EASTFIELD COMMUNITY COLLEGE
SOCIAL SCIENCES & HUMAN SERVICES DIVISION
ON-LINE COURSE SYLLABUS

Spring 2015
PSYC – 2301 – 43432 - 93438
February 16, 2015 – May 8, 2015

Psychology 2301 General Psychology

INTRODUCTION TO PSYCHOLOGY

The “My PsycLab” is not required for this course

This course closes on May 8, 2015 at 5:00PM

“The arrogance of certainty is the surest way to close yourself off to new knowledge and experiences, and new knowledge and experiences are the whole point of getting out of bed in the morning.”

Anonymous


Instructor: D. A. S. Falls
Email: dfalls@dcccd.edu
Office Phone: 972-391-1060
Office: G 231
Welcome to Introduction to Psychology- General Psychology 2301. I am confident that we will have a productive Semester learning selected issues related to Psychology. This course will require intensive reading and studying of designated chapters in addition to taking exams, quizzes, homework assignments, and responding to selected discussion topics. In order to complete exams and homework assignments you will need to download Respondus Lockdown NOW.

You will have six (6) major chapter exam grades each worth up to 100 points, one (1) psychology assessment exam/paper worth up to 100 points, and ten (10) homework assignment quizzes worth 10 points each. Extra credit MAY also be provided during the semester at the discretion of the course professor. I have included homework assignments for extra credit as well. Your goal is to earn the highest number of points on each exam, homework assignment, and psychology assessment exam/paper.

Exams and homework assignments may be taken at your own pace during the semester however they must all be completed prior to 5:00 PM on May 8, 2015. This course will close on May 8, 2015. The psychology assessment exam/test will have a designated due date that will be announced later in the semester.

I would suggest that after carefully reading your assigned chapters you take the homework assignment quizzes and then take your exams. You may see some of the questions from your quizzes on your exams so take notes as well.

This course material is interesting and I believe that you will enjoy reading your assigned textbook. This professor requires students to take exams and complete homework assignments on-line via e-campus/Blackboard.

Additionally, 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 (For those of you receiving financial aid this is especially important) No Exceptions. Please keep introductions
brief and to the point. 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 added in a subsequent 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.

**How to calculate your course grade:**

6 major exams each worth 100 points = 600 points

1 Homework Assignment grade **consisting of 10 homework assignments** each worth 10 points = 100 points

1 Psychology assessment exam/paper worth 100 points = 100

**Total Points 800**

To calculate your course grade you will take the total number of test/exams 6 (worth 100 points each) + 1 (Home work assignments worth 100 points) + 1 psychology assessment exam/paper (worth 100 points) = 8 major exams/tests.

For example, at the end of the semester Jon Doe has a total of 750 points earned he would take the 750 divide by 8 = 93.75 = A for final grade

If Jon Doe earned 650 points at the end of the semester his final grade would be: 650 divided by 8 = 81.25 = B for final grade

If Jon Doe earned 621 points at the end of the semester his final grade would be: 621 divided by 8 = 77.62 = C for final grade

If Jon Doe earned 555 points at the end of the semester his final grade would be: 555 divided by 8 = 69.37 = D for final grade

If Jon Doe earned 475 points at the end of the semester his final grade would be: 475 divided by 8 = 59.37 = F for final grade

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 59 - below
Important Information Concerning Exams for lecture and online courses

It is anticipated that all exams will be taken on e-campus/Blackboard however for lecture classes there may be occasion when exams may have to be taken in class at your professor’s direction. In order to take the exams you will need to download a program called Respondus Lockdown Browser. Do this immediately. 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 and follow the directions. **You will not be able to take the exams or quizzes 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. **Do not contact your professor.** It is your responsibility to be technically ready to take this course.

