Welcome to Forensic Psychology 2450-43400-93401 online! I am confident that we will have a productive Fall Semester term learning selected issues related to criminal behavior from a criminal, legal and psychological perspective/approach. This course will require intensive reading and studying of designated chapters in addition to taking exams, participating in Topic Discussions/Responses that will be submitted via SafeAssign. You will have seven major chapter exams, and one major Topic Discussions/Responses posts (total of 5 worth 20 points each) grade; for a total of 8 major grades worth 100 points each. You will also have a mandatory introduction post that if completed correctly, may earn you up to 5 extra credit points.

Course Materials:


Important Information Concerning Exams

In order to take the exams you will need to download a program called Respondus Lockdown Browser. DO IT NOW. Click on the MY DCCCD tab located at the top of your screen. You should see a button on the left menu bar that says "Lockdown Browser." Click this and follow the directions. You will not be able to take the exams without this program. If you have any trouble downloading the browser or getting it to work, please call
tech support at 1-866-374-7169 or 972-669-6402, not your professor. For a short tutorial on how to use the browser, click the following link
http://ecampus.support.dcccd.edu/v91/studenttutorials/StudentLockDownBrowserv91/S
tudentLockDownBrowserv91.htm

Or review the Attachment at the end of this syllabus for information pertaining to respondus lockdown.

Important information before you decide to take this course, please consider three questions.

1. **Am I willing to read?**
   Because online classes are entirely “online”, reading is very important. If you dislike reading or are not willing to spend time doing it, you may not do well in this course.

2. **Am I willing to spend time on this course?**
   This online course will require as much time as a traditional campus course will require. You will need to spend time reading, taking notes, completing assignments, and preparing for chapter exams. If you are not willing or able to spend the necessary time on this course, you are not likely to pass.

   If the answer to either of these questions is “no,” you may seriously need to reconsider your enrollment.

3. **Am I technically ready to take an online course?**
   If the answer is “no” do not begin any online course unless you are certain of your technical readiness. If the answer is “yes” GREAT, then you will want to continue reading the following:

Read this syllabus thoroughly and retain a copy for your future reference. The syllabus contains valuable information about this online course.

**Please note:** The instructor reserves the right to modify any course requirements and calendar due dates as necessary to effectively manage, and conduct this online course. Students are responsible for contacting the instructor and seeking clarification of any requirements that are not understood. (However, students’ are expected to read the syllabus, if you do so, you should not have any issues).

**Course Materials:**

This textbook is your primary source of course content and information about forensic psychology. Students may purchase print/test materials from Missouri Bookstore via telephone or Internet as described: Go to MBS Bookstore at MBS Online Bookstore: http://direct.mbsbooks.com/dcccd.htm respond to the prompts. You will need to know your course name and pay with a credit card.

By Phone: 1-800-325-3252

Efollett Bookstore located on the Eastfield College campus.

**Personal Opinion Regarding Text Book Purchasing**

I would strongly advise you to purchase the textbook through a local college affiliated bookstore or a reputable online bookstore such as efollett. I have heard many horror stories of students attempting to purchase the textbook from an individual online and never receiving the book, or getting it so late that it impacted their semester grade. This has been my experience since many students have asked me “What do I do now?” after they did not receive their book in time for the class.

The local bookstore of choice for this course is the efollett bookstore located at Eastfield College or Brookhaven College.

**Course Description:**

This course is designed to present the clearest picture possible about crime form a criminal, sociological and psychological perspective. More specifically, this course portrays the criminal offender as embedded in and continually influenced by multiple systems within the psychosocial environment. Emphasis will be placed upon the major concepts and specific terminology utilized in criminal law, criminal behavior and forensic psychology. This course reviews the contemporary research, theory, and practice concerning the psychology of crime as comprehensively and accurately as possible. The course is designed to meet the needs of students who desire personal awareness of this subject field, and those who intend to pursue the field of psychology, counseling, sociology, the sciences, and criminal justice as a vocation.

