What is Anatomy and Physiology I?

Course Description – in Eastfield College catalog
In-depth coverage of the structure and function of the human body. Topics include cell structure and function; tissues; body organization; and the integumentary, skeletal, muscular, and nervous systems. Emphasis on homeostasis. This course is cross-listed as SCIT 1307. The student may register for either SCIT1407 or SCIT 1307, but may receive credit for only one of the two. This course is intended for students seeking to complete an Applied Science Degree. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 2607065124) 4 credit hours

Prerequisites
One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) Texas Success Initiative (TSI) Reading and Writing standards AND DCCCD Writing score prerequisite requirement.

How do I contact Mrs. Ward?
Instructor: Danita Bradshaw-Ward, B. S., M. S.
Office Location: C310
Office Hours: MW 1:30pm-2:30pm
TR 11:00am-12:00pm
F 11:00am-12:00pm
Office Phone: 972 – 860 – 7279
E-Mail Address: DBradshawWard@dcccd.edu

- Please allow 24 hours for an email or phone call response. Expect a longer response on the weekends.
What are the student’s responsibilities?

**ECampus**

ECampus will be used to track grades, turn in assignments, perform activities, and take check up quizzes in an electronic format. As a student, you need to have access to a computer with internet access to take advantage of this software. As an Eastfield student, there are various computers available on campus for those students who do not have access to a computer at home. You will also need an email address.

From time to time, eCampus occasionally falters or the server goes down. As a faculty member, I am notified if there are problems; however please bring any errors to my attention immediately. Sometimes there are problems with eCampus that are beyond our control. Always consider possible problems and concerns with your computer and resources when evaluating the time and opportunities that you have in regards to assignments, tests, and other grades. You have more than enough time to complete assignments each week. Errors that are a result of computer failure of the student or errors that are due to poor management of time will not be excused. For example, if you wait until the last minute to take a chapter quiz or a check up quiz and YOUR computer fails I will not show leniency as you had all week to take these quizzes. When planning your week, always plan for extenuating circumstances when it comes to taking quizzes or tests.


**Computer Hardware and Software Needed:**

- **Plug-ins:** The following plug-ins may be required by your course instructor in order to access online course materials. All are available for FREE download. Refer to External Links tab in Ecampus.
  - Power Point viewer – for viewing chapter notes
  - Adobe PDF Reader - for viewing Portable Document Files (PDF)
  - Quicktime Player - for viewing movies
  - RealPlayer- for viewing movies
  - Flash Player - for viewing animation
- **Software:** Microsoft Office (Word, Excel, and Power Point)
- **Sound Card:** Required
- **Modem:** 56k or higher
Internet Connection: Required! You are required to have a dependable connection to the Internet. If you do not have a connection at this time, there are a variety of connection options available. You should research the various providers and choose the service that meets your needs and financial situation. Please keep in mind that the speed and reliability of your connection will directly influence your online learning experience.

Printer: Graphics-capable (inkjet or laser printer)


Obtain Required Materials
Materials for Anatomy and Physiology I include:


- **Homework Access Code:** Mastering A&P - companion site to *Visual Anatomy and Physiology*

  The access code must be purchased either with a text or separately.

- **Anatomy and Physiology I: SCIT 1407** requires the purchase of a lab kit.

  Your custom kit code is:

  - **EC5138 for Version 1**

Kit Ordering Instructions:

1. Visit [www.esciencelabs.com](http://www.esciencelabs.com)
2. Create an account by clicking on the link in the upper right hand corner
3. Click on the "Have a Code" button to enter the unique kit code provided by your instructor or bookstore
4. Add to cart and follow the checkout process

Once the kits are shipped, students will receive tracking information directly from UPS.
Behavior
This is an online course that requires organization and self-discipline from you in order for you to be successful. You are expected to conduct yourself online in such a way that is conducive to learning. Please remember your tone and language when responding in the online environment. Because there is no body language and often no context, messages can easily be misinterpreted. Any disrespectful and offensive language and tone will not be tolerated.

Online Instructional model:
• Classes run Monday through Sunday for 13 weeks starting September 14 - December 17, 2015. Check the Assignment schedule located under the Course Info tab to determine assignment due dates.
• Course materials (syllabus, course schedule, and course material for the entire course) are provided at the beginning of class under the START HERE! and Course Info tabs.
• Reading the textbook is absolutely essential.
• Each chapter has a homework assignment administered through the textbook supplemental website, Mastering A&P, that ensures you have mastered the chapters material.
• Assignments focus on content application.
• Five lecture tests are given throughout the semester.
• Instructor does not maintain scheduled office hours but to ensure students have access to the instructor emails will be replied within 24 hours, longer over the weekend.
• Instructor participates in discussion forum and creates a classroom environment that is focused on course content and detailed timely feedback.

