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! 😊

* You are responsible for knowing and abiding by all information in this syllabus. The content and dates may be modified at the instructor’s discretion. Any changes will be noted via course announcements in D2L.*

This syllabus is your top go-to guide for assignments and due dates. If you see something on the syllabus but can not locate it within D2L, please do not assume the assignment has been deleted. Instead, email your instructor.

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 (Education Annex Building; Bldg. #16 on the SFA campus map)
Office Hours: T 2-4 and W 9-12 or by appointment
Office Phone: 936-468-2192
E-mail: Message me via D2L please by logging into the course and using the email icon to the top right (alternative, IF D2L is down: faragof@sfasu.edu).

Course Information:
Times: There are no specific class times as the course is delivered fully online via D2L, however each “Week” starts on Monday morning and ends on Sunday at 11:59pm. All due dates reflect CDT/CST (Texas) time zones. Late assignments or extensions will not be considered due to difference in time zones.
**Prerequisites:** Prerequisites: HMS 236, 236P or consent of the instructor.

**Required Textbooks:**

**Recommended:**

I. Course Description:
This course examines the impact of early experience on human development; prenatal, neonatal and infant growth and development.

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.
- Review the D2L tutorial guides and familiarize yourself with D2L usage: [http://www.sfaonline.info/d2ltutorials](http://www.sfaonline.info/d2ltutorials)
- Check your D2L email, course site, and announcements *daily* for updates in course information, schedule changes, etc.
- Sign up for D2L notifications so you get messages via email, phone, text etc. about due dates, announcements, grades, and more. Log into D2L, click on the arrow by your profile (upper right-hand corner), and click on Notifications to manage these settings.
- Although the D2L Notifications and the Course Calendar within D2L are helpful tools, they do not serve as excuses for missing assignments. All due dates and assignments are listed in the Syllabus and will also be announced weekly via course announcements on the D2L
course home page. Please rely on the Syllabus and Course Announcements, above all else, to meet course expectations.

- Take notes while reading book chapters and watching/listening to any course materials. 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 material, including videos etc., as well as assigned reading, is fair game for exams.
- Submit any assignments at least a few hours early and double-check the submission to ensure what you turned 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.
- Take a screenshot of all submitted coursework and save them. Save D2L submission receipts of Dropbox assignments.
- Be a problem-solver when issues arise (call tech support, use your back-up computer etc.)
- Come to office hours or schedule virtual 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 😊
- Take responsibility for your actions pertaining to this course and the consequences that ensue from them. Ask for help early on! I’m rooting for your success.

**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 2-4 and W 9-12 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.

**NOTE ABOUT EMAIL:** Please message me via D2L mail: Log into D2L, click on the e-mail icon (upper right-hand corner) on the Home Page Toolbar (If D2L is down, use my mySFA email: faragof@sfasu.edu). **Please indicate which class you are emailing about & the issue of concern in the title of your message** (ex: HMS 443: Assignment 4; HMS 236: Observation Hours). Doing this will facilitate the promptness of my response. Please keep in mind that your correspondence with me is in the context of a professional environment. Emails will be answered within 24-48 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. If you don’t get a response from me within 48-72 hours during regular work days, assume that I did not receive your message and please re-send.
IMPORTANT NOTES ABOUT D2L EMAIL:

- D2L Email is an internal (closed) system which means that you must log in to D2L to read AND reply to messages, and, you can only send email to other D2L users (email cannot go out to a non-D2L address). Likewise, if you set your D2L email to go out to a forwarding address, you cannot reply from outside the system. To respond to another user who uses D2L to email you, for instance, it's necessary to respond from inside D2L, rather than from a forwarded copy.
- Users have a "forward" option which will forward copies of messages to an external email account such as Gmail, Yahoo, mySFA, and others. HOWEVER, be aware that . . .
- Users may NOT reply to a message from an external account. An example would be that Amy has her D2L Email forwarded to her Gmail account. She reads her messages from her Gmail account, and if she wishes to reply, she MUST enter D2L to reply to the message. If she attempts to reply to the D2L message from inside her Gmail account, the message will fail to send.
- D2L limits attachment size to 600 KB, due to server size limitations.
- A big advantage to D2L Email is that you may filter by class. This is a huge time-saver.

