QUESTIONS: Please first check this syllabus. Then check the Announcements and the Course Questions in D2L. If you ask a question that can be answered through one of these sources, you will be re-directed to them. If you can’t find answers to your questions, then email me via D2L. Thank you! 😊

*This syllabus and the content and dates therein may be modified at the instructor’s discretion.*

*Any changes will be announced in class and in D2L.*

Instructor Information:
Instructor: Dr. Flora Farago
College: James I. Perkins College of Education (PCOE)
Department: Human Sciences
Program: Human Development and Family Studies (HDFS)
Office: EDAN 119C
Office Hours: TTh 9:30-11:00 & 1:30-2:30 or by appointment
Office Phone: 936-468-2192
E-mail: Email via D2L (please use this!); alternative if D2L is down: faragof@sfasu.edu

Course Time and Location*:
Where: EDAN (Education Annex bldg.) 126
When: TTh 11-12:15
*Although the majority of the course will be delivered face-to-face, there will be some classes delivered online, in D2L (please see the course schedule on pg. 11)

Prerequisites: None. However, the course must be taken concurrently with HMS 236P: Child Development Practicum.

I. Course Description:
This course focuses on the developmental study of the child from conception through age 6 (prenatal development to middle childhood). Content includes theories, research methods, and sequences of development. Content includes an overview of the grand theories of development, parenting styles and discipline methods, and sequences of physical, intellectual/cognitive, social and emotional development. Environmental and social factors that influence development in all domains including conception and prenatal development, birth, and physical growth, cognitive and socio-emotional development through age 6 are addressed. Course must be taken concurrently with HMS 236P: Child Development Practicum.

To be successful in this course you should do the following:

- Have a positive attitude and begin the course with a desire to learn! :)
- Be ready on the first day of the session with your textbook, syllabus, and computer/internet ready.
- Read the syllabus and make a note of course policies and due dates; follow all course and assignment directions and deadlines.
- Check your D2L email and announcements daily for updates in course information, schedule changes, etc.
- Take notes while reading book chapters as well as during lectures. While you may use your book for the exams, you have a limited amount of time to take each exam. You will not have time to look up each answer. However, well-organized notes will help you do well on the exams. All textbook material will not be covered in lectures and all lecture material will not be present in the textbook: Come to class AND read the book to do well.
- Take responsibility for your actions pertaining to this course and the consequences that ensue from them.
- Be a problem-solver when issues arise (call tech support, use your back-up computer etc.)
- Complete all assigned readings prior to class, actively contribute to class meetings by initiating questions and comments, and participate fully in class discussions and demonstrations.
- Attend all classes and arrive on time. Announcements about changes to the syllabus, procedures, guest lecturers, etc. will be made at the beginning of class. If you are late or miss class, it is your responsibility to find out from other students what you missed. **If you add the course late and miss the 1st or 2nd class meeting as a result, it is your**
Farago 3

**Responsibility to find out what you missed.** Missing classes will not be an acceptable excuse for turning in make-up work or late assignments.

- Arrange accommodations for missing a class period due to a religious holiday or participation in a university-sanctioned activity *prior* to missing the class period. Discuss the possibility of making arrangements to complete missed requirements. Students missing a class for a university-sanctioned activity must provide documentation of their commitment schedule.

- Behave in a professional manner. Coming late to class, talking with friends, texting, using a laptop/tablet for non-class related activities, and sleeping during lectures is disruptive to fellow students. Please limit personal discussions during class unless we are discussing a topic as a group. Please limit disrespecting behaviors such as texting, checking Facebook, or any other behavior that can be disrespectful and distracting to your instructor and classmates.

- Take a screenshot of ALL coursework submitted online WITH due dates showing.

- Double-check all your submissions. Double-check the submission to ensure what you turned in is the correct version and in the correct format. **Whatever you have turned in by the deadline is what will be graded.**

- Do NOT wait until the last minute to submit your assignments. Stating that your computer time said 11:58 p.m., but the assignment due at 11:59 p.m. had closed, will not be an excuse for submitting a late assignment.

