3.3.9. Role of exercise and its effects on preventing obesity

3.3.10. Eating disorders

3.3.11. Role of hormones in development during adolescence

3.3.12. Puberty

3.3.13. Changes in body image during adolescence

3.3.14. Sexual behavior including STD's and decisions

3.3.15. Teen pregnancy

3.3.16. Factors that contribute to drug use and addiction

3.3.17. Primary and secondary aging

3.3.18. Osteoporosis

3.3.19. Hormone replacement therapy (HRT)

3.3.20. Variables affecting life expectancy

3.3.21. Theories of aging

**Psychology**  
Northeast College

3.3.22. Euthanasia and assisted suicide

**3.4. CORE DOMAIN 4: COGNITIVE DEVELOPMENT**

Explain

3.4.1. Sensorimotor intelligence, including object permanence

3.4.2. Preoperational thought

3.4.3 Concrete operations

3.4.4 Formal operational thinking

3.4.5. Vygotsky's theory

3.4.6. Theories of language development

3.4.7. Bilingualism and second language learners

3.4.8. School related testing

3.4.9. Mental retardation

3.4.10. Learning disabilities and ADHD

3.4.11. Metacognition and selective attention

3.4.12. Information Processing theory

3.4.13. Moral development

3.4.14. Characteristics of good schools

3.4.15. Working outside of school and its effects

3.4.16. Senescence

3.4.17. Psychological impact of attending college

3.4.18. Postformal thought

3.4.19. Fluid and crystallized intelligence and how each is affected by age

3.4.20. Gardner's view of multiple intelligences

3.4.21. Dementia and Alzheimer's disease

3.4.22. Wisdom

**3.5 CORE DOMAIN 5: PSYCHOSOCIAL DEVELOPMENT**

Explain

3.5.1. Temperament

3.5.2. Attachment, including secure and insecure and the strange situation

3.5.3. Prosocial and antisocial behavior

3.5.3. Childcare concerns

3.5.4 Parenting styles

3.5.5 Cross-cultural parenting

3.5.6 Disciplining children

3.5.7 Effects of media

3.5.8 Gender development theories

3.5.9 Identity vs. role confusion

3.5.10 Depression and suicide

3.5.11 Challenges of adolescence

3.5.12 Role of work in adult development

3.5.13 Intimacy vs. isolation

3.5.14 Generativity vs. stagnation

3.5.15 Integrity vs. despair

3.5.16 Social clock

**Psychology**  
Northeast College

- 3.5.17. Marital success
- 3.5.18. Divorce
- 3.5.19. Work and family issues in dual-income families, including role overload and role buffering
- 3.5.20. Role of work in adult development
- 3.5.21. Midlife crisis
- 3.5.22. Sandwich generation
- 3.5.23. Partner abuse
- 3.5.24. Violent behavior of males
- 3.5.25. Activity theory vs. disengagement theory

4. Apply lifespan psychological concepts to the solutions of current issues and problems, such as, ethics, parenting, discipline, divorce, midlife crisis, dual-income families, aging and /or evaluation of presentations.

1. CORE DOMAIN 1: THE SCIENCE OF LIFESPAN PSYCHOLOGY Students will interpret

4.1.1. Psychological research on the basis of ethical standards.

4.2. CORE DOMAIN 2: BIOSOCIAL DEVELOPMENT

Students will apply

4.2.1. Principles of Lifespan Psychology to relate to problems of biosocial development, such as factors that contribute to drug use and addiction

4.3. CORE DOMAIN 3: COGNITIVE DEVELOPMENT

Students will apply

4.3.1. Postformal thought to address the problem of a moral dilemma, such as, cheating in schools

4.4. CORE DOMAIN 4: PSYCHOSOCIAL DEVELOPMENT

Students will apply

4.4.1. Principles of Lifespan Psychology to interpreting social problems (including rejection, peer pressure & bullying)

<b>PART I: THE BEGINNINGS</b>	<b>Page</b>
Brain development (Page Guide to Coverage of Brain Development through the Life Span in Preface (p. xix)	Page Guide to Coverage Preface (p. xix)
nature/nurture controversy	5
Developmental psychology	4-7
life-span perspective	7
Cohort	9
Vygotsky's theory (see also Play Years)	11 (173-175)
interaction between genes and environment	12 / 71-73
epigenetic systems theory	12-13
Freud's Psychosexual Theory	17-18, 19

