PSY 300—Learning Processes and Development
COURSE SYLLABUS: Fall 2018

INSTRUCTOR INFORMATION

Instructor: Dr. Kelly M. Carrero, BCBA, LBA; Assistant Professor of Special Education

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Preferred Form of Communication: Remind application; Virtual Office Hours (VOH) through D2L or University Email.
Communication Response Time:
Using Remind application = within 12 hours Monday – Friday, weekends and holidays may take up to 24 hours
Using VOH through D2L = within 48 hours Monday – Friday, weekends and holidays may take up to 48 hours;
Using University Email = within 72 hours Monday – Friday, weekends and holidays may take longer.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Woolfolk, Anita E. (2016). *Educational Psychology*, (13th ed.). Boston: Pearson Education, Inc. ISBN-13: 978-0-13-354992-8 ISBN-10: 0-13-354992-5

Keep in mind the following: If you are considering purchasing an eText (electronic version of the textbook) only, you need to remember that our online eCollege quizzes are 'open book' quizzes, and you will not be able to access your etext while taking a quiz. You will need to have a printed version of the textbook if you wish to be able to access your textbook while taking a quiz.

VERY IMPORTANT NOTE: If, for whatever reason, you are unable to lease or purchase your required textbook (your own copy) you MUST have it (or have access to it—perhaps borrow it from a friend) no later than 9/4/2017.

The *syllabus/schedule are subject to change.*

Other resources. Texas A&M University—Commerce's Gee Library provides access to thousands of online journals. Of particular interest to this class are resources found in the ERIC and PsychInfo databases. You may access these resources on campus or from home by using your CWID and password at http://www.tamuc.edu/library/

While the MyEducationLab supplement is NOT required, it is HIGHLY RECOMMENDED. You may purchase the package that includes the loose-leaf version of the textbook, the eText, and the MyEducationLab supplement. This is an excellent option and I highly recommend this package/ bundle.
The ISBN 13 number for the package/bundle is: 978-0-13-401352-7 (ISBN 10: 0-13-401352-2). It is called: *Educational Psychology, Enhanced Pearson eText with Loose-Leaf Version—Access Card Package (13th Edition)* by Anita Woolfolk. IF you are able to find it, the following study resource might also be helpful. It is NOT a textbook, and is not a substitute for a textbook! It is simply a **study guide** that has some practice quizzes, etc. It is completely optional, and it relates to a previous edition of the textbook, and there have been numerous changes since the 10th edition; however, this study guide can be helpful, and if you can find it for a really low price (I've actually seen used copies on sale for a penny plus 3.99 shipping on Amazon.com), it might be worth the investment:
Study Guide for Woolfolk Educational Psychology,10th edition. Prepared by Emilie Wright Johnson. ©2007 Pearson Education, Inc. ISBN: 0-205-49852-3 It is a paperback book that is brown/maroon in color. It has 234 pages.
This is a resource that was published to accompany the 10th edition of the textbook, and it is no longer very easy to locate, but if you do find this, it'll be a good resource for you. It contains practice quizzes, concept maps, etc.
Also, you need to purchase a spiral notebook in which you write the notes that you take throughout the semester.

Course Description

This course is designed to provide the student with information about the application of psychological theories to the learning processes, and provide information about the development of children and adolescents. Principles and procedures of measurement and evaluation are also included. The primary objective is to facilitate a clear understanding of the complex and dynamic processes of learning and development.

Student Learning Outcomes

The following are the standard course objectives: The student is expected to be able to 1) distinguish age-appropriate behaviors as they relate to learning and teaching; 2) apply information regarding the theories of the teaching-learning processes to how people learn, what factors motivate them, and how they retain knowledge; and, 3) distinguish between measurement and evaluation and the implication of each for assessing student progress. The four major areas that will be covered in this course are: 1) development; 2) learning and motivation; 3) measurement and evaluation; and, 4) professionalization issues, including critical thinking.

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COURSE REQUIREMENTS

Minimal Technical Skills Needed

To be successful in this course, you will need to know how to access and navigate (a) Desire2Learn, (b) Microsoft Word, and (c) Microsoft Excel. If you use the program PAGES, you will need to convert your file to a Word document or PDF before submitting to Dropbox. **I will not serve as technical support**. TAMUC has multiple professionals (e. g., Instructional Technology, CITE, library) who will be able to help you troubleshoot and/or teach you how to navigate the necessary technical requirements for this course. You will also be required to create a user-friendly virtual space to post content (most students use Pinterest for this assignment).