- Come to office hours to discuss your performance in the class, career goals, or any other course or professional development related topic. Take advantage of office hours to build professional relationships with your professors. You never know when you’ll need a recommendation letter from them -- it is a lot easier to write a letter for a student who has done well AND we know well☺

**Communication:**

**Office Hours:** Please come visit me during office hours if you have any questions or just want to chat about career goals, your grade, study tips, or more. My office hours are on **T Th 9:30-11 & 1:30-2:30 or by appointment.** In the rare case that any office hours need to be rescheduled, this will be announced in-class as well as via D2L.

**E-mail:** Please **only email** me via D2L mail: Click on the e-mail icon (upper right-hand corner) on the Home Page Toolbar (For future reference or only if D2L is down: faragof@sfasu.edu or florafarago300@gmail.com). Please keep in mind that your correspondence with me is in the context of a professional environment. Please be courteous and respectful in the tone and content of your emails, as I will be in my emails to you. Emails will be answered within 24 hours during the week (M-F). If you email me on Friday afternoon, during weekends, or holidays, you may not receive a response until the next business day. If you email me outside of business hours (8pm-5pm) you may not receive a response until the following business day.
II. Intended Learning Outcomes:
This course supports the vision, mission, and core values of the Perkins College of Education (PCOE) to prepare competent, successful, caring, and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice, and continued professional and intellectual development in an interconnected global society. Additionally, reflecting the core values of PCOE, the course encourages critical thinking, collaboration, openness to new ideas and to culturally diverse people, and service that enriches the community.

The course enhances student learning in the area of child development and serves as one of the foundation courses in the Human Development and Family Studies (HDFS) Program in the Department of Human Sciences, and aligns with the standards of the National Council on Family Relations (NCFR) and the National Association for the Education of Young Children (NAEYC) to promote learning and understanding of child development and family relationships.

The course prepares students seeking certification in Family & Consumer Sciences to meet TExES (Texas Examination of Educators Standards) Standard III as outlined by TEA (Texas Education Agency): The family and consumer sciences teacher understands human growth and development, parent/guardian/educator roles and responsibilities, and career opportunities in human development, education, and services.

Program Learning Outcomes:
1. Learners will identify social & cultural influences affecting family life and children.
2. Learners will recognize healthy and unhealthy characteristics pertaining to family relationships and children.
3. Learners will apply appropriate practices based on theories of human growth and development to individuals and families.
4. Learners will apply strategies based on the child’s age/stage of development to promote effective developmental outcomes.
5. Learners will develop culturally-competent educational materials and learning experiences.
6. Learners will demonstrate professional behaviors that are reflective of ethical standards and practice.

Student Learning Outcomes:
Upon successful completion of the course, students will:
1. Be able to describe the sequence of development in infants, toddlers, pre-schoolers, and middle childhood the major domains of development: physical, cognitive, emotional, and social.
2. Be able to identify the major genetic and environmental factors that influence the course of development from conception through age 6.
3. Be able to describe the attitudes and behaviors of parents that directly influence the development of the young child.
4. Be able to identify the diversity of family forms in contemporary society and stages of the family life cycle.
5. Be able to identify parenting strategies that modify children's behaviors so they can adapt to family and social standards.
6. Be able to identify and evaluate theories of human development.
7. Be able to describe attitudes and behaviors of parents and individuals that directly influence the course of development.

III. Course Assignments, Activities, Instructional Strategies, Use of Technology:

Course Assignments & Activities:
1. **EXAMS:** There will be 3 non-cumulative, multiple-choice Exams that are each worth 100 points each (40 questions X 2.5 points), totaling 300 exam points. All exams will be taken online via D2L during regularly scheduled class time. Students must have a working computer and internet access, and need to log in promptly in order to take the exam. Please call the D2L help line at 936-468-1919 for technical assistance. Assistance is available M-F 8:00-5:00.

