

ELGIN COMMUNITY COLLEGE SYLLABUS

FALL SEMESTER, 2014

- Course: Psychology 212 (Child Psychology) 770 -ONLINE SECTION-
- Prof: Dr. Jessica Carpenter
- Note: This course runs in **CENTRAL TIME ZONE (CST)**; please know when your work is due if you live in a different time zone. All work in this course is due at **11:59 PM CST** on the dates indicated in the course schedule.
- Cr. Hrs: 3 Credit Hours
- Office: F 107.04
- Phone: (847) 214 7662 (office)
- Prereq: PSY 100 (C or better)
- Email: jcarpenter@elgin.edu or jcarpenter5908@student.elgin.edu - When emailing me always make sure your name, and the course and section you are enrolled in is in the subject line of the email. If I cannot identify that you are a student or which course/section you are in you may find your email unanswered (if quarantined by our email system) or an answer delayed (if I have to email you back asking who you are, what course you are in, etc.)
- ECC Website: <http://faculty.elgin.edu/jcarpenter> Schedule, syllabi, D2L info, etc.
- Facebook: www.facebook.com/Dr.JCarpenter
- Twitter: @CarpenterPsych (facebook feeds to twitter)
FB & Twitter are not required. They feed to the homepage of the course in D2L- please do not use them for class questions- use email!

Office Hours: **Will be posted at the homepage of the course in D2L and at my ECC Website**

Note: I am happy to have drop ins, and am often in my office later than my office hours indicate. Also, if you are in the hallway you will not be able to see me in my office (you may see two empty desks but there are three desks in the office). Please knock- do not assume the office is uninhabited!

YOU ARE RESPONSIBLE FOR ALL INFORMATION PROVIDED ON THIS SYLLABUS

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE:

- **Child Development: A Cultural Approach (REQUIRED)** (1st edition). Arnett & Maynard, Pearson, 2013 -Looseleaf with MyPsychLab ISBN: 9780205987726
OR the same book as an e-text with MyPsychLab ISBN: 9780205987979
- **My Virtual Child** (Recommended): This is a semester long simulation of raising a child. It is not required but it's fun! This resource is at MyPsychLab (access code with new book purchase)
- **D2L Website (REQUIRED):** The course documents (syllabus, assignments, handouts, etc.) must be accessed on the internet, on our D2L course site. After the start of class, you can access the site at: <https://ecc.desire2learn.com/index.asp> Detailed information about how to access D2L can be found here: www.elgin.edu/online . If you have problems logging on to D2L it is your responsibility to address them immediately. If you should need technical assistance with the Desire2Learn system during the course of

your online class, please contact the D2L Help desk, at 847-214-7506 or by e-mail at d2lhelpdesk@elgin.edu

- **Required: Frequent checking of your student gmail** (there is a link at your homepage in D2L in the strip on the top labeled “Student Mail”) is required. You are responsible for knowing information distributed through student email which may include changes in due dates.
- **Required: A stable internet connection** for taking the reading quizzes and submitting the chapter exams and essay exams. If your computer is questionable or you want to have a way to document a computer problem take the quizzes at a campus computer lab so that an ECC employee can document it if there is an issue. I do not recommend taking quizzes on a wireless connection unless you are SURE you will not have time out issues. Timing out will cause D2L to stop working, definitely not what you want to happen in the middle of a quiz. I do not recommend attempting to take quizzes on a cell phone, IPAD or tablet.
- **Required: Paying attention to D2L messages** – Make sure you pay attention to your D2L homepage for announcements about D2L downtime and D2L related technology issues (that often come up if browsers are updated before D2L is).
- **Required; Basic Computer Skills (Online)**: Basic knowledge of computers, the Internet and saving and manipulating files.
- **Strongly Recommended**: When accessing D2L, I recommend using **Firefox (PC)** as your web browser. Safari is fine if you are using a MAC.

Notes to Online Students:

- It is VITAL that you keep up with the due dates in this course.
- Although this course is somewhat self-guided, the due dates are NOT optional.
- If you miss due dates for discussion participation or quizzes you will receive zeros for that work unless there is a serious reason that you can provide physical documentation for. If you do run into such an emergency, please make sure that you ask the relevant professional (doctor, police officer, court officer, tow truck, etc. to provide written documentation at the time of the emergency).
- **Do not wait until the last minute to do the work for this course, computer or electrical problems are not an acceptable reason to ask for a late quiz.**
- All work in this course will be available at the website and all assignments will likewise be submitted online.
- You can learn about the features of the D2L system by playing around with them or by using the “help” feature.
- If you are having difficulty please contact me immediately. I will help you work through the problem or get you in touch with someone who can.
- For every unit or chapter I have provided learning objectives to guide you to what you need to know, as well as chapter handouts that often contain activities.
- We will also be discussing the material in the discussions section.
- Please also take advantage of the LaunchPad materials (free with purchase of a new book). This is an excellent study tool!

I hope that this course is a rewarding experience for all of us. The ability to have serious discussions as an entire class is a special opportunity, and I can't wait to hear what you all have to say!

Please note that I am **EXTREMELY serious about academic misconduct**. If you use information from an external source without providing an accurate reference to where the material came from you will **fail this course**. I regularly flunk students for academic misconduct- you have been warned. See this syllabus and the ECC academic honesty module (there is a link in the content section of D2L) for details. You **must** complete the extra credit plagiarism quiz if you intend to include extra research in your **posts**.—You will need to include external research in your individual presentation.

COURSE DESCRIPTION:

This course covers the child's psychological development from conception through adolescence. Discussion includes the impact of family, peers, school and culture on biosocial, cognitive and psychosocial development.

STUDENT OUTCOMES:

Outcomes for Child Psychology:

1. Demonstrate familiarity with the major concepts, theoretical perspectives, and empirical findings in child psychology.
2. Understand and apply basic research methods in child psychology, including research design and interpretation.
3. Use critical thinking, skeptical inquiry, and the scientific approach to solve problems related to psychological processes.
4. Understand and apply psychological principles to personal, social, and multicultural issues.
5. Communicate information about topics in child psychology to others both verbally and in writing.

ASSESSMENT:

Outcomes are assessed through the use of chapter quizzes, other quizzes, written online discussion based assignments and an individual presentation project.