Course Format/Instructional Strategies: This course is fully delivered online using the D2L course management system.

Important notes about D2L:
1. Course notices will be posted on the course homepage and it is the responsibility of each student to review D2L daily.
2. Students should check their grades at least once a week. Any discrepancies in grades must be resolved within one week after assignment grades have been posted. Otherwise, the posted grade is considered final and will not be changed at a later date.
3. Most assignments that you will upload to D2L should be done using a Word document, PDF, or PowerPoint. If you do not currently have, or anticipate having, access to Microsoft Office, then please make the appropriate arrangements to secure the appropriate software for use in this course.
4. The most appropriate browsers to use with D2L are either Google Chrome or Firefox

Grade notifications via JackText:

JackText Grade Notification is available to students who sign up for it. This service sends a text to the student each time a grade is posted to their account. This should eliminate some anxiety when awaiting grades posting, as you will be notified the moment the grade is rolled into your academic history. Instructions for signing up for JackText can be accessed at http://www.sfasu.edu/5418.asp.
Course Questions Discussion Forum:

- This discussion forum is to answer course-based questions throughout the semester.
- Please post any general questions about the course, the course content, or learning activities, to this discussion. This forum is a way for us to make sure we are connecting and that we are all understanding important course concepts together.
- You are encouraged to answer other students’ questions posted under Course Questions. If everyone is stuck, then your instructor will answer your question.
- I also encourage you to post articles, news clips, or current events related to the course material.
- If your question is of a more personal nature, or is not necessarily course-related, please email your instructor directly.
- You **may not** post questions about tests or test questions on this forum. These questions need to be emailed directly to your instructor.

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.

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. Understand theoretical growth and development (Erikson, Piaget, Freud, Skinner, and Bandura).
2. Understand the principles of development that apply to the prenatal and infancy periods.
3. Understand environmental, social, and cultural factors that influence the development of the individual during the prenatal and infancy years.
4. Identify issues that confront parents and caregivers in working with infants.
5. Assess developmental changes that occur during the prenatal and infancy years.
6. Understand assessment tools which are appropriate for infants.
7. Have a knowledge base of developmentally appropriate activities for infants which a parent or caregiver could utilize.
8. Understand appropriate interaction techniques for use with infants.

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

Course Assignments & Activities:

1. **Syllabus Quiz:** A quiz will be given within the first two weeks of class over the syllabus (available online in D2L “Quizzes” module). Please review the syllabus and take the quiz. Not completing the quiz by the due date will result in being dropped from financial aid. The Syllabus Quiz will be worth 20 points.

2. **Exams:** There will be 3 non-cumulative, multiple-choice Exams on information relevant to our textbook and lectures administered via D2L. Each exam will have 50 questions and will be worth 100 points each, for a total of 300 points. Please check the course schedule for due dates and exam availability. 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.

**Missed Exams (or Quizzes):** 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 an exam. Make-up exams are very rarely given, and require proper documentation (e.g., note of hospitalization) before the exam deadline has passed (in very rare cases, notification within 24 hrs of the missed exam may be accepted). It is up to the instructor to determine whether the documentation warrants a make-up exam. 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. In the absence of proper documentation, IF a make-up exam is given (not guaranteed & rarely offered), 30-50% will be deducted from the exam grade.

**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.*

**Using Textbooks/Notes During Exams/Quizzes:** 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. 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.*

**Reviewing Missed Quiz/Exam Questions:** Please come to office hours or email me to go over questions you missed. We can go over the types of questions you got wrong and identify study strategies to improve your performance.

