Dear Students:

Welcome to SOC 418/CDE 418! I look forward to working with all of you as we explore Aging and the Life Course! Online learning can be a lot of fun as well as challenging so please feel free to contact me with any questions.

This is a 400 level course and can be very challenging, yet rewarding at the same time! I hope to challenge you to think and consider theories and concepts beyond your personal experiences! Remember that this is a 6 week 400 level course and it will require approximately **20-25** hours a week of your time. I look forward to critically exploring with you how aging is a universal process, yet this process varies greatly from person to person, culture to culture.

The syllabus has been developed with a great deal of time, thought, and care. Please read it carefully and you will find all of the information needed to assist you in being successful in this course.

Welcome to the class and I look forward to the next 6 weeks!

Respectfully,

Flora Farago

Flora Farago, M.S.
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Family & Human Development program
Arizona State University
Note: Flora will be starting a position this fall as Assistant Professor of Human Development and Family Studies at Stephen F. Austin State University in Nacogdoches, Texas.

SOC/CDE 418: Aging and the Life Course
Summer B 2016 (June 29th-August 9th)
SLNs 42293/44053/43785/44052

Instructor: Flora Farago
Email: Flora.Farago@asu.edu
Virtual Office Hours: By appointment

> **QUESTIONS: Please first check this syllabus. Then check the *Announcements* and *Course Questions*. If you ask a question that can be answered through one of these sources, you will be re-directed to them. If you can't find answers to your questions, then email me. Please include "SOC/CDE 418" in the subject line to avoid your email being mistaken for spam. Thank you!** ☺

* You are responsible for knowing and abiding by all information in this syllabus. The content and dates may be modified at the instructor's discretion. Any changes will be noted via course Announcements in Blackboard.*

COURSE DESCRIPTION & OBJETIVES

We will learn about the biological, psychological, and sociological aspects of adult development and aging. Aging is an integral part of life; knowledge and understanding of adult development and aging is essential to make decisions regarding one's future. We will apply all of this to the contemporary world through active discussion and use of personal experiences to broaden our view of society and the social realities regarding aging and the life course.

The goals of this course are:
- To explore critically and scientifically the developmental stages of adult development.
- To increase awareness of the challenges of the aging process.
- To explore gender, racial, cultural, and class variations related to aging and the life course.
- To increase awareness of ageism and stereotypes associated with older age.

REQUIRED TEXTBOOKS

Cavanaugh, J.C. & Blanchard-Fields, F. (2015). *Adult Development and Aging* **(7th ed.). Belmont, CA: Wasdworth.**

You do need the 7th edition (ISBN: 9781285444918)! Older editions are significantly different and will not be sufficient for you to succeed in the course. Your book should look like this:

Osterbur, E. F., (Ed.) (2015). *Annual Editions: Aging* **(28th ed.). New York, NY: McGraw-Hill.**

You do need the 28th edition ISBN: 9781259359606! Older editions are significantly different and will not be sufficient for you to succeed in the course. Your book should look like this:

COURSE MANAGEMENT SYSTEM

This course is delivered entirely online through an online course management system called Blackboard (Bb). You will be accessing lectures/videos, participating in discussions, receiving and submitting assignments, and taking exams all online through MyASU/Blackboard. You should be able to access the course by clicking on the link to it in your myASU "My Classes" box (http://my.asu.edu).

However, if at any time you cannot access the course via that link, here is an alternative route:

1. Paste this URL into your browser window: http://myasucourses.asu.edu
2. Log in with your ASUrite username and password
3. Find our course in the box entitled "My Courses". Click on that link to enter the course.

Required Technology:

• A working computer that you have access to daily
• Access to a computer is required to complete the course, and students should not rely on a tablet to meet this requirement as tablets may lack sufficient computing resources need to meet the course requirements
•You will **not** be able to take exams on a tablet
• A reliable, *hard-wired, high-speed internet connection* with anti-virus software installed and operating
• Students who use WiFi/wireless internet often have issues during exams or submitting coursework
• A back up computer and back up internet that you can get to quickly to be used if for any reason you experience issues with your primary computer/internet
• At least 2 internet browsers downloaded onto your primary and back up computers (e.g., Mozilla Firefox, Chrome, Safari). Occasionally an issue will arise with the compatibility of one browser, so switching browsers is a useful strategy to troubleshoot
• Respondus LockDown Browser is required to be installed *on your computer and back up computer* to take the syllabus quiz and exams (must have administrative access)
• Access to MyASU (http://my.asu.edu)
• A functioning *ASU e-mail account* from which you can send and receive emails that you check daily
• Ability to open and save documents in Microsoft Word for the Writing Assignment
• Ability to open PowerPoint documents for lectures
• Quick Time is needed to view some videos (www.apple.com/quicktime)

MyASU Service Center (available 24 hours a day/7 days a week) to assist with technical difficulties

I am unfortunately not able to troubleshoot computer or internet issues. Please use the resources below to assist you.