Instructional Methods

Your course is delivered to you fully online, using the eCollege instructional system that is available to you through Texas A&M University-Commerce. There are no on-campus meetings of this class.

This is not a self-pace course. There is a very specific and scheduled format that you will follow for the course. All assignments and quizzes are to be completed according to the posted schedule. **You are required to complete all assignments, quizzes, and other course requirements**. You may not "skip" any assignments. Assignments that are submitted past the deadline dates that are listed in the D2L modules assignment guidelines must still be submitted; however, they will be submitted for partial credit (half credit), or no credit if they are submitted very late.

You will need to sign online daily, seven days a week, to check your campus email. You will need to sign onto D2L, Psy 300 course at least five days a week, Mon-Friday, and you may choose to sign on during the weekends also*.
So….
Monday through Sunday: Sign online and check your campus email every day.
Monday through Friday: Sign onto D2L and work on your Psy300 course, including composing your topic assignment posts; reading and reviewing the online lectures and any additional assigned materials, such as videos or assigned articles; reading classmates' topic posts; as well as reading your assigned readings in your course textbook.

New topics may be posted once a week, or sometimes, twice a week; however, this schedule of posting topics may vary some at the instructor's discretion. Basically, you need to sign on daily (perhaps including weekends), and will be addressing new topics/discussions/assignments every several days or week. A more detailed day-by-day schedule appears later in this syllabus. Print out this syllabus and make several copies of the last page, so that you will know exactly what we are doing, and when we are doing it, throughout the semester. There is no reason to ever feel uninformed or 'lost' about your schedule of assignments, quizzes, and project ;)

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Important note about weekends: You will not be required to sign on and do work for this class on weekends; however, depending upon your own personal schedule of work/school/home, you may choose to work on weekends. You will have the option to complete your weekly assignments before the weekend, or you will also be able to work on the weekends on your assignments. Assignments will generally be due at the end of each weekend, although this will vary some. Even if you do complete your assignments before the weekends, you will still need to sign online and check your emails on the weekends, so that, if I send out an email on a weekend, you will be able to read that in a timely manner.

All class components are completed online on our course website, or via email with other students and the instructor. There are no face-to-face class sessions, nor are students required to go to one of our campuses. Students are required to have access to a computer with internet access and email, and are required to have in their possession at all times the course textbook (purchase or lease). Students are expected to check the course website daily, Monday-Friday, and on weekends if you choose to do so, and are expected to check your email daily (every day). If students are unable to meet this requirement, then they are not able to be enrolled in this web-based section of the course. In general, you will not have assignments on the weekends; however, you will still need to sign online and check your campus email in case anything is communicated to you on the weekends (and it usually is). I realize that I am repeating this information several times, but it is very important, and I want to be clear about the requirement.

Student Responsibilities or Tips for Success in the Course

1) Be sure to always read all of the emails that you receive from your instructor.

2) Keep a calendar in a location where you check it each day. On your calendar, write the course quiz dates, due date for the ERIC Project, and other topic assignment deadlines as you learn them each week.

3) **Purchase a spiral notebook and keep it near your computer as you work.** Take notes as you read online lectures. Take notes as you read your classmates' posts. No one can reasonably expect to keep all of the information and names and content in the memory--that would be a very poor study habit, and will keep you from doing well. Instead, use that spiral notebook as a study tool for success. Make notes as often as possible. Then, before and after each online session (an online session refers to each time you sign online), review what you have written in the spiral notebook, reminding yourself of what you have covered, posts to which you wish to respond, information that you have found on various course-related websites, etc. Your spiral notebook will then become a valuable resource for down the line as well...long after you have completed the course. If you pursue a career in teaching, then the spiral notebook is something to which you may refer for years to come.

