

Syllabus
PSY 231: LIFE SPAN HUMAN DEVELOPMENT I
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Extended Learning Institute (ELI) – Distance Learning
 Northern Virginia Community College

Mailing Address:	In-Person Address:
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Annandale, VA 22003-3796	Springfield, VA 22151

Telephone: (703) 323-3347 Toll-Free: (800) 627-5443 V/TDD: (703) 323-3717
 Fax: (703) 323-3392 Web Site: <http://eli.nvcc.edu>

IMPORTANT DATES: You will receive a Quick-Start Syllabus in the mail, which will confirm your registration in this course and contain your course enrollment dates, as described below. If you do not receive this course enrollment confirmation by 10 days after the course is scheduled to begin, contact ELI registration immediately at (703) 323-3368.

Start Date: This is your official start date; all other dates are based on it. Your enrollment does not necessarily correspond to campus enrollment dates. You are expected to meet a schedule for submission of your work (see details in Course Progress section), so **you need to buy your course materials and start on time.**

Last Refund Date: This is the last date on which you can drop this course and receive a refund of your tuition. This is also the last date on which you can drop this course and add another course without paying additional tuition. To drop this course, use the NovaConnect online or telephone registration system, or send a written request to ELI Registration. Written requests must be received by this date.

Inactive Students Dropped Inactive students who have not completed minimum required assignments as specified in course material will be administratively withdrawn without tuition refund. You will receive a grade of **W**.

Last Date for Withdrawal: This is the last date on which you can withdraw from this course without grade penalty. Use the NovaConnect online or telephone registration system to drop the course, or send a written request to ELI Registration so that it is received by this date. You will receive a grade of "W." If you do not send in the minimum required assignments as specified by the instructor by this date, you will be administratively withdrawn with no refund.

End of Enrollment Date: All assignments and examinations should be completed by this date. (Also see the information in the section on Course Progress and Incomplete Grades.)



For questions not answered in this *Syllabus*, call the **ELI Hotline** at (703) 323-3347 or (800) 627-5443. ELI staff members are available between 8:30am and 8:30pm Monday through Thursday, 8:30am and 5:00pm Friday, and some Saturdays (hours vary by semester). If you are hearing impaired, call the V/TDD number, (703) 323-3717.

Getting Started

Welcome to ELI! This *Syllabus* provides information on your course requirements, e.g., books and materials, assignments and examinations, and policies governing your enrollment. **Be sure to read this *Syllabus* carefully.** While you have some flexibility in how you complete this course, your enrollment is based on the dates listed in your Quick-Start Syllabus. **It is important to start your course on time.**

Course-Specific Information

Course Materials

The textbook(s) and other materials you will need to purchase for this course are:

- The Developing Person Through the Life Span, Berger, Kathleen Stassen. Sixth Edition. New York: Worth Publishers, Inc., 2004
- Study Guide to Accompany The Developing Person Through the Life Span, Straub, Richard. Sixth Edition. New York: Worth Publishers, Inc., 2004

Ordering your books and other course materials for NVCC distance courses is easy. You may order textbooks and other course materials by any of the following methods:

- Online (preferred): <http://nvcc-alexandria.bncollege.com>
- Phone: 1-888-SHIP-TEXT
- Fax: ELI Textbook Order Form, <http://eli.nvcc.edu/pdf/textbookorderform.pdf>
- Mail

If you prefer to pick up your textbooks in person, ELI textbooks are only available at the Alexandria Campus Bookstore, see <http://nvcc-alexandria.bncollege.com>. Take a copy of this *Syllabus* with you when purchasing your course materials, so you are sure to get the right books for your course. For additional information on how to order ELI textbooks go to <http://eli.nvcc.edu/books>.

The *Course Guide for PSY 231* (which includes assignments, information on exams and other course details) is available at no charge on ELI's Distance Learning web site at <http://eli.nvcc.edu/courses.htm>.