Use of Technology for Exams: Taking the exams on a computer with reliable hard-wired, high-speed internet is critical. You are required to have reliable high-speed internet and I strongly recommend against using Wi-Fi/wireless connections during exams. Students who try to use Wi-Fi/wireless or dial-up service invariably experience difficulties taking exams online. Instead, use hard-wired internet (with an Ethernet cable that connects your computer/laptop to your internet router). If you do not have access to reliable hard-wired, high-speed internet at home, I urge you to take the exams at one of the campus computing sites. Regardless of where you take the exam and what type of internet you use, you must have a back-up plan in case something should occur with your computer/internet. **Technical issues that are not system wide events are not valid reasons for a make-up or extension, thus none will be provided.**

Exam content: Exams will cover material from the textbook and lectures as outlined in the Course Schedule. The purpose of the lectures is to enhance and explore in-depth some themes covered in the textbook. Hence, I will not cover everything outlined in the textbook to avoid boring you and due to the lack of time. In order to do well on the exams, you will need to BOTH read the textbook and attend class. There may be material presented in class that is not covered in the text and vice versa, and ANY material presented in the course is fair game for exams. You are permitted to use your textbook, notes, and study guides when taking the exams, **but collaboration with others is not permitted and constitutes academic dishonesty.**

Many of the multiple choice questions require not just superficial recognition of a concept but sufficient fluency with the concept to distinguish it from other similar concepts and to be able to apply the concept to a described situation. Also, some exam questions have more than one answer that could conceivably be correct and students must choose the most correct answer. This is not to trick students but to adequately test students’ level of knowledge. Reading assigned text passages carefully before class, attending class regularly, and preparing comprehensive answers to the study guide questions optimizes students’ chances of getting higher exam grades.
However, if you do not perform as well on exams as you expect, then one of the best things you can do to improve your grade is to make an appointment with me after the exam to review your answers carefully and learn where you went wrong. I strongly urge students who receive a C or below on an exam to do this.

Using Textbooks/Notes During Exams: Knowing that the use of textbooks/notes is not prohibited during a quiz or an exam can give students a false sense of security. The quizzes and exams are timed, and you will not have time to look up answers in the textbook if you are unfamiliar with the material. At best, you will have time to double-check a fact you recall from the reading. The best way to optimize your performance on exams is to have completed the assigned readings and study the way you would for any other class.

Reviewing Missed Exam Questions: Please come to office hours or email me to go over exam questions you missed. We can go over the types of questions you got wrong and identify study strategies to improve your performance. I will not be giving out correct answers to exams in class.

Missed Exams: I expect that students will take exams on the day and time that they are given. In the rare case that a student misses an exam and has notified the instructor prior to the exam date with proper documentation (medical emergency or illness, religious holiday, or documented university-sanctioned activity), a make-up exam will be scheduled within 3 class dates of the original exam date. I reserve the right not to permit you to take a make-up. In addition, students will not be permitted to make-up more than one exam. If you fail to make-up a missed exam you will receive a zero on the exam. There is no make-up Final Exam (Exam 3). If you forget to take an exam, oversleep, or do not have a documented “excuse” for missing an exam, you need to schedule an appointment with me to discuss the matter and your ability to pass the course.

2. DISCUSSION BOARDS: There will be 5 discussion boards administered via D2L worth 20 points each, for a total of 100 points. Discussion questions will be related to course content topics covering each exam (see Course Schedule). Students must post discussion responses directly to the discussion board by the due date for credit. Do not e-mail discussion board responses to the instructor. No credit will be given for e-mail responses. Discussion guidelines (minimum word requirement etc.) and the grading rubric will be posted in D2L.