**Psychology**  
Northeast College

Erikson's Psychosocial Theory	18-19
learning theory	20
Piaget's theory of cognitive development	22-23
systems theory	24-25
cross-sectional and longitudinal research	30-33
Gene and chromosome	43-57
dominant and recessive genes	51-53
genetic counseling	53-54
genetic research	53-55
Stages of prenatal development	57-62
process of reproduction	58-61
Biological & environmental influences on development including teratogens	50-57,71, 73-77
preterm and low birth weight	67-69
multiple births	69 / 423
Teratogens	73-77
<b>Part II: THE FIRST TWO YEARS: INFANTS AND TODDLERS</b>	
SIDS	102-103
role of nutrition	103-105
including breastfeeding in development	104-105
Sensorimotor intelligence	105-108
object permanence	107
theories of language development	115-119
Temperament	134-136
Attachment	141-145
secure and insecure	142-143
strange situation	143-144
child care concerns (see also The First Two Years)	147-150
<b>PART III: EARLY CHILDHOOD</b>	
Nutrition	160-161
Preoperational thought	171-173
Vygotsky's theory	171-178
second language learners/bilingualism	181
Parenting styles: Baumrind	209-212
cross-cultural parenting	211-212
effects of media	212-213
moral development	214-220
prosocial behavior	215
antisocial behavior	215

**Psychology**  
Northeast College

social problems (including rejection, peer pressure, aggression & bullying)	215-216, 291-299
disciplining children	216-220
gender development theories	221-226

**PART IV: MIDDLE CHILDHOOD**

nutrition, exercise and obesity	236-239
concrete operations	239-241
information processing theory	242-246
metacognition / selective attention	245
characteristics of good schools	247-248 / 256
second language learners/bilingualism	251-252
school related testing	257-260
Gardner's view of multiple intelligences	259
mental retardation	262-264
learning disabilities / ADHD	263-264

**PART V: ADOLESCENCE**

role of hormones in development during adolescence	310-316
Puberty	310-324
Nutrition	316-319
changes in body image during adolescence	317-318
sexual behavior (STD's and decisions)	320-324
sexual behavior and decisions	321-322, 360-365
teen pregnancy	321-322
partner abuse/violent behavior of males (see also Adolescence)	323-324
formal operational thinking	328-331
characteristics of good schools	339-340 / 334-335
psychological impact of attending college	339-341
identity v. role confusion	348-353
working outside of school	352-353
depression and suicide	365-369
factors that contribute to drug use and addiction	373-378
challenges of adolescence	356-360

**PART VI: ADULTHOOD**

adult thinking	401-402
generativity versus stagnation	473-478
intimacy versus isolation	411-416
changes in the sense organs during adulthood	420-421
Depression	406-407
Senescence	420-421



**Psychology**  
Northeast College

Menopause	424-425
hormone replacement therapy (HRT)	424-425
substance abuse	426-427
eating disorders / obesity	427-430
fluid and crystallized intelligence and explain how each is affected by age	440-441
social clock	457-459
midlife crisis	459
marital success	468-470
Divorce	471-473
Kinkeeper`	474
sandwich generation	477
The role of work in adult development	478-485
work and family issues in dual-income families / role overload and role buffering	488-489
<b>PART VII: LATE ADULTHOOD</b>	
Ageism	497-504
Gerontologists	497
Primary and secondary aging (see also, Early & Late Adulthood)	504-505
Exercise	506-507
Osteoporosis	507
variables affecting life expectancy	508-511
Dementia	517-522
Alzheimer's disease	518-519
wisdom	524-525
integrity versus despair	523, 530
theories of aging	530-536
activity theory / disengagement theory	534
activities of daily life	554-555
respite care	556-557
<b>Epilogue: DEATH AND DYING</b>	
Hospice	575-576
stages of dying	575
palliative care	576
Euthanasia	578
assisted suicide	578-580
living will	580
grief and bereavement	584-587

**Psychology**  
Northeast College

**SCANS or Core Curriculum Statement and Other Standards**

*Credit: 3 (3 lecture)*

Core Curriculum Competencies: PSYC 2314 is not a core course.

**Course Goal:**

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**Calendar**

Course Schedule

WEEKS	DATES	ASSIGNMENT
1.	1/17	Chapters 1
2.	1/24	Chapters 2
3.	1/31	Chapters 3
4.	2/7	<b>Chapter 4 Exam 1</b>
5	2/14	Chapters 5
6	2/21	Chapters 6
7	2/28	Chapters 7
8	3/6	<b>Chapter 8 Exam 2</b>
		<b>SPRING BREAK</b>
9	3/20	Chapters 9
10	3/27	Chapters 10
11	4/3	<b>Chapters 11 Exam 3</b>

**Psychology**  
Northeast College

12	4/10	Chapters 12
13	4/17	Chapter 13
14.	4/24	Chapters 14 and Chapter 15
15.	4/27	<b>FINAL PROJECT</b>
15.	5/1	Epilogue, Review/Summary
16.	5/3	<b>Final Exam</b>

