Course Policies and Syllabus

Instructor: Job B. Clément, Ph.D.
Title: Sr. Professor
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Department Homepage: http://www.daytonastate.edu/CampusDirectory/DeptInfo.aspx?dep=BHS
Faculty Web Page: https://webapps.daytonastate.edu/ICS/My_Pages

Course Description: Developmental Psychology is the study of the various aspects of normal human development, equally emphasizing tasks, changes and adjustments that occur in each stage of the life span. (Co-requisite: ENC 1101.)

CREDIT HOURS: 3 Semester Hours

DEGREE: A.A. (Core) and A.S.

Minimum Technical Requirements: Students enrolled in this course must be able to:
- Use all required features of Falcon Online.
- Send and receive attachments by e-mail
- Create and submit files using Microsoft Word processing or Excel spreadsheet programs
- Create, edit, and submit programs such as PowerPoint or Prezi.

Student Learning Outcomes: Upon completion of this course, the student will be able to:

1. Demonstrate a general knowledge and understanding of the major theoretical perspectives and history in Human Development. (critical thinking)
2. Demonstrate a general knowledge and understanding of heredity, environment and maturation throughout the life span. (critical thinking)
3. Demonstrate a general knowledge and understanding of Fertilization, Prenatal Development, Birth, Infancy, Toddlerhood, Early Childhood, Adolescence, Early Adulthood, Mid-Life, Late Adulthood and Death. (critical thinking) (cultural literacy)

4. Demonstrate a general knowledge and understanding of the authorities and their contributions in the field of Developmental Psychology. (critical thinking)

Class Format: This class is a hybrid course which requires 45 total hours of class divided into 22.5 hours of lecture and 22.5 of online instruction.

Instructional Method: (See also Class Format above.) This course is offered as a hybrid class, with 50% of the time spent in the classroom and 50% of the time online. The course can be accessed at: http://www.daytonastate.edu/falcononline. The instructional method includes: Lecture, Notes, Class Discussions, Videos and Online Assignments. Most assignments will be completed online and students will follow a schedule of assignments with specific opening and closure dates. In addition to the online assignments, there will be a midterm and a final exam that will be administered in the classroom. The schedule of due dates for the assignments is found next to each assignment under the “Quizzes” tab on the NAV bar of the course Homepage AND in a Due Dates Grid on pages 11 to 13 of this syllabus. The information needed to answer all quiz and test questions can be found in the textbook and during class lecture. In addition, there are numerous tools and activities in the course Content (Online) to supplement students learning.

As in any class, it is extremely important to read your textbook. As in most classes, you will have time constraints under which work must be completed. All of the opening and closing dates for all of your discussions, assignments and tests are posted on the Due Date Grid portion (Pages 10 to 12) of this syllabus and as a separate document within the course content. You will also have reminders on your course home page under Events/Calendar and News. Good time management is critically important in being able to complete this course successfully. Remember, your participation and contributions help other students!

REQUIRED TEXTBOOK:

HDEV5, (Human Lifespan Development) 5th edition, Spencer Rathus, Cengage Learning, 2018


Visit the bookstore on-line: http://www.DaytonaStateShop.com or

http://www.daytonastate.edu/catalog/stusv/bookstore.html
Daytona Beach Campus (386) 252-2206  
Building 200, 1200 International Speedway Blvd  
Daytona Beach, FL 32114  
**Bookstore Hours**  
For hours of operation please contact the bookstore or click this [link](http://shop.efollett.com/htmlroot/storehome/daytonabeachcommunitycollege173.html).

New Smyrna Beach-Edgewater Campus (386) 427-3472 ext. 6314  
940 Tenth Street Building 1  
New Smyrna Beach, FL 32168  
**Bookstore:** Call for Hours of Operation

**Equipment and Supplies:** For this course you will need extensive computer access to be able to access **Florida Online** as well as have access to **Microsoft Word** *(you must complete all written assignments i.e. Discussion Posts, Papers, Video Questions, etc. using Word, saving them as a file and submitting them under the Assignment Tab or as indicated in the course).*

Here is a link to Daytona State College’s Distance Learning site, where technology requirements for online courses can be found: [http://online.daytonastate.edu](http://online.daytonastate.edu)

Daytona State College has computers on all campuses with high-speed Internet access and Word/Excel software. You will spend a significant amount of time during this course reading online news, participating in online discussions and completing online tests.

