



## COURSE SYLLABUS

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student's preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the course to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

1. Participate in and complete the online orientation prior to your first online course.
2. Obtain the required course materials prior to the course start date.
3. Login and participate in your course a minimum of three times per week.
4. Complete all assignments to the best of your ability.
5. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
6. If you have any technical difficulties, you must contact the Office of Distance Education immediately at [ubonline@bridgeport.edu](mailto:ubonline@bridgeport.edu).

If you cannot perform these six expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.

**Course No. & Title:** PSYC 333 DL2, Exceptional Child

**Semester and Term:** Summer 2014

**Day and Dates:** 7/7/2014 – 8/23/2014 **Time:** Online

**Campus Location:** Distant Learning

**Course Description:**

Major categories of exceptional children, their identifying characteristics, and programs to meet their special needs. Course also includes an introduction to child psychopathology. Nature of different disorders, theories of causation, and treatment approaches such as play therapy, behavioral modification, and family therapy. Prerequisite Course: PSYC 103 and 201 or 202 Course Code: HS-PE, LA, PSY-PE, SsC, PSY-M, HSM, DM-PPR

**Instructor & contact information:**

*Bev Knox, Ph.D.*

*beknox@bridgeport.edu*

*203-996-9819 (Text or Call Mon-Sun 9am-9pm)*

**Required Textbook:**

Heward, William L. (2013). *Exceptional Children: An Introduction to Special Education*. New Jersey: Pearson. ISBN-13:978-0-13-262616-3; or ISBN-10: 0-13-262616-0

To order textbooks, go to the bookstore website at <http://bridgeport.textbooktech.com/> Select IDEAL Campus and login to the bookstore. Select the course and follow instructions.

**Learning Outcomes:**

Upon completion of this course the student should be able to:

- Provide comprehensive definitions for the terms: special education and exceptional children.
- Describe the various labels that are used to classify exceptional children, and the characteristics, disabilities, disorders, and talents that these children display.
- Possess an understanding about the IDEA act and related legislative acts.
- Discuss the educational needs of exceptional children, and the types of services and resources that are offered to exceptional children.

**Letter Grading Scale:**

<b>% of Points Earned</b>	<b>Letter Grade</b>	<b>% of Points Earned</b>	<b>Letter Grade</b>
100-94	A	76-74	C
93-90	A-	73-70	C-
89-87	B+	69-67	D+
86-84	B	66-64	D
83-80	B-	63-60	D-
79-77	C+	Below 60	F

## EVALUATION PRODEDURES

<u>Activity</u>	<u>Weight</u>
Quizzes (2) 15% each	30%
Final	20%
Canvas Discussion Assignments (CDA) (6) 8% each	48%
Introduction Posting	2%

### Description of Assignments

**Quizzes:** Quizzes will be given weighting 15% each. Quizzes will contain information from reading assignments and information given by the instructor. **On quizzes, give detailed explanations (with citations) on essay questions. Take your time on quizzes. You can start, stop and resume taking the quiz at a later time** (before due date).

**Final:** The final will be cumulative and will necessitate an understanding of the chapters completed. The final will contain information from reading assignments and information given by the instructor.

### Canvas Discussion Assignments (CDA)

Regular on-line attendance and participation is expected. All assignments and due dates will be posted and is due no later than 6pm on the day indicated (*Usually Sundays*). It has been my experience that two (2) assignments missed will jeopardize success in this course.

**IMPORTANT:** An absence (lack of participation) in any week of the course, will drop the final grade by one letter grade (for example if a student earns a grade of "B" in the course, the final grade would be a "C"). An absence of two or more weeks will be cause for a failing grade.

### **Follow this CDA instructions:**

1. Complete all assignments on time. CDA Assignments are due Weds and/or **Sundays by 6pm** (see course outline). **No late CDA assignments will be accepted** (*Why? Because you have a week to complete each at your convenience*). You need to **log in at least 2-3 times per week** (ex. Sun, Wed, etc) and respond to at least 2 of your classmates postings (class participation). **Do NOT wait until the due date to log in for the first time and complete all postings in 10 minutes, for you will not get full points.**

2. All CDA postings should be at least 4-5 paragraphs in length (NOT 1 sentence per paragraph please, but rather 4-5). You **MUST ALWAYS** use citations, and cite your sources within the body of your posting, for ex. (Keith, 2006). You **MUST** use your text

as a source in every posting as well as an additional internet source (Do NOT use Wikipedia please, for it is not a credible source).

**CDA Checklist:**

--log on 2-3x per week (assignment post must be posted before the due date) to post CBA and respond to at least 2 classmates (responses to classmates can be posted on due date).

--Don't forget to cite within the body of your post (at least 2 sources needed per assignment posting, not classmate responses). That's it...

**Please feel free to contact me if you have any questions or concerns.**

**Policies on Missed and Late Exams:** Any missed Exams MUST be made up within 72 hours of original due date. A full letter grade will be deducted automatically with NO exceptions. If assignments are not made up by the time given, the grade for that assignment will be 0 (zero).

**Class conduct** is expected to be ethical at all times. A serious situation may be referred to the College Judicial System. (See STUDENT HANDBOOK). Please be respectful to your fellow classmates.