Course Summary

Life Span Human Development I studies physical, cognitive, and psychosocial development from conception through early adolescence. The course looks at how development progresses from the prenatal period through puberty by blending the findings from research studies with theoretical perspectives. The information on genetics, prenatal development, and infancy draws heavily on the biological and medical sciences. Early childhood is more easily understood by considering the ways in which the microsystem of family and caregivers influence the child's language development, cognitive processes, and personality. Of particular interest is the way in which the young child's thought processes affect his perceptions of himself, other people, and the world. During middle childhood, the mesosystem (such as parent-teacher communications) and the exosystem (such as television) become increasingly important in understanding how the child functions on a daily basis. Clinical child psychology is also used to provide insights into specific developmental problems that become evident at this time. Adolescence sees a return to the importance of physical factors and the individual's role in a society that has created adolescence as a stage of life.

Life Span Human Development I has been designed to meet the needs of a variety of students. It serves the student whose program at Northern Virginia Community College requires or recommends this course and the student who can use it as an elective in connection with their educational programs and goals here or at other colleges and universities. It is valuable for parents and prospective parents as well as professionals already working in areas involving children. Anyone interested in enhancing their skills in relating to children will find this course beneficial.

The textbook is superb in that it both meets the objectives of this course and presents the reader with an interesting discussion of topics and concerns in human development. The study guide is a valuable aid in helping you prepare for the exams. The practice tests are also constructed to guide your preparation for the exams. The telecourse Worlds of Childhood covers many aspects of physical, cognitive, and psychosocial development. It includes recent theoretical and applied approaches to caring for children and provides a cross-cultural perspective on socialization. The written assignments are designed to focus attention on the content of the programs and engage you in critical thinking about timely issues related to children and families.

Course Objectives

If you successfully complete this course, you will be able to:

- Define the bold face terms (key terms) in each chapter.
- Identify the three domains of human development and the factors associated with each of these domains at each stage of development.
- Recognize the environmental factors that influence development at each stage beginning with the prenatal period.
- Give examples of a child's thought processes at the preoperational and concrete operational stages of cognitive development.
- Compare the psychoanalytic theory, learning theory, and cognitive theory of personality development.
- Cite research studies which support or modify different views of behavior.
- Apply the concepts related to human development to the behavior of individual children and adolescents.

Course Progress

ELI is designed for students with busy and sometimes irregular schedules. Most ELI courses do not require fixed assignment due dates. However, research shows that students are most successful with independent study when they start their course work on time and make steady progress. To help you do this, we suggest that you try to follow the timeline below. Base the months on your specific enrollment dates. Submit one assignment at a time.

Month 1	Introductory Letter Exam 1	An Introductory Letter (which may be submitted via email) is required to provide general information (i.e., education attainment/goal(s), employment experience/goal(s), etc.) about yourself. No grade is given for the Introductory Letter. Inactive Student Dropped , this date falls approximately 5 weeks after your start date . By this date you must have submitted at least the Introductory Letter otherwise you will be administratively withdrawn from the course with no refund.
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Month 2	Written Assignment 1 Exam 2	Your <u>Last Withdrawal Date</u> falls approximately 9 weeks after your enrollment begins. By this date, you must have submitted at least one graded assignment via the U.S. Mail or your instructor will automatically withdraw you from the course with no refund.
Month 3	Written Assignment 2	
Month 4	Written Assignment 3 Written Assignment 4 Final Exam Complete Course Evaluation	Your <u>End of Enrollment Date</u> falls approximately 4 months after your enrollment begins. By this date, you should have completed all work for the course and submitted to ELI via the U.S. Mail. If you have not, but you have satisfactorily completed approximately 50% of the course work, you may request a grade of Incomplete (I). See the section on Incomplete Grades for more information.

Course Evaluation Survey

Please take time to complete the Course Evaluation survey at the end of your course. This is a short, online survey that provides valuable feedback to ELI and its instructors. You will have an opportunity to complete the survey when you go to the Testing Center for your final exam. Or, you can complete the survey at your convenience by going to <http://eli.nvcc.edu/courseeval.htm>.