**Course Objective:**

The objective of the course is to give a general overview about crime from a social, criminal, and psychological perspective, and to provide students with a broad understanding of issues in criminal law and what forensic psychology involves. Students will examine heavily researched topics and information related to the psychology of crime, the theoretical aspects of crime, specific crime categories, social risk factors, developmental principles, the psychology of aggression; including its biological basis, and psychopathy. Students will be introduced to an interdisciplinary approach to the study of crime with a concentration on criminal behavior throughout the life course; providing a broad understanding to develop the vocabulary that will serve as a tool in future forensic,
sociology, criminal justice and/or psychology courses. The focus of the course is on the objective understanding of criminal behavior from a psychological perspective.

**Introduction to Forensic Psychology: This is a Texas Common Course Number:** Coordinating Board Academic Approval Number 4301065224. Survey of current perspectives and technologies in the analysis of the criminal mind as suggested by crime scene evidence; introductory applications of forensic psychology including the history and current practice of criminal profiling in the apprehension of criminals such as serial killers and sexual predators.

**Academic Courses:** Designated by the Texas Higher Education Coordinating Board for transfer among community colleges and state public four-year colleges and universities as freshman and sophomore general education courses.

**WECM Courses:** Designated by the Texas Higher Education Coordinating Board as workforce education (technical) courses offered for credit and CEUs (Continuing Education Units). While these courses are designated to transfer among state community colleges, they are not designed to automatically transfer to public four year colleges and universities.

**Orientation:**

See the online orientation at the course website. To view the orientation prior to the beginning of the semester, go to Course Orientation and look for the “begin here orientation” for all course/class sections.

**Information you will need to know:**

**What is my Username and where can I find it?** Your user name is a seven digit ID number that can be found in one of many places such as the registration summary, paid registration receipt, on back of your student ID card, class roll, grade report and transcripts.

**What is my Password?** The first time you log in to eCampus, your password will be the same as your Username. It is important that you go to the Personal Information section of eCampus the first time you log in, change your password and update all the personal contact information. The most important thing to check at this point is your e-mail address. If this information is not provided in this section, I cannot contact you with important information.

**TECHNICAL ISSUES:**

If you should have any technical difficulties in starting this class- please send an e-mail to ecampus.support@dcccd.edu or call STUDENT TECH SUPPORT at (972) 669-6402. If you have questions about your technical readiness to complete an online
course, you may go to the Training and Support tab located on the top of the eCampus page. It is not your professor’s responsibility to prepare you for an online course.

**Do “NOT”** begin any online course unless you are certain of your technical readiness. **Lack of technical readiness is not an excuse** for failing to complete exams or any other required course assignments/projects etc. **Never** take any exams or attempt to submit any assignments or projects via your cell phone or anywhere else the possibility exists that your connection will be disrupted.

The Eastfield computer lab is available for those individuals that may not have access to a computer, and wish to ensure that assignments, exams, projects etc...are submitted in a safe environment. Just make certain that you ensure that you are using a computer that has Respondus LockDown.

**Core Curriculum:**

Forensic Psychology 2450 - satisfies the Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board.

1. **READING:** the ability to analyze and interpret a variety of printed materials (books, documents, and articles) above the 12th grade level.

2. **WRITING:** the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience above the 12th grade level.

3. **SPEAKING:** the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose occasion, and audience-above the 12th grade level.

4. **LISTENING:** analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading-above the 12th grade level.

5. **CRITICAL THINKING:** the ability to think and analyze at a critical level.

6. **COMPUTER LITERACY:** the ability to understand our technological society, use computer-based technology in communication, problem-solving, and information acquisition.

The objective of a behavioral science component of a core curriculum is to increase students’ knowledge of how the criminal and civil justice system and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideals. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.
Forensic Psychology 2450 as part of the Course Curriculum satisfies the following Exemplary Educational Objectives in Communication as set forth by the Higher Education Coordinating Board. These objectives are to assist students in acquiring the skills to enable them;

1. to understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.

2. to understand the importance of specifying audience and purpose and to select appropriate communication choices.

3. to understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication.

4. to participate effectively in groups with emphasis on listening, critical/reflective thinking, and responding orally and in written form.