• Click on the MyASU Service Center link in the course and try the basic troubleshooting suggestions
• If you have a technical problem while doing your work that isn't solved by these troubleshooting suggestions, it is your responsibility to call the MyASU Service Center immediately get the problem fixed
• The phone number for the MyASU Service Center is 1-855-278-5080
• You can also get assistance for general computer issues, ASU.edu email issues, and MyASU log in issues by calling this same number 1-855-278-5080
• *CALL* for technical support rather than using the chat, email, or online options. You will have a much better chance of being able to work through the issue together in real time and resolve the issue
• They will always give you a ticket #. This documents the date and time you called as well as the particular issue you had and the resolution suggested. Please email the Ticket # to me immediately with an explanation of the resolution if it impacted your ability to complete an assignment.
• Please take a screenshot of any error message that you receive. Ensure that this screenshot shows the time and date that you received the error message reflected on your computer screen. This will aid technical support in assisting you, as well as showing me what time/date you received this error message, if needed.

COURSE EXPECTATIONS

Demanding 6 Week Schedule

This course is taught entirely online via Blackboard in a compressed 6 week format. Because this is an accelerated course requiring the same amount of information to be covered as an entire semester course, it is crucial that you stay focused, organized, and diligent in keeping up with the readings and assignments. Since many of you are juggling school, work, family and other obligations, I highly recommend that you list all of the assignment and exam due dates in your calendar.

In addition, to be **successful** in this course you should do the following:
- Have a positive attitude and begin the course with a desire to learn! :)
- Check your asu.edu email & Blackboard Announcements & Course Questions **DAILY**
- Be ready on the first day of the session with your textbook, syllabus, and computer/internet ready
- Read and follow all course and assignment directions & deadlines
- Understand that you are required to visit a senior living facility to complete the Writing Assignment**.** If you have any concerns about your ability to physically visit a facility due to extenuating circumstances, you must email me by Sunday, July 10th
- Ask for help early on (not the day before an assignment is due) if you are not sure how to proceed. Grades are an assessment of your work, not a gift from me, but I'm rooting for your success!

- Take notes as you read the book and discussion boards. While you may use your book for the exams, you have a limited amount of time to take each exam. You will not have time to look up each answer. However, well-organized notes will help you do well on the exams.
- Stay on top of all assignment due dates & **complete all assignments on time, preferably early**
- Submit any assignments at least a few hours early and double-check the submission to ensure what you turned is the correct version and in the correct format. Whatever you have turned in by the deadline is what will be graded.
- Do NOT wait until the last minute to submit your assignments. Stating that your computer time said 11:58 p.m., but the assignment due at 11:59 p.m. had closed, will not be an excuse for submitting a late assignment.
- **Take a screenshot of all submitted coursework and save them**
- Be a problem-solver when issues arise (call tech support, use your back-up computer etc.)
- Invest time in the course. You've made a major financial investment & you need to make a major investment in time as well, or spend about 20 hrs/week on the course (readings, exams etc.)

COMMUNICATION

Office Hours
This is a FULLY ONLINE course, which means that your instructor does not have in-person office hours. ALL communication between you and your instructor will take place online. I am available for virtual office hours via Skype or Google Hangout, just email me to set up an appointment.

Emails
- Please ensure your ASU email account works as I will be communicating announcements via ASU e-mail only – check your email *daily* for announcements
- Please email from your asu.edu email account, NOT from your personal email account; Be sure to put "CDE 418" or "SOC 418" in the subject line of your message.
- Forwarding your e-mails to a non-ASU e-mail account *is not recommended* because forwarding is not a consistently successful process. You are responsible for the content of all course-related e-mails sent to your ASU e-mail account.
- If you email a question that can be answered by reviewing the syllabus or can be found on the course site, you will be re-directed to these areas
- In general, you can expect a response in 24 hours to emails sent between 8:00 am-5:00pm Monday through Friday (MST; Arizona time zone). If you email Friday after 5:00pm, during the weekend, or on a holiday, you *may* not receive a response until the following business day.
- All dues dates are at 11:59pm (MST) in order to accommodate students who work full-time (traditional hours). However, given that your instructor teaches this course as part of a regular work schedule, if you expect a response to a question in less than 24 hours, please be sure to plan ahead and email between the hours of 8am and 5pm.
- Please keep in mind that your correspondence is in the context of a business/professional environment. Please be courteous and respectful in the tone and content of your emails, as your instructor will be to you.

Course Questions Forum:

- This forum is to answer course-based questions throughout the semester
- Please post any general questions about the course, the course content, or learning activities, to this discussion. This forum is a way for us to make sure we are connecting and that we are all understanding important course concepts together.
- You are encouraged to answer other students' questions posted under Course Questions. If everyone is stuck, then your instructor will answer your question
- If your question is of a more personal nature, or is not necessarily course-related, please email your instructor directly
- You **may not** post questions about tests or test questions on this forum. These questions need to be emailed directly to your instructor.

DEADLINES AND GRADING

Time Zone Differences

All due dates and deadlines in this course are in conjunction with Arizona (Mountain Standard) time, 11:59pm. If you reside outside of Arizona or outside of the United States while taking this course, you are responsible for taking into consideration the time-zone differences. No deadline extensions will be given for students who miss a deadline because of time zone differences.

Keep up with the Class Schedule

Although we are not meeting face-to-face in a classroom, "attendance" is nonetheless critical. Attendance means that you are: logging on to MyASU daily to check the course Announcements, MyGrades, and your ASU e-mail, contributing to discussion boards, and completing all assignments and exams *on time*.