Grading Scale

The course grading criteria are listed below:

<u>Assignments</u>	<u>Possible Points</u>
Written Assignments 1-4	80
Exam 1	50
Exam 2	50
Final Exam	<u>50</u>
Total	230

Final grades will be based on the following scale:

A = 90–100% = 207 to 230 points

B = 80–89% = 184 to 206 points

C = 70–79% = 161 to 183 points

D = 60–69% = 138 to 160 points

F = Below 60% = Fewer than 138 points

NOTE: For PSY 231, you must pass the final exam with at least a score of 30 points in order to pass the course, regardless of how well you do on the other assignments. Please keep a personal record of all your grades so that you can compute your own course grade.

If you do not submit at least one assignment by your Last Withdrawal Date, you will be automatically withdrawn from the course with no refund. **If you do not withdraw and do not finish your course assignments, you will receive a grade based upon the work you have submitted. Usually, this grade is an "F."** If you

are past your Last Withdrawal Date but have mitigating circumstances that prevent you from finishing the course, contact your instructor in writing to request a "W" grade.

If you are making progress in your course, but your End of Enrollment date is near and extenuating circumstances prevent you from completing all of the course assignments, you may request a grade of Incomplete. To request a grade of Incomplete for this course, you must have satisfactorily completed approximately 50% of all assignments and examinations, as specified by the instructor.

If you are receiving financial aid, course withdrawal or a grade of "F" may impact your status. Please contact the Financial Aid office for further information.

Using Technologies

Email

All NVCC students automatically receive a student email account through the Virginia Community College System (VCCS). If you use email for course-related correspondence, you must use this account (instructors will not reply to non-VCCS accounts). For information on how to set up and access your account, go to <http://www.nvcc.edu/ithd/studentmail.html>, or call the IT Help Desk at (703) 426-4141.

TV/Video Programs

In addition to the textbook(s) and *Course Guide*, this course includes a series of video programs. You may access these programs in several ways.

- Telecourses are broadcast via NVCC cable television. Lessons are broadcast weekly in sequence and repeated if extra weeks are available.
- Telecourses are available on the Internet via live streaming video. These broadcasts must be watched at the scheduled time, and you must have broadband service to watch them.
- Telecourses are available to registered students on the Internet "on demand." You may watch these broadcasts at any time via any desktop. .
- Most telecourses are blockfed overnight on NVCC cable television from 11:59pm to 6:00am. The overnight blockfeed includes all lessons for the course, and in some cases takes two or three nights.
- Most telecourses are available for rental on videotape or DVD from a private rental agency.
- Videotapes of all telecourses are available at campus Learning Resource Services (LRS) facilities, but tapes may not be checked out and VCRs are limited. Viewing tapes on campus can be time-consuming.

For telecourse and overnight blockfeed schedules, local cable channels, rental agency and other video information, see the ELI Telecourse Broadcast Schedule (<http://eli.nvcc.edu/tvschedule.htm>). If you start your course after broadcasts have begun, you may view previously shown programs at campus LRS facilities, or, if available, off the overnight blockfeed or rented video. If you experience TV reception problems, call (703) 323-3377.

The programs you need to view for this course are listed below in broadcast order:

- Week 1: Program 2: The Ecology of Development
- Week 2: Program 3: Prenatal Development and the Birth Process
- Week 3: Program 4: Evolution, Environment, and Growth
- Week 4: Program 7: Family Life and the Active Child
- Week 5: Program 11: Responsive Caregiving
- Week 6: Program 16: Learning and Achievement
- Week 7: Program 17: Friendship, Gender, and Morality
- Week 8: Program 19: Adolescence, the Prolonged Transition
- Week 9: Program 20: Risk and Resilience
- Week 10: Program 21: Poverty, Child Health, and Child Labor
- Week 11: Program 22: Family Stress: the Child's Perspective
- Week 12: Program 24: The Nature and Nurture of Development, Pt. II -
Summary and Review

ELI Policies and Procedures

The policies and procedures are listed below in alphabetical order.