COURSE OUTLINE:

<p>UNIT 1 (Chapters 1 &2) 1- A Cultural Approach to Human Development 2- Genetics and Prenatal Development</p>	<p>Unit 2 (Chapters 3&4) 3- Birth & Newborn 4- Infancy (0 to 1)</p>
<p>UNIT 3 (Chapters 5&6) 5-Toddlerhood (1 to 2) 6- Early Childhood (2 to 6/7)</p>	<p>UNIT 4 (Chapters 7&8) 7-Middle Childhood (7 to 12) 8-Adolescence (teens)</p>

Graded Materials for the course at Desire 2 Learn:

Quizzes Section:

- **Syllabus Quiz**
- **Plagiarism Quiz** over the syllabus and ECC's plagiarism modules (extra credit)
- **Internet Source Evaluation Quiz** (Preparation for Individual Presentation)
- **Journal Article Quiz** (Prep for I.P. – requires access to EBSCO)
- **Chapter exams** for each chapter – timed 1 attempt

- Lowest chapter quiz points to be replaced with proportional Individual Presentation pts if higher

Discussion Section:

- **Discussion Posts and replies**
 - Potential for **bonus points** by integrating research and creating good extension questions
- **Individual Presentation & Self-Evaluation of I.P** with **Discussion Question**. (Post in the correct forum)
 - Lowest chapter quiz points to be replaced with proportional Individual Presentation pts if higher
- **Individual Presentation question Reply**

METHODS OF EVALUATION:

A) Misc Quizzes (see schedule for due dates):

- **Syllabus Quiz** covers material from the syllabus. This quiz is worth a maximum of 10 points. The syllabus quiz is untimed, but only allows ONE attempt. See schedule for due date
=10 points
- **Plagiarism quiz** covers material from the syllabus AND from ECC's plagiarism modules which are linked in the content area of D2L. This quiz is repeatable with unlimited attempts (you need 100% on this quiz to gain the ability to include research in your posts). Cannot be made up. See schedule for due date.
= 10 points (bonus)
- **Internet Source Evaluation Quiz**
 - Make sure to reference the **Internet Source Evaluation Checklist** handout for this quiz
 - 10 question untimed quiz
 - Multiple choice, multiple choice multi-select and matching
 - This quiz contains large graphics, so even more than other quizzes, do not attempt this on a tablet or phone.**= 10 points**
- **Journal Article Quiz**
 - To complete this quiz you will need to reference the **Journal Article Guide Handout** and the **Journal Source Scoring Rubric Handout**.
 - You will need to have **access to the ECC Library version of EBSCO** to complete this quiz (any networked campus computer- if you are at home you will need to have activated your Student ID for use with the library in advance).
 - This quiz may require review of information on **correlation coefficients** and **conclusions you can draw from correlational vs. experimental research**.
 - **10 question untimed quiz**
 - Multiple Choice, multiple choice with multi-select, and matching
 - This quiz contains large graphics, so even more than other quizzes, do not attempt this on a tablet or phone.**= 10 points**

B) Chapter Exams: (see schedule for due dates):

- When accessing D2L, I recommend using Firefox (PC) as your web browser. Safari is fine if you are using a MAC. Do not take assessments on a phone or tablet!

- **I recommend reading the handout in the content section called “How to Study for My Class” before you begin studying for your first quiz**
- 8 Chapter Exams will be available online and must be finished by 11:59 PM CST on the day noted in the schedule.
- You are welcome and encouraged to take exams early. **If you wait until the last minute to do work and have a computer issue you will NOT be allowed to make up the work- this is a recipe for disaster! DO NOT DO THIS!**
- Make sure to SAVE your work frequently on the quizzes and SUBMIT your answers before the time expires.
- Each exam consists of 75 multiple choice questions
- You will have 90 minutes from the time you open an exam to complete each exam
- Note that this means you will NOT have time to look up the answers to the questions. Expect questions that require you to apply the knowledge you have learned to new scenarios.
- I would recommend creating a small “cheat sheet” for every chapter to aid you on anything you don’t care to memorize (order of stages, a term or two, etc)
- **If something funky happens while you are taking a quiz write down the questions (partial is fine, enough to identify it) and your answers (A, B, C, etc) so that you can immediately email them to me.** Failure to do so will result in a zero for that exam. I cannot be responsible for computer problems on your end, so make sure you are taking the Chapter quizzes on a reliable machine with reliable Internet. If you have problems once, do not use the same setup again (common sense!). If you really want to play it safe take your assessments in a **monitored computer lab on campus** so an ECC employee can verify if you have a computer malfunction during an exam.
- Check the gradebook after you take the quiz to make sure your grade posts.
- If you have an issue with a missing grade for a quiz you saved work for email me and tell me your name, the quiz number, and which course you are enrolled in.
- You will NOT have access to which questions were answered incorrectly until after the due date for that material has passed. *This access will open after the makeup period is over and remain open for one week.*
- **Feedback Availability:** Feedback will be open starting 1 week after the due date/time for at least one week. After that you will not be able to see detailed feedback.
- **How to check your Quiz Questions/ Essay Feedback in D2L**
 1. Click Quiz Tab
 2. Next to your completed quiz there is a triangle that is associated with a pulldown menu. Click that, then click “Submissions”
 3. You will see summary statistics for your quiz
 4. Click “Attempt 1” (if this is an essay feedback will be in both attempts if you submitted essays separately- after you look at attempt 1 look at attempt 2)
 5. If you are in the window where feedback is available (see above) you should be able to see the correct answers for each question.
 6. You can also navigate to feedback via the gradebook.
- I do not allow late quizzes UNLESS you have a serious documentable emergency (see the section on **Makeup Work**).

- **Individual Presentation Bonus:** At the end of the semester I will proportionally *replace your lowest chapter exam score with your Individual Presentation score* (assuming the latter is higher than the former). This means you can make up the points for one missed chapter quiz.

Exam Points

75 Multiple choice questions = 75 points

Number of Quizzes = 8

= 600 points

Additional information on testing:

- I will never ask you when any psychologist was born or when they died.
- I will not ask you the year of when experiments were done.
- What numbers might you see on quizzes? Major norms (walking at 1 year, speaking a single word around 1 year, stages of pregnancy etc.). Times relevant to major theories (when Freud's stages occur, Piaget, etc.). Statistics that are important to know because they will affect students in this course or they are associated with major societal issues (15% of couples are infertile, teen pregnancy, STDs, etc.). Numbers that show either a lack of differences between groups of different genders, ethnicities, sexual orientations, or that show important differences between these groups (onset of puberty, etc.).
- Basically, there are a LOT of age norms in this textbook but I wanted to let you know that you are not going to see a ton of quiz questions asking about specific non-important age norms.
- I also am very careful to use a large spread when I do ask about numbers (i.e. if the correct answer is 35% you are not going to see other answers of 32% and 37% you are going to see more like 15% and 50%).
- Do note statistics that surprise you, those are more likely to show up on quizzes.
- Basically on the whole I care much more about your ability **to apply your knowledge to new examples** (I love questions with made up people in them- look for these in the *practice quizzes* to get an idea of what they may look like on the graded quizzes) than your ability to look up when exactly nitpicky parts of development happen.
- KNOWING WORD DEFINITIONS WILL NOT BE ENOUGH! You need to be able to apply the terminology to new examples and scenarios.