**Important Links:** There are none at this time.

**Online Class Policies**

**Disclaimer:** This syllabus has been constructed to be as complete as possible but I reserve the right to alter policies, procedures, and the syllabus as needed with notification to students. Please utilize the website regularly as any changes to the syllabus will be posted there.

**How to proceed through the course:** Students should plan to have three hours of study time per week for each credit hour of class time. Example: when taking a typical 3 credit-hour course, students should plan to spend at least 9 hours per week doing coursework and studying for that course regardless of the mode of delivery (online, hybrid, face-to-face). Students are required to read each assigned chapter of the textbook before each class period or before attempting to complete any online quiz or test.

**Handling of assignments:** All assignments will be submitted online and there is a deadline for each one. Please note, each assignment must be submitted by 11:59 P.M. of the posted date. After that time and date no assignment will be accepted online or by email. Students who fail to submit their assignments on time will receive a grade of “F” or “zero” for the assignments. Please see the due dates grid on pages **10-12** of this syllabus to see ALL the deadlines.
Communication: Communication is very important for success in this class. Please make a note of this e-mail address (Job.Clement@daytonastate.edu) and the telephone number 386-423-6322. Use them EVERY TIME you wish to reach me. When using one of these tools, I will reply to your inquiries within 48 hours on weekdays (Mondays through Fridays) and within 72 hours on weekends. When I need to convey an information to the entire class, I will use the class mail. In this case, you will need to check the class mail daily.

Microsoft Office 365, with 1TB of OneDrive storage, is available to enrolled Daytona State College students. Students are provided a college email address (You must use this address to contact me.) that serves student’s official with shared calendars, the ability to create and edit documents online, team sites, and other collaboration tools. Whether you work on PC, Mac, tablet or phone, you will have a consistent experience across all of your devices. The service includes versions of Word, PowerPoint, Excel, OneNote, and OneNote Class Notebook. For more information about Office 365, visit the Student Self-Service Help page at: http://daytonastate.edu/help/ and click on Office 365 to Find Out More.

Interaction: Participation and interaction in online discussion are very important. Students who do not take an active part in discussions and group projects will not have credit for these activities. Furthermore, CIVILITY IS REQUIRED in every aspect of classroom interaction.

Attendance: This class is totally online. Attendance will be based on completion of assignments by the due dates stated in the Due Date Grid. Failure to complete an assignment on time will be considered as an absence and you will have zero for the assignment.

Late Work/Make-up Work and Exams: There will be no make-up assignments (discussion posts, quizzes, video summaries…etc.) unless the student has a very valid reason (Verified illness or hospitalization or the death of a blood related family member) for missing a deadline. Furthermore, this rare possibility for making-up an assignment DOES NOT APPLY TO MODULES AND DISCUSSIONS because both modules and discussions require participation and contribution from every member of the class.

N.B. The above possibility for make-up assignments is limited to one week of assignments only. Under all circumstances the request must come with supporting evidences from a physician in case of illnesses or an authorized hospital administrator or a physician in case of hospitalization. In case of mortality, necessary proofs will also be required. Any request for a make-up without supporting evidences will not be considered.

Classroom Etiquette: For online or web-enhanced courses, you may wish to use excerpts expectations document at http://Daytona state.edu/falcononline/.

Evaluation/Assessment Methods: Students in this course will be evaluated on three main bases:

- Eight tests (quizzes)
• A midterm examination and a final examination: please the dates in the Due Dates Grid.

• Eight discussion modules

**Grading policy:** Below is a grid outlining the three main areas of evaluation and their value in number of points.

*The instructor reserves the right to alter the grade structure and modify assignments, including, but not limited to, adding or modifying assignments, discussions, and quizzes.*