More on Taking Notes: It is expected that *ALL* students will maintain a course spiral notebook containing notes that you take relating to all lectures, posts, etc. Maintain thorough notes that

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reflect the content of each lecture, and date each lecture. In addition to a critically important study

GRADING

The instructor reserves the right to make subjective judgments about the quality of student participation and products. In other words, quantity does not equate to quality nor does effort equate to quality. Moreover, a grade of A will be reserved for only the highest achieving students. If you need to receive an A in this course, I suggest you work hard to submit stellar products. My office hours are listed on the first page of this syllabus if you need to come and speak with me DURING the semester regarding your grades. Please do not wait until the semester is over to discuss grades.
In both undergraduate and graduate school, grades are earned according to individual student performance on described activities. Effort is important but the outcome of your effort is the product upon which grades are based. Final grades are assigned as follows using a weighted percentage points earned scale:

✓ Grades of A are reserved for students whose products are consistently exemplary and commensurate with the work of an accomplished graduate student. A products provide clarity of thoughts and ideas with no grammatical, structural, or spelling errors.
✓ Grades of B are earned by students whose products are good but not outstanding. B products provide detail and explanation; may have a few grammatical, structural, or spelling errors.
✓ Grades of C are earned by students whose products are limited but display sufficient understanding; may have major grammatical, structural, or spelling errors.

Final grades in this course will be based on the following scale:

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

You are expected to participate regularly, throughout the semester.
Your grades will be as follows:
Quizzes: (~58% of total grade)
Assignment and Response Posts: (~34% of total grade) You will have a number of essays that you will write on your own relating to various topic assignments, and post on your D2L Psy300 website. For some topics, instead of essays, you may be taking a topic practice quiz, which will include a series of multiple choice questions, much like those that are on your quizzes. Each of these topic assignments will be worth a total of

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40 points possible. Sometimes your assignment will include both an Assignment Post and a Response Post. Sometimes, your assignment will include an Assignment Post only. Either way, for that particular topic, your assignment will be worth 40 points total. There will be ten topics for which you will compose assignment/response posts (or take a practice quiz), for a total of 400 points

ERIC project: (~8% of total grade) You will complete one mini-research project for which you will be using the electronic database named the Education Resources Information Center, or "E.R.I.C." Your ERIC project assignment will follow very specific and prescribed assignment guidelines, and will be worth 100 points.

Assessments

Exams/quizzes will contain objective questions over material that is presented in the textbook and online lectures. Multiple choice format will be used. You will take your exams online, on our course website, and they will be timed exams. You will have a certain period of time in which you are able to take the exams, and you will have to complete the exam in the designated period. You will be able to use your textbooks when you take the exam; however, because the exams are timed, you will find that you MUST read and learn the material thoroughly prior to taking the exams. If you try to take the exam without having read and studied the material, you will run out of time as you try to look up each answer. You will find that you will fail the exams if you try to do that (trust me, and those who have gone before you on this!). The requirement to read and study the material is the same for both web-based courses and face-to-face classes. Even though the quizzes are "open book", they will be challenging, and you will not have much time to answer each question. Don't make the mistake of ignoring this requirement (to complete the readings prior to each quiz), or you will find that you start the semester with a low grade, and that will impact your overall semester average.

For test security reasons, you will learn your score, however, you will not have access to the questions that you missed or the correct answers for those items that you missed on the quiz.

Course Specific Procedures/Policies

1.   Professionalism: It is expected that you demonstrate professionalism. For the purposes of this course, professionalism will be exhibited by the student: (a) completing all assigned readings, (b) submitting assignments by the deadline, and (c) adhering to the university student code of conduct (e.g., plagiarism, cheating).

2.   Writing Assignments: Prepare all written assignments according to the APA Publications Manual (6th ed.), as appropriate. You can access information regarding basic APA style at http://owl.english.purdue.edu or the Learning Center located on the main floor of the library.

   a.   ***ALL WRITTEN WORK WILL BE SUBMITTED TO TURNITIN TO CHECK FOR PLAGIARISM (Turnitin will provide a score of the percentage of the paper that has been directly lifted from other sources). SCORES OF 30% OR

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MORE WILL BE IMMEDIATELY RETURNED TO THE STUDENT FOR
REVISIONS. AFTER SECOND SUBMISSION, IF THE SCORE REMAINS 30%
OR MORE, THE PAPER WILL AUTOMATICALLY RECEIVE A ZERO. The
BEST way to avoid any potential confusion is to get very good at stating things in
multiple ways--but most importantly, in a way that is different than the original
source(s). Papers in this class will likely not require direct quotes. We will discuss
when it is appropriate to use direct quotes in a paper (and it isn't very often).

b.   I STRONGLY encourage you take advantage of the student resources
TAMUC offers you. I will reward students with bonus points if you can provide
documentation that you have utilized the Writing Center to help you improve the
quality of your written work. Here is a link to the Online Writing Lab:
http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/depart
ments/literatureLanguages/writingCenter/onlineWritingLab.aspx