The course is time-released; you will not have access to the entire course at once. Instead, you will have access to each week's coursework on Friday afternoon and will have the option of using the weekend to work on that upcoming week's work. You will be able to read ahead in your textbook and work ahead on writing assignments if you desire. You will have access to all of Week 1 and 2 material on the first day of the course.

Policy on Missed Deadlines

Plan ahead and create a master calendar with all the due dates.

Plan ahead to get to an alternate, reliable computer and internet to complete scheduled assignments, discussion forums, and exams, especially if you have a computer or internet that is less than reliable. Last minute internet- and computer–related issues are not valid excuses for a missed assignment, *as all assignments and exams will be posted well ahead of the due date (at least a week before the due date, except for Week 1).* It is not enough to have completed the coursework by the deadline; **it has to be submitted correctly to our Blackboard course site by the deadline.**

Discussion Forum assignments, Quizzes, and Exams will be available a week before the due date (except for Week 1), and the Writing Assignment will be available from day one. As all assignments, quizzes, and exams are available well before the deadline, deadline extensions are only granted under extraordinary circumstances (medical emergency such as a car accident, etc.). Should you experience some type of emergency (personal, medical, weather-related) during the week an assessment is due, you will need to provide the instructor documentation *prior* to the deadline in order to be *considered* eligible for an extension. Given that appropriate documentation is provided, any decision for an extension is at the discretion of the instructor. **Absolutely no exceptions will be made AFTER a deadline has passed**. Examples of unacceptable excuses include: traveling, vacations, helping a friend in crisis, break ups, work conflicts, etc. If you are having emotional issues that are affecting your work, a campus-based resource is ASU Counseling Services in the Student Services Building, Room 334, 480-965-6146, https://students.asu.edu/counseling.

Requests for Incompletes
Please note that it is rare that students qualify to receive an Incomplete. In order to for me to consider this, you must be passing the course and have an extraordinary situation occur that is beyond your control that prevents you from finishing the course (http://www.asu.edu/aad/manuals/ssm/ssm203-09.html).

IMPORTANT DEADLINES

Drop deadline: **June 30th, 2016** is the last day to drop/add this class without college approval

Tuition & Fees100% Refund Deadline: **July 3rd, 2016**

Course withdrawal deadline: **July 19th, 2016** is the last day to withdraw from this class while staying enrolled in other classes in the same session. After this date, a withdrawal from this class is only available as part of a complete session withdrawal (see below).

Complete session withdrawal deadline: **August 9th, 2016** is the last day to request a complete withdrawal from this session (this is also the last day of the course). As part of a complete withdrawal you must withdraw from all of your classes in this session.

Final grades posted by: **August 11th, 2016**

GRADING

A point system, *not percentages*, will be used to determine the final grade for this course. The grading scale will **not** incorporate plus and minus grading**.**

I will not curve individual assignments, but I may curve the final grades depending on the grade distribution. However, this is not guaranteed.

Grading Policies

- Your grade in this course is not something your instructor "gives" you; it is something you EARN.
- Your instructor will not give you an extra assignment to do for extra points, while withholding that opportunity from other students.
- Your instructor will not outright give you extra points at the end of the semester, at your request, so that you can pass the course or get the grade you want in it.

Breakdown of Points Possible in this Course

Assignment	Point Value
Academic Integrity Quiz	10
Writing Resources Quiz	15
Syllabus Quiz	20
Exams	240 (6 @ 40 points each)
Discussion Forums	60 (6 @ 10 points each)
Writing Assignment	50
Journal Entries	20 (2 @ 10 points each)
*Extra Credit (Optional)**	*20 (maximum, not guaranteed)*
TOTAL	**415 points** *(excluding Extra Credit)*

** Only students who have made an honest effort to complete **all aspects of the course** can earn EC points.*
If you have received a zero for an assignment or exam in the course, you are ineligible to turn in EC.

Grading Scale
Note: 1 point away from a grade is still 1 point away…329 = C, 371 = B, etc.
This course does not use plus-minus grading system.

Grade	Points Needed
A	372-415
B	330-371
C	289-329
D	247-288
E	0-246

Posting of Grades. All grades for the course will be posted in Blackboard and accessed via MyGrades. Scores for Quizzes and Exams are automatically available in MyGrades upon submission. Scores for Discussion Board posts and the Writing Assignment will be available within 7 days of the due date. When you successfully submit the Writing Assignment you will first see an exclamation point "**!**" in place of

your score in MyGrades. This simply means that your assignment has been received, but has not yet been graded. For exams, the "**!**" means that you have exceeded the time allowed for an Exam or Quiz and I will go in to review your time and deduct the appropriate amount of points (1 point for every minute).

Grade Questions. If you have any questions about a specific score you received you must contact me *within 3 days of the grade being posted* to schedule a time to discuss your concerns. I do not allow students to revise/resubmit or retake coursework, but can clarify why you missed points. I recommend that you check MyGrades daily. I will not review grades retroactively at the end of the session.

Re-grading Policy. I am happy to review and/or re-grade assignments, Discussion Board posts, and Exams within 3 days of the score being posted. However, please realize that if you request that I review/re-grade something, my grading and the associated revised score will be the final score. My re-grading may result in you earning any of the following: a lower score, the same score, or a higher score. You will be required to agree to this regarding policy via email prior to my regarding of the assignment.