### Points per Task:

<table>
<thead>
<tr>
<th>Graded Items</th>
<th>Potential Points Earned</th>
<th>Total maximum points per category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory post</td>
<td>The introductory Post has no set parameters: 20 points.</td>
<td>(20 points)</td>
</tr>
<tr>
<td><strong>TESTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Test 1 = 40 points</td>
<td>Test 1 covers chapters 1-3 (40 quest.)</td>
<td></td>
</tr>
<tr>
<td>• Test 2 = 40 points</td>
<td>Test 2 covers chapters 4-6 (40 quest.)</td>
<td></td>
</tr>
<tr>
<td>• Test 3 = 40 points</td>
<td>Test 3 covers chapters 7-8 (40 quest.)</td>
<td></td>
</tr>
<tr>
<td>• Test 4 = 40 points</td>
<td>Test 4 covers chapters 9-10 (40 quest.)</td>
<td></td>
</tr>
<tr>
<td>• Test 5 = 40 points</td>
<td>Test 5 covers chapters 11-12 (40 quest.)</td>
<td></td>
</tr>
<tr>
<td>• Test 6 = 40 points</td>
<td>Test 6 covers chapters 13-14 (40 quest.)</td>
<td></td>
</tr>
<tr>
<td>• Test 7 = 40 points</td>
<td>Test 7 covers chapters 15-16 (40 quest.)</td>
<td></td>
</tr>
<tr>
<td>• Test 8 = 40 points</td>
<td>Test 8 covers chapters 17-19 (40 quest.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Each test has a value of 40 points, and the 8 tests will have a total value of <strong>320 points</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(320 points)</em></td>
<td></td>
</tr>
</tbody>
</table>
Two in-class tests

A. a midterm on chapters 1 to 10 OR 5 summaries from chapters 1 to 10.

B. a final on chapters 11 to 19 OR 5 summaries on chapters 11 to 19.

Each text will be graded on a maximum of 50 points.

(100 points)

<table>
<thead>
<tr>
<th>DISCUSSIONS</th>
</tr>
</thead>
</table>

**MODULE DISCUSSIONS 1-8**

Original Postings and Responses for Modules 1-8

Online Discussions and Responses (Each discussion post must consist of your own original answer to the prompted question and two responses to any of your classmate’s original posts/responses). It is also expected that each student will read the majority of the posts for each discussion.

To complete these assignments you will go to the “Discussions Tab” in the navigation bar of the course.

Each Original Posting must convey your reflective and analytical thoughts on the prompted questions/issues from your newly acquired knowledge of the topic from at least two references – you can use your textbook and any other legitimate book or online resources.

Grading criteria: please see # 3 on pages 7 and 8 of this syllabus for specific instructions to successfully complete the modules.

*1 Each module posting has a value of 20 points

Module 1 Discussion
Module 2 Discussion
Module 3 Discussion
Module 4 Discussion
Module 5 Discussion
Module 6 Discussion
Module 7 Discussion
Module 8 Discussion

(160 points)

TOTAL = 600 pts
1. **TESTS: (found under the QUIZZES TAB)**

The course content is divided into modules of developmental time frames. Each module covers 2-3 consecutive textbook chapters. Therefore each test will cover 2-3 chapters. Although your notes and book will be available to you during the test, if you have not read the material, highlighted major theories and thoroughly prepped for the test, you will not do well. You only have 60 minutes to complete each test. All of the tests are multiple choice in format – you are to choose the best answer for each question. The test must be completed during the specific open/close dates for that test. There are no exceptions!

All of the open and close test dates are posted on your Due Dates Grid in the Content section of the course and on pages 10 to 12 of this syllabus.

2. **Guidelines for module presentations:**

   Each module will be graded on a maximum of 20 points. It should be of a minimum of around 300 words or a paragraph of around 10 lines but you must use font 12 for the lines, not font 14 or higher. The instructor reserves the right to accept less than the stated number of words or lines for full credit if the content is substantial.

References for the original post:

Reference sources should be posted at the bottom of the original post. Something like: www.psychologytoday.com is not acceptable. You will need: www.psychologytoday.com, volume or edition, author’s name, title of the article, date of publication and page number. For books, magazines, and textbooks, the sources should have the author’s name, the title of the book or magazine, the edition (If there is one), the publisher, the date of publication, and the page numbers. However, you do not need all these items for the textbook we are using (Author’s name, title of the book, and page numbers are sufficient).

N.B. You will submit your original post in **two places**:

1. Under the “Assignments Tab” (In the NAV bar) of the course.

2. Under the appropriate module under the “Discussions Tab” of the course where you read the content of the module.

**Warning: Original posts which are not submitted under the “Assignments Tab” and under the appropriate modules will not be graded.**

When you submit your original post under the “Assignments Tab”, after about 20 to 30 minutes, turnitin.com will show you a similarity index number. This number represents how much of your post can be found elsewhere. A similarity index of up to 25% is acceptable, but for every 5 percentage points above a similarity index of 25% you will be penalized by 1 point and if you have a similarity index of 50% or higher you can rewrite the post and re-submit it before the deadline otherwise you will have ZERO for an original post with a similarity index of
50% or higher. When you revise and re-submit an original post, the revised copy will be graded as your original post if its similarity index is below 50%. TAB”. PLEASE TELEPHONE ME (386.423.6322) IF YOU HAVE ANY QUESTIONS.