*All test dates are approximately planned and subject to change. The actual test dates will be announced in class at least one week in advance.*

**Instructional Methods**

PSYC 2314 is an introduction to the basic concepts in lifespan psychology. As an instructor, I will present course materials in an organized and systematic way. I will explain the concepts and theories by relating to real-life examples and discussions. Throughout the semester, I will work with you by providing you feedback on the drafts of your project, if you complete them before the due dates. Upon completion of the course, I hope that you will (a) gain understanding of the basic terminology of lifespan psychology, (b) use critical thinking and writing skills regarding cutting edge research from epigenetics through end of life care and (c) an increase your appreciation for all kinds of diversity as studied in lifespan psychology. In addition, I hope that you become a more informed and critical reader of information relating to the lifespan presented in the popular media or professional journals.

**Instructional Method: HYBRID**

This is a Hybrid course which meets half the time in a traditional face-to-face classroom environment and deliver the remainder of the course presentation, interaction, activities, and exercises through various electronic audio (online, WEBCT, podcasts, online video, and audio format as they become available). Instructors and students should be prepared as in a traditional class, even though they will not be physically present in the classroom. In addition, the electronic and face-to-face portions of hybrid classes will be apportioned weekly so that every week during the semester the students will have 50% face-to-face instruction and 50% electronic instructions.

**Psychology**  
Northeast College

***It is highly advisable that students communicate with me throughout the semester and contact me before you have a problem. There may be solutions to most issues if communicated before, not after the problem.***

**REQUIRED TEXTBOOK: Required Text:** Berger, K.S. (2010). *Invitation to the Lifespan* (1<sup>st</sup> ed.). New York: Worth Publishing Company. (ISBN: 13:978-07167-5466-4)

**STUDY GUIDE:** *The Study Guide (ISBN 1429219025)* by Richard O. Straub can be purchased but is not required for this course, since the textbook web site below is very thorough.

**TEXTBOOK WEB SITE:** (Free): <http://bfpwpub.com> Type in Berger and click on book or <http://bcs.worthpublishers.com/berger>.

Tools include interactive flashcards in both English and Spanish; a Spanish-language glossary; quizzes; Internet exercises and case studies; and Frequently Asked Questions about Development. If you have any problem logging on, purchasing or accessing any of the materials call 1-800-936-6899.

**Options for purchasing the text:** (1) visit the HCC Central campus bookstore to purchase books immediately, (2) visit any HCC bookstore to order textbooks to be shipped from the HCC Central campus bookstore to that location – this process usually takes 24-hours, or (3) order online via the HCC Bookstore webpage at <http://hccs.bkstore.com/>.

### **Homepage**

The Homepage is an Announcement Tool for the course. All announcements for the course will be posted on the Homepage. Any and all schedule changes will be posted on the homepage; therefore, it is your responsibility to check the Homepage when first log in to the class.

### **Course Calendar**

All class assignments, exams and discussions for the course will be posted on the course calendar. In addition, class and school announcements will also be posted on the calendar.

It is your responsibility to keep abreast of the course schedule and due dates for all class assignments, exams and discussions posted on the calendar.

The instructor reserves the right to modify the schedule and/or course calendar and will notify the students in a timely manner.

## Psychology Northeast College

### Grading

Your final grade for the course will be based on a point system over class assignments, exams, final project and the course final. **The point system will be calculated as follows:**

Class Assignments = 300 points

Discussions = 100 points

3 Exams = 300 points

Final project = 200 points

Final exam = 100 points

Extra Credit = 100 points

### GRADING SCALE:

1000- 900 = A

899- 800 = B

799- 700 = C

699- 600 = D

599 and Below = F

### Discussions

Discussions are class participations between your peers and professor. You are expected to interact with your peers and instructor through the weekly discussion board postings. Each week, a discussion addressing a different topic will be released to the class.

The discussion topics will be posted on the course calendar. All topics will be released at 8am on Monday and stay open for one calendar week closing at midnight on Sunday. All discussions will be open and accessible for **ONE** week.

Grades will be based on your weekly participation of the topics **AND** required minimum postings. Therefore, to receive **FULL** credit, you must **POST** a message and **REPLY** to your classmates' and professor's discussions.

### Exams

All exams will be given online. You will have **THREE** attempts, and **THREE** days to complete each exam. The **BETTER** of the **THREE** scores will be recorded in the grade book.

## Psychology Northeast College

### Late Work

Absolutely no late work or make-up work will be permitted on assignments or exams in this course. However, extra credit assignment is available for assignments missed.

See Make-up Policy.

There will be four exams given in this course. There are absolutely NO MAKE-UP exams in this course.