For a short tutorial on how to use the browser, click the following link [http://ecampus.support.dcccd.edu/v91/studenttutorials/StudentLockDownBrowserv91/StudentLockDownBrowserv91.htm](http://ecampus.support.dcccd.edu/v91/studenttutorials/StudentLockDownBrowserv91/StudentLockDownBrowserv91.htm) OR refer to the “Respondus” attachment at the end of this syllabus.

**Important Information:** Read this syllabus thoroughly and retain a copy for your future reference. The syllabus contains valuable information about this course. Additionally, for lecture classes make certain that you retain your in class exam Scantrons. Scantrons will be handed back to students following each exam if taken in class. If you are not present when the professor returns exam Scantrons, they will be discarded.

**Please note:** The professor reserves the right to modify any course requirements and calendar due dates as necessary to effectively manage, and conduct this course. Students are responsible for contacting the instructor after carefully reading the syllabus, 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.**

**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 INFORMATION FOR ALL CLASS SECTIONS.

**Important Information 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 (972) 669-6402. If you have questions about your technical readiness to complete a course that requires exams be taken online/eCampus/Blackboard, you may go to the Training and Support tab located on the top of the eCampus page.

To access useful materials for this course on e-campus from your computer or an Eastfield computer use Mozilla Firefox or Chrome as your browser at www.dcccd.edu/ecampus. You will need to log in to e-campus using your student ID number, which is on your registration receipt. Follow the instructions on ecampus. If you encounter problems with ecampus, please call Technical Support at 1-866-374-7169.

**Prerequisites:** (1) Developmental Reading 0093 and Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 and 0054; or (3) have met the Texas Success Initiative (TSI) standard in Reading and Writing standards and DCCCD Writing score prerequisite requirement.

**Important Information that you should consider before deciding to take this course:**

1. **Am I willing to read and study course materials and complete assignments on time?**

   There are no make up assignments, quizzes, exams, research papers, or topic responses etc… for any reason. Active class participation is mandatory. Reading and studying is an important part of being successful in this course. If you dislike reading and studying on a regular basis you will not do well in this course.

2. **Am I willing to spend time on this course?**
This course will require that you schedule and organize your time to be successful. 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 class, you are not likely to pass the course.**

3. **Am I technically ready to take this course as exams, quizzes, assignments (including written assignments) and discussions are required to be taken, responded to, or submitted via e-Campus/Blackboard, and/or (SafeAssign)?**

If the answer is “no” then do not begin this or any other course unless you are certain of your technical readiness. It is your responsibility to be technically ready.

**If you answered “no” to the aforementioned questions you may seriously need to reconsider your enrollment in this course.**

**If you answered “yes” to the aforementioned questions “GREAT”, then you will want to continue reading the following:**

Students are expected to read the syllabus thoroughly and to retain a copy for future reference. The syllabus contains valuable information about this course.

**Please note:** Your professor reserves the right to modify any course requirements and calendar due dates as necessary to effectively manage and conduct this course. Students are responsible for contacting the instructor after carefully reading the syllabus and seeking clarification of any requirements that are not understood.

**STUDENT LEARNING REQUIREMENTS**

You will need to be self-disciplined and able to work both independently and as a group member as required. Study skills particularly important for any learner (Ekins, 1988) include:

1. Organizing study time
2. Maintaining self-discipline
3. Acquiring necessary working skills
4. Studying efficiently by reading effectively and taking notes
5. 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 learner.

**Textbook and Other Course Materials**


Academic Approval Number: 4201015125

**EASTFIELD COLLEGE EMAIL POLICY:**

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

E-mails sent to the instructor without a dcccd.edu address will not be read. All e-mails must include the student class identification in the subject line (exp. PSYC-2301-__ __ __ etc..), in addition to the students full name (first and last ) as it is on your enrollment and registration information. A telephone number /cell number must be included in the e-mail so I may contact you.

e-mails to students may be sent by the instructor so it is imperative that you make certain that your e-mail address is correct.