Academic Dishonesty

Academic dishonesty includes cheating, plagiarism, and other forms of dishonorable conduct (see the *Student Handbook*, available from each campus counseling center or online at <http://www.nvcc.edu/resources/stuhandbook> for more detailed information). Such dishonesty will not be tolerated. Penalties can range from the issuance of failing grades (on an assignment, an exam, the course) to being referred to the Dean of Student Development for further disciplinary action, which can include expulsion from the College.

Examinations

You are expected to take your examinations at one of the NVCC campus Testing Centers. Be sure to allow enough time to complete your exam before the Testing Center closes; Testing Centers have specific policies relating to the administration of ELI exams. For Testing Center locations, hours of operation and policies, go to <http://www.nvcc.edu/resources/testing/testcenters.htm>, or call one of Testing Center telephone numbers listed in this *Syllabus*.

At all Testing Centers, you will be required to show photo identification to receive your examination. You will also be required to provide your student ID number (NovaConnect Empl ID) and the appropriate **EXAM PASS**, which is located at the end of this *Syllabus*. **If you have received a W grade, you must have written permission from your instructor to take exams.** Be sure to take this permission with you to the Testing Center to take the exam.

Please note: Children are not allowed in the Testing Centers.

Examination Proctors

All students who live in the metropolitan Washington, DC, area are expected to take their examinations on an NVCC campus. If you cannot travel to an NVCC campus because you live outside of the metropolitan area, you will need a proctor for your examinations. It is the student's responsibility to secure a proctor and to pay any fees charged by the proctor.

ELI requires that a proctor be a **staff member at a testing center at a college or university**. Proctors **cannot** be a family member, employer, or someone with whom the student works. Incarcerated students should suggest an educational officer or counselor as their proctor. Disabled and other students who do not have access to an educational institution should suggest an alternative proctor, preferably an educator.

Requests for proctored exams and proctors must be approved by ELI. ELI reserves the right to reject requests for proctors for any reason. To request a proctor, complete the Proctor Request Form attached to this *Syllabus* and send it with a copy of the Exam Passes and the required proctor statement to ELI. Send your request as soon as possible so your exams will not be delayed.

Graduation

If you plan to graduate in the current semester, you must complete all work before the College's regular semester ends, regardless of your ELI End of Enrollment Date. Check the *Schedule of Classes* for the date when "Classes and Examinations End" and the "Last Day to Apply for Graduation." Be sure to inform your instructor so you can establish an accelerated study schedule and so your instructor can receive and grade your work before the deadline.

Incomplete Grades

The Incomplete grade is used for verifiable unavoidable reasons. If you have made significant progress in your course, your end date is near, and you have reasons that can be documented as unavoidable, you may request a grade of Incomplete. To request a grade of Incomplete for this course, you must:

- Have satisfactorily completed 50% of all assignments and examinations.
- Explain your extenuating circumstances to me in writing.
- Provide a plan for completing the remaining assignments in writing.

Students who receive an Incomplete grade will be given a specified time frame by the instructor, not to exceed four months from their original end of enrollment date to finish all course work.

Information for Students outside the Washington Metro Area

You need to pay special attention to exams and deadlines. If you cannot travel to an NVCC campus to take exams, see the previous section on taking proctored exams. Keep a copy of all work you submit in case the original is lost in the mail. You should receive responses to your assignments within two or three weeks; if you do not, contact your instructor or call the ELI office.

Limited Services During Holidays

Many campus offices, as well as the Learning Resource Centers, are closed or have limited hours during holiday and semester breaks. Be sure to call first before you arrive on campus to use these facilities. Faculty also may not have regular office hours during those times, which may delay the return of your assignments.

NVCC ID Cards

An NVCC ID card is required to use materials in the library and learning labs. You may obtain an ID card at any campus.

Parking on Campus

For visits to campus (to buy books, use the library, take an exam, etc.), you may park at a meter, park in a visitor lot, or purchase a parking sticker for the semester from the campus security office.