Discussion Board and Online Etiquette: I encourage you to openly express your thoughts, ideas, and experiences. However, be respectful of the rights of others to their thoughts and opinions. Some topics in this class may be difficult or controversial, and although you have every right to express yourself, you must do it with respect for all others. I expect every individual to follow these ground rules at all times. Specifically, judgmental or profane language, name-calling, threats (direct or implied), cyber-shouting (using ALL CAPITAL LETTERS) are prohibited in the discussion forums, in emails, and in any other form of interaction between class participants or with the instructor. Remember, we can disagree with each other in a respectful, nonjudgmental way.
3. In-class pop-up quizzes/assignments: There will be 7 in-class pop-up quizzes or assignments which will not be announced ahead of time and cannot be made up if missed (no need to bring me documentation as a result). I only count 5 out 7 towards your final grade (each will be worth 20 points), totaling 100 points. All in-class pop-up quizzes or assignments will pertain to the course textbook. Some of these will involve group work, others will involve individual work.

4. Extra Credit: Extra Credit points or assignments may be offered throughout the course. The Extra Credit opportunities will most often be announced in class. No extra credit points or special assignments will be offered to individual students. If you are enrolled in more than one of my courses (or other HMS courses), you can only use an extra credit event to earn extra credit for one course at a time (you can choose which one).

Course Format/Instructional Strategies: Lectures, discussions, active learning activities, and media will be used to make the class time both interesting and challenging. Student interaction, questioning, and discussion are important factors in developing an understanding of course material. On the days we have an Exam due, we will not have class. Instead, you will be taking the Exams from a computer of your choice at the location of your choice. Additionally, there will be a few classes throughout the semester that will be held online via D2L instead of in-person. Please refer to the course schedule to note these dates.

HMS 236 is a D2L enhanced course. Information notices will be posted on the course home page. Home page includes tools for class assignments, discussion board questions, and grades. Students may contact the instructor and/or other students by clicking in the mail tool and selecting individual’s name or clicking on an instructor’s name or all instructors to send e-mail. Students should check the homepage on a daily basis for notices, mail, and assignments.

POLICIES ABOUT ONLINE/D2L ASSIGNMENT/EXAM/QUIZ SUBMISSION

- In addition to submitting your coursework correctly by the deadline, it is also important to double-check that your submission was successful, including that the correct version of the assignment (final draft) and correct format (.doc, .docx) was turned in (that is, I must be able to download and open the assignment). Whatever you turn in by the deadline is what will be graded. Read ALL assignment instructions about formatting, word limits etc. to avoid losing points.

- You need to double-check immediately after you submit an assignment, exam, or quiz. To document that your coursework was submitted correctly (and that you double-checked it), you are strongly encouraged to take a screenshot of it and save the screenshot WITH the submission date.
IV. Evaluation and Assessments (Grading):
Establishment of a grading scale is up to each instructor. Instructors in your other classes might be using different scales. Remember, your final grade is up to you - you will receive the grade you earn, not necessarily the one you want. A point system will be used to determine the final grade for this course. Standard rounding rules apply (e.g., 89.5% rounded up to an A, 89.4% rounded down to a B). Due to Extra Credit opportunities offered, if you are 1 point away from a grade that is still 1 point away (since your grade reflects Extra Credit already, whether you took advantage of that or not).

Breakdown of Points Possible in this Course:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
<th>SLO (pg. 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards (D2L) (5)</td>
<td>100 (5 X 20)</td>
<td>ALL</td>
</tr>
<tr>
<td>Exams (D2L) (3)</td>
<td>300 (3 X 100)</td>
<td>ALL</td>
</tr>
<tr>
<td>In-class assign./quizzes (5 will count out of 7)</td>
<td>100 (5 X 20)</td>
<td>ALL</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>500 points</strong></td>
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</table>

*Extra Credit* assignments may be offered throughout the course at the instructor’s discretion.