**COURSE DESCRIPTION:**

This course is designed to survey the major subject areas comprising the field of psychology. Emphasis will be placed upon the major concepts and specific terminology utilized in psychology and factors which determine and affect behavior to include psychological principles applied to the human experience. The course is designed to meet the needs of students who desire personal awareness of this subject field and for those who intend to pursue psychology, forensic psychology, criminal justice, sociology, business, or nursing, sustainability, etc… as a vocation.

*Introduction to Psychology 2301 is a Texas Common Course Number. This is a DCCCD CORE CURRICULUM COURSE.*

**COURSE OBJECTIVE:**
The objective of the course is to give a general overview of the field, providing a broad understanding of what psychology involves, and developing the vocabulary that will serve as a tool in future psychology courses. The focus of the course is on the objective understanding of processes such as learning, motivation, perception, emotion, personality and their role in the individual's adjustment.

**CORE CURRICULUM**

Psychology 2301 satisfies the Core 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 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.

Psychology 2301 as part of the Core 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 to:

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,

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.

EASTFIELD STUDENT LEARNING OUTCOMES (SLO’S)

Upon successful completion of this course, students will:

1. Identify various research methods and their characteristics used in the scientific study of psychology. Research Methods: Students will be able to identify various research methods used by psychologists and the advantages and limitations to each for example Case Studies, Observation, Correlation, Experimentation etc.

2. Describe the historical influences and early schools of thought that shaped the field of psychology. Psychological Approaches: Students will be able to identify and distinguish between the major theoretical perspectives such as Evolutionary, Neurological, Psychodynamic, Behavioral, Cognitive, Humanistic, and Socio-cultural.

3. Describe some of the prominent perspectives and approaches used in the study of psychology. Major Concepts: Students will be able to identify and apply major concepts unique to the study of psychology.

4. Use terminology unique to the study of psychology.

5. Describe accepted approaches and standards in psychological assessment and evaluation.

6. Identify factors in physiological and psychological processes involved in human behavior.

Writing Across the Curriculum:

Psychology courses at Eastfield College follow a principle of “Writing Across the Curriculum.” Each course incorporates a writing element. Writing is a critical part of communication of ideas, and is important in the synthesis and analysis of psychological concepts. Writing in this course is accomplished through completion of a mandatory psychology assessment exam/paper, exam, college level research paper or written homework assignments.
Your responsibilities in completing this course are stated below:

1. You must read repeatedly and regularly the syllabus and all announcements posted at the home page of this course very carefully, 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 and critical thinking and learning experience on selected issues in relation to Psychology and human behavior.

2. 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 (this is important for financial aid students’). No Exceptions. Please keep introductions brief and to the point.

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 provided in subsequent posts 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.

3. 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 me requesting an exception because none will be given. You are not entitled to a make up exam. All exams and homework quizzes may be taken anytime during the semester but must all be completed prior to 5:00 PM on May 8, 2015. May 8, 2015 is the date this course will close.

The psychology assessment/exam and instructions will be announced at a later date during the semester.

4. Take seven (6) major chapter examinations/tests (worth up to 100 points each) for a total of 600 possible points, ten (10) Homework assignments worth up to twenty (20) points each for a total of 100 possible points, one (1) major research paper worth up to 100 points (for a total of 6 major exams: 6 exams + 1 homework assignments grade + 1 psychology assessment exam/paper grade = 8).

I have included extra credit homework assignments as well. There are no make up examinations/homework assignments or research papers. Students’ are not entitled to make up exams/homework assignments or psychology assessment exam/paper.
There may be a Final Exam in this course worth up to 100 points (to be determined by your professor).

5. **Writing across the curriculum**

You will submit a psychology assessment exam/paper critical research paper that will be worth up to 100 points. This paper serves as one of your major test grades as well. Information in reference to this mandatory research paper and grading rubric will be provided at a later date. Responses will be submitted on the designate date (selected by the professor) and submitted via safe assign.

It is important for you to refer to the Academic Honesty section below when completing your psychology assessment exam/paper.