C) Individual Presentation, Question for Discussion & Self-Evaluation

Associated Assignments: Internet Source Evaluation Quiz, Journal Article Quiz (earlier in the term), Individual Presentation Reply [see discussion forum section]

Individual Presentation & Discussion Question

- The following important things are at D2L for this project: Instruction Sheet, Example Presentation, Topic List, Sign up Link, Internet Source Evaluation Handout, Journal Article Handout, Journal Article Scoring Rubric Handout, Self-Evaluation Assignment/Grading information.
- Please note that if you have taken me for **any** previous course you cannot re-use any old material – you must create new assignments. Self-plagiarism will result in a grade of zero and a warning that another occurrence will result in course failure.
- The individual presentation will be a PowerPoint Style presentation (without the talking part!)
- You will choose a topic and become an expert on that topic. The sign-up sheet is located on GoogleDocs- the link for this is in the content section of D2L. You will be assigned to a group due date [this is an individual assignment but you are grouped for discussion purposes] once enrollment has finalized. If I have not assigned due dates by the third week of class please feel free to remind me.

- It is YOUR responsibility to make sure you choose a topic
- After the deadline, it is possible to change your topic to an unchosen topic (you must update the google doc if you do this) but it is not possible to change your group assignment and due dates.
- Each group will have two due dates- one by which to post your presentation/question/self-eval in the correct group's discussion forum and a second due date by which you need to reply to another student's presentation in your group.
- At the end of the semester I will use the percentage you get on this assignment and use that to proportionally **replace the points of your lowest quiz score** (assuming the IP is a higher percentage). This should take care of one computer meltdown or missed quiz grade for reasons you cannot document.

Total = 100 points (Individual Presentation)

(+ a potential of +40 points if you are replacing a 0 quiz with a 100% score on the IP)

Self-Evaluation of Individual Presentation (due WITH your Individual Presentation)

- This assignment is due with your Individual Presentation and should be uploaded to D2L with your Individual Presentation and Discussion Question. **You should complete this assignment at least one week before your talk is due** for maximum benefit! (but you don't need to post it until your Presentation Due Date)
- The assignment sheet is in the individual presentation section.
- What you are going to do with this assignment is work through the grading rubric and use it to make appropriate revisions before you do your presentation.
- **Pro Tip:** I advise combining this assignment with a practice round in front of someone who is willing to work through the rubric with you and help you improve your assignment. Pairing up with another student in this course for this would be ideal.

Self-Evaluation of Individual Presentation = 10 points

D) Discussion Participation:

- You will be assessed on your participation in the discussion forums located at the D2L site. There are **4** forums based on the units in this course and several for the individual presentations.
- Please note that if you have taken me for **any** previous course you cannot re-use any old material – you must create new assignments. Self-plagiarism will result in a grade of zero and a warning that another occurrence will result in course failure.
- Read the **DISCUSSION Handout in D2L** – it explains both my expectations, my grading of discussion posts and my standards for appropriate discourse.
- Students who violate the standards for appropriate discourse may receive a warning or be barred from the online discussion forums. In the later case you will then be unable to obtain points for discussion participation. [I have never had to bar a student from discussions, but occasionally I do have to give warnings. If this happens to you please treat it as it's intended- as feedback that will help you communicate in writing on a professional level]

Book Forums:

- You will need to start ONE original submission in each book forum using the “add message” button as well as ONE thoughtful reply to someone else's post.
- It's one original submission per unit/forum, NOT per topic. Forums have multiple topics- you can choose which to post and reply to.
- You are required to reply in a DIFFERENT topic than the one you post in.

- If you want to make more posts and/or replies (which is welcome) please label one with ‘grade me’ and the others with **“don’t grade me” in the subject line** (the latter being more important) or I will just grade the first one I find.
- I like to give students several options so they can write about something that interests them.
- →Requirements for word count are **500** for starter posts and **250** for replies **Please see the Discussion Handout in the D2L content section for further details about my expectations on the discussion boards including criteria for grading.** ←
- There is the potential for **extra credit** on your book forum posts (see below)
- Do NOT attempt to use external information in your posts if you do not know how to do proper citation and an accurate bibliography!

Book Forum Points: 4 starter posts @ 40 points + 4 replies @ 20 points

= 240 points

Hint: If you do not look at the Discussion Handout you are probably not going to be happy with your grades on the discussion!

***Extra Credit on Book Forum Posts: (Plagiarism Quiz Information)**

If you would like the privilege of gaining extra credit points on your **book forum posts** you must follow the following guidelines:

- Read both the section on academic misconduct/plagiarism AND the information about citation and plagiarism at the end of the syllabus
- Go through the ECC Academic Honesty/Plagiarism modules (linked in D2L Content and here: <http://studentweb2.elgin.edu/DLearning/plagiarism/index.html>)
- Complete the **Plagiarism quiz** in D2L to 100% proficiency (this quiz is based on the modules and this syllabus) previous to the FIRST original post due date for the course. This quiz is untimed and with an unlimited number of attempts. You must get 100% on this quiz if you want to include extra research in your posts for bonus points. **This quiz is also worth 10 points of extra credit** (so it’s worth doing regardless of whether you intend to include extra research in your posts).
- You CANNOT decide later on that you need bonus points- you must take this quiz to 100% at the beginning of the course in order to earn this privilege or arrange special permission from me.
- Make sure you understand ALL the information in the syllabus and discussion guidelines on what you need to do in order to not end up in trouble for plagiarism or improper citation.

Provided the above guidelines are followed:

- You can earn **10 extra credit points per book forum** on your Starter (longer) posts by integrating extra research into your original posts (think of it like a mini research paper) – (this is described below in part one) **AND** by asking an extension question relevant to the forum topic based on your additional research (this is described below in part two).
- Extra research material/questions do not count towards the length requirement for your original posts.
- References in **replies** are welcome if you cite appropriately, but will not get extra credit.
- Please read the **Discussion Handout** for specific additional directions and help on extra credit.

