

POLICIES

ATTENDANCE

- Research shows that students who attend class receive better grades! Thanks for arriving on time and staying for the entire lecture. Also appreciated is the use of rest room facilities prior to class. Missing class can result in missing information on assignments or test questions not covered in the text. I often make announcements during class time and provide you with answers to test questions, so your performance on exams will directly reflect your attendance. In addition, as a member of this group and as a future professional you are expected to "show up" on time, be prepared to participate in activities (not unlike the real world of work!), and stay until the end of the lecture. Your absence, poor punctuality, and/or early departure are seen not only as a missed opportunity on your part, but also as a lack of consideration to members of this class. ***And yes, in your absence, we DID discuss something important!*** 😊
- In case of an absence, tardiness, or need to leave early, it is your responsibility to stay in touch, and to get class notes and handouts. I encourage you to get two phone numbers of fellow students to check in with them per any changes in the class schedule or assignments.

ASSIGNMENTS: DUE DATES, CRITERIA

- Assignments are collected **at the beginning of class**. Ten percent of points available will be deducted per day after collecting the assignment in class. I only accept assignments in class. Please do not leave papers on my door, on my chair, in my office, in my mailbox, and do not turn papers in to a secretary in the front office.
- Printers have a way of breaking down at the last minute and computers "know" when you have a deadline! Please email yourself, to your student account, all homework. That way, if you forget to print, leave your paper in the printer, or run out of ink, you can print it out at school. If you are absent, you can e-mail me your work, but you will need to bring in a hard copy the following week, writing clearly what day you emailed your assignment. If you do not bring in a hard copy, I do not make copies from your email and this can result in your receiving a 0 on an activity. 😊
- All papers are to be ***double-spaced, font 12, Times New Roman or Courier font, black ink only (no pencil!)***. If you do not follow this format, 20% of points will be deducted.
- All papers **must have a heading with the assignment name**, your name, your class section. Within the body of the paper, the use of headings is helpful in grading.
- All assignments must be stapled BEFORE class, NO COVERS or folders.
- All exams require 882 E Scantrons, not wrinkled or damaged.

CELL PHONES/BEEPERS

- Please turn off all electronic equipment prior to entering the classroom. Please do not respond to a call or text during class time. Students observed text messaging or running out of the room to answer a call will be asked to leave class and will not be allowed to return and will forfeit all points for activities done in class.
- Cell phones in educational settings are only appropriate for emergency contact reasons. If your family needs to get in touch with you, you can register with the Security Office just two doors away and they can come get you in the event of an emergency.

EDUCATIONAL SUPPORT SERVICES

- There are many programs available at MJC for students who are having difficulty in a class. Please communicate with instructor immediately regarding any special circumstances or situations. If you have a disability and/or other condition which makes it difficult or impossible for you to meet any or some of the requirements specified on your syllabus, please see me as soon as possible so that we can work out some arrangement(s). Accommodations can be made for students with disabilities to enhance their learning experience and contribute to their successful completion of courses. Please let me know how I can assist you. Accommodations that are common in my class are unlimited time on exams, test-taking in the testing center, exams provided orally at the testing center, use of note taker (please do not request a note taker in class but rather allow me to identify a competent student to assist you), and use of approved dictionary. Please let me know how I can assist you. I AM COMMITTED TO YOUR SUCCESS! 😊
- If you have previously registered with Disability Services on campus and plan to use their services this semester please contact that office as soon as possible. Services will not be provided for you unless you let them know what courses you are taking and what your needs are for this semester.
- Make use of the Learning Center (slow-paced lab for computerized instruction in reading, writing, and math); computer labs, the library, Tutoring Center, and Writing Center!

I DON'T GIVE YOU YOUR GRADE; YOU EARN IT! 😊

ACADEMIC DISHONESTY AND PLAGIARISM

- Examples of academic dishonesty include cheating or providing information for another student that allows cheating.
- Plagiarism is using someone else's ideas or words without citing them. Merely changing the order of the words is not sufficient to avoid plagiarism. When in doubt, CITE!
- There are two computer programs available that help instructors identify the origin of an idea or statement. If plagiarism or cheating is suspected, the student will be confronted and the work submitted will receive "0".

- Do not do your work with another student unless the activity is a group project. This is not helpful in accomplishing the objectives of the course. Courses are designed for your personal growth, not your friend's.
- Do your own work and do not allow others to use your work.

I take cheating very seriously and will respond to dishonesty and plagiarism. Any cheating will result in 0 points for the assignment with no opportunity to make up the work. ALSO, your final grade will be reduced by one full grade. If it appears the cheating is blatant and intentional, an F will be assigned.

- ***DO NOT CHEAT IN MY CLASSROOM!!! YOU CHEAT YOURSELF AND MOST IMPORTANTLY, YOU CHEAT CHILDREN!!***

LEARNING ENVIRONMENT

I am committed to the creation of a learning environment. What is a learning environment? An environment that is set up for optimal learning for the student. I will come prepared to support your outside learning as you keep pace with the reading assignments. You all have very busy lives: work, families, perhaps other courses. We will both be very tired but I know you can become energized as you take charge of your learning experience. To assist in the creation of a learning environment, I ask you to sit toward the front, refrain from conversations with your friends or classroom neighbors (this includes quiet whispers that are distracting to those around you), turn off any electronic equipment (cell phones, beepers), come prepared with reading completed, and remember that you are in a classroom with other learners who may not be as interested as you are in your vast personal experiences. Do not pass notes in this class; if you have a question, merely raise your hand and ask. Any note passing will receive one warning and then the students will be asked to leave for the remainder of the class. Respectful listening is always an expectation in my classes. I welcome your personal questions during office hours.

MISCELLANEOUS

You are responsible for filling out all required drop forms if you drop the course. Students who stop attending will not be dropped from the course by the instructor but will receive a failing grade. If you stop attending class and do not withdraw or drop the course, you will receive an F.

Welcome to my classroom! Welcome to MJC! Celebrate the learning process! Be involved. Come prepared to share ideas as we experience a "community of learners". Be respectful of others. Give you full attention when others are speaking.

WELCOME!! As we journey this semester into the world of child development, may we celebrate the children we encounter!

***~Here, because I choose to be here
Here, because I love to be here
Here, because you deserve my best~
I look forward to a GREAT semester as we learn, grow, and become our future!***

CLDDV 103 ONLY!

- There are a total of 5 exams. Your lowest scoring exam will be thrown out, but exam 5 is not eligible for deletion. If you miss an exam, that exam will be the exam you throw out. Make up

exams will be permitted with a deduction of 20% of points available. That automatically turns an A into a C. All exams must be made up before the beginning of the next class. You can email me to make arrangements for makeup exams. If arrangements have not been made and the student arrives the following class prepared to take the test, 50% of the points will be deducted. Please don't approach me at 9:25 am, 1:25 pm, or 6:25 pm and ask to take the exam. I do not want to take time away from the other students.

- You may use **one** 5 x 8 card with notes that **YOU PERSONALLY** prepare on the chapters that are to be covered on an exam (you may not have a card for the 5-point quizzes). You may write on both sides. You can choose what information you put on the card and bring the card to class on the day/night of the test. Any cards violating the intent of one card will be confiscated and if already used during an exam, 50% of points will be deducted from your score. Ways that creative students have discovered to attempt to circumvent my "one card policy" that resulted in confiscation include (but are not limited to!): one student creating a typed, small font study guide for themselves and a friend; taping a typed, small font study guide to a 5 X 8 card that has information not only on that side but the other side of the taped addition. There are more ways to cheat than I can write in this small space: rule of thumb? Don't cheat. You will know when you are cheating.