Scores for the modules will be posted within five days after the deadline for each summary or module. However, I will do my best to post them ASAP. In case of any unforeseen situation that prevents me to post the scores within the five-day deadline, I will notify you ASAP.

**Grading Scale:**

The grading procedure will be based on a point system. As per the grid under Evaluation/Assessment Method you have a chance to accumulate a total of 600 points. Moreover, there are three (3) extra credits/bonuses for a total of 15 points (5 points for each). These 15 points are not part of the total of 600 points but they will be added to your total points. In other word, a student with a perfect score in every assignment, including the extra credits and the posttest, will have 600 points + 25 Points = 625 points.

To calculate your grade, divide your accrued points at the end of the semester by the total points of the regular assignments (600) and multiply the result by 100.

Example 560/600 = .93333 X 100 = 93.33 = A. However, if a student comes up with a total of 625:600 = 1.04. However, this student will obtain an “A” in the class not an “A+”. The College does not grant an “A+”.

**Points per task:**

<table>
<thead>
<tr>
<th>Introduction</th>
<th>20 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Tests</td>
<td>320 points</td>
</tr>
<tr>
<td>2 exams in class:</td>
<td></td>
</tr>
<tr>
<td>Midterm Chapters. 1-10</td>
<td>50 points</td>
</tr>
<tr>
<td>Final: chapters 11-19</td>
<td>50 points</td>
</tr>
<tr>
<td>8 Modules</td>
<td>160 points</td>
</tr>
<tr>
<td>Total</td>
<td>600 Points</td>
</tr>
</tbody>
</table>

**Conversion of points to letter grades:**

<table>
<thead>
<tr>
<th>Number of Points Earned</th>
<th>Percent</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>540-600</td>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>522-534</td>
<td>87% - 89%</td>
<td>B+</td>
</tr>
<tr>
<td>480-516</td>
<td>80% - 86%</td>
<td>B</td>
</tr>
<tr>
<td>462-474</td>
<td>77% - 79%</td>
<td>C+</td>
</tr>
</tbody>
</table>
INCOMPLETE GRADES (I)

"I" - Incomplete - A temporary grade of “I” may be issued only when a student who is passing the course but who, for valid and unforeseen reasons, is not able to complete the course requirements within the semester. In a case like this, it is understood that the student agrees to complete all the requirements for the course before the middle of the next major semester otherwise the "I" grade will be automatically changed to an "F" grade.

A grade of “I” will be given only at the end of this course when a student, in the judgment of the instructor, has satisfied each of the following criteria. The student must:

- have a request in writing to the instructor prior to the last three weeks of classes
- complete, up to the date of the request, all assignments due,
- complete at least three-fourths (75%) of the course.

* provide the instructor with a written legitimate and documented reason for not being able to complete the course work by the end of the semester (i.e. serious illness, military duty, etc.).
* have an average grade of “C” or higher for all course work completed.

Class schedule: The class in made of three broad areas, mentioned and explained above on pages 7-9. A grid which outlines the assignments and their due dates is provided below.
## Fall-A 2017, DEP-2004 Semester Due Dates Grid

Pay attention to those due dates!! Write them down, put them in your smart phone, or paste them on your refrigerator – whatever works!!!!