5. to understand and apply basic principles of critical thinking, problem-solving, and technical proficiency in the development of exposition and argument, and global forces on the area under study.

Exemplary Educational Outcomes

1. To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.

2. To use and critique alternative explanatory systems or theories of human behavior.

3. To develop and communicate alternative explanations or solutions for contemporary psychological/social and criminal issues.

4. To identify and understand differences and commonalities within diverse cultures.

5. To develop and communicate the application of scientific knowledge to legal problems in civil and criminal justice systems.
STUDENT LEARNING OUTCOMES (SLO’S)
By the end of this course students should be able to

1. Define crime, criminal behavior, and juvenile delinquency including developmental pathways and theories that may explain crime. Define the Origins of Criminal Behavior and developmental risk factors.

2. Define Criminal Psychopathy, neurobiological aspects of psychopathy, and the ethical dilemmas that juvenile psychopathy presents. Define mental disorders & issues related to competency to stand trial, insanity defense rules and standards, special defenses raised to absolve defendants of criminal responsibility.

3. Define and review research on investigative psychology and profiling, validity of various types of profiling, including psychological autopsies, typology of killers, mass murders and their victims.

4. Define rape and its many legal complexities, define legislation to deter sex offending, define and evaluate the effects of pornography on sex offending. Define pedophilia, and related concepts in addition to knowing the demographic and other characteristics of child molesters, research literature on classification systems of child molesters.


PREREQUISITE: Developmental Reading 0093 or English as a Second Language (ESOL) 0044, PSYC-2301 or have met the Texas Success Initiative (TSI) standard in Reading.

STUDENT LEARNING REQUIREMENTS

Distance education learners may need to adapt to different study approaches since learning at a distance presents new challenges. In a distance education setting, the process of learning is more complex for several reasons. As a distance student, this might be your first experience with instruction that lacks face to face meetings, direct contact with peers, or has fewer opportunities for group interaction. You might even confront technical or other difficulties. However, these differences are not insurmountable experiences.

A key to your success as a distance learner is a strong motivation to learn. You will also need to be self-disciplined and able to work both independently and as a group member if necessary. Study skills particularly important for distance learners (Ekins, 1988) include:
Organizing study time

Maintaining self-discipline

Acquiring necessary working skills

Studying efficiently by reading effectively and taking notes

Completing assignments on schedule and gaining test-taking skills

If you are motivated, familiar with the delivery systems in use, and encouraged and supported by family etc...you will be a successful distance learner.

**EASTFIELD COLLEGE EMAIL POLICY:**

Faculty and students **“must” have and use a DCCCD account for all correspondence relating to academic coursework (No Exceptions).** For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/netmail/home.html](http://www.dcccd.edu/netmail/home.html)

**Your responsibilities in completing this course are stated below:**

1. You must read repeatedly and regularly the syllabus and all announcements posted very carefully at the home page of this course and follow all instructions about course objectives, grading procedures, etc. I will work with you in all possible legitimate ways to help you do your best to achieve a meaningful, critical thinking, and learning experience on selected issues related to introductory applications of forensic psychology and human behavior.

2. It is important that you log on to the course everyday to ensure that you do not miss any important announcements or changes related to the course. It is critical that you review information related to examinations/tests. **There are No Make Up Exams.** So please, do not call or e-mail your professor requesting an exception be made for “you” as it would clearly be unfair to your fellow classmates’ and unethical.

   Additionally, the only reason a test will be reset is if the issue is **caused by e-campus and technical support staff definitively confirm it is “their” issue.**

   **If technical problems are encountered due to “student issues” (not being technically ready, browser issues, losing connection because of location etc...) exams will not be reset.** It is the students’ responsibility to ensure they are technically ready to take an online course. Never take an exam in areas such as bus transportation facilities, airports, etc... where you may easily lose your connection.

3. You are required to introduce yourself to your fellow classmates within two (2) days of the start of the class. Failure to do so within the two (2) day period will
cause you to be removed from the roll. No Exceptions. Please keep introductions brief and to the point.

