HLTK 1220-N1
Human Growth and Development

Semester/Year: Fall 2006

Credit Hours: 3

Class Times: Online

Instructor’s Name: Kelly Politte, MS, RN, CNE

Instructor's Contact Information:
My office is in HS 207.

Office Phone: 307-268-2485

Email: Use the e-mail option in Web CT for all email communication. I will respond within 24 hours with the exception of weekends and holidays. If I will be gone for any length of time, I will let you know.

Office Hours: Monday 0900-1200, Wednesday 0900-1100, & Friday by Appointment.

Course Description: Through study, discussion, and field observation/participation, the student will study the changing physical, perceptual, cognitive, social, intellectual, and emotional development of human beings during normal growth from prenatal stages through death.

Statement of Prerequisites: None.

Goal: The goal of this course is to introduce students to the theory and science of human physical growth, normal physical changes, cognitive and psychosocial development throughout the life span.

Outcomes:

1. Identify the processes of normal human growth and development from conception to death.
2. Describe sequential life tasks or developmental milestones in each major life phase.
3. Begin to apply major developmental theories to the care of students/clients/patients in various disciplines.

Required Text, Readings, and Materials:

The student must have access to the Internet. A Pentium class computer is recommended but
not required. The preferred software browser is Internet Explorer version 5.5. If you do not have e-mail, you may get a free account from hotmail or other services but you need an Internet connected computer to access them. If you cannot do this, you probably should not be taking an Internet based section of this course. **All attachments being submitted for grading must be in Rich Text Format (.rtf) or in Word (.doc) format.**

**Methodology:** This course will be done entirely on the Internet. The material for this course will be accessed by text reading along with content provided online.

**NOTE:** This is an Internet based class. **YOU** are responsible for doing your work and scheduling yourself to keep pace. Computers malfunction. Be prepared. Contrary to wishful beliefs, Internet classes are not easier than regular classes. You do not have the luxury of a teacher who will spoon-feed the material to you 3 days a week. I am here to help you understand the material and answer questions, not to lecture. I am happy to help as much as possible. If the information in the text and that available online are not enough, post questions in the “Questions” discussion board.

**Grading:** Students will earn points throughout the semester toward their final grade. There is a total of 700 points available to be earned in this course. Grades will be awarded according to the number of points achieved. I follow the same grading scheme utilized by the nursing department. For a 100 point test the following would be the equivalent letter grade: 91-100=A; 83-90=B; 75-82=C; 70-74=D; 69 and below=F.

<table>
<thead>
<tr>
<th>Single Unit Tests</th>
<th>Number of Points Earned</th>
<th>Grade Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>46-50</td>
<td>637-700 points</td>
<td>A</td>
</tr>
<tr>
<td>42-45</td>
<td>581-636 points</td>
<td>B</td>
</tr>
<tr>
<td>38-41</td>
<td>525-580 points</td>
<td>C</td>
</tr>
<tr>
<td>35-37</td>
<td>490-524 points</td>
<td>D</td>
</tr>
<tr>
<td>0-34</td>
<td>0-489 points</td>
<td>F</td>
</tr>
</tbody>
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**Evaluation Criteria:** Students will be graded based on participation in eight unit discussions, eight unit tests, a self-reflection paper, and a cumulative final examination. Please see the Discussion Rubric for more information. There will be one syllabus quiz, consisting of ten (10) questions. There will be eight unit tests consisting of twenty-five (25) questions each. The final is cumulative and will consist of eighty (80) questions. Each test/quiz question will be worth 2 points. Students will be submitting a self-reflection paper worth 40 points. Please see the Self-Reflection Rubric for more information.

**Class Policies:**

**Answering Weekly Questions:** In order to obtain credit (5 points/unit), responses to the assignments or questions must be posted to the threaded group discussion by the due date listed on the calendar. This timing is important because it affords your peers time to read
your posting and formulate a response. One point will be taken off for each day the posting is late. Submissions received five days after the due date will receive a zero (0) for that assignment, regardless as to quality. Postings must also indicate that you’ve read and have a grasp of the assigned materials. Those that reflect a poor working knowledge of the subject will be docked one point. In other words, just saying, “Yes, I agree with the author” is inadequate.