Earning Post Bonus Points: PART 1: RESEARCH [REQUIRED to get points in PART 2]

- You must complete the plagiarism quiz in the quizzes section of D2L to 100% proficiency before the deadline in order to qualify to attempt to earn any bonus points
- My suggestion is to find an aspect of the question or the material in the book relevant to the question you are working on that leads you to ask a specific question that is not already answered in the book. Then go try to find an answer. That is the best way to make sure your material is both relevant and in addition to what is already in the book
- In the body of your discussion, include **specific, concrete information** from a credible outside source.
- This information must relate to the question topic you are answering and should be integrated into the body of your written work just like you would do in a research paper (not cut/pasted in !!!)
- It must be information not already present in the textbook for the course, and the information you discuss must not already be present in a post previous to your own (you must read the starter posts previous to your own to make sure the information you are adding hasn't already been used).
- You must cite your extra information correctly within your discourse using quotation or paraphrase form (see syllabus, ECC plagiarism modules, and the plagiarism quiz) **and** include a bibliography. If the material is from an online source I also require a **complete working link** to the information. Make sure you link to location of the ***information*** **not just the homepage** of a website.
- The research material you reference needs to be from a reasonable source (see the end of the syllabus). Simply saying "I learned stuff about TOPIC A, go check it out here: LINK" will not get you any points. You must tell us the STUFF! ☺
- Your guideline for this is that students (and I) have to learn something NEW by reading the information you integrate into your **POST**.
- You must include a bibliography for the location of the material. If it's on an open page on the Internet you must include a working link to the exact location of the material.

Possible Extra Credit Points Part 1- Up to 5x4= 20 (bonus)

Earning Post Bonus Points: PART 2: EXTENSION QUESTION) [you must do PART 1 to qualify]

- You must complete the plagiarism quiz in the quizzes section of D2L to 100% proficiency before the deadline in order to qualify to attempt to earn any bonus points
- You must complete part ONE in order to earn any points for an extension question.
- Include a question relevant to your post and your extra research at the end of your post that you believe will bring the discussion to a higher level and that has NOT already been posted by a student previously.
- This means you have to make sure to read all the other posts in the forum before you make yours so you are sure the question has not already been used.
- These cannot be yes/no questions.
- They cannot be redundant with the question of the topic.
- They should assist other students in making interesting and relevant responses to your post and they should attempt to increase understanding and application of the course material.
- You are welcome to include scenarios you would like students to comment on.

- Label this as **Extension Question**: This should be included before your bibliography.
- This is good practice for your individual presentation question later on- find out what works and what gets replies.
- If you do this please include in your **Post TITLE** that your post includes an extension question- students prefer to answer these posts as there is generally more to say about them!

Possible Extra Credit Points Part 2- Up to 5x4 = 20 (bonus)

Total Possible Extra Credit on Book Forums = 40 points

(This is a very significant amount of extra credit, but it's worth it if you bump your posts up to a higher level and help me to generate a better discussion experience for everyone.)

Individual Presentation Forums/ Reply to another students' discussion Question:

Associated Assignments: Internet Source Evaluation Quiz, Journal Article Quiz (earlier in the term)

Concurrent Assignments: Self-Evaluation of Individual Presentation, Posting Presentation & Discussion Question [Discussion Question is graded on the Presentation Rubric]

- You will create a topic in the correct discussion forum with your question, attaching your PowerPoint presentation and your self-evaluation.
- Each forum will have its own due date both for posting presentations/questions in the discussion forum and a second due date for responding to questions in that forum. **You are only responsible for posting/replying in your assigned forum.**
- You cannot post any replies to other students [or even SEE that there are other posts] in the discussion forum until you have posted your question/presentation/self-eval. Just in case this needs to be said (I hope not, but you never know) - this means you cannot get any points for replies if for some reason you fail to turn in the individual presentation.
- For your assigned Individual Presentation reply due date you must post a reply to another different student's question in the appropriate forum by the due date. The length requirement for this is **400 words**. You do not need to make any replies to other student's replies (although you are welcome to do so).

Individual Presentation Reply Points: = 20 points

All Forums:

- Make sure your post actually posted by checking the boards, occasionally if your computer connection is laggy it won't post (or you can time out of D2L if it's idle for too long).
- I recommend writing up your post in a word processor and cut/pasting it into D2L (this also helps with spelling errors).
- Highlight your work and hit CTL+C to copy it then click where you want it to go and hit CTL+V to paste it. (mouse cut/paste does not always work)
- **DO NOT USE ATTACHMENTS** or you will lose points (unless you are attaching a visual that D2L won't play nice with). Other students generally will not open or read attachments and you will not be contributing to the course. If you want to include a visual use D2L's "add image" button don't try to cut/paste into the post directly.

LATE POSTS:

- You can make late posts and replies without any documentation, but in that case you will receive a maximum of 50% points (see the section on **Makeup Work** for what to do if you had a legitimate emergency). **All late posts must be made within one week of the original due date for the posts in order to gain any points.**
- Points for late posts are subject to instructor discretion.
- Please email me if you are submitting late posts or replies to make sure I notice and grade them.
- Late posts will not be allowed in the final forum of the course once grades are completed and sent to ECC.

→ See schedule for due dates for posts and replies ←

Total number of points = about 1000 points

Final and Midterm Grading scale

- A= 89.45% or above
 - B= 79.45%- 89.449%
 - C= 69.45%-79.449%
 - D= 59.45%-69.449%
 - F= 59.449% and below
- As you can see I am giving you two digits of leeway for rounding. Please note that this is generous. Do not expect your other instructors to round to this level. Math says the cutoff really should be XX.6 not XX.45
 - There will be no additional leeway. Sorry. There has to be a cutoff somewhere.
 - Please make sure that you are not so borderline that you end up missing a grade by a fraction of a percentage point. It happens much more often than I like- so if you are borderline do not give up ***ANY*** points that you can get!

Academic Misconduct & Plagiarism—(online course)

What is plagiarism according to Elgin Community College [emphasis added]?

Plagiarism is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- part or all of a written assignment copied from another person's manuscript or notes
- part or all of an assignment copied or paraphrased from a source, such as a book, magazine, pamphlet or electronic document, without giving **proper** documentation
- a paper purchased from any vendor
- reusing or modifying a previously submitted paper for a present assignment without obtaining prior permission from the instructors involved
- the sequence of ideas, arrangement of material, pattern of thought of someone else, even though it is expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to a paper without the processes of digestion, integration and reorganization in the writer's mind, and without acknowledgement in the paper.

****This course does not require the use of external citation except in the individual presentation. If you include supplemental information in your written work it does not count towards your length limits and must be cited correctly. If you include supplemental information in your written work you must include an**

accurate reference list/bibliography. I also require a complete working weblink to the *exact* location of any information used that is on the Internet in your reference list/bibliography. See the end of this syllabus for more citation information.