**Course Outline    Note: Subject to Change**

**Due Date      Description of Assignment**

Wed 7/9/14	<b>ASSIGNMENTS</b> The following assignments are to be completed <b>prior to this session:</b> <b>--Read Chapter 1 --Introduction Posting on Canvas</b> <i>--Familiarize your self with <b>Canvas</b> by reviewing assignments and discussions posted for future classes.</i>
Sun 7/13	<b>Read Chapters 2 &amp; 3:</b> Complete Canvas Discussion Assignment #1 <b>(CDA #1)</b>
Sun 7/20	<b>Quiz #1 (Chapters 1-3)</b> <b>Read Chapters 4:</b> Complete Canvas Discussion Assignment #2 <b>(CDA #2)</b>
Sun 7/27	<b>Read Chapter 5 &amp; 6:</b> Complete Canvas Discussion Assignment #3 <b>(CDA #3)</b>
Sun 8/3	<b>Read Chapter 7 &amp; 8:</b> Complete Canvas Discussion Assignment #4 <b>(CDA #4)</b>

Sun 8/10	<b>Quiz #2</b> ( <i>Chapters 4-8</i> )  <b>Read Chapters 9 &amp; 10:</b> Complete Canvas Discussion Assignment #5 <b>(CDA #5)</b>
Sun 8/17	<b>Read Chapters 11 &amp; 12:</b> Complete Canvas Discussion Assignment #6 <b>(CDA #6)</b>
Sat 8/23	<b>Read Chapters 13-15</b>  Complete <b>Final Exam</b>

## ACADEMIC POLICIES

### Attendance Policy

Course attendance via online participation is an integral part of the online academic experience; therefore, students are expected to be participative in all course activities and discussions. If an absence is unavoidable, the student should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments.

### IMPORTANT:

- An absence (lack of participation) in any week of the course, will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- An absence of two or more weeks will be cause for a failing grade.

### Drop Procedures

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage:

<http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/>.

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

### Cell Phones

Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

### Academic Dishonesty

The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site:  
[http://www.indiana.edu/~istd/plagiarism\\_test.html](http://www.indiana.edu/~istd/plagiarism_test.html)

### **Ethics Statement of Confidentiality**

An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate,

embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

## **ACADEMIC RESOURCE CENTER**

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: <http://www.bridgeport.edu/pages/2209.asp> The Center is located on the 5<sup>th</sup> Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: [www.etutoring.org](http://www.etutoring.org). To use this free service you must have a UBNet account.

### **Obtaining a UBNet Account**

Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: <http://www.bridgeport.edu/ubnet> - Click on "New UBNet Account" and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: <http://www.bridgeport.edu/email> and click on "forwards" at the top of the page. Follow the directions to forward email messages to your other account.

### **Learning Management System (LMS) - Canvas**

For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents.

**Canvas Tutorial For Students:** <https://bridgeport.instructure.com/courses/985903>

**For assistance** contact the UB Help Desk at 203-576-4606 or email [helpdesk@bridgeport.edu](mailto:helpdesk@bridgeport.edu)  
<https://bridgeport.instructure.com/courses/829447/>

### **Accessing Your Grades & Schedule Online**

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

### **Using the Library**

Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on "myEureka Digital Library." Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

## Using Computers

Open access computer labs are available at three locations:

- Bridgeport – 1<sup>st</sup> floor of the Wahlstrom library. Check library hours of operation at: <http://www.bridgeport.edu/library>.
- Stamford – Room D; Check open hours at: <http://www.bridgeport.edu/stamford>
- Waterbury – Computer Lab; Check open hours at: <http://www.bridgeport.edu/waterbury>

## Course Cancellations

Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, ([www.bridgeport.edu](http://www.bridgeport.edu)). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

## IMPORTANT CONTACT INFORMATION

Office	Telephone	Email
Bridgeport Campus Security	(203) 576-4911	ubsecurity@bridgeport.edu
Bursar	(203) 576-4692	sfs@bridgeport.edu
Cashier	(203) 576-4682	sfs@bridgeport.edu
Financial Aid	(203) 576-4568	sfs@bridgeport.edu
Registrar	(203) 576-4635	registrar@bridgeport.edu
Emergency Notification Phone	(203) 576-4159	
IDEAL Office	(203) 576-4800	idealinfo@bridgeport.edu

## CAMPUS CONTACT INFORMATION

Campus	Address	Telephone	Email
Bridgeport	126 Park Avenue Bridgeport, CT 06604	(203) 576-4800	idealinfo@bridgeport.edu
Stamford	5 Riverbend Drive Stamford, CT 06750	(203) 358-0700	ubstamford@bridgeport.edu
Waterbury	84 Progress Lane Waterbury, CT 06705	(203) 573-8501	ubwaterbury@bridgeport.edu

Directions to IDEAL Campus locations	<a href="http://www.bridgeport.edu/pages/2260.asp">http://www.bridgeport.edu/pages/2260.asp</a>
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To fill out your financial aid report to the Federal Government, please go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is **001416**.  
Federal Student Aid Information: 1-800-433-3243