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Needed</th>
<th>Percentage Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>448-500</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>398-447</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>348-397</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>298-347</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>297 or less</td>
<td>Less than 59.5%</td>
</tr>
</tbody>
</table>
HMS 236P (Practicum) is a separate grade. Practicum information, grading, and assignments are accessible on the HMS 236P home page. All information stated in III and IV are the same for practicum assignments, including the grading scale. There are no exams in the practicum sections.

**Grade Questions:** If you have any questions about a specific score you received you must contact me within a week of the grade being posted to schedule a time to discuss your concerns. I do not allow students to revise/resubmit or retake coursework, but can clarify why you missed points. I recommend that you check your grade points regularly. I will not review grades retroactively at the end of the semester. If you notice an error with your grade, please notify me immediately.

**Re-grading Policy:** I am happy to review and/or re-grade assignments within a week of the score being posted. However, please realize that if you request that I review/re-grade something, my grading and the associated revised score will be the final score. My re-grading may result in you earning any of the following: a lower score, the same score, or a higher score. You will be required to agree to this regarding policy via email prior to my regarding of the assignment.

**Attendance Policy:** Attendance in class is expected. You are expected to arrive on time and participate in class for the entire period. If you need to be absent, please notify the instructor in advance. You are responsible for course information whether you are in attendance or not. If you miss any classes, it is your responsibility to get the notes and announcements from your classmates.

On the days we have online class, you are expected to log in and participate in the course during regularly scheduled class times.

**DEADLINES AND EXTENSIONS**

**Time Zone Differences**

All due dates reflect CDT/CST (Texas) time zones, 11:59 pm. Late assignments or extensions will not be considered due to difference in time zones. If you reside outside of Texas or outside of the United States while taking this course, you are responsible for taking into consideration the time-zone differences. No deadline extensions will be given for students who miss a deadline because of time zone differences.

**Late/Missed Assignments**

Late assignments may be accepted given proper documentation (up to instructor’s discretion) however will automatically lose 25% credit every 24 hrs. Documentation must be provided within 48 hours of the due date of the assignment. **EXCEPTIONS:** Exams/quizzes do not fall under this
category – late/make-up exams are only offered on a case-by-case basis, provided proper documentation; please refer to the Missed Exam policies outlined earlier. In-class assignments cannot be made up/submitted late.

**Policy on Missed Deadlines**

Plan ahead to get to an alternate, reliable computer and internet to complete scheduled assignments, discussion forums, and exams, especially if you have a computer or internet that is less than reliable. Last minute internet- and computer-related issues are not valid excuses for a missed assignment. Technological difficulties, lack of internet or computer access, failing to check D2L reminders and announcements, inability to access or use D2L, misremembering or mishearing exam deadlines will NOT be considered as valid excuses for missing assignments or exams.

Should you experience some type of emergency (personal, medical, weather-related) during the week an assessment is due, you will need to provide the instructor documentation prior to the deadline in order to be considered eligible for an extension. Given that appropriate documentation is provided, any decision for an extension is at the discretion of the instructor. **Absolutely no exceptions will be made AFTER a deadline has passed.** Examples of unacceptable excuses include: traveling, vacations, helping a friend in crisis, break ups, work conflicts, etc. If you are having emotional issues that are affecting your work, a campus-based resource is SFA Counseling Services: [www.sfasu.edu/counselingservices/](http://www.sfasu.edu/counselingservices/)

**V. Tentative Course Calendar:**

A tentative course schedule is outlined below. It indicates all reading assignments, exam dates, discussion due dates etc. Please note that this is a tentative schedule that may change at any time. I will notify the class of any changes, but if students do not check D2L for information or miss class when a change is announced, no accommodations will be made on their behalf. I will not seek out students to update their syllabus or initiate reminders.