- ➔ All work for this course must be original work, you cannot reuse material from any other course (including if you are retaking this course- choose different essay questions to answer!). Self-plagiarism will result in a zero or course failure.
- ➔ Definitions from your required textbook ONLY can be used without the need for citation.
- ➔ If you include external information it must be correctly referenced in the body of your writing, through correct use of quotation, paraphrase etc. format (see the end of the syllabus for more details), and you must include an accurate bibliography. **If you attempt to correctly cite information within your essay AND provide accurate bibliographic information, but you do not use correct citation or bibliography format that will result in a grade of zero for the entire essay and a warning that a second occurrence will result in course failure.** Multiple written assignments that contain academic misconduct will be treated as **separate** incidences, even if they are submitted at the same time. You must reference the material in your writing on a sentence-by-sentence basis (see the end of the syllabus for more details).
- ➔ Multiple posts/replies with these problems count as multiple incidences (even if submitted at the same time) and may result in course FAILURE.
- ➔ You will **FAIL this entire COURSE if you fail to include an accurate reference list/bibliography for external information that is present in your work (i.e. you use information from any source except definitions from your textbook but do not include accurate bibliographic information).** I am very good at detecting and documenting plagiarized materials. **I regularly fail students for academic misconduct.**
- ➔ It is YOUR responsibility to understand correct citation, and be warned that it is possible what you have been told by prior instructors is not correct (either in general, or for my course). Please make sure you read the material above and the material below on proper citation if you are including extra sources in your essays and before you work on your individual presentation.
- ➔ *If the due date for the plagiarism quiz has passed but you are interested in taking it for your own personal development, email me with your details (course/section/name) and I will get you access (you cannot get any bonus points though).*
- ➔ Other forms of academic misconduct besides plagiarism will be dealt with on a case by case basis, but substantiated misconduct will generally result in either a zero for the affected assignment(s) or course failure.
- ➔ Students accused of academic misconduct resulting in **a zero on an assignment** can request the opportunity to appeal this decision. Please inform me by email if you would like to formally appeal a zero for academic misconduct. In the case of an appeal the Dean of Students and the dean of this course's division will be informed and the appropriate paperwork will be filed. If you appeal a charge of academic misconduct you must continue to complete all work on time until the issue is resolved (but no grading of the **disputed assignment** will occur unless a ruling is made in the students' favor). Please understand that you are appealing the ***charge*** not the **consequence**- for an appeal to succeed you must show that you have not committed academic misconduct as defined by ECC and this syllabus.

- ➔ Students accused of academic misconduct resulting in **course failure** will not be allowed to drop this course and the dean of students and the dean of this course's division **will** be informed. If you appeal a charge of academic misconduct you must continue to complete all work on time until the issue is resolved (but no grading of ***any*** written work will occur unless a ruling is made in the students' favor). Please understand that you are appealing the ***charge*** not the **consequence**- for an appeal to succeed you must show that you have not committed academic misconduct as defined by ECC and this syllabus.
- ➔ The consequences for academic misconduct as explained here are consistent with ECC policy.
- ➔ All work that you hand in for this course must be YOUR original work. Essays should integrate factual information from the course with your own thinking.
- ➔ If your goal is to get a good grade without really learning anything, you don't belong in this course!!

Excused Makeup Work:

- ➔ It is completely at the discretion of the instructor whether to allow any makeup work
- ➔ Students who miss deadlines due to unforeseeable, last minute, emergency reasons (family emergency, hospitalization, car failure etc.) should communicate with me **immediately** about whether I will allow any work to be made up.
- ➔ As stated previously forgetting, last minute computer problems, power outages, car problems, etc. will not get you an extension.
- ➔ The bonus/replacement at the end of the semester are there to deal with computer/electricity problems (as they cannot be adequately documented unless you take your exams in a monitored computer facility at ECC) and the flexibility of the due dates should address other common problems provided you do not wait until the last minute to hand in your work.
- ➔ Bonus points cannot be made up for ANY reason; make up work is only available for standard graded work
- ➔ **You MUST be able to document the emergency, and this must happen soon enough that all makeup work can be completed by 1 week after the original due date (including time for me to manually open closed exams and for you to take the assessments).**
- ➔ If you do run into such an emergency, please make sure that you ask the relevant professional (doctor, police officer, court officer, family member, tow truck, etc. to provide written documentation at the time of the emergency so you don't have to waste time getting it afterwards).
- ➔ It is your responsibility to decide what appropriate written documentation of your emergency to provide.
- ➔ Make sure if you are talking with me about possible makeup work that you include your name and the course you are enrolled in (course title, course number and section). Also, please tell me specifically when the work was due and the names of the assessment(s) that you are requesting a makeup for.
- ➔ **DO NOT WAIT UNTIL THE LAST MINUTE TO DO WORK FOR THIS COURSE.**

My Withdrawal Policy

- **I may withdraw students from the course if they stop attending.**
- In an **online course**, I define "not attending" as missing more than one chapter quiz in a row **OR** missing more than one set of discussion posts in a row.

- Ergo, in order to remain in the course you must complete at least every other chapter quiz **AND** contribute to the discussion at least every other time in order to remain enrolled.
- It is the student's responsibility to withdraw if they want to make sure to be withdrawn from the course.

SPECIAL NOTES:

- Elgin Community College is committed to preventing violence and maintaining a safe environment. ECC strictly prohibits all acts of harassment, including harassment that is based on an individual's sex, race, age, gender, sexual orientation, or any characteristic protected by federal, state or local law. Intimidation, harassment, violent acts, or threats of violence will not be tolerated. Students and staff are expected to conduct themselves in a manner respectful of others and consistent with a college-level learning environment and the shared values of ECC.
- **IF ECC WITHDRAWS YOU FOR ANY REASON AND YOU ARE GOING TO TRY TO RE-ENROLL** (typically financial aid issues) you must deal with this promptly and communicate with me until the situation is resolved. If you are dropped from the course because you have ignored repeated attempts from ECC to contact you regarding your bill (or some other problem) do not expect to be allowed to make up missed work. Any makeup work allowed due to a student being unenrolled by ECC is at my discretion.
- **Please fact check the grade book at the D2L website periodically** and let me know if something seems amiss. This can happen if you save a quiz but do not submit it. Email me with details and I can check if d2l has the information even if it does not show up in the gradebook. This is not a common problem, but happens occasionally when a student has not both SAVED and SUBMITTED and then runs out of time.