Submission of Work

All assignments are to be sent via the U.S. Mail and submitted according to the timeline suggested in the Course Progress section. Submit one assignment at a time. **Include a self-addressed envelope for the return of each assignment.** Attach a full-page cover sheet to your work with the following information:

Your Name
Student ID Number (NovaConnect Empl ID)
Course, Section Number, and Instructor's Name
Assignment Name and/or Number

Mail your work to:

Extended Learning Institute (ELI)
Attention: PSY 231
Northern Virginia Community College
8333 Little River Turnpike
Annandale, VA 22003-3796

Try to complete your work in a timely manner so that you can send it via the U.S. mail. If your instructor accepts assignments via email, this information will be included in your *Course Guide*. If you are at, or past, your deadline for sending an assignment, you can send it by fax at (703) 323-3392. **Do not routinely send assignments by fax.** If you must send an assignment by fax, it must be typed so your instructor can read it. Anything sent by fax that is not readable will be returned to you via U.S. mail.

You can also bring your work to the ELI office. **Please note that ELI's office address is not the same as its mailing address.** The map in this *Syllabus* provides directions. A drop box is available for assignments dropped off after hours.

Be sure to keep a copy of all work you submit and also keep the graded copy that is returned to you with your instructor's comments. Without these copies, any later discussion concerning your grade will be based solely on ELI's records.

Campus Learning Resource Centers and Bookstores

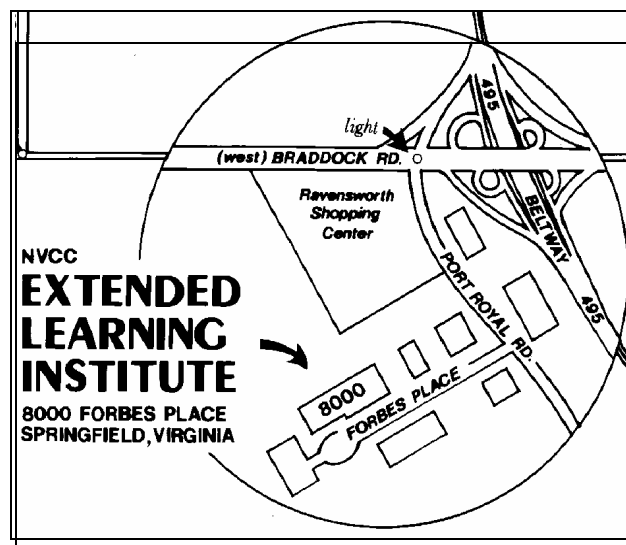
Alexandria	Annandale	Loudoun	Manassas	MEC	Woodbridge
3001 N. Beauregard St.	8333 Little River Turnpike	1000 Harry Flood Byrd Highway (Route 7), Sterling	6901 Sudley Road	6699 Springfield Center Drive Springfield, VA	15200 Neabsco Mills Rd.
Learning Resource Center (Library) (703) 845-6231	Learning Resource Center (Library) (703) 323-3128	Learning Resource Center (Library) (703) 450-2567	Learning Resource Center (Library) (703) 257-6640	Learning Resource Center (Library) (703) 822-6684	Learning Resource Center (Library) (703) 878-5733
Testing Center (703) 845-6035	Testing Center (703) 323-3149 (703) 323-3833	Testing Center (703) 450-2508	Testing Center (703) 257-6645	Testing Center (703) 822-6569	Testing Center (703) 878-5616
Computer Lab (703) 845-6041	Computer Lab (703) 323-3298	Computer Lab (703) 450-2521	Computer Lab (703) 257-6639	Computer Lab (703) 822-6671	Computer Lab (703) 878-5713
Bookstore (703) 671-0043 (703) 845-6221 (888) SHIP-TEXT	Bookstore (703) 425-2558 (703) 323-3185	Bookstore (703) 430-9639 (703) 450-2589	Bookstore (703) 368-8554 (703) 257-6667	Bookstore (703) 822-6605 (703) 922-4586	Bookstore (703) 670-0050 (703) 878-5774
TDD (703) 845-6016	TDD (703) 323-3744	TDD (703) 450-2548	TDD (703) 368-3748	TDD (703) 822-6510	TDD (703) 878-5790

Extended Learning Institute Office and Mailing Addresses

The Extended Learning Institute offices are located at 8000 Forbes Place in Springfield, Virginia. It is conveniently located just off the Capital Beltway, I-495, at the Braddock Road Exit, Number 54A. This information is provided for students needing to drive to the offices to meet with an instructor, to register, or to drop off a paper.