6. If you need to make an appointment with your professor in person, please send an e-mail to dfalls@dccc.edu you must include in the subject line (PSYC-2301-- etc…) 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 contact you if needed. If the information is not included you will not receive a response.

7. It is your responsibility to register for the course, purchase your course materials, and pay fees on time. Not having course materials is not an excuse for failing to complete assignments. **You are also responsible for turning in assignments on time. No exceptions.** Additionally, it is your responsibility to check your announcement page on e-campus/Blackboard for information on a regular basis. Announcements will be made in e-campus/Blackboard course page should there be any reason the College is closed due to weather etc.

VII. **UNITS OF INSTRUCTION // CLASS SCHEDULE**

**UNIT ONE**
- Chapter 1 – Introduction to Psychology
- Chapter 2 – Biology and Behavior

**UNIT TWO**
- Chapter 3 – Sensation and Perception
- Chapter 4 – Consciousness

**UNIT THREE**
This schedule is subject to revision. Any revisions will be announced in class.

LEARNING ACTIVITIES/ METHOD OF PRESENTATION

This is a 100% online course and we will never meet as a class. Emphasis is placed on active participation in each course. * * NOTE: All courses require a high degree of independent study, online courses much more so.

FIPSE Family Involvement Model – For Lecture Courses Only

The Family Involvement Model (FIM) is an important component of the FIPSE grant. This model provides opportunities for (family members over 18ys of age) only to participate in the students’ college experience. Some activities would include sitting in on classroom lectures and attending cultural events. The idea is to create an environment for family members to gain a better understanding of the students’ education and offer support. If the student would like a family member to attend class the professor will be notified two weeks prior to any visits. Visitors’ information will be reviewed by the Eastfield College law enforcement section for review.

EVALUATION AND PARTICIPATION

Class work, activities and exams are designed to measure the students’ level of learning and progress toward the learning/performance objectives.
Instructions pertaining to the psychology assessment exam/paper will be provided at a later date. Psychology assessment exam/paper is to be submitted to safe assign via your e-campus home course. Please keep in mind that failure to meet the designated deadline (for any reason) will result in a grade of “0”=F. Therefore, it is critical that you submit your paper correctly and in a “word” document on the due date.

Opportunities for extra credit may be included during the semester at the professor’s discretion.
What this means, is that I may provide opportunities for students’ to research additional topics throughout the semester FROM WHICH YOU CAN EARN EXTRA CREDIT POINTS. THE NUMBER OF POINTS FOR EACH ASSIGNMENT WILL BE DETERMINED BY THE INSTRUCTOR. Extra credit assignments must be complete and turned in on time.

No late assignments will be accepted for any reason. FAILURE TO COMPLETE THE ASSIGNMENTS WILL RESULT IN “0” POINTS.

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.

There are NO MAKE UP EXAMINATIONS for missed exams. PLEASE REMEMBER THAT YOU ARE NOT “ENTITLED” TO A MAKE UP EXAMINATION.

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.

ATTENDANCE POLICY –

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.
Attendance/participation in this course is your responsibility. If you fail to participate and do not drop, you will receive the grade of “F”.

*Note: Online courses “attend” by logging on to eCampus and completing assignments and exams.

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.

Emergency/Inclement Weather Procedure – For lecture classes:

In case of emergency or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decisions made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College web page www.eastfieldcollege.com for the Inclement Weather announcement following the decision to close the college.

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 your e-Campus course home. 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. Students’ who fail to attend or participate after the drop date are also subject to this policy.

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 also 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 one’s 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.

Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

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

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 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 printed 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

REPEATING THIS COURSE

Effective 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

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 higher. Additional information is available at https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.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 efcdsos@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html.
RELIGIOUS HOLIDAYS – for lecture classes

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 a mutually agreed upon time before/after the absence.

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 inquires are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Children on Campus – For lecture classes:

The institution strives to protect an environment most conductive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into the classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

See Attachment on Next Page for Respondus Lockdown Information
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