My Incomplete Policy

- As the instructor, it is always at my discretion whether or not to grant an incomplete. The guidelines I use for the decision of whether or not to grant an incomplete are as follows:
 1. Student has at least a C average in the course for all work that has been completed.
 2. Student has completed at least 75% of the work in the class.
 3. Any major papers due before the last unit have been turned in on time.
 4. Student has a provable, unforeseeable emergency that prevents them from finishing the work on time and they document this issue with me previous to when grades are assigned for the course.
 5. Student contacts me BEFORE final grades are turned in for the course (note that this may be before the last day of the course, especially in telecourses and internet courses- basically this means you contact me before the final due date for work in your course and before I assign grades).
 6. Student has not committed any acts of academic misconduct in the course.
- Grades of incomplete will automatically become failures if work is not completed. This date must be negotiated with me.
- Emergencies that occur such that guideline #5 cannot be met may still be eligible for a grade CHANGE if they meet guidelines 2-4 and make arrangements with me to complete their work.

How to Use Sources In My Course- Citation & Plagiarism

- Information that follows and information at ECC's plagiarism modules (link below) will be on the bonus plagiarism quiz. This assignment is designed both to help you with your understanding of



college citation requirements and to reduce incidence of plagiarism in my courses (I do not like failing students but I am forced to do so regularly!)

NOTE: This course does NOT require the use of extra research/sources. However, if you do use them you must cite them correctly using the guidelines below or risk a loss of points/ zeros/ course failure. Extra material does not count towards your word/page guidelines in assignments that do not require extra material.

Note: In my psychology courses I require APA format for citations and bibliographies (I allow some shortcuts as described below; and also require complete links to all internet sources). See later for examples and resources.

"A research paper presents the results of your investigations on a selected topic. Based on your own thoughts and the facts and ideas you have gathered from a variety of sources, a research paper is a creation that is uniquely yours. The experience of gathering, interpreting, and documenting information, developing and organizing ideas and conclusions, and communicating them clearly will prove to be an important and satisfying part of your education" (<http://webster.commnet.edu/mla/index.shtml>)

Notetaking:

Be careful with this. Copying something from somewhere and then copying it again from your notes is still plagiarism. If the ideas are coming from an external source you MUST credit that source. Changing a word or two via note-taking does not make it "your" intellectual property. Always keep track of where your notes are coming from so you can give appropriate credit.

Notes on Citations & Plagiarism:

- **I am grading your work. If there is an inconsistency between my guidelines and your previous/other teacher's guidelines, follow MY guidelines.**
- Good references for appropriate citation include your textbook and the Owl at Purdue: <http://owl.english.purdue.edu/>
- ECC's plagiarism modules are here: <http://studentweb2.elgin.edu/DLearning/plagiarism/index.html> There is material here that is on my plagiarism quiz. If this link ever breaks email me immediately!
- If there is conflict between the directions here and your assignments/syllabus, the appropriate order for following them is: 1.) Directions on a specific assignment 2.) Directions here.

-Failure to reference external material that you use in your written work will result in an F for this course. If you do not feel you are prepared to cite appropriately please reconsider taking this course or do not use any outside materials.-

Plagiarism:

Writers sometimes plagiarize ideas from outside sources without realizing that they are doing so. Put simply, you plagiarize if you present other writer's words and ideas as your own. You do not plagiarize if you "provide citations for all direct quotations and paraphrases, for borrowed ideas, and for facts that do not belong to general knowledge" (Crews and VanSant, 407).

THINGS THAT DO NOT NEED CITATION:

- Your personal opinion
- Your experiences and examples you have made up

- Your interpretations, analysis and discussion
- Introductions, internal summaries or conclusions
- Common knowledge
- For MY classes only- you do not need to cite your textbook on assignments that do not require external sources if you are using the required course textbook to define words or for basic facts.

THINGS THAT DO NEED CITATION:

- Everything else

COMMON ERRORS

- **The biggest error students make is waiting until the last minute to do work.** This leads to sloppy or absent citations that can result in zeros or course failures.
- **If you are including outside information in your written work you must have ALL of the following:** 1.) In text quotation marks if using quotes 2.) Appropriate in text citations on every sentence that contains external information 3.) A bibliography/reference list including every external source that matches the in-text citations and 4.) If from the internet: The bibliography entry must ALSO include a complete and working link to the *exact* location of the information (this is my requirement, this is in addition to a proper APA or MLA bibliographic reference).
- Another common error is when students incorrectly use paraphrase format when they should be using direct quotes. My recommendation is to use direct quotes unless you are discussing facts, numbers, details about a study, etc (things where the order of the words is not really relevant), or you are summarizing material or integrating information from several sources. If you are cut/pasting or you are typing while you are looking at a source you are NOT paraphrasing. Changing a few words doesn't make it a paraphrase either. There are good examples of this in the ECC plagiarism modules here:
<http://studentweb2.elgin.edu/DLearning/plagiarism/index.html>
- It is NOT sufficient to put one citation at the end of a paragraph (or worse, the entire written assignment) that contains outside material in it. You must cite **EVERY SENTENCE that contains outside material appropriately and separately.**
 - If you think about it, putting one citation at the end of a paragraph does not tell the reader where the outside material is and where your own thinking is. I am aware that some teachers encourage this practice, but it IS plagiarism and unacceptable in my courses.
 - An exception is if it is obvious you are continuing to cite (for example you are relating a story/summary that you have made clear is not original to you or you are discussing a study and have already referenced the authors, and it takes multiple sentences). Any time you switch between authors or between a source and your own thinking and ideas you need to make that clear in your writing.

WORD FOR WORD (direct) QUOTES:

- If is a direct quote, it had better be in “direct quotes” and it really should have an author and page number or paragraph number associated with it (Author, p. XX). Implying that it is a paraphrase (or worse, your own words) is plagiarism. If it is word for word material it MUST have quotation marks around it to make it clear that it is a direct quote.

- It is **sufficient** for my courses (although not APA or MLA appropriate) to cite as in the example following, using the same number in your writing that the reference is labeled with in your bibliography. Include a page number if you have one. If you do not have one the paragraph number is an acceptable alternative.
 - An acceptable direct quote citation format looks like this: I “**used a direct quote from an external source that was relevant to this question and my discussion**” (1). Or (1, p. 24) **Or (Author, year, p. p#) →APA Format** (Where (1) is included in the reference list/bibliography by the same number)
- Changing a few words or the order of words does NOT make an acceptable paraphrase. If you find yourself doing this, STOP and use a direct quote in quotation marks.