**3. Weekly Assignments:** There will be **10 class assignments** administered via D2L, each accompanying one of the 10 chapters of the textbook that we’ll cover. The assignments will either be short-essay Dropbox assignments submitted within D2L or will be Discussion assignments submitted within D2L. Look for the assignments in either of these places (Dropbox or Discussion). Each Assignment is worth **25 points each,** for a total of **250 points. Each assignment will be due Sunday evening (11:59pm).** Instructions for the assignments will be provided in D2L at the beginning of each week. Because this is an online class, absolutely no hard-copies will be accepted of any assignment. All assignments need to be submitted within D2L – emailed copies will not be accepted.

**4. Extra Credit Writing Assignment:** More information will be provided about this Writing Assignment later in the course, however it will entail applying developmental concepts and theories learned in the course to a documentary film called *Babies* by Thomas Balmes. “*Babies* simultaneously follows four babies around the world – from birth to first steps. The children are: Ponijao, who lives with her family near Opuwo, Namibia; Bayarjargal, who resides with his family in Mongolia, near Bayanchandmani; Mari, who lives with her family in Tokyo, Japan; and Hattie, who resides with her family in the United States, in San Francisco.” The assignment will need to follow APA 6th edition guidelines. **You can earn up to 20 points with this assignment.**
POLICIES ABOUT 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.

- When you submit an assignment in Dropbox within D2L, you will receive a submission receipt. The receipt is generated from D2LConfirm@d2l.sfasu.edu and verifies exactly when (date and time) you submitted the file, the name of the Dropbox folder, the name of the file, as well as the course name in the receipt. For instance:

  Flora Farago this email is to confirm that Assignment 1 has received your file submission. Received: Monday, October 30, 2017 7:56 PM CDT Org Unit: HMS-443-501 - Infant Growth & Development File(s): Draft 4 Thesis.docx

  You need to keep these submission receipts and provide them shall there be any issues or concerns with your submission.

- Absolutely no hard-copies will be accepted of any assignments. All assignments need to be submitted within D2L – emailed copies will not be accepted.

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 Work**
Late assignments may be accepted given proper documentation (up to instructor’s discretion) however will automatically lose 30-50% credit every 24 hrs. Documentation must be provided within 24 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.

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/.

IV. Evaluation and Assessments (Grading):
Establishment of a grading scale is up to each instructor. 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exam</strong> (3)</td>
<td>100 X 3 = 300</td>
</tr>
<tr>
<td><strong>Syllabus Quiz</strong></td>
<td>25</td>
</tr>
<tr>
<td><strong>Weekly Assignments</strong></td>
<td>25 X 10 = 250</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>575 points</td>
</tr>
</tbody>
</table>

*Extra Credit assignments in addition to what’s listed may be offered throughout the course at
the instructor’s discretion. 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).*

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Needed</th>
<th>Percentage Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>515-575</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>458-514</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>400-457</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>342-399</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>341 or less</td>
<td>Less than 59.5%</td>
</tr>
</tbody>
</table>

**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.

**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:** Although we are not meeting face-to-face in a classroom, “attendance” is nonetheless critical. Attendance means that you are: logging on to MySFA daily to check the course Announcements, Grades, and contributing to discussion boards, and completing all assignments on time. The course is time-released; you will not have access to the entire course at once. Instead, you will have access to each week’s coursework Monday through Sunday.

**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 via D2L. I will not seek out individual 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.

