Instructor: Barbara Forbes, EdD
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University Email Address: Barbara.Forbes@tamuc.edu
Personal Email Address: be_forbes@yahoo.com

COURSE INFORMATION

Delivery format: Face-to-Face in class meetings
Semester Credit Hours: 3 SCH

Textbook(s) Required: N/A

Course Description: Survey of Developmental Education – Exploration of adult and developmental education including analysis of nontraditional learners in higher education. Emphasis is placed on history, social impact, current practices, and research in the areas of basic education, developmental education, and customized training.

Student Learning Outcomes:

1. The learner will be an active, engaged participant within the learning community through contributions of relevant questions and value-added responses in the Classroom and through discussions.

2. The learner will demonstrate an awareness of the issues faced in various aspects of the administration and delivery of adult and developmental education courses and programs.

3. The learner will demonstrate the ability to articulate ideas and information in a clear and concise manner.

COURSE REQUIREMENTS

IMPORTANT NOTICE!!! Grading policies and requirements identified in this syllabus are not subject to debate and will be followed in this course with all students held to an identical standard. If you do not agree with any requirement herein, or believe any of them to be “unfair,” you should IMMEDIATELY DROP this course!
Instructional Activities / Methods / Activities Assessments

**Attendance – Up to 10 points:** Missing a one day a week class can be crucial to student success. A critical aspect contributing to student success in any courses is the facilitation of an active learning community. In order to interact and participate in ongoing and evolving dialog, respond to questions, contribute to the knowledge base, and remain aware of class dynamics, students must attend class regularly to identify opportunities for participation and be active participants whenever possible.

**Class Activities/Discussions – Up to 40 points:** All students must be active participants in all aspects of class activities and within the course environment. All interaction must be conducted in a professional and respectful manner and model best practices of etiquette. **Activity grade is based on participation in activities (presentation of articles), Quizzes, and research paper, including presentation of research paper.** This category includes introductions, discussions, and other various activities that may be assigned during the course of the semester. Class discussion opportunities are vital throughout the semester. Discussion activities may require responses, reflections, research, reports, etc. Students must make value-added contributions or responses to each of the topics presented for discussion.

**Presentation Projects – Up to 50 points:** Projects will address various issues influencing the field of Adult and/or Developmental Education and may include individual and/or group assignments and peer review activities. Project presentations will be made in class.

**Timely submission of assignments:** Assignments MUST be completed and submitted by the designated due dates. Full credit cannot be earned by late or incomplete assignments. Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time. (e.g. Assignments can lose all of their value at 10 days past due.) Further, **late project submissions may be rejected** at the instructor’s discretion.

**Make-up and extra credit assignments:** No make-up or extra credit assignments are available in this course. Credit is earned exclusively by completing the required activities, as assigned, without exception.

**Grading**

<table>
<thead>
<tr>
<th>Required Weekly Attendance:</th>
<th>10 points</th>
<th>A 90-100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Activities/Discussions:</td>
<td>40 points</td>
<td>B 80-89%</td>
</tr>
<tr>
<td>Presentation Projects:</td>
<td>50 points</td>
<td>C 70-79%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D 60-69%</td>
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<td>F 59% or less</td>
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**Grade of "X" (Incomplete)** – In accordance with the Academic Procedures stated in the TAMU-C Catalog, “students, who because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks will, upon approval of their instructor, receive a mark of ‘X’ (incomplete) in all courses in which they were maintaining passing grades.” The mark of “X” will only be considered in strict compliance with University Policy upon submission of complete medical or other relevant documentation.
COMMUNICATION AND SUPPORT

*Interaction with the Instructor*

Feel free to email me at either email address provided above or by calling my cell phone. If I don’t answer please leave a voice mail and I will return your call ASAP.

*Other Questions/Concerns:*

Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

*Course Specific Procedures:*

*Academic Honesty Policy*

Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one’s own), auto-plagiarism (duplicate submission of single work for credit in multiple classes), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. All works submitted for credit must be original works created by the scholar uniquely for the class. Works submitted are subject to submission to TurnItIn, or other similar services, to verify the absence of plagiarism. Consequences of academic dishonesty may range from reduced credit on the plagiarized assignment to petition for removal from the academic program or institution, depending on the circumstances and extent of the violation; however, in typical instances, an automatic F in the course is considered appropriate.

Web resources for reference regarding what constitutes plagiarism and how to avoid it include:

http://www.plagiarism.org/
http://www.unc.edu/depts/wcweb/handouts/plagiarism.html
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

Any works referenced should be properly cited in accordance with APA 5th or 6th edition style.

*Scholarly Expectations*

Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level. Students are expected to utilize computer attack skills, be active problem solvers, and embrace challenges as positive learning opportunities.

*Time Commitment*

In a graduate level course, it is a reasonable and accepted expectation that a student will spend between three and four hours outside of class for each hour spent in class. This applies to online and web-enhanced courses just as it does to a traditional course when determining the total
expectation of time that should be spent on a particular course per week, or day in the case of 
summer or sub-term semester courses. The activities in this course are based on a 15-week 
instruction schedule. An understanding of this expectation can help serve as a gauge for you to 
determine a range of how much time you will need to allow for and devote to each course. The 
average time commitment range calculation for a three Semester Credit Hour (3 SCH) course, 
such as this one, is show in the table below:

<table>
<thead>
<tr>
<th>Average expected time spent on class or class related work.</th>
<th>Minimum expected average time based on 3:1 time ratio.</th>
<th>Maximum expected average time based on 4:1 time ratio.</th>
</tr>
</thead>
<tbody>
<tr>
<td>“In” class per class week</td>
<td>2hr. 30min.</td>
<td>2hr. 30min.</td>
</tr>
<tr>
<td>“Outside” class per class week</td>
<td>7hr. 30min.</td>
<td>10hr. 00min.</td>
</tr>
<tr>
<td>TOTAL Weekly Expectation</td>
<td>10hr. 00min.</td>
<td>12hr. 30min.</td>
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<tr>
<td>TOTAL Term Expectation</td>
<td>150hr. 00min.</td>
<td>187hr. 30min.</td>
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**University Specific Procedures:**

**ADA Statement**

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 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
Student Disability Resources & Services

**Student Conduct/Citizenship**

All students enrolled at the University shall follow the tenets of common decency and acceptable 
behavior conducive to a positive learning environment. (See Code of Student Conduct from 

**COURSE OUTLINE / CALENDAR**

The course schedule is posted and maintained on our class public website at:

http://faculty.tamuc.edu/jdavis1/HIED/543/122/