PARAPHRASING:

- The appropriate use of paraphrase format (no quotation marks, no page or paragraph number, just an author and year (APA) or author and page (MLA)) is when you are expressing your understanding of what someone else has stated.
- Paraphrases should NOT have the same ideas in the same order as in the original source.
- If you want to communicate the same ideas in the same order you should be using a direct quote, not a paraphrase.
- Basically a paraphrase is when you are explaining a concept or idea that is not your own, but you are explaining it completely in YOUR OWN WORDS and using your own phrasing (sentence structure).
- Most of what teachers do in the classroom and what you see in your textbook is paraphrasing- they are explaining someone else’s theories or knowledge but they are not using someone else’s words or the structure of their materials.
- An acceptable paraphrase looks like this: **In this sentence I’m explaining information in my own words and sentence structure but they are not my original ideas** (2). **Or (Author, year)→ APA Format** (Where (2) is referenced in the bibliography by the same number)

INDIRECT/SECONDARY SOURCES (“as cited in”):

- First, if you were writing a major paper or a thesis you should not be using this at all unless the original material is not available. Now, given that this is not what you are doing in my courses, occasionally you will want to discuss a study in your book, or a study in a source you are using, but you do not have the primary source. This is fine.
- What you need to do is put the source you HAVE in your bibliography. When you are citing the material from the secondary source in your writing use the following format (I am assuming here you are citing something in your book):
- **In this sentence I am talking about a study in my book that I haven’t actually read (Author of secondary source/study in my book, year of secondary source/study in my book, as cited in Author of your textbook, year of textbook publication, p. Page# if you are using a word for word quote)**. In MLA you would use (qtd. in Author pg#). As cited in does not need to be underlined, I’ve just done it for emphasis here.
- Remember, it’s the source you HAVE read that goes in your bibliography.
- Basically you are referencing this way because you are taking your source’s word for what is in the original study. It’s possible your source is wrong. Therefore, you cannot reference the original study

since you have no idea if your source is correct, so you must reference the study/material AS it is cited in your source.

Personal Knowledge:

- The following information only applies to written work that does NOT require the use of external sources. Any written assignment that does require the use of sources CANNOT use this citation short cut (since this is not a legitimate way to cite material).
- **Personal Knowledge** is not a legitimate citation, but I will allow it in writing assignments that don't require sources so that you can share facts that you know that are not from a specific source. Do not do this in your other courses unless you clear it with your instructor first.
- In an assignment that does not require the use of sources, if you use information that you know from another course, your job etc., please reference the end of the sentence with **(personal knowledge)**.
- You do not need to reference your own examples or opinions, but you do need to reference facts that are not in the book such as **things you have learned in previous courses or from your job**.
- If you are using this citation these sentences must be completely in your own words and sentence structure. Citing a quote or paraphrase as (personal knowledge) IS plagiarism.
- Give as much credit as you can. If you looked it up, cite it.

Citing Lecture or Course PowerPoints:

- As above, this should not happen in any writing assignment that requires external sources because these are not sources available to all students/readers.
- In other writing assignments (short essays, posts in an online course, etc) if you reference material from MY PowerPoints or my lecture please annotate that with (lecture) or (Instructor PPT).

General Writing Tips

- Not every sentence should have a citation! Assignments should include your own voice interpreting the information, tying it together, and summarizing it. Otherwise I could just read the source.
- You really shouldn't start or end paragraphs with citations. The beginnings and endings of paragraphs should include a preview of the information or interpret what you have just discussed.
- For assignments that do not require the use of external material: If you do use external information it does not count towards your word/sentence requirement.
- Every source in your reference list/bibliography must be cited at least once in the body of your paper.
- Every source cited in your written work must be in your reference list/bibliography.
- I am fine with you using numbers like (1) (2) (3) etc. in the body of your writing as in text citations as I've explained above (I prefer APA but I'll take numbers). Make sure to use the same numbers in your bibliography so I know what is coming from where.
- Any titles within the body of your paper or extra spacing that results from using them do not count towards the page/word requirement.

- Make sure to define any terms that are not in common usage in the general population and reference definitions as is necessary (generally I do not require the textbook for the course to be referenced if the assignment does not require the use of external material).

BIBLIOGRAPHY:

- Please order your sources either alphabetically by author (correct style) or by the numbers in order that you used in your written work (acceptable style)
- Personal Knowledge: don't forget to include this if you used it in your essay- this is described above
- Make sure to include **direct/complete links to online sources** (and make sure it goes to the specific page you got the information from not to a homepage) if you are using online material, along with a title for the page and an author (if there is one). Include as much information as you can. The example below for APA includes a direct link. **This is required by ME so that I can check your sources.** Safari will truncate web addresses if you look at them, to get the entire link mouse to and highlight that truncated address which should expand it to the specific address/location, then copy/paste it.
- If you retrieved a journal article online that is behind a firewall (you had to log into a library system, for example), cite it as a journal article, not as an internet resource. Remember, a link to a firewalled source is a dead link. Cite the journal article as a journal article- you can add that it's retrieved from an online source as well.
- I strongly recommend always downloading PDF versions of articles if they are available. PDFs usually preserve the original page structure and location of pictures, making it just an electronic version of photocopying the original article. Html versions lose the original pagination and are sometimes missing graphics entirely. Avoid them unless you need a specific source not available in .pdf.
- Please do not worry about the tabbing/indentation that is technically required for APA since most word processing documents HATE it and I don't want you fighting with your word processors. MLA is also acceptable. Frankly I am not too picky as long as there IS a bibliography, online material has a working link to it, you have given me enough information to find your source and you have used correct in-text direct quote and paragraph citation.

APPROPRIATE SOURCES:

- Basically any source that has an oversight process (i.e. there is an editor) and that includes citations and a reference list/bibliography is probably okay. **If there is no reference list it's a bad source.**
- I hate Kendra Cherry. More broadly I dislike about.com which has many psychology articles without sufficient references that are not subject to oversight. Avoid these.
- Sources older than 10 years should be avoided unless they are particularly important (i.e. a book by Freud or a distinguished researcher).
- Journal Articles and Books are excellent sources.
- The ECC library has excellent resources for journal articles and ebooks online through systems like EBSCO here: <http://library.elgin.edu/> If you are using EBSCO limit your sources to **scholarly (peer reviewed)**, recent articles. The databases I would use include Academic Search Premier, ebooks, PsychArticles, and PsycINFO. I'd add ERIC if I was getting desperate (typically older articles scanned in, less quality material).
- Look at the handouts on **Evaluating Internet Sources** and **Journal Articles**.