GRADED ASSIGNMENTS: QUIZES, EXAMS, DISCUSSION BOARD, WRITING ASSIGNMENT, AND JOURNAL ENTRIES

Academic Integrity Quiz (**worth 10 possible points**) **Due Friday, July 1st**
You will be asked to read the Sanford Academic Integrity Power Point presentation about ASU's academic integrity policies and take a quiz designed to help you understand what constitutes academic dishonesty consisting of 10 questions for 10 points. The quiz is available under **Week 1**. Once you enter the quiz, you will have **20 minutes to complete it.** You *do not* need to use the Respondus LockDown Browser to take this quiz.

Writing Resources Quiz (**worth 15 possible points**) **Due Friday, July 1st**
The 6th edition of APA is the writing style manual that will be used in this course for all discussion boards and the Writing Assignment. Therefore, it is integral that you have an understanding of how to properly cite and paraphrase within the bounds of APA. Many students find that they lose several points in discussion boards and writing assignments due to improper use of citations, references, quotes, and paraphrasing. To increase student awareness, students are required to watch the Writing Resources Lectures and to take the accompanying Writing Resources Quiz, consisting of 15 questions for 15 points. The quiz is available under **Week 1**. Once you start the quiz, you have **30 minutes to complete it.** You *do not* need to use the Respondus LockDown Browser to take this quiz.

Syllabus Quiz (**worth 20 possible points**) **Due Friday, July 1st**
To be successful in this course, it is essential that you are very familiar with the course syllabus. Since the syllabus is an essential tool for students' success throughout the semester, students are required to take a Syllabus Quiz, with 20 questions for 20 points. The syllabus quiz serves two purposes: **1)** to help ensure that you have read the syllabus and understand the course policies and **2)** to give you experience using Respondus LockDown Browser. You will take the quiz through our course Blackboard site on the computer of your choice that has a reliable high-speed internet connection and **Respondus LockDown Browser installed on it**. Please read through the information on pages 11-12 learn more about Respondus

LockDown Browser. All the material that you will need to know to answer these questions can be found in this syllabus. The quiz is available under **Week 1**. Once you enter the quiz, you will have **40 minutes to complete it.**

==Exams== (**worth 240 total possible points; 60 pts. each**) **due on Sundays** (except for Exam 6)
Each week you will take an exam on that week's coursework. The exams are non-cumulative. You are required to complete 6 exams comprised of 40 multiple choice questions, each worth 1 point for a combined total of 240 possible points. All exams will be based on material from the readings, lectures, and videos. You will take your exams online through our course Blackboard site on the computer of your choice that has a reliable high-speed internet connection and Respondus LockDown Browser (RLDB) installed on it (more on this on pg. 11-12). **Each exam will be available on Blackboard under the "Week #" it is due, a week in advance.** Once you enter the exam, you will have **80 minutes to complete each exam**.

If you go over the 80-minute time limit, **1 point will be deducted** from your score for each full minute that you exceed the time limit. **Blackboard will not automatically kick you out of the exam when the time is up**. *It is your responsibility to track your own time.*

Exams must be completed in one sitting. You cannot partially complete an exam, log out, and then log back in later to complete it; the timer will continue to elapse time once you begin the exam until you submit it. You must allow yourself adequate time to finish each exam by its deadline. Blackboard will not kick you out of the exam at the deadline; *however, if you begin your exam too close to the deadline and experience a technical issue of any kind that necessitates you logging out of the exam, you will not be able to log back into the exam once the deadline has passed.* You should allow extra time to gain access from a campus computer or your back up computer with reliable high-speed internet and RLDB. **If your exam freezes or you experience any other computer issue and you are not able to get access to the exam again before the deadline, you will have to accept whatever grade you had received when the freeze occurred.**

<u>**Exam Preparation Note:**</u> You are permitted to use your physical textbook and notes when taking the exams, but *collaboration with others in any way is not permitted and constitutes cheating*. **If you are utilizing an eBook, you may reference the e-book on a tablet or another computer, however, you may not look information up on the internet or any other source.** Exams must be taken independently. Knowing that the use of textbooks or notes is not prohibited during an exam gives many students a false sense of security. The exams are timed, and you will not have time to look up answers if you are unfamiliar with the material. At best, you will have time to double-check a fact you recall from the reading. *The best way to maximize your performance on exams is to have completed the assigned course material and study the way you would for any other class.*

Once you submit an exam, log out of RLDB and take a screenshot of your score *immediately* in MyGrades. **No make-up exams are given.**

Respondus LockDown Browser (RLDB) Information:
In order to take the Syllabus Quiz and Exams, a special browser named Respondus LockDown Browser (RLDB) is required to be installed on your primary and back up computers. This browser will prevent you from having other programs open at the same time, copy/pasting/taking screenshots, and accessing other information on your computer (including ebooks). *You will use this browser only for the syllabus quiz and exams, not other aspects of the course.* **You will not be required to enter a password.** This browser is already installed on campus computing site computers (click on the Start button and then Programs to find it). *(Note that RLDB is NOT the same as the ExamGuard Browser.)*

The information and links below will explain RLDB in more detail and assist you in downloading and using it. It is your responsibility to make sure that you can download RLDB on your computer and your back up computer as well as ensuring that RLDB is functioning correctly. In order to download RLDB you must have administrative access (so you likely will not be able to download this to your work computer or any public computer). If you have any difficulty, you should first read all the information in the troubleshooting document to see if your issue is one that we have a solution for already. If you are not able to resolve it by very carefully following the steps, then call the ASU Help Center and email me immediately.