Note: I’ve found that posting responses to threaded discussions is best done by first composing the response in a word processing system, and then cutting and pasting it into the threaded discussion area. By doing it this way, you will be able to edit, spell-check, and revise your writing. While I won’t mark off for grammar and spelling errors in threaded discussions, proofreading is an act that should be second nature to college students! In addition, if you lose your Internet connection, you won’t have to re-type everything, you’ll only have to cut and paste again.

Student Responses to Peers: In order to obtain credit (5 points/unit) for group discussion you must respond to the postings of two other peers by the due date listed on the calendar. Thus, you will have four days to post your initial responses and then three days to post your discussion of your classmates’ responses. After that you will not receive credit for participation unless you are able to document special circumstances. These responses must provide evidence of some reflection and critical thinking. For example, replying, “Yes, I agree with you” is inadequate. You must at least say why you agree or disagree or add a new perspective to the original response. You may also question or politely challenge your classmates, which helps lead to better understanding and deeper discussions. Remember, there are no right or wrong answers in a discussion. I may occasionally interject a thought but will generally not “direct” the conversation.

Late Assignments: Please see above for late discussion entries. Your Self-Reflection paper will be deducted one point per day that it is late. It WILL NOT be accepted more than seven days late. Please see the calendar for complete information on due dates.

Testing Policies: Tests and quizzes will be done on the computer. The eight unit examinations are not designed to be open-book. Please see the section on Academic Dishonesty. Timing on examinations begins when you first enter the test link. The examinations will be limited to a time of 30 minutes, with the exception of the final examination. Students will have 70 minutes to complete the open-book final examination. Students will be given only one opportunity to complete each examination. That score will earn students points toward their final grade.

Missed Examinations: If an examination is not completed by the deadline listed on the calendar, a make-up examination may be given at the instructor’s discretion. It may be in an essay format or offered during finals week.

Last Date to Change to Audit Status or to Withdraw with a W Grade: Friday, November 3, 2006 at 5:00 pm.

Questions: If you have a question about the course, chances are somebody else has that same question. Please put any questions you have about the course in the section of the discussion area marked “Questions”. If your question is in reference to a grade or to a personal matter, please e-mail me directly, using Web CT.
**Announcements:** The section of the course named "Announcements" is the first place you should stop to check when you enter the course. That is where I will post any changes in due dates or any changes to the syllabus.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student. If you are caught cheating or participating in academic dishonesty, appropriate action will be taken.

In addition, the student is responsible for:

- Checking the course site at least 3 times a week.
- Posting an original comment and a reply to two other student’s comments in each unit.
- Common courtesy. I expect you to follow the rules of common courtesy in all your email messages and your discussions. I do not expect you to agree with everything that your peers have to say, and you may disagree, but you may not be disrespectful. If I deem any of the discussion postings to be inappropriate or offensive, I will forward the message to the chair of the Health Sciences division and the Director of Distance Education and appropriate action will be taken, not excluding expulsion from the course. Please reference [http://www.onlinenetiquette.com/netiquette_101.html](http://www.onlinenetiquette.com/netiquette_101.html) for a brief explanation of netiquette.
- Distance Learning is self-directed learning. It requires a high level of responsibility, dedication and self-discipline on the part of the student. In this course, you are responsible for your own work, your own progress, and your own grade. In order to succeed, you will need to:
  - Participate in all online class activities, including responses to threaded discussion work and the timely submission of assignments due via email.
  - Back-up every piece of work you do on disk, and make a hard copy. If you experience computer difficulties, you are responsible for solving your own technical problems. Heavy Internet use occurs during the evening hours of 8-10 pm. You might want to consider logging on at other times if possible. If you have problems logging into WebCT, please contact the Director of Distance Education, Paul Marquard, at 268-2250.
  - Computers do crash. This is not a legitimate excuse to miss an assignment or quiz. It is your responsibility to access the course on another computer in the event of hardware or software problems. This can be done in any of the computer labs on campus, using a friend's, or at any public library.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for
academic affairs.

**Academic Dishonesty - Cheating & Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

**ADA Accommodations Policy:** It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see the Casper College Individual Learning Specialist at your earliest convenience.

**Calendar:** Please see the calendar link for more complete information.

**Note:** This document is subject to change. Any changes in the syllabus will be posted in the "Announcements" section of the course.