- Make sure you are only using **FULL TEXT** articles. Citing an abstract or summary is not acceptable; you must have read the entire source if you are referencing a research study.
- The ECC librarians can help you with navigating the databases if you need help.
- If you are OFF CAMPUS and need access contact the Circulation Desk at 847-214-7337 or e-mail them at circdesk@elgin.edu. You need a library card number that needs to be activated every semester; they can take care of that for you (they can also do this in person, obviously).
- ONE source from Wikipedia is acceptable (I use it so I'm not going to tell you not to). Do not use more than one source from Wikipedia in any assignment that requires the use of external sources. Check with your instructor in other classes before you use Wikipedia- some instructors do not permit it.
- Magazine/Newspaper type articles that discuss a psychologist's work or summarize research are also acceptable (even if they do not include any other citations aside from the psychological information they are discussing). The easiest way to tell these from unacceptable sources is that they will have an author and will usually be discussing at least some recent research (not just background information). Make sure to avoid BLOG type "articles" though. You want something that an editor has looked at and approved.
- Some good sources for psychology articles include: APA, APS, ScienceDaily, PsychologyToday, and PsychCentral. The librarians can also assist you in locating good sources (bring this handout with you). None of these sources are rigorous (like journals/books) so check your instructor's requirements before you use them in other classes.
- If you are not sure about a source, ask your instructor ahead of time.
- In my courses, in any writing assignment or presentation that requires multiple sources, no more than two should have any author in common.

UNACCEPTABLE SOURCES:

- Sources such as encyclopedias or dictionaries are NOT appropriate sources. This includes online encyclopedias/dictionaries. If all the source does is define terms and duplicate information already in your book, do not use it!
- Some random website that came up when you googled a term for which there is no oversight. Basically if you do not recognize the "brand name" of an online source and there are no citations in it then it is probably unacceptable. People's personal web pages (of which there are many for psychology) are not acceptable. Simple definitions or sources that duplicate material already in the text are not acceptable.

APA Format (from Owl at Purdue, the reference lists in your text are also good examples):

BOOK:

Author, First Initial. Middle Initial. (Year of publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.

JOURNAL ARTICLE:

Author, FI. MI., Author, FI. MI., & Author, FI. MI. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages.

WEBSITE:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number*(issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

[Note: I require including the entire *exact* web address for all Internet sources in your Bibliographic reference in addition to author, title, etc- Check it to make sure it works]

ECC Policy: STUDENTS WITH DISABILITIES

→ See administrative procedure 3.501 for term definitions and further details ←

This Administrative Procedure sets forth Elgin Community College’s policy and procedures for the College’s compliance with the Americans with Disabilities Act, as modified by the ADA Amendments Act of 2008 (42 U.S.C. § 12101 et seq.) (“the ADA”), and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 791 et seq.) (“Section 504”). Both the ADA and Section 504 prohibit discrimination against individuals with a disability in the offer or conditions of employment or in connection with the offering of educational and other programs and services.

Policy: The College does not discriminate, nor does it tolerate discrimination, against individuals on the basis of physical or mental disability. In addition, the College provides reasonable accommodations to qualified individuals with disabilities to ensure equal access and equal opportunities with regard to employment practices, educational opportunities, and programs and services. All College services, facilities, and programs must be accessible to students, employees and visitors with disabilities unless doing so would be an undue hardship/burden. This policy applies to all College employees, applicants for employment, students, and visitors.

PROCEDURE FOR REQUESTING ACCOMMODATIONS:

If a student should need a special accommodation, he/or she should contact Annabelle Rhoades, ADA/Section 504 Coordinator for students as soon as possible. The College’s assessment of an individual’s needs and the availability of reasonable accommodations will be made on a case-by-case basis. The College may request permission from the individual making the request to interact directly with the individual’s medical provider to help determine what accommodations could be reasonable and effective. Both the individual and the College are required to participate in good faith in an interactive process designed to reach agreement on what accommodations will be provided. Final determination of reasonable accommodations rests with the College. Any person with a disability who is dissatisfied with a responsible department's response to a disability accommodation request may file a complaint with the Director of Equal Opportunity who serves as the ADA Coordinator.

ECC Withdrawal Policy

- Class withdrawals are processed in the [Registration Center](#). The college encourages students to discuss their intent to withdraw with their instructor(s).
- Students who have attended their classes and withdraw during the time periods designated below receive a [grade of "W"](#) (Withdrawal), which carries no academic penalty and is not used in the calculation of the student’s grade point average.
- It is the responsibility of every student to calculate the final date for formal withdrawal for each class in which he or she is enrolled according to the schedule below. After this date the only way to withdraw from a course is via an administrative withdrawal (see below)

Withdrawal Schedule

Class length in weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Number of weeks to withdraw with a "W"	3	6	2	3	3	4	4	5	6	6	7	8	8	9	9	10
	days		weeks													

- Count weeks from the first week of the session in which a class begins. Count days Mon.-Fri. from the first day of the session, not the first day a class meets. Do not count Saturday, Sunday and holidays.
- A student who withdraws from a class early in a semester may be eligible for a [refund](#).

ECC Administrative Withdrawal Policy

- Students may not withdraw themselves from class after the designated withdrawal deadlines. Students must see the dean of students (currently as per the catalog) about withdrawing after this point.
- Students who will be absent for an extended period of time (illness, military call up, , death in immediate family, involuntary transfer by one's employer, involuntary change of working hours) may qualify for administrative withdrawal. Under such conditions students must supply documentation to be administratively withdrawn for the semester. These students receive a [grade of "AW"](#) (Administrative Withdrawal) which carries no academic penalty and is not used in the calculation of the student's grade point average.
- Instructors reserve the right to withdraw students from their classes with a failing grade at any point in the semester due to plagiarism or other gross infractions.
- **In other words...after the withdrawal date, you cannot withdraw and I cannot withdraw you from the course. If you just procrastinate and then decide to withdraw, you will be stuck with an "F" in the course unless you can get an administrative withdrawal**



Where you can get help with any writing project for any class!

The Write Place

B274 (off the second-floor lounge area near the elevator)

(847) 214-7480

No appointment necessary--just drop in when you need help.

Our writing consultants are ready to help you work through any stage of your assignment, from initial ideas and organization to documentation of sources and final revision and editing. **There is no charge for our services, and no limit to how often you can visit.**

For example, we can help you with

- Basic grammar and punctuation
- Term papers
- Formatting papers
- Class presentations
- Documentation style
- Speech outlines

We have computers and a printer for our clients' use, writing handbooks, and style reference books on hand.

Be sure to bring a copy of the assignment sheet, your textbook, and all the materials and information you need to complete your work.

Don't wait until the last minute!

Come in as long **before** the assignment is due as you can, so you'll have the time to do the job right.



TUTORING INFORMATION:

Call 847 214 7256 or visit the tutoring center (Building C, 2nd floor 230) for details on professional and private tutoring.

ONLINE tutoring is FREE and available for PSY 100!

ECC students must enroll in online tutoring to use this free resource. Email arhoades@elgin.edu and include your name, ECC ID number, and the online course you would like to enroll in (in this case PSY 100)

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student's progress. Questions regarding the syllabus are welcome anytime.