**\*\*MAKE-UP POLICY:** *Please note that no make-up tests will be given, unless by special permission due to extraneous circumstances. If permission is granted for a missed exam then a paper assignment will replace the exam grade.*

### Final Exam

If you have taken ALL three regular exams then the FINAL EXAM is optional. If you do not take the FINAL, the highest regular exam grade will replace the FINAL EXAM.

However, if you want to increase your exam score, than taking than final exam score will replace your lowest regular exam.

***This option is only available for those students who have taken ALL three regular exams. Students who have missed an exam MUST take the Final exam or receive a Zero.***

### Extra Credit

Review case studies and approved articles from scientific journals of an approved topic. Students MUST e-mail me their articles for approval. Guidelines of the extra credit assignment will be released mid-semester. EC is worth 100 points.

### Distance Counseling and DE advising

Much DE student information can be found on the DE Student Services website: [de.hccs.edu](http://de.hccs.edu). Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions can also be scheduled to provide brief counseling and community referrals to address personal concerns affecting academic success.

### Ask DE Counseling

[AskDECounseling](#) is a student services online help form. This is the best and quickest way for students to get accurate assistance with DE registration,

## Psychology Northeast College

enrollment, advising, and counseling. The online help form is simple to fill out, convenient, and readily accessible through the internet. Students do not have to travel to campus sites, leave work, or wait in an office or lobby to receive assistance. Upon submission, student requests are answered in the order they are received.

### **Early Alert**

HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.

### **HCC WITHDRAWAL POLICY**

**HCC Policy Statement-Class Attendance - *It is important that you come to class!*** Attending class regularly is the best way to succeed in this class.

Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily.

Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

College policy is that students may be dropped from a course after accumulating absences in excess of 12.5% hours of instruction, which amounts to six hours of class time. This will include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

***Class attendance equals class success!***

### **HCC Policy Statement-Course Withdrawal**

**All instructors must check current HCCS policies before setting their withdrawal policy and they must state their policy clearly in their syllabus. Since we have the option to give/or not give a “W” by the withdrawal deadline, we must mark our rolls for date of last attendance, and we are**

## Psychology Northeast College

**required to give an “FX” for students who have a “F” in the class due to lack of attendance, we have choices and I will give you my statement below.**

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from your course, you are encouraged to take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important.

Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Students can withdraw themselves online as long as it is prior to the withdrawal deadline of the session OR contact a HCC counselor for advisement. If you do withdraw before the deadline, you will receive a “W” as your final grade.

As your professor, I can only withdraw you due to lack of attendance. Any withdrawal must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. (\*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines.) If you have excess attendances and quit coming to class after the deadline to withdraw and your final grade is “F,” then your grade will be recorded as “FX” according to new guidelines from the Department of Education.

### **Disability Services**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Support Services Office at the beginning of each semester.



## **Psychology**

### Northeast College

Professors are authorized to provide only the accommodations requested by the [Disability Support Services Office](#).

DE students who are requesting special testing accommodations may choose the most convenient DSS office for assistance each semester:

District ADA Coordinator – Donna Price – 713.718.5165

Central ADA Counselors – Jaime Torres & Martha Scribner – 713.718.6164

Northeast ADA Counselor- Kim Ingram – 713.718.8420

Northwest ADA Counselor – Mahnaz Kolaini – 713.718.5422

Southeast ADA Counselor – Jette Lott - 713.718.7218

Southwest ADA Counselor – Dr. Becky Hauri – 713.718.7910

Coleman ADA Counselor – Dr. Raj Gupta – 713.718.7631

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

### **Library Resources**

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to complete research. Visit [Library Resources](#) specifically for Distance Education students.

Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.

Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a “term paper” workshop; and online bibliographic search services.

### **Online Tutoring**

HCC provides free online tutoring in writing, math, science, and other subjects. Look for Ask Online on your Blackboard log-in page. This directs students to the HCC [AskOnline](#) Tutoring site: <http://hccs.askonline.net/>. Use your student ID or

## Psychology Northeast College

HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

### **Social Networking**

DE students are encouraged to become a fan of [DE on Facebook](#) and follow [DE on Twitter](#). These social networking sites can provide a sense of community for the online learner, as well as up-to-date information and announcements related to HCC and DE.

### **Virtual Classroom Conduct**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all [HCC Policies & Procedures](#), the [Student Code of Conduct](#), the [Student Handbook](#), and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or even removal from the class.

### **Note:**

If you have doubts or do **NOT** understand any of my instructions, it is your responsibility to contact me. Simply saying "I didn't understand" after the fact is not acceptable.

I highly recommend you **PRINT** this syllabus and refer to it as needed.