<table>
<thead>
<tr>
<th>Title of Module</th>
<th>Module No. &amp; Chapter</th>
<th>Topical Discussions – one original post and 2 peer responses</th>
<th>Open and Close Dates for Discussions and Tests - WATCH THESE DATES!! NO CHANGES!!</th>
<th>Tests – timed, multiple choice, open book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td></td>
<td></td>
<td></td>
<td>Take the Pre-Test – (08/28-09/01). It does not count toward your grade but it will allow you to complete the post-test which will add up to 10 points to your final score.</td>
</tr>
<tr>
<td>Class Ice Breaker</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History, Heredity, Birth</td>
<td>Module 1 Chapter PPTs 1-3</td>
<td>Abortion: Yes or No</td>
<td><strong>Open 08/28</strong>&lt;br&gt;<strong>Close 09/01</strong></td>
<td>Test 1 covering chapters 1-3. This test meets the requirements for SLO # 1.</td>
</tr>
<tr>
<td>Infancy and Toddlerhood</td>
<td>Module 2 Chapter PPTs 4-6</td>
<td>Breastfeeding: Yes or No</td>
<td><strong>Open 09/04</strong>&lt;br&gt;<strong>Close 09/08</strong></td>
<td>Test 2 covering chapters 4-6.&lt;br&gt;This test meets the requirements for SLOs # 2 and 3. AND&lt;br&gt;Test 3 covering chapters 7-8.&lt;br&gt;This test meets the requirements for SLOs # 3 and 4</td>
</tr>
<tr>
<td>AND</td>
<td>Module 3 Chapter PPTs 7-8</td>
<td>Child Maltreatment</td>
<td><strong>Open 09/11</strong>&lt;br&gt;<strong>Close 09/15</strong></td>
<td></td>
</tr>
<tr>
<td>Module 4</td>
<td>Module 5</td>
<td>Divorce and Remarriage</td>
<td>Two Modules and two tests!!</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td>------------------------</td>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td>Chapter PPTs 9-10</td>
<td>Chapter PPTs 11-12</td>
<td>AND</td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>Middle Childhood</td>
<td>Adolescence</td>
<td>Chapters 9-10</td>
<td>Chapters 11-12</td>
<td></td>
</tr>
<tr>
<td>Module 6</td>
<td>Module 7</td>
<td>Death Rates in America</td>
<td>Two Modules and two tests!!</td>
<td></td>
</tr>
<tr>
<td>Chapter PPTs 13-14</td>
<td>Chapter PPTs 15-16</td>
<td>AND</td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>Early Adulthood</td>
<td>Middle Adulthood</td>
<td>Chapters 13-14</td>
<td>Chapters 15-16</td>
<td></td>
</tr>
<tr>
<td>Module 8</td>
<td>Chapter PPTs 17-19</td>
<td>Late Adulthood Stereotypes</td>
<td>Open 10/09</td>
<td></td>
</tr>
<tr>
<td>Late Adulthood</td>
<td></td>
<td></td>
<td>Close 10/13</td>
<td></td>
</tr>
<tr>
<td>Chapters 17-19</td>
<td></td>
<td></td>
<td>Final Exam: 10/16</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapters 11-19 OR 5 summaries.</td>
<td></td>
</tr>
</tbody>
</table>

Test 4 covering chapters 9-10. This test partially meets the skills for SLO # 4 AND Test 5 covering chapters 11-12. This test meets the requirements for SLO # 4.

Test 6 covering chapters 13-14. This test meets the requirements for SLO # 4. AND Test 7 covering chapters 15-16.

Test 8 covering chapters 17-19. This test meets partially the requirements for SLO # 4.
<table>
<thead>
<tr>
<th>Extra credits</th>
<th>Evaluation of Instructions (Dates: TBA by the College.)</th>
<th>The course survey and the post-test open 10/09 Close 10/19. CLASS ENDS on 10/20.</th>
</tr>
</thead>
</table>

The three extra credits can add up to 15 points to your final score.

Completion of this evaluation is conditional for credit to the extra credit.

You can add up to 10 more points to your total score if you complete the course survey and the post-test.

DON'T FORGET TO COMPLETE THE POST-TEST – It will add up to 10 points to your final score.

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**Pretest/Survey/Posttest**

It is required that every student completes a pre/posttest, a survey of three questions, and an evaluation of instructions. Only students who complete the pre-test and the survey can complete the post-test.

The pre/posttest and the survey will be found in your Florida On-line course shell. You will need to access this course in your Florida On-Line, and look under "Quizzes" at the top of the Navigation bar. You will only have one attempt for each test and the time limit will be 60 minutes.

The **Pretest** is available: from Aug. 28, 2017 to Sept. 01, 2017

**Class Survey: Oct. 09, 2017 to Oct. 19, 2017.**

**N. B.** You must complete the survey before attempting to complete the post-test.

The **Posttest** is available: from Oct. 09, 2017 to Oct. 19, 2017.
Each test has 40 items and you will have 60 minutes to complete each one. Please make sure to click the submit button at the end of the test, and if you have any issues, please contact the Florida On-line at 386-506-3849 or online@daytonastate.edu. N.B. The availability of the post test is contingent to the completion of the pre-test and the survey. This survey is different from the evaluation of instructions.