Tell us why you have enrolled in this course and two unique things about you. You may receive up to five (5) extra credit points for correctly responding to this MANDATORY assignment. Your initial discussion post is the one that will be graded. Any additional information to your initial post will not be considered.

You will be able to access the Introduction Post from your course home page. On the left side of your home page click on the Introduction Post button/tab, this will take you to the discussion page so you may complete your assignment.

4. Topic Response Discussion Posts “are mandatory” for this particular course. Each Topic Response Discussion Post will have an opening and closing date so pay close attention to when they are due. There will be 5 response discussion posts that you will be required to respond to, each is worth up to 20 points each. Your professor will assign the topic. Please keep in mind that the number of points received for each will depend on your response. For example:

If you complete all five (5) Topic Response Discussions and happen to receive the full 20 points for each of them, your total will be 100 points.

If for instance, you happen to complete only (4) Topic Response Discussions and obtain 20 points for each one you completed, your total will be 80 points.

If you fail to complete three (3) Topic Response Discussion posts and happen to earn 20 points for each of the two (2) Topic Response discussions you actually completed, your total will be 40 points.

Please remember that in order to receive the most points per topic response discussion post, you must follow the directions given and address all the issues presented. Your responses will determine how many points you will earn per topic response discussion post. Be aware that you are not automatically guaranteed twenty (20) Topic Response Discussion points, just because you respond to them. Responses are expected to be written at a college level with correct punctuation/grammar and must cover the issue/s presented.

You are expected to use your own words to respond to the discussions. Please read the “Academic Honesty” section below. There are NO make up topic discussion posts. Do not copy fellow classmates posts or take from their ideas because it will be obvious to the instructor.

Plagiarism is defined as the use of an author's words or ideas as if they were ones' own without giving credit to the source. This goes beyond failure to acknowledge a
direct quote to include the conclusions and acquired knowledge of others including other students’.

All topic discussion posts will be submitted through “Safe Assign” this is a computer program designed to identify plagiarism and cheating. You will find the “Topic Discussion Post” tab in your course home page, on the left hand side of the page. Follow the directions and submit your assignments on time.

5. Take seven (7) major chapter examinations/tests (worth up to 100 points each) at your own scheduled time, prior to the deadline (May 8, 2015) you will have a one (1) hour time limit for each of these exams. All exams must be completed prior to 5:00PM on May 8, 2014.

**IMPORTANT NOTE:** For example, do not begin an exam at 4:30, 4:50 PM on May 8, 2014, because the course will close at 5:00 PM. whether you are finished or not. “There Are No Make Up Examinations- PERIOD”.

You are responsible for scheduling your tests/exams at your own time, so please ensure that you utilize that time carefully. Do not wait until the last minute to take your exams, as most students that do so, do not score well. "Do not attempt this course if you are not technically ready”.

6. You will not be required to submit a critical research paper in this Spring semester course.

7. This is an on-line course and we will never physically meet as a class. If you need to see me in person, please e-mail me at dfalls@dccc.edu you must include in the subject line (FORS-2450-43400-93401 Online) otherwise your e-mail will not be read or responded to. Please provide your name (first and last) as listed on your Eastfield registration information and include your, home and/or cell #s in your e-mail. This will allow me to be able to contact you if needed. Be advised that I do not respond to e-mails or telephone calls on weekends or official school holidays.

8. It is your responsibility to ensure you meet all deadlines and submit required work on time. It is also your responsibility to register for the course and pay fees on time, purchase required course materials etc. You must read all announcements posted.

9. It is your responsibility to ensure that you notify student tech support (NOT YOUR PROFESSOR) immediately, should you encounter any technical issues. Make certain that you document the name of the individual you speak to and obtain the ticket number assigned to you. Only after this information is obtained should you notify your professor. Remember this means immediately after you encounter your issue (not a day, week or month after).
UNITS OF INSTRUCTION // CLASS SCHEDULE