This pdf has information on Respondus LockDown Browser:
http://www.respondus.com/downloads/RLDB-Quick-Start-Guide-Bb-Student.pdf

Link to download RLDB:
http://www.respondus.com/lockdown/information.pl?ID=197112001

Tutorials on RLDB:

Introduction to RLDB
http://www.asu.edu/courses/oasis/AccessingLDBQuizIE/AccessingLDBQuizIE.html

Installing RLDB
http://www.asu.edu/courses/oasis/InstallRLDB/InstallRLDB.html

Using RLDB to Access and Take Exams
http://www.vimeo.com/6822712

I encourage you to take the RLDB Practice Quiz before attempting each exam so you can "test" to ensure that your computer is working correctly with RLDB so you can troubleshoot if it is not. It is not worth any points.

Need for hard-wired, high-speed internet:
Taking the exams on a computer with reliable hard-wired, high- speed internet is critical. You are required to have reliable high-speed internet and I strongly recommend against using Wi-Fi/wireless connections during exams. Students who try to use Wi-Fi/wireless or dial-up service invariably experience difficulties taking exams online and typically experience the "locking" or "freezing" of the

exam before being disconnected. This can occur even with a small dip in the wireless signal. Instead, use hard-wired internet (with an Ethernet cable that connects your computer/laptop to your internet router). If you do not have access to reliable hard-wired, high-speed internet at home, I urge you to take the exams at one of the campus computing sites (using a campus computer, not WiFi on campus). Occasionally an exam will "freeze." Sometimes this is due to the user's error, e.g., unreliable computer or internet connection, taking too long to answer a question, or possibly taking the exam when the network is very busy with many users online (usually late at night). Regardless of where you take the exam and what type of internet you use, you must have a back-up plan in case something should occur with your computer/internet. ***Technical issues that are not system wide events are not valid reasons for a make-up or extension, thus none will be provided.***

What to do if you can't move to the next question (freezes):
If you experience a "freeze" while taking an exam, you'll be able to log back on and continue your exam (without having to e-mail me for a reset) as long as you can get internet connectivity again. ***The exam timer will continue to elapse time, so log back on immediately to continue the exam!*** **The 80 minute time limit allotted for each exam allows for several extra minutes for rebooting and logging back on. If you cannot get internet connectivity again, go to your back-up computer/internet ASAP to continue.** If this takes more than a few minutes, contact me immediately (via e-mail) to explain your situation in detail including times when you got disconnected/reconnected so I can determine if an exception will be made if you go over the time limit.

If you experience a freeze on Question 1 and can't move beyond it, it is likely a compatibility issues with Respondus LockDown Browser. Read and follow the RLDB Troubleshooting document (pg. 11). If this happens, manually turn off your computer (hold down the power button until your computer completely shuts off), making sure that it doesn't just go into sleep-mode. Then you can reboot and continue the exam where you left off.

Trouble Shooting RLDBIssues:
Please see the RLDB Troubleshooting document found under the Respondus Lock Down Browser tab.
If you are experiencing an issue with RLDB not working correctly, you'll need to go through all the steps listed very carefully to ensure you have the correct version of RLDB installed AND that you do not have any updates that need to be run on your computer.

If you have any other issue, you must ***call*** the ASU Help Center at 1-855-278-5080 (toll free) or 480-965-6500 right away to get assistance and a ticket/case # to document your situation. ***(Don't email or chat with them for these issues.)*** Then email me to let me know what is occurring and include the help desk reference number in your email. Once your instructor receives your email, your instructor will make a determination about your situation. **You are not automatically guaranteed a retake or an extension even if you follow the above procedure. It is up to the discretion of the instructor.** *Do not delay; you are still responsible for completing the quiz/exam on time.*

Reviewing Missed Exam Questions:
Due to exam security, I do not release test questions. I am happy paraphrase questions and answers, and explain what you missed, as well as provide study tips – email me.

Discussion Board Posts (**worth 60 points; 10 pts. each**)
To give students an opportunity to interact with one another and share ideas about what they are learning from the course materials, the class will be divided into small groups for the purposes of online discussion. The Discussion Board topics will be available on the course Blackboard site under each week that a discussion board assignment is due.
Each topic question is worth a maximum of 10 points, 5 points for your own original response (Part 1), and 5 points for replying to another student's post (Part 2) for a total of 60 points possible. DB assignments will be available a week before their due date. **Part 1 will be due on Fridays and Part 2 on Sundays (NOTE: the first post is due Saturday, July 2nd).**

It is required to explicitly apply concepts from your textbook in your discussion posts. You should be paraphrasing and integrating this supporting information into your post, rather than using direct quotes. *You must cite your sources correctly using APA 6th ed. format citations, as well as a reference list at the bottom of your post.* Plagiarizing someone else's post is a form of Academic Dishonesty. You will lose points if you do not use proper citations in your posts.

Please write in complete, coherent sentences for DB posts ("sms/text" language not acceptable) and do a spelling/grammar check. Write it in a Word document first so that you reduce the chance of losing what you wrote. Your posts need to be in paragraph form and spaced appropriately so that they are easy to read.