**ALL due dates are Sunday 11:59 pm CDT/CST**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics/Content</th>
<th>Readings from book</th>
<th>Activities &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 16-21st</td>
<td>Getting Started</td>
<td>Syllabus</td>
<td>Extra Credit: Introduction Discussion Syllabus Quiz</td>
</tr>
<tr>
<td>2</td>
<td>Jan 22nd-28th</td>
<td>The Science of Development</td>
<td>Chapter 1</td>
<td>Assignment #1 Syllabus Quiz (last week to do it)</td>
</tr>
<tr>
<td>3</td>
<td>Jan 29th- Feb 4th</td>
<td>Theories of Development</td>
<td>Chapter 2</td>
<td>Assignment #2</td>
</tr>
<tr>
<td>4</td>
<td>Feb 5th- Feb 11th</td>
<td>Heredity and Environment</td>
<td>Chapter 3</td>
<td>Assignment #3</td>
</tr>
<tr>
<td>5</td>
<td>Feb 12th-18th</td>
<td>Prenatal Development and Birth</td>
<td>Chapter 4</td>
<td>Assignment #4</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topics/Content</td>
<td>Readings from book</td>
<td>Activities &amp; Assignments</td>
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</tr>
<tr>
<td>6</td>
<td>Feb 19th-25th</td>
<td>Exam 1</td>
<td>STUDY FOR EXAM 1</td>
<td>Exam #1 (Ch 1-4)</td>
</tr>
<tr>
<td>7</td>
<td>Feb 26th- Mar 4th</td>
<td>The First Two Years: Biosocial Development</td>
<td>Chapter 5</td>
<td>Assignment #5</td>
</tr>
<tr>
<td>8</td>
<td>Mar 5th-11th</td>
<td>The First Two Years: Cognitive Development</td>
<td>Chapter 6</td>
<td>Assignment #6</td>
</tr>
<tr>
<td>9</td>
<td>Mar 12th-18th</td>
<td>SPRING BREAK</td>
<td>SPRING BREAK</td>
<td>SPRING BREAK</td>
</tr>
<tr>
<td>10</td>
<td>Mar 19th-25th</td>
<td>The First Two Years: Psychosocial Development</td>
<td>Chapter 7</td>
<td>Assignment #7</td>
</tr>
<tr>
<td>11</td>
<td>Mar 26th-Apr 1st (Easter holiday: March 29th-30th)</td>
<td>Exam 2</td>
<td>STUDY FOR EXAM 2</td>
<td>Exam #2 (Ch 5-7)</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topics/Content</td>
<td>Readings from book</td>
<td>Activities &amp; Assignments</td>
</tr>
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<tr>
<td>12</td>
<td>Apr 2nd-8th</td>
<td>Continued: Early Childhood: Biosocial Development</td>
<td>Chapter 8</td>
<td>Assignment #8</td>
</tr>
<tr>
<td>13</td>
<td>Apr 9th-15th</td>
<td>Early Childhood: Cognitive Development</td>
<td>Chapter 9</td>
<td>Watch Extra Credit Film: Babies &amp; complete Extra Credit Assignment</td>
</tr>
<tr>
<td>14</td>
<td>Apr 16th-22nd</td>
<td>Continued: Early Childhood: Cognitive Development</td>
<td>Chapter 9</td>
<td>Assignment #9</td>
</tr>
<tr>
<td>15</td>
<td>Apr 23rd-29th</td>
<td>Early Childhood: Psychosocial Development</td>
<td>Chapter 10</td>
<td>Assignment #10</td>
</tr>
<tr>
<td>16</td>
<td>Apr 30th-May 6th</td>
<td>Continued: Early Childhood: Psychosocial Development</td>
<td>Chapter 10</td>
<td>No Assignment Wrap-up Review</td>
</tr>
<tr>
<td>17</td>
<td>May 7th-11th</td>
<td>Exam 3 (Final)</td>
<td>STUDY FOR EXAM 3</td>
<td>Exam #3 (Ch 8-10) due by Wednesday May 9th</td>
</tr>
</tbody>
</table>

**Important University Drop/Withdrawal Deadlines:**

- **January 19th**: Last day to change schedules other than to drop courses. Last day to register.
- **March 21st**: Last day to drop courses and to withdraw from the university without WP/WF.
- **May 7th**: Last day to withdraw from the university.

**Other deadlines/dates:**

- **March 7th** – mid-semester
- **May 16th** – Final grades posted
VI. Readings:
Required:

Recommended:

Optional: You will be provided a number of readings online to use as extra resources. Some of these readings may be used as extra credit opportunities. If extra credit is offered for readings, it will be announced via D2L and offered to all students (extra credit is not offered to students on an individual basis).

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.