♦ Chapter 1 – Introduction to Criminal Behavior
♦ Chapter 2 – Origins of Criminal Behavior: Developmental Risk Factors
♦ Chapter 3 – Origins of Criminal Behavior: Biological Factors
♦ Chapter 4 – Origins of Criminal Behavior: Learning Situational Factors
♦ Chapter 5 – Human Aggression and Violence
♦ Chapter 6 – Juvenile Delinquency
♦ Chapter 7 – Criminal Psychopathy
♦ Chapter 8 – Crime and Mental Disorders
♦ Chapter 9 – Homicide, Assault, and Family Violence
♦ Chapter 10 – Multiple Murder, School, and Workplace Violence
♦ Chapter 11 – Psychology of Terrorism
♦ Chapter 12 – Sexual Assault
♦ Chapter 13 – Sexual Assault of Children and Youth and Other Sexual Offenses
♦ Chapter 14 – Property Crime
♦ Chapter 15 – Violent Economic Crime and Crimes of Intimidation
♦ Chapter 16 – Substance Abuse, Alcohol, and Crime

This syllabus is subject to revision. Any revisions will be announced.

EVALUATION

Online activities and exams are designed to measure the students’ level of learning and progress toward the learning/performance objectives.

Test 1  Chp.  1, 2,  Total Points Earned__
Test 2  Chp.  3, 4,  Total Points Earned__
Test 3  Chp.  5, 6  Total Points Earned___
Test 4  Chp.  7, 8  Total Points Earned___
Test 5  Chp.  9, 10, 11  Total Points Earned___
Test 6  Chp.  12, 13, 14  Total Points Earned___
Test 7  Chp.  15, 16  Total Points Earned___

Lab Requirements :
Discussion Posts 5 @ 20 points each  Total Points Earned____

Note: Number of tests may be increased or decreased at the instructor’s
determination.

All examinations/tests must be taken prior to 5:00 PM on May 2, 2015.

The Topic Response Discussion Posts have their own specific beginning and ending
dates. Take note of when they are due and insure that you complete them on time.

All examinations are timed for completion and you are “prohibited” from trying to copy
the examination or back tracking. It is your responsibility to keep up with the time.
Exceeding the time limit will cause you to be deducted 5 points for each minute over the
time limit.

Additionally, make certain that when you decide to take your exam you are at a location
where you will not be interrupted, by work, children, parents, pets, neighbors, friends, etc...
There are NO MAKE UP EXAMINATIONS “PERIOD”.

Use your study time wisely and do not wait to take the exams at the last minute or on the
last day. Give yourself plenty of time to complete the exams. Remember that all exams are timed. YOU must keep up with the time because there may not be any buzzards, ring tones,
etc... to warn you that your time is ending. You will simply be logged out of the examination
AND NO OPPORTUNITY WILL BE GIVEN TO RE-TAKE THE EXAMINATION.

Use your study time wisely and do not wait to take the exams at the last minute or on
the last day. Give yourself plenty of time to complete the exams.

Calculating Final Course Grade:

In order to calculate your grade at the end of the course you will take the total
number of points earned from the 7 chapter exams each worth a total of 100 points
each, the 5 Topic Discussion Response Posts worth 20 points each, for a total of 100
points, and divide the total earned by 8.

Exams:  #1 = 98, #2 = 87, #3 = 75, #4 = 80, #5 = 100, # 6=65, #7 = 70 equal = 575

Topic Response Posts/Discussions: 1-5 student earned 20 points for each = 100

To obtain your final course score, you will add the points earned (in this case 675)
and divide by 8 which will equal = 84 = B
COURSE GRADE EQUIVALENCIES:

A = 90-100       D = 60-69
B = 80-89        F = 59-0
C = 70-79

Obtaining final Course Grades Using eConnect:

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on our Student Advising Report, which is available in the Admissions Office.

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS
The instructor reserves the right to amend, delete or revise segments of this course and syllabus as necessary in order to enhance student learning.

Financial Aid Statement for Distance Learning Classes:

If you are receiving Financial Aid grants or loans and are enrolled in a Distant Learning class, you must show participation in this class prior to the certification date by either e-mail or contacting the instructor or logging on to eCampus. 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.

WITHDRAWAL POLICY (with drop date)
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office before noted on the Eastfield College Web page date ______ 2015, the published drop date. Failure to do so will result in your receiving a performance grade, usually an “F.”

