ONLINE COURSE INFORMATION

Summer 2017 Semester

COURSE: PSYCH 254 L1

INSTRUCTOR: P. Wise

Life Span Psychology

EMAIL: pwise@monroeccc.edu

There are many benefits of online courses at MCCC:

- Less restrictive scheduling
- Convenience
- Intensive self-study
- Course materials are accessible 24 hours a day 7 days a week

Some students struggle in an online format. Other students excel. Students who excel in an online format are:

- Highly self-motivated
- Have strong computer skills
- Possess good time management skills
- Know how to study independently
- Possess good communication skills

Online classes at MCCC are **NOT self-paced**. Instruction is delivered in an entirely web-based format. Students must complete exams, assignments, etc. by specified due dates. Some exams and assignments may be required to be completed at an authorized location as established by the instructor.

When taking an online class students are responsible for:

- A reliable computer with Internet access and Microsoft Word; course specific software will be described below
- Knowing how to email attachments
- Maintaining his or her own computer and Internet connection; technical issues are NOT acceptable excuses for not keeping up with due dates
- Having access to a printer if needed for personal use of online materials

It is the student's responsibility to log into Blackboard multiple times each week to keep up with communication, assignments and other coursework.

Blackboard

Online courses use Blackboard course management system as the means of communication between the students and the instructor.

It is the student's responsibility to be able to log into Blackboard and maintain his or her computer setup to work properly with Blackboard.

The Blackboard Login can be found on the College's webpage, www.monroeccc.edu. Information on student usernames and passwords can be found on the Student Support tab on the Blackboard site.

Blackboard courses are made available to students on the day the course begins. Please see the Start Date below.

MCCC Student Email

It is essential that online students use their MCCC student email account. This will be the primary means of email communication between you and your instructor. For more information about activating your MCCC student email account, visit the college's webpage at www.monroeccc.edu.

NEED HELP?

BLACKBOARD HELP DESK: 734.384.4328 or elearning@monroeccc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	This course will explore the developmental stages of human behavior during the life cycle. The stages of infancy; childhood; adolescence; and early-, middle- and late-adulthood; late-late adulthood; death and dying will be covered. Various issues and concepts will be dealt with related to the typical psychological, sociological and biological changes that occur during each phase or stage of life. The purpose of this course is to provide the student with the opportunity to explore their own stages and those of their family, relatives, friends and others. The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.
COURSE BEGINS	Monday, June 19, 2017
COURSE ENDS	Saturday, July 29, 2017
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process. If you are a first-time online student at MCCC you must complete an online orientation course (ONL-001). You will be automatically enrolled into the online orientation course, which will provide you with critical information on the technical, study, reading and writing skills necessary to be a successful online student. This course will be listed in your MyCourses module in Blackboard and there will be 4 modules to complete. Please note that all four modules will NOT be visible when you first login, but will become visible once you complete the requirements for each module. Please complete **SU2017-ONL-001-L1 by June 15, 2017**. Failure to complete the online orientation by the above date may result in de-registration from your summer 2017 online course.
PROCTORED EXAMS OR ASSIGNMENTS	None, all coursework is completed online.
ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS	**Some** online classes require students to take exams at authorized, proctored locations. Test proctoring centers are authorized testing locations where a staff person administers a test or assignment. If students are not able to arrange transportation to MCCC's main campus for testing, a proctored test site must be arranged. Students near the MCCC campus can take the test in the Regional Computer Technology Center (RCTC). Additional information on the RCTC can be found at http://www.monroeccc.edu/rctc/index.htm. It is the student's responsibility to make arrangements for proctoring with his or her instructor. Students should also be aware that some testing sites have service fees, which are the responsibility of the student.

COURSE MATERIALS AND TEXTBOOK INFORMATION	Textbook information can be found on the MCCC Bookstore's webpage, http://www.monroeccc.edu/bookstore/. Textbook information is posted approximately one month prior to the beginning of the semester. If you plan to purchase the text from a vendor other than the MCCC Bookstore, please note the Text's ISBN to get the required materials. IMPORTANT: Make sure when identifying which course you are enrolled in, you get the materials for the ONLINE version of the course. Online course materials are not necessarily the same materials for the face-to-face class. Please contact the MCCC Bookstore for additional information, 734.384.4140.
COURSE EXPECTATIONS	The online course has weekly deadlines and online assignments. Students should anticipate reading and writing assignments requiring a minimum of 6 hours per week. You must submit all assignments as Word documents. In addition, you will be expected to participate in discussion boards on various topics throughout the semester. There will be on-line, timed exams.
BLACKBOARD SYSTEM REQUIREMENTS	**Browser Requirements:** • Mozilla Firefox 31 or higher (recommended browser for Blackboard) • Google Chrome 36 or higher (recommended browser for Blackboard) • Safari 6 or higher • Internet Explorer 9 or higher (IE compatibility view settings will need to be adjusted for optimum Blackboard use) For the most current Blackboard operating system and browser requirements, please go to http://www.monroeccc.edu/distancelearning/elearning_student.htm and access the "Blackboard Browser Requirements" link. **Software Requirements** • Microsoft Word 2013 is recommended • Microsoft Office Suite is recommended • Adobe Reader 9.0 or higher **Other System Requirements** • High speed or broadband internet connection recommended • Printer, video and sound cards • CD-ROM drive
COURSE SPECIFIC SOFTWARE	Microsoft Word 2007 or higher software and experience using Microsoft Word. There will be lectures presented using Power Point slides. There are instructions in the syllabus to download a free Power Point viewer if you do not have Power Point on your computer.
WHERE DO STUDENTS START	On **Monday, June 19, 2017** the course will open. On that day, you should log into the class as instructed above. You will find the course syllabus, assignments and further instructions. Please note that there will be time-limited, mandatory exercises assigned the first day.

OTHER INFORMATION	Willingness to learn Blackboard technology independently. Students are assumed to be able to work independently and to be competent in using computer hardware / software. Course participation is required and deadlines are strictly enforced. If you have other questions, please email Patrick Wise at pwise@monroeccc.edu.
[DATE]	