You might, for instance:
- Post an opinion based on reading/research you do on the topic.
- Respond thoughtfully to a topic from your own experience.
- Collect multiple perspectives on a topic or provide an alternate perspective to the one currently dominating the discussion.
- Thoughtfully rebut another participant's comments.
- Synthesize the current class discussion by summing up arguments or discussion points.

Discussion Board and Online Etiquette:

I encourage you to openly express your thoughts, ideas, and experiences, as you integrate these into your written assignments and/or discussion forums. However, be respectful of the rights of others to their thoughts and opinions. Some topics in this class may be difficult or controversial, and although you have every right to express yourself, you must do it with respect for all others. I expect every individual to follow these ground rules at all times.

Spirited discussion is encouraged, and differing opinions are welcome within the context of respectful interaction. Specifically, judgmental or profane language, name-calling, threats (direct or implied), cyber-shouting (using ALL CAPITAL LETTERS) are prohibited in the discussion forums, in emails, and in any other form of interaction between class participants or with the instructor. Re-read your posts carefully prior to posting them to avoid any possible misunderstandings. Contact your instructor with questions and/or concerns. Consequences of violating this policy may result in losing credit for the discussion topic

and me contacting ASU Academic Affairs to pursue other remedies. ***Remember, we can disagree with each other in a respectful, nonjudgmental way.***

Discussion Board Posting Instructions:

You'll notice that the discussion participation for each topic has a "Part 1" and a "Part 2" with different due dates. I structure the topics this way because I require that each student respond to other's Part 1 post. The separate due dates eliminate the problem of students waiting until right before the discussion closes to submit their Part 1 post, which limits the options for students who wanted to participate earlier. You may complete Part 2 as soon as you have submitted Part 1 and at least one other student has posted their Part 1 (so you have someone to reply to).

Do not use abbreviations or incomplete sentences in any DB posts. Make sure to check for spelling/grammar errors and capitalize words as appropriate.

For Part 1:
You will be entering your own thoughts for this first topic making sure to respond to all questions/pieces of the topic. Your response should be an original, well-planned and substantive response to the topic **of at least 300 words** (not including citations/references).

It is **required** to explicitly apply concepts from your textbook in your discussion posts. You should be paraphrasing and integrating this supporting information into your post, rather than using direct quotes. *You must cite your sources correctly using APA 6th ed. Format citations, as well as including a reference list at the bottom of your post.*

You will not be able to view other students' posts until after you have submitted your original post.
To enter your Part 1 post, click on Discussion Topic # and then click on "**Create Thread**" button.
Type your post, then hit the "**Submit**" button. (*Make sure not to hit Save Draft or Cancel button.*)

Policy Note: **You must complete Part 1 by the deadline, in a new thread within the forum I created, and before participating in Part 2 in order to receive any credit for the topic. If you do not complete Part 1 correctly, by its due date *you are not eligible to earn any points for Part 1 OR Part 2*.**

For Part 2:
Respond to other student's Part 1 post in your discussion group by clicking on their discussion thread and then clicking "**Reply**". (You are free to respond to more than one classmate, but the maximum you can earn for this part of the topic is 5 points.) Type your response and then click on the "**Submit**" button. Your response should be well-planned and at least **300 words**. *Read posts carefully to make sure that your post is original, and adds to the discussion in a meaningful way and is not simply asking questions, agreeing, disagreeing or reiterating what someone has already said.*

You are not required to utilize citations or references in Part 2. However, if you do refer to other sources, then you will need to include citations and a reference list.

Type the Discussion Posts directly into the text box – do not use attachments. I do **not** accept late discussion posts.

Writing Assignment (**worth 50 points**) **due Sunday, July 31st**

There will be one writing assignment worth 50 points. The purpose of this writing assignment is to give you an opportunity to discuss and/or analyze concepts that you are learning from the course materials as well as outside sources. When you apply concepts from your readings, make sure to correctly use APA 6th edition style in-text citations and references (failure to do so is a form of plagiarism). The writing assignment instructions, link to upload through Safe Assign, and grading criteria will be available on Blackboard starting Week 2 under the "**Week 5**" tab. The writing assignment will be submitted through Safe Assign, checked for plagiarism (comparing your paper with other students' work, internet sources, and published research papers) and I will receive an originality report.

In order to complete this assignment, you are required to visit a senior living facility in your area. You may visit a facility by requesting a tour or volunteering. If you have any concerns about your ability to physically visit a facility you must email me no later than Sunday, July 10th to discuss it further. There will be no extensions given for inability to find a facility to visit.

Writing Assignment Policy Notes:

All writing assignments must be saved as a .doc, .docx, or .rtf before submitting them. Call the ASU Help Center if you have difficulty saving your assignment in one of these formats or submitting your assignment. **You will not be able to resubmit after the deadline** if you submit a file that: I am unable to open, is blank or incomplete when I open it, or is the incorrect file. Do not submit a link to your Google docs. Submit carefully, double check your submission and take a screenshot of the Safe Assign page after you submit. The submission link disappears at exactly 11:59 p.m. MST on the due date. **No late assignments will be accepted.** If you are re-taking this course, turning in an assignment that has been submitted in another session for the same course *is plagiarism*. Save your assignment document as follows: *SOC or CDE_418_Your First Name_Last Name*.