Please note that the mailing address is not the same as the office address. Be sure to mail everything to:

Extended Learning Institute (ELI)
Northern Virginia Community College
8333 Little River Turnpike
Annandale, VA 22003-3796



ELI Examination Passes

PSY 231: LIFE SPAN HUMAN DEVELOPMENT I

EXTENDED LEARNING INSTITUTE
Northern Virginia Community College
EXAM PASS

Final Exam (with evaluation) Form 8-04-A

NAME: _____

STUDENT ID# (NOVACONNECT EMPL ID): _____

(Be sure to take a photo-ID with you to the lab.)

An ELI exam must be started no later than 90 minutes (1½ hours) prior to closing.

PSY 231: LIFE SPAN HUMAN DEVELOPMENT I

EXTENDED LEARNING INSTITUTE
Northern Virginia Community College
EXAM PASS

Exam 2 Form 8-04-A

NAME: _____

STUDENT ID# (NOVACONNECT EMPL ID): _____

(Be sure to take a photo-ID with you to the lab.)

An ELI exam must be started no later than 90 minutes (1½ hours) prior to closing.

PSY 231: LIFE SPAN HUMAN DEVELOPMENT I

EXTENDED LEARNING INSTITUTE
Northern Virginia Community College
EXAM PASS

Exam 1 Form 8-04-A

NAME: _____

STUDENT ID# (NOVACONNECT EMPL ID): _____

(Be sure to take a photo-ID with you to the lab.)

An ELI exam must be started no later than 90 minutes (1½ hours) prior to closing.

ELI Proctor Request Form

Please allow up to 5 business days for processing of a proctor request.

The Extended Learning Institute requires that a proctor be a **staff member at a college or university testing center, a full-time faculty member, or a professional librarian**. Proctors **cannot** be a family member, employer, or someone with whom the student works. Military students may use an educational or test control officer as their proctor. Disabled and other students who do not have access to an educational institution should suggest an alternative proctor, preferably an educator. All proctors must be approved by ELI, and students are responsible for securing their own proctor and paying any fees charged by the proctor. ELI reserves the right to reject requests or proctors for any reason and students will be contacted if a request has been denied. For all approved requests, exams will be emailed or mailed to the proctor and students will receive an email confirmation.

STUDENTS: Complete Section 1 of the form and give it to your proctor.

PROCTORS: Complete Section 2 of the form and write or type the following statement, signed and dated, on a copy of your organization's letterhead: "I agree to serve as a proctor for (Student's Name.) I certify that the information I provided on the Proctor Request Form is correct.

STUDENTS/PROCTORS: Send this completed form and the proctor's statement on letterhead to:

Extended Learning Institute, 8333 Little River Turnpike, Annandale VA 22003
Attn: Proctor Request.

If you have questions, please call 703-323-3347 or 1-888-4DL-NVCC.

Requests may also be faxed to (703) 323-3392 or scanned and emailed to elicoursespecialists@nvcc.edu.

SECTION 1: STUDENT AND COURSE INFORMATION

Date: _____ Student EMPLID: _____

Student's Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Courses you are requesting to be proctored: _____

Reason for requesting a proctor: _____

Is this the first time you have requested proctored exams through ELI? Yes No

VCCS Email Address: _____ Your Signature: _____

SECTION 2: PROCTOR INFORMATION

Proctor's Name: _____ Title: _____

Organization: _____ Work Phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Country if Not in United States: _____ Work Email Address: _____

To check the status of a request call 703-323-3347 or 1-888-4DL-NVCC or email elicoursespecialists@nvcc.edu