Make Ups
There are no make ups in an online classroom. Refer to the Online Calendar of Assignments for all of the assignments, quizzes, and tests. This calendar is available from day one of the semester. If there are any conflicts or concerns, please let the instructor know at the beginning of the semester so that alternative plans can be made.

Adhere to the Honor Code Policy
Any test, quiz, or assignment you complete is to be your work alone. Tests and quizzes taken in eCampus are timed and I expect you to
NOT use your books, notes, or the internet to assist you. 1 point per minute time exceeded is deducted from your score.

How am I graded?
Your course grade is determined as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Quiz</td>
<td>10</td>
</tr>
<tr>
<td>2 Lab Practicals at 100 points each</td>
<td>200</td>
</tr>
<tr>
<td>10 Lab Quizzes at 10 points each</td>
<td>100</td>
</tr>
<tr>
<td>12 Chapter Homework at 10 points each</td>
<td>120</td>
</tr>
<tr>
<td>2 Assignments at 35 points each</td>
<td>70</td>
</tr>
<tr>
<td>3 Lecture Exams at 100 points each</td>
<td>300</td>
</tr>
<tr>
<td>1 Final Lecture Exam at 200 points</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

*All chapter homework assignments will be completed at [www.masteringaandp.com](http://www.masteringaandp.com) after the chapter has been read in the textbook.

*Lab exercises assigned will be conducted using the eScience lab kit. Once the lab is completed, you will take a lab quiz (located under the Lab Materials tab in eCampus) over the eScience lab material and supplemental material from PAL 3.0.

*Lecture Exams and Lab Exams will cover material contained in your textbook only.

**Assignment Descriptions:**

**Lab Practicals:** Two lab practicals will be offered, one in the middle of the term, and the other at the end. There will be 50 multiple choice, and/or fill-in-the-blank questions covering material from the eScience labs and PAL 3.0. They are timed and must be completed once started. You will be able to attempt the exam 2 times.

**Lab Quizzes:** You will have 10 lab quizzes over the lab material covered while completing your lab exercises from your eScience lab kit and the supplemental material from PAL 3.0. The lab quizzes contain multiple choice and/or fill-in-the-blank questions and are timed. The

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>(900 – 1000 points)</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>(800 – 899 points)</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>(700 – 799 points)</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td>(600 – 699 points)</td>
</tr>
</tbody>
</table>

A standard grading scale will be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>(900 – 1000 points)</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>(800 – 899 points)</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>(700 – 799 points)</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td>(600 – 699 points)</td>
</tr>
</tbody>
</table>
quiz must be completed once started. You will have two attempts at each lab quiz.

**Chapter homework:** Chapter homework's review the important material from each chapter. They are taken through the textbooks website – [www.masteringAandP.com](http://www.masteringAandP.com) and consist of tutorials, activities, and multiple choice.

**Discussion Assignments:** You have 2 Discussion assignments throughout the semester each worth 35 points. Assignments build upon the information presented in the chapters.

- **Discussion Board:** The discussion board instructions are listed under the Discussion Board tab. Here you will find all the prompt questions and background resources. One grade is given for each discussion board. You are guaranteed to acquire the 35 points if you follow the following rules: 1) respond to the prompt questions using completed sentences and submitting thoughtful responses; and 2) respond to other student responses with an acceptance or rejection of their response including an explanation.

The following rubric will be used to grade your initial response to the discussion assignment prompt:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>4 = 5 points</th>
<th>3 = 4 points</th>
<th>2 = 3-2 points</th>
<th>1 =1-0 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Information</td>
<td>All topics are addressed and all questions answered with at least 2 sentences about each.</td>
<td>All topics are addressed and most questions answered with at least 2 sentences about each.</td>
<td>All topics are addressed, and most questions answered with 1 sentence about each.</td>
<td>One or more topics were not addressed.</td>
</tr>
<tr>
<td>Quality of Information</td>
<td>Information clearly relates to the main topic. It includes several supporting details and/or examples.</td>
<td>Information clearly relates to the main topic. It provides 1-2 supporting details and/or examples.</td>
<td>Information clearly relates to the main topic. No details and/or examples are given.</td>
<td>Information has little or nothing to do with the main topic.</td>
</tr>
<tr>
<td>Mechanics</td>
<td>No grammatical, spelling or punctuation errors.</td>
<td>Almost no grammatical, spelling or punctuation errors.</td>
<td>A few grammatical spelling, or punctuation errors.</td>
<td>Many grammatical, spelling, or punctuation errors.</td>
</tr>
</tbody>
</table>