If you drop a class or withdraw from the college before the official drop-withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped.

For information about drop deadlines, refer to the current on-line Credit Class Schedule, contact the Admissions/Registrar’s Office at 972 – 860-7167 (Room C119), or contact the division office.
Students often drop courses when help is available that would enable them to continue. I hope you will discuss your plans with me if you feel the need to withdraw.

**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 exemption. 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)

**REPEATING THIS COURSE**

In the Fall 2005 Semester, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: [http://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm](http://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm)

**FINANCIAL AID**

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester.

**Students who fail to attend or participate after the drop date are also subject to this policy.**

**TEXAS SUCCESS INITIATIVE (TSI)**

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or
ACADEMIC HONESTY
Academic honesty is expected, and integrity is valued in the DCCCD. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. The consequence for academic dishonesty is a minimum of receiving a zero for that assignment or test and may include an “F” in the course and the reporting of the dishonesty to the Dean of Students.

Students are expected to perform all exams and take all exams without outside assistance unless authorized by the instructor. Scholastic dishonesty includes cheating, plagiarism or any attempt to receive credit for work that is not one’s own.

Cheating is defined as the willful giving or receiving of information unauthorized by the instructor during an exam, illicitly obtaining exam questions in advance, using someone else’s work for written assignments as if it were one’s own or any dishonest means of attempting to fulfill course assignments.

Plagiarism is defined as the use of an author’s words or ideas as if they were ones’ own without giving credit to the source. For example, copying directly from a source without giving proper acknowledgement (ie., citing source). This goes beyond failure to acknowledge a direct quote to include the conclusions and acquired knowledge of others including other students’ work.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published on-line or in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/cat/0406/ss/code.cfm.

ADA STATEMENT

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@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html. If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office.
**RELIGIOUS HOLIDAYS: For Lecture Classes Only**
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least “two” weeks prior to the date of the holy day. A student whose absence is excused by the instructor to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time before/after the absence at the instructor’s convenience before/after the absence. Notifying the instructor “two” weeks prior to the holy day is mandatory for consideration.

**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) Dates 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 study 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 INSTRUCTOR RESERVES THE RIGHT TO AMEND THIS SYLLABUS AS NECESSARY.**
Respondus Lockdown Attachment

How to Access “Respondus Lockdown Browser” Link

FireFox

1. Log in to Blackboard.

2. Select the “My DCCCD” tab.

3. Under the “Tools” module select the “Respondus Lockdown Browser” link.

4. Once you select the link, at the top of your browser click on the image of the “Shield” which is located to the right of your back arrow.

5. Click on the dropdown that reads “Keep Blocking” and select the “Disable Protection on This Page”.

6. Your page will refresh.

7. Click the “Respondus Lockdown Browser” link (step 3).
8. You will be directed to the Respondus Lockdown Browser installation page, click on “Install Now”.

9. Save the file to your desktop.

10. Log out of Blackboard.

11. Using the icon from your desktop, log in to the Respondus Lockdown Browser.

**Google Chrome**

1. Log in to Blackboard.

2. Select the “My DCCCD” tab.

3. Under the “Tools” module scroll down to the “Respondus Lockdown Browser” link.

4. Once you locate the link, right click on it, and select “Open link in new tab” or “Open link in new window”.

5. The Respondus Lockdown Browser installation page, will open based on your selected option.

6. Click on “Install Now”.

7. Save the file to your desktop.

8. Log out of Blackboard.

9. Using the icon from your desktop, log in to the Respondus Lockdown Browser.

**Internet Explorer**

1. Log in to Blackboard.

2. You will receive a pop up message that reads “Do you want to view only the webpage content that was delivered securely?” select “No”

3. Select the “My DCCCD” tab.

4. Under the “Tools” module select the “Respondus Lockdown Browser” link.
5. You will be directed to the Respondus Lockdown Browser installation page, click on “Install Now”.

6. Save the file to your desktop.

7. Log out of Blackboard.

8. Using the icon from your desktop, log in to the Respondus Lockdown Browser.

I hope this information is helpful!

Warm Regards,

Professor Falls