All writing assignments are to be completed in APA 6th edition formatting. You do not need an abstract, conclusion, or any other section besides a **title page, body of your paper, and a reference** page if necessary. To review APA formatting, please visit the "**APA Format**" tab in Bb. You will also need to review the writing and grammar rules posted there.

Please copy the grading rubric, provided as part of the Writing Assignment instructions on Blackboard, into your assignment submission so it can be ready for me to grade when opened. The rubric should go after your reference page and should be the very last page of your assignment.

Late Writing Assignments will only be accepted under extenuating circumstances (medical emergency, accident etc.), given proper documentation *prior* the deadline, and 10 points will automatically be deducted for each day an assignment is late. Please plan ahead and submit Writing Assignments early, so point deductions (upon emergency) can be avoided.

Journal Entries (**worth 20 points; 10 pts. each**) **due Sunday July 10th & July 17th**

There will be two journal entry assignments worth 10 points each for a total of 20 points. The purpose of these journal entries is to give you an opportunity to provide your instructor with evidence of your progress toward the completion of the Writing Assignment. *For instance, you will need to provide the name and contact information of a senior living facility staff who can confirm your visit to their facility*. Specific criteria will be available on Blackboard under the Week # button for the week each journal entry is due, starting Week 1. These journal entries will be submitted through the journal tool in Blackboard. Type the Journal submissions directly into the text box – do not attach as attachments.

Extra Credit Assignment (**up to 20 points**) **due Sunday August 7th**

You may complete the extra credit assignment for an additional 20 points. The assignment is related to the film (*The Mayor*) assigned for Week 3. This assignment will be due the last day of class and will be turned the same way as the Writing Assignment. The Extra Credit assignment needs to be written in APA 6th edition formatting. The Extra Credit assignment will be available from Week 1 of the course.

IMPORTANT NOTE about Extra Credit: If you miss an assignment (skip an Exam, skip the Writing Assignment, miss a week of Discussion etc.), you are ineligible to earn Extra Credit. Only students who have made an honest effort to complete *all aspects of the course* can earn EC points. In other words, if you have received a zero for an assignment in the course, you are not eligible to turn in EC.

POLICIES ABOUT COURSE ASSIGNMENT SUBMISSION

Take responsibility for and double-check submission of all coursework!

- Please always remember that it is your responsibility as a student to ensure that you have submitted all coursework successfully and on time. In addition to submitting your coursework correctly by the deadline*, it is also important to double-check that your submission was successful, including that the correct version of the assignment (final draft) and correct format (.doc, .docx) was turned in (that is, I must be able to download and open the assignment). Whatever you turn in by the deadline is what will be graded.*

- You need to double-check immediately after you submit a discussion forum post, writing assignment, or exam. To document that your coursework was submitted correctly (and that you double-checked it), you are strongly encouraged to take a screenshot of it and save the screenshot on your computer or USB drive. For discussion forum posts, take a screenshot of your submitted post and entry, showing the date and time it was submitted and your name.

- For writing assignments, take a screenshot of the Safe Assign page that will show all the details of your completed assignment (you can access this page by clicking on the View/Complete link again after you have submitted it.)

- For quizzes/exams you have to exit Respondus LockDown Browser (RLDB) and log back into our course using a regular internet browser since RLDB prevents screenshots. After you log back in

using a regular browser, take a screenshot of MyGrades showing your name at the top of the page & your exam score.

- For information on how to take and save a screenshot please see http://take-a-screenshot.org/. Make sure to allow yourself time to take these screenshots *prior to each deadline* so that in case a human or computer error does occur, you still have time to resubmit before the original deadline. This is your confirmation and will serve as documentation that you submitted successfully. If there is ever an issue with anything mysteriously disappearing from Blackboard after the deadline you will have the proof needed to show you actually completed the work. **Not having this proof means you will receive a zero. Please beware that your instructors are experienced at detecting falsified screenshots, which is a serious act of Academic Dishonesty. Not worth it**!

ASU COURSE POLICIES

Student Accommodations
If you need disability accommodations, please contact me as soon as possible. All information regarding disabilities is confidential. Students must be registered and working with ASU's Disabilities Resource Center (DRC). DRC will provide documentation to me upon your request. Accommodations will begin after I receive official documentation from DRC. For additional information, visit: www.asu.edu/studentaffairs/ed/drc for the Tempe campus center and links to the centers on other campuses.

In accordance with ASU's policies, I am happy to make necessary accommodations for the celebration of religious holidays or participation in a university-sanctioned activity. Students who have a conflict with a course deadline because of a religious holiday or university sanctioned activity must identify themselves *prior* to missing the course deadline to discuss making arrangements. Travel documentation for university sanctioned activities must be provided to me *prior* to the course deadline. Since our coursework is generally available for several days prior to the due date, all attempts should be made to complete the necessary coursework prior to the conflicting event.

ASU Academic Integrity and Dishonesty Policies
Violating ASU's academic honesty policy is a serious offense and as such has serious consequences (e.g., reduced or failing grade for assignment, reduced or failing grade for the course, a course grade of XE-failure due to academic dishonesty). Violations include, but are not limited to: lying to an instructor or TA, cheating on exams, having unauthorized possession of exams, inappropriate collaboration, plagiarism (e.g., submitting the work of another person as your own including not properly citing information from a source), making a false claim of computer or Bb errors while accessing or submitting coursework, falsification of screenshots or other documents, and submitting work completed for another course. **All work must be originally created for this course and this session**. Submitting work that was submitted in part or in full for another course will constitute academic dishonesty. You are responsible for knowing and abiding by these policies: http://provost.asu.edu/academicintegrity

Retaking this course? Please email me within the first week of the course to let me know.