**We live in a diverse world:** As part of this course, we will frequently discuss how children’s and adults’ identities around race, gender, culture, sexual orientation, socio-economic background, immigration status, and other demographic variables shape children’s well-being, development, as well as disparities that exist in our world (and what we can do to alleviate these). I will ask you to reflect on your own identity and beliefs around these issues, and you may be asked to share your thoughts with your classmates. While diverse, even opposing opinions are welcome, under no circumstances will discrimination or harassment be tolerated on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, or disability.

All due dates reflect CDT/CST (Texas) time zones. Late assignments or extensions will not be considered due to difference in time zones. Online class periods are noted in italics.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Tentative Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08.29 08.31</td>
<td>Review of course syllabus. Introduction to the course. Head Start Paperwork</td>
</tr>
<tr>
<td>2</td>
<td>09.05 09.07 (Online)</td>
<td>Ch1: History, Theory, and Research in Child Development</td>
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<td></td>
<td></td>
<td>Ch1: History, Theory, and Research in Child Development</td>
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<tr>
<td></td>
<td></td>
<td><strong>Discussion 1</strong></td>
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<tr>
<td>3</td>
<td>09.12 09.14</td>
<td>Mandatory Head Start Orientation 11-12 at GETCAP Head Start – at 1902 Old Tyler Road, Nacogdoches</td>
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<td></td>
<td></td>
<td>Ch2: Genetic and Environmental Foundations of Development</td>
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<tr>
<td>4</td>
<td>09.19 09.21 (Online)</td>
<td>Ch2: Genetic and Environmental Foundations of Development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch3: Prenatal Development</td>
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<tr>
<td></td>
<td></td>
<td><strong>Discussion 2</strong></td>
</tr>
<tr>
<td>5</td>
<td>09.26 09.28</td>
<td>Ch3: Prenatal Development</td>
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<tr>
<td></td>
<td></td>
<td>Ch4: Birth and the Newborn Baby</td>
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<tr>
<td>6</td>
<td>10.03 10.05 (Online)</td>
<td>Ch4: Birth and the Newborn Baby</td>
</tr>
<tr>
<td></td>
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<td><strong>Exam 1 (Ch 1-4)</strong></td>
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<tr>
<td>7</td>
<td>10.10 10.12</td>
<td>Ch5: Physical Development in Infancy and Toddlerhood</td>
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<td>Ch5: Physical Development in Infancy and Toddlerhood</td>
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<tr>
<td>8</td>
<td>10.17 10.19</td>
<td>Ch6: Cognitive Development in Infancy and Toddlerhood</td>
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<td></td>
<td></td>
<td>Ch6: Cognitive Development in Infancy and Toddlerhood</td>
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<tr>
<td>9</td>
<td>10.24 (Online) 10.26 (Online)</td>
<td>Ch7: Emotional &amp; Social Development in Infancy and Toddlerhood</td>
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<td></td>
<td>Ch7: Emotional &amp; Social Development in Infancy and Toddlerhood</td>
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<td></td>
<td></td>
<td><strong>Discussion 3</strong></td>
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<tr>
<td>10</td>
<td>10.31 11.02</td>
<td>Ch8: Physical Development in Early Childhood</td>
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<td></td>
<td>Ch8: Physical Development in Early Childhood</td>
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<tr>
<td>11</td>
<td>11.07 (Online) 11.09</td>
<td><strong>Exam 2 (Ch 5-8)</strong></td>
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<tr>
<td></td>
<td></td>
<td>Ch9: Cognitive Development in Early Childhood</td>
</tr>
<tr>
<td>12</td>
<td>11.14 11.16 (Online)</td>
<td>Ch10: Emotional &amp; Social Development in Early Childhood</td>
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<td></td>
<td>Ch10: Emotional &amp; Social Development in Early Childhood</td>
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<td></td>
<td><strong>Discussion 4</strong></td>
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<tr>
<td>13</td>
<td>11.21 11.23</td>
<td>THANKSGIVING BREAK – NO CLASS</td>
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<td></td>
<td></td>
<td>THANKSGIVING BREAK – NO CLASS</td>
</tr>
<tr>
<td>14</td>
<td>11.28 11.30</td>
<td>Ch12: Cognitive Development in Middle Childhood</td>
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<tr>
<td></td>
<td></td>
<td>Ch12: Cognitive Development in Middle Childhood</td>
</tr>
<tr>
<td>15</td>
<td>12.05 12.07</td>
<td>Ch13: Emotional &amp; Social Development in Middle Childhood</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch13: Emotional &amp; Social Development in Middle Childhood</td>
</tr>
<tr>
<td>16</td>
<td>12.14 (Online)</td>
<td><strong>Exam 3 (Ch 9-10; 12-13): 10:30-12:30</strong></td>
</tr>
</tbody>
</table>
Important University Drop/Withdrawal Deadlines:
August 31\textsuperscript{st}: Last day to change schedules other than to drop courses. Last day to register.
October 25\textsuperscript{th}: Last day to drop courses and to withdraw from the university without WP/WF.
November 27\textsuperscript{th}: Last day to withdraw from the university.