Class Withdrawal Process: Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Many times issues and concerns can be resolved with communication. Please review Refund/Repayment Policy and also check with the Office of Financial Aid to determine how any withdrawal might affect your current and future aid eligibility. If the decision has been made to withdraw, you should

- Go to MyDaytonaState.edu and log in
- Click on FalconNet in the menu bar
- Using the left hand menu, click on Registration
- Click on Class Registration link
- Read the message about tuition payment and then scroll down to acknowledge the information
- Click on the Continue button
- Select the current term and year
- Click on the Registration button
- Select the course you want to withdraw from by clicking on the radio button; then click the Drop Course button.

Up to date information on withdrawal from a class can be found on the student Help page at http://daytonastate.edu/help/.

Sensitive Materials:

To complete the video summaries, you will have to watch 5 video clips from disc 1 and another 5 from disc 2. You can choose the ones you wish to watch. In other word, you do not have to watch any one that seems offensive or that would make you uncomfortable.

Attendance

Students who stop attending this class will be withdrawn from the class and receive a final grade of W1 (Withdrawn). Attendance includes participating in online or face-to-face environments as required.

Student Rights & Responsibilities

Students are responsible for reading and following all college policies outlined in the current Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at http://www.daytonastate.edu/academics.html under “Student Resources.”
**Academic Integrity**
In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. The grades you earn must be based upon your own work and must accurately reflect your own knowledge and skills.

An instructor who finds that a student has violated Academic Integrity may apply an academic consequence ranging from a zero percent for the assignment, up to and including failure for the entire course. Violations may be reported to the academic department chair for review and/or referred to the student disciplinary process for appropriate disciplinary resolution. For more information about Academic Integrity and the appeal process see: https://www.daytonastate.edu/academicintegrity/

**Honor Pledge:**
I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another’s work as my own, nor will I tolerate anyone who does. For more information on academic integrity, view the Honor Code.

**Academic Dishonesty:**
Forms of Academic Dishonesty are clearly defined on the Academic Integrity webpage. You may use this link to review and discuss Academic Integrity with your students. It is also recommended that you explain the specific penalties you plan to attach to violations of Academic Integrity in this course. Self-Plagiarism: If you plan to prohibit self-plagiarism, you must clearly explain this and communicate penalties you will apply to self-plagiarism. If your syllabus never addresses self-plagiarism, it is assumed that you will accept such work with no penalty.

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**Support Services**

**Students with Disabilities:** The Student Disability Services (SDS) Office provides tools and resources to students with documented disabilities. Students who self-disclose a disability and provide the required documentation to the SDS Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the SDS Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). You can also find more information at http://www.daytonastate.edu/sds

**Veterans:**
If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065. Please visit https://www.daytonastate.edu/admsvet/

**Academic Support Center:** The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. For more information please go to http://www.daytonastate.edu/asc/ or email ASC@DaytonaState.edu.
Writing Center:
For assistance with all stages of the writing process please visit the Writing Center (appointments recommended) www.daytonastate.edu/cwc

Library and Research Services: The Daytona State Library offers a variety of services and resources to support your academic success. Visit the library website at http://library.daytonastate.edu/

Technical Support is available for FalconMail, printing, web usage, Falcon Online, and more. Students http://library.daytonastate.edu/ may call 386-506-3950 or e-mail Helpdesk@daytonastate.edu. Information can be found on the Student Self-Service Help page at http://daytonastate.edu/help/ under Tech Support.

For Falcon Online 24/7 support of course tools, view the Help/Resources on the Falcon Online navbar or call the Helpdesk at 386-506-3950, option 2. General Help information for Falcon Online can be found on the Student Self-Service Help page at http://daytonastate.edu/help/ under Falcon Online Technical Help.

Safety on Campus: Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit https://www.getrave.com/login/daytonastate

The Center for Men and Women: The Center offers a range of additional support services for students in need. Go to https://daytonastate.edu/centerforwomenandmen/index.html for more information.

New Opportunity:

My ultimate goal in this class is your success. For this reason, I am encouraging everyone who scores less than 70% on a test to contact me for a conference in order to explore two possibilities: first, to identify the causes for the poor score; second, to advise and to provide help to the student. This conference can be in person (NSB campus, Bldg. 2/128) or by telephone (386.423.6322). Please take advantage of this opportunity to improve your standing in the class.