Blackboard or MyASU Outages

Blackboard is sometimes unavailable Thursdays from approximately 11pm until Fridays at approximately 4am (MST) for regularly scheduled maintenance (i.e., planned outages). You are responsible for managing your time in regards to course requirements and planned outages (expect it to be unavailable during this time).

Unplanned outages will be dealt with on a case-by-case basis.

Visit http://syshealth.asu.edu/ for additional planned outages and for updates on unplanned outages for Blackboard or MyASU. If you experience a problem accessing our course, check this site first to see if a documented unplanned outage has occurred. If an outage is not listed, then do not delay in calling MyASU Service 1-855-278-5080 to get assistance so that you do not miss a course deadline.

Planned outages will also be posted on the ASU Blackboard Calendar. To ensure that you have enabled these events on your calendar, follow these steps:

1. Go to this link: https://myasucourses.asu.edu/webapps/calendar/viewPersonal
2. Sign into your MyASU
3. On the left hand menu of the calendar, ensure that the Institution option is checked

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at http://sexualviolenceprevention.asu.edu/faqs/students.

Threatening Behavior

All incidents and allegations of violent or threatening conduct by an ASU student (whether on-or off campus, including online) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

COURSE SCHEDULE

*PLEASE NOTE: I reserve the right to modify this syllabus should it be deemed necessary. You will be notified of any changes via Announcements in Blackboard. The two **Quizzes** will be open from **Day 1** until their due dates. **Journals** & **Extra Credit** will be open from **Week 1**, the **Writing Assignment** will be available from **Week 2**, & **Exams** and **Discussion Forums** are open starting a **week prior to due dates.***

*ALL TIMES ARE ARIZONA TIME-MST. If you are in a different time zone, you need to make the necessary adjustments in order to meet deadlines. **All deadlines are 11:59 pm MST on the dates listed below.**

Week One (short) (6/29 – 6/3)	Readings:	Syllabus, Course Site Academic Integrity Powerpoint "APA" Tab on Bb Cavanaugh & Blanchard-Fields Ch. 1 & 2 Osterbur Unit 1
	Lectures:	Neuroscience Writing Resources
	Videos:	Accepting Life's Transitions – Segment 1& 2
	Activities:	**Due Friday, July, 1st** Syllabus Quiz Academic Integrity Quiz Writing Resources Quiz **Due Saturday, July 2nd** Discussion 1: Part 1 **Due Sunday, July 3rd** Discussion 1: Part 2 Exam #1
Week Two (7/4– 7/10)	Readings:	Cavanaugh & Blanchard-Fields Ch. 3 & 4 Osterbur Unit 2 & Unit 4
	Lectures:	Physical Changes in Aging
	Video:	Aging
	Activities:	**Due Friday, July 8th** Discussion 2: Part 1 **Due Sunday, July 10th** Discussion 2: Part 2 Exam #2 Journal Entry #1

Week Three (7/11 – 7/17)	Readings:	Cavanaugh & Blanchard-Fields Ch. 5 & 11 Osterbur Unit 3 & Unit 7
	Lectures:	Environment & Relationships
	Video:	The Mayor (Extra Credit questions are related to this video, however watching it is required)
	Activities:	**Due Friday, July 15th** Discussion 3: Part 1 **Due Sunday, July 17th** Discussion 3: Part 2 Exam #3 Journal Entry #2

Week Four (7/18 – 7/24)	Readings:	Cavanaugh & Blanchard-Fields Ch. 6 & 7 Osterbur Unit 5 & Unit 8
	Lectures:	Attention, Memory, & Intelligence
	Video:	Aging Successfully: The Psychological Aspects of Growing Old
	Activities:	**Due Friday, July 22nd** Discussion 4: Part 1 **Due Sunday, July 24th** Discussion 4: Part 2 Exam #4

Week Five (7/25 – 7/31)	Readings:	Cavanaugh & Blanchard-Fields Ch. 8 & 9
	Lectures:	Social Cognition & Personality
	Activities:	**Due Friday, July 29th** Discussion 5: Part 1 **Due Sunday, July 31st** Discussion 5: Part 2 Exam #5 Writing Assignment

Week Six	Readings:	Cavanaugh & Blanchard-Fields Ch. 10, 12, 13, 14
(8/1-8/9)		Osterbur Unit 6
(Long week;		
Exam 6 due on Tue. 8/11)	Lectures:	Mental Health in Aging
		Dying and Bereavement
		Retirement and Successful Aging
	Video:	The Long Goodbye
		Accepting Life's Transitions: Segment 3-7
	Activities:	**<u>Due Friday, August 5th</u>**
		Discussion 6: Part 1
		<u>Due Sunday, August 7th</u>
		Discussion 6: Part 2
		Extra Credit Assignment
		<u>Due Tuesday, August 9th</u>
		Exam #6

All contents of the lectures, written materials distributed online, and assignment and exam content are under copyright protection. This means that students are prohibited from selling materials and/or notes derived from this class.