The following rubric will be used to grade your response to student posts:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>4 = 5 points</th>
<th>3 = 4 points</th>
<th>2 = 3-2 points</th>
<th>1 =1-0 points</th>
</tr>
</thead>
</table>
During a discussion week, you must post your initial post before Thursday at 11:59pm. On a different day from your initial response, you must respond to two different students on two different days of the week. You should have at least 3 different posts on three different days. Discussion weeks begin on Monday and ends on Sunday. You will be penalized points for late initial responses (5 points), no initial response (15 points), missing student responses (10 points), and responses posted on the same day (5 points/response).

**Lecture Exams:** The lecture examinations will be a combination of multiple choice, short answer, and/or essay. These exams are timed and must be completed once started. You will have be able to attempt the exam 2 times.

**NOTE:** Some students experience trouble viewing images that are required for labs, quizzes and tests due to security settings on their computers. If you have trouble seeing an image, try right clicking on the image area and select “Download Picture.” Be sure you have a current version of the Adobe Acrobat Reader.

All quizzes, tests, and homework assignments are **time sensitive**. If a deadline is missed, you will receive a grade of **ZERO** for that assignment. Quizzes and lecture exams will **NOT** be reset after the due date/time. If a lecture exam is missed, a grade of **ZERO** will be given for that exam. If a laboratory exam is missed, you will receive a grade of **ZERO** for the exam.

**ANTICIPATE TECHNICAL DIFFICULTIES AND PLAN TO COMPLETE THE ASSIGNMENTS PRIOR TO THE DUE DATE.**
What should I know at the end of this class?

Course Objectives
The following statement was determined by the Texas Higher Education Coordinating Board as specific objectives student should master upon the completion of this course.

As a student, I will be able to identify and describe the anatomy of the cell and the integumentary, skeletal, muscular, nervous and endocrine systems; identify and describe epithelial, connective, muscle, and nerve tissue; and explain the physiology of the cells, tissues, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Use appropriate anatomical and physiological terminology when discussing cells, tissues, and the integumentary, skeletal, muscular, nervous, and endocrine systems; and interpret the effect of the integumentary, skeletal, muscular, nervous, and endocrine systems on overall body homeostasis.

Student Learning Outcomes (SLO):
The following are specific areas in which the Eastfield College Science and PE department has identified as necessary comprehension concepts. Throughout this course, various assessments (Lab Quiz, Lecture and Lab Exams) will allow you to meet the stated SLOs.

1. Upon the completion of this course, I should be able to identify the location of different skeletal bones and identify the markings and the location of skeletal muscles on the human body using laboratory models.
2. I should be able to illustrate the skeletal muscle contraction process upon the completion of this course.
3. I should be able to distinguish between the process of a graded potential and an action potential.

SCANS SKILLS:
The following are skills identified by the Texas Higher Education Coordinating Board.

FOUNDATION SKILLS
(F1) READING – locates, understands and interprets written information
(F2) WRITING – communicates thoughts, ideas, information in writing
Basic (F3) ARITHMETIC – performs basic computations
Skills (F4) MATHEMATICS – chooses appropriate mathematical techniques
   (F5) LISTENING – receives, interprets, and responds to verbal messages and cues
   (F6) SPEAKING – organizes ideas and communicates orally
   (F7) CREATIVE THINKING – generates new ideas
   (F8) DECISION MAKING – specifies goals and constraints, chooses best alternatives
Thinking (F9) PROBLEM SOLVING – recognizes problem and devises/implements a solution
Skills (F10) MENTAL VERBALIZATION – thinking about what something will be
   (F11) KNOWING HOW TO LEARN – uses efficient learning techniques
   (F12) REASONING – discovers and applies underlying rules or principles
   (F13) RESPONSIBILITY – exerts a high level of effort and perseveres toward goals
Personal (F14) SELF-ESTEEM – believes in oneself and maintains a positive view of self
Qualities (F15) SOCIABILITY – demonstrates to others that you care about them
   (F16) SELF-MANAGEMENT – assesses self accurately, sets goals, exhibits self control
   (F17) INTEGRITY/HONESTY – chooses ethical courses of action