Other deadlines/dates:
October 23\textsuperscript{rd} – Midterm grades posted
December 19\textsuperscript{th} – Final grades posted

VI. Readings:

Supplemental reading: Additional optional readings, articles, blogs etc. may be provided through D2L.

VII. Course Evaluations:
Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including: Course and program improvement, planning, and accreditation, and instruction/instructor evaluation purposes (e.g., pay, retention, promotion). As you evaluate this course, please be thoughtful and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical! In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and the summary of the evaluations will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:
Found at www.sfasu.edu/policies

1. Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course
content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

2. Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

3. Student Academic Dishonesty: Policy 4.1
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Forms of Academic Misconduct/Dishonesty:
1. Cheating: Using unauthorized noted or study aids, allowing another party to do one’s work exam and turning in that work exam as one’s own; submitting the same or similar work in more than one course without permission from the course instructors; deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on the assignments or examinations.

2. Aid of academic dishonesty: Intentionally facilitating any act of academic dishonesty. Tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

3. Fabrication: Falsification of creation of data, research, or resources, or altering a graded work without the prior consent of the course instructor.

4. Plagiarism: Portrayal of another’s work or ideas as one’s own. Examples include unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism. You will earn Zero for each assignment, discussion, any other materials for grade if it is considered as Plagiarism. Submitting a work that has been purchased or otherwise obtained from the Internet or another source. Note about self-plagiarism: You are expected to turn in original work for each course you are taking. This means that if you have turned in an assignment in another course, you are not allowed to turn in the identical assignment in this course. This applies even if you are re-taking the current course because you dropped/failed it previously. Each time you take a class, original work is expected. To avoid issues, and to make sure I can support your success, if you are re-taking this course, please email me and let me know.
5. **Lying:** Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission. Inventing information including citations.

6. **Bribery:** Providing, offering or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.

7. **Threat:** An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent reporting of an Honor Code Violation.

**Penalties for Academic Dishonesty:** Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals:** A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

4. **Withheld Grades (Incompletes): Policy 5.5**
   At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

5. **Student Code of Conduct: Policy 10.4**
   Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at [https://www.sfasu.edu/judicial/earlyalert.asp](https://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.

6. **Additional Information:**
   To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check;
YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, driver’s license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at [cms.texes-ets.org/registrationbulletin/](http://cms.texes-ets.org/registrationbulletin/). You must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.

**IX. Other Relevant Course Information:** Eating and drinking is prohibited in the classrooms. Students should inform the instructor if a health condition requires the eating and drinking of food at regular intervals. Cell phones should be turned off upon entering the classroom and not visible during class time. Students who do not abide by this policy will not be able to remain in class. Students must obtain instructor’s permission to use laptops in class for taking notes. Students cannot take any picture of PPT slides during the class.