3.   On-time Submission of Assignments: The information in this course builds on
itself. Therefore, it is critical that work is completed in a timely manner. Course
assignments and projects will receive 2 points off for each day that they are late; after 3
days, it will go down by a letter grade for each day that it is late.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are
released. New and updated functionality is also tested against the latest version of
supported browsers. However, due to the frequency of some browser releases, D2L
cannot guarantee that each browser version will perform as expected. If you encounter
any issues with any of the browser versions listed in the tables below, contact D2L
Support, who will determine the best course of action for resolution. Reported issues
are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested
against new versions of D2L products. Customers can report problems and receive
support for issues. For an optimal experience, D2L recommends using
supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively
against new versions of D2L products. Customers can still report problems and receive
support for critical issues; however, D2L does not guarantee all issues will be
addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production
  environments when using the Google Chrome browser, Apple Safari browser,

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Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.

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Device	Operating System	Browser	Supported Browser Version(s)
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - o 512 MB of RAM, 1 GB or more preferred
  - o Broadband connection required courses are heavily video intensive
  - o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - o Sound card, which is usually integrated into your desktop or laptop computer
  - o Speakers or headphones.
  - o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
    Pop-ups are allowed.
    JavaScript is enabled.
    Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - o Adobe Reader https://get.adobe.com/reader/
  - o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  - o Adobe Shockwave Player   https://get.adobe.com/shockwave/
  - o Apple Quick Time   http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is

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the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT
Brightspace Support

Need Help?
Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here**"** to submit an issue via email.

System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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2.   Writing Assignments: Prepare all written assignments according to the APA Publications Manual (6th ed.), as appropriate. You can access information regarding basic APA style at http://owl.english.purdue.edu or the Learning Center located on the main floor of the library.

   a.   ***ALL WRITTEN WORK WILL BE SUBMITTED TO TURNITIN TO CHECK FOR PLAGIARISM (Turnitin will provide a score of the percentage of the paper that has been directly lifted from other sources). SCORES OF 30% OR MORE WILL BE IMMEDIATELY RETURNED TO THE STUDENT FOR REVISIONS. AFTER SECOND SUBMISSION, IF THE SCORE REMAINS 30% OR MORE, THE PAPER WILL AUTOMATICALLY RECEIVE A ZERO. The BEST way to avoid any potential confusion is to get very good at stating things in multiple ways--but most importantly, in a way that is different than the original source(s). Papers in this class will likely not require direct quotes. We will discuss when it is appropriate to use direct quotes in a paper (and it isn't very often).

   b.   I STRONGLY encourage you take advantage of the student resources TAMUC offers you. I will reward students with bonus points if you can provide documentation that you have utilized the Writing Center to help you improve the quality of your written work. Here is a link to the Online Writing Lab: http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/writingCenter/onlineWritingLab.aspx

3.   On-time Submission of Assignments and Quizzes: The information in this course builds on itself. Therefore, it is critical that work and quizzes be completed in a timely manner. Quizzes WILL NOT be re-opened because you forgot or didn't get to it in time. You will receive a zero. Course assignments and projects will receive 2 points off for

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each day that they are late; after 3 days, it will go down by a letter grade for each day that it is late.

Specific Requirements

1.   Use of Person-First Language: You are expected to use Person-First language at all times when referring to individuals with a disability (e.g., a child with autism or a student with behavioral problems).

2.   Weekly Quizzes: There will be quizzes for each week's readings. Students will take the quizzes online during the week, after completing the readings. Exams will use the objective-type format (e.g., multiple choice) and you will be given 2 attempts.

3.   ABA Project: This assignment is designed to provide you with the opportunity to learn strategies for observing, measuring, and managing behavior. This procedure will involve systematic observation and recording of behavior, charting and graphing data, designing an intervention plan, developing behavioral objectives, implementing ABA-based strategies, and measuring outcomes.

4.   Student Presentation of Behavioral Techniques: You will research behaviorally-based instructional and intervention techniques. Moreover, you will use one or more of these techniques in your ABA Project. Each student will prepare a formal presentation designed to comprehensively teach and model the technique to the class. The presentation should include demonstration of the technique, information as to when the technique would be appropriate to use, and a practical handout/resource page for your peers.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.as px

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

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TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

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COURSE OUTLINE / CALENDAR

See D2L for course outline and calendar.

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