WORKPLACE COMPETENCIES
   (C1) MANAGES TIME – sets relevant, goal related activities, ranks and allocates time
   (C2) MANAGES MONEY – uses or prepares budgets, keeps detailed records
   (C3) MANAGES MATERIAL – acquires, stores, and distributes materials, supplies, etc.
   (C4) MANAGES HUMAN RESOURCES – assesses skills and distributes work
ACQUIRES INFORMATION – identifies need for data, obtains and evaluates
MANAGES INFORMATION – organizes, processes, and maintains information
INTERPRETS INFORMATION – selects, analyzes information and communicates results
USES COMPUTERS – to acquire, organize, analyze, and communicate information

PARTICIPATES AS A MEMBER OF A TEAM – contributes to group effort
TEACHES OTHERS – helps others learn needed knowledge and skills
SERVES CLIENTS/CUSTOMERS – works to satisfy client/customer expectations
EXERCISES LEADERSHIP – communicates ideas to justify position and lead others
NEGOTIATES – works toward agreements involving an exchange of resources
WORKS WITH DIVERSITY – works well with people from diverse backgrounds
UNDERSTANDS SYSTEMS – social, organizational, and technological systems
MONITORS SYSTEMS – distinguishes trends, predicts impact
IMPROVES SYSTEMS – makes suggestions to modify existing systems
SELECTS TECHNOLOGY – judges which technology will produce desired results
APPLIES TECHNOLOGY – understands procedure for setup and use of machines
MAINTAINS TECHNOLOGY – prevents, identifies, or solves technological problems

What are the class policies?
**Student E-mail**
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to www.dcccd.edu and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

**Academic Honesty**
The purpose of the Student Code of Conduct is to provide the guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct, which is also on the Internet at http://dcccd.edu

**Writing Across the Curriculum**
Writing is a required part of all biology courses. You will have writing assignments determined by your instructor.

**Plagiarism**
This is the act of taking someone else’s words or ideas and using them as your own. This is academic dishonesty and will not be tolerated. You will receive a grade of zero on the assignment and you will be subjected to the disciplinary actions under academic honesty.

**Financial Aid Students**
If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee”. All students receiving financial aid must open and Email account through NetMail. See directions in the syllabus for opening an Email account.
**Withdrawal Policy**
If you wish to drop the course with a grade of “W” you must complete the necessary forms by contacting Admissions counseling or PE/Science Division office no later than **November 20, 2015**. An instructor cannot withdraw a student. Your instructor is NOT responsible for initiating or recommending this action. Failure to withdraw will in the student receiving a performance grade on the criteria contained in the syllabus.

**ADA Guidelines**
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dctc.edu. For more information: [http://www.eastfieldcollege.edu/SSI/DSO/index.html](http://www.eastfieldcollege.edu/SSI/DSO/index.html) This website will also provide you with other services provided. For additional information about student services, explore the Students Links tab in eCampus.

**Stop Before You Drop**
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)

**Repeatability Issues**
Pending legislative action and DCCCD Board approval, effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. For complete information, go to: [http://www.dcccd.edu/ThirdCourseAttempt/](http://www.dcccd.edu/ThirdCourseAttempt/)
Obtaining Your Grade at the End of the Semester
Grade reports are no longer mailed. Convenient access is available online. Just use your student identification number when you log in to e-Connect. Website address: http://ecconnect.dcccd.edu/.

Attendance Policy
In order to be successful, students must attend and participate in enrolled courses. Students are expected to log-in and utilize the course materials and activities in eCampus on a regular basis. As a minimum expectation, you should login to the course at least four separate days each week. Because this is a shortened flex term, as a general guideline, you should be actively learning through working with the online LECTURE materials for about 6 hours per week (the same as you would spend attending class) and dedicate at least the same amount of additional time to studying and reviewing the lecture materials either offline or online. You should also be actively working with the online LAB materials and completing experiments using the lab kit for about 6-9 hours each week. In total, to be successful, the typical student should spend a MINIMUM of 15-20 hours working on course materials each week of the flex term. Students who struggle with science concepts, mathematics, or other complex coursework should expect to spend much more than this minimum to succeed.

Student Contract
To create a good course environment you will attempt to follow these guidelines:
The student agrees to devote a reasonable amount of time and energy to successful completion of the course, to meet all deadlines, to avoid plagiarism and other forms of cheating, and to communicate frequently and clearly with the instructor, particularly when difficulties arise.

Communication
The primary means of communication for this class will be EMAIL. You are responsible for ensuring that your email address is correctly listed in the course (check this on the first day!) and that you are receiving emails from the instructor. To ensure you receive all notices from the instructor in a timely manner, check your email frequently (at least 3-4 times per week). If you send the instructor an email with a technical problem or other request that requires a rapid response to meet a deadline, make sure to use the correct subject line and then check your email frequently between the time
you send your request/problem and the due date. Extensions will NOT be granted in situations where the instructor responded before the due date with instructions, but the student did not check frequently enough to see the response.

The instructor will reply to all emails sent in the proper format within 24 hours, so double check your format and re-send your email if you do NOT hear back from the instructor within this time frame. Do NOT assume that an unanswered email was received – ALWAYS RE-SEND if you do not receive a reply in 24 hours!

**Required Subject Line Format:** When contacting the instructor, the SUBJECT LINE must contain the course ID (SCIT1407-**section #**) AND the student’s first and last name. The email itself (the body/message) must ALSO contain course ID and the student’s first and last name at the end of the message. Emails sent without this format will either receive no reply or a reply telling the student to re-send in proper format, which slows down response time.

**INSTRUCTOR POLICIES AND SUGGESTIONS FOR STUDENT SUCCESS**

**Be Familiar with the Course Design**

- This course is divided into 15 lessons, each with an accompanying lab. Each major exam will cover several lessons.
- The course requires purchase of a textbook and commercial lab kit supplemented by online instructional materials and graded assessments.
  - The online lesson materials are designed to guide student learning through supplementary explanations of the chapter material, interactive animations, self-assessments, and connections and applications to real life.
  - The online lab materials include materials lists, a lab report to complete as a study tool and a CD to introduce each lab activity and help students set up and successfully complete the experiments.
- This online course is **NOT self-paced.** The course calendar provides the due dates for each lesson, lab, and graded materials at the beginning of the semester. Although students may work ahead, many graded assignments are cooperative and must be completed during the week assigned.
**Understand Weekly Learning Outcomes**
The learning objectives summarize the desired outcomes for each student upon completion of the lesson. Graded assessments will evaluate whether students have learned the material sufficiently to demonstrate the objectives. Therefore, students should use the objectives to guide their learning and study activities.

**Late Work, Lab and/or Exam Make-up Policy**
- Due dates for all assignments are laid out in the course calendar you receive on the first day of class. Ample time has been allotted to complete each lesson and lab. All assignments are expected on or before the deadline indicated in the syllabus course calendar available from the beginning of the semester. Students are expected to plan in advance to allow time to complete all graded assignments by the due date and time.
- Unless specifically noted, all assignments are due by 11:59 pm on the due date. However, no resets or technical assistance will be provided for assignments after 10:00 pm, even on DUE DATES. This means you should plan to finish your assignments by 10:00 pm.

- **Problems and Late submission:** If any problem, emergency or minor, will prevent you from completing one or more assignments or an exam by the due date, you must contact me immediately to request approval to submit an assignment late.
  - The FIRST time you request an extension, you will receive an additional 3 days for that week’s assignments with no point penalty.
  - After the “free” extension, you may **NOT** request permission to submit a week’s assignments late.
  - For exams, a student will be required to provide written documentation of the emergency that caused the student to miss an exam due date before make-up arrangements will be made.

**NOTE:** If a technical problem arises while you are working on an assignment or test, you must contact me immediately and then watch your email for my response with what you need to do next to avoid a late penalty. Technical problems occurring after 10:00 pm can receive technical support (such as resetting the assignment), but will be subject to the late penalty. Technical problems occurring during the last hour before an exam is due do **NOT** count as an emergency. Start exams well before the time they must be submitted.

**Be Able to Use and Access e-Campus**
eCampus will be used to track grades, turn in assignments and lab reports, and take tests in an electronic format. As a student, you need to have access to a computer with internet access to take advantage of this software. As an
Eastfield student, there are various computers available on campus for those students who do not have access to a computer at home in L108.

**Have Technical Requirements Needed to Succeed**

A basic level of technical competence and equipment are necessary for participating in this online class. You should already be able to perform the following tasks:

- Attach document files to e-mail.
- Locate, save, and retrieve files on the computer.
- Send/receive email.
- Submit comments to a discussion board.
- Use a web browser like Internet Explorer or Firefox and search engines like Google.

You should have regular, reliable access to the following software and Internet resources (access to only a mobile device is NOT enough to succeed in this class)

**Family Educational Rights and Privacy Act of 1974 (FERPA)**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

The guidelines in this syllabus may be changed, deleted or amended at any time by the instructor.