Course Description: Integration of critical reading and academic writing skills. Successful completion of this intervention taught at the lower level allows students to progress to the upper (exit) level.

Integrated Reading/Writing 0305 is a performance-based course designed to develop students’ critical reading and academic writing skills. The focus of the course will be on an introduction to applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, and length of the assignment. The course integrates preparation in academic reading and writing skills. The course fulfills TSI requirements for reading and/or writing.

Student Learning Outcomes: Upon the successful completion of this course, students will be able to:

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer’s purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer’s ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

Required Course Text:
New textbooks come with access code for the Read Write! website.

Required Course Materials:
Pens (black or blue), lined loose-leaf notebook paper, USB flash drive, highlighter pen, notebook or binder, and internet access.

Note: All supplies are required beginning day 2.
Intellectual Competencies:
1. READING: ability to analyze and interpret a variety of printed materials—books, documents, articles, above 12th grade
2. WRITING: ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience—above 12th grade
3. CRITICAL THINKING: ability to think and analyze at a critical level
4. COMPUTER LITERACY: ability to understand our technological society, use computer-based technology in communication, problem solving, and acquiring information

Class Website and Email: You will be required to use eCampus in this course. Assignments, test dates, course documents, your grades, etc. will be posted on the eCampus website for this course. **You are responsible for monitoring this site for such information.** You may access the site through the Internet by typing this address: http://ecampus.dcccd.edu. You may also access eCampus by going to the Eastfield College Home Page and clicking on “eCampus”; the Eastfield college home page: http://www.eastfieldcollege.com; or http://www.dcccd.edu. If you do not have a computer at home, you may access eCampus from the Eastfield Computer Center in L108 or in the Eastfield library. **For course and grade-related questions or sending files, please set up a free student Outlook account. See the “Student Email” section in this syllabus.**

Technology Requirements: Some specific software is required for this class because it is online.
- **Internet Explorer, Mozilla Firefox, or other web browser fully updated:** To navigate eCampus, you will need a web browser that has been recently updated.
- **Microsoft Word:** For this course, you will need Microsoft Word (at least version 97-2003 or higher) to submit your assignments. Please save files as either an .rtf (rich text format), .doc (word document 97-2003), or .docx (word document) file extension.
  - Any documents I cannot open, for whatever reason, will not be graded. Any assignment not graded will automatically earn a 0 for that assignment.
  - Any documents I cannot edit, such as a PDF, will not be graded. This includes pasting your assignment into eCampus rather than attaching a document. Any assignment not graded will automatically earn a 0 for that assignment.
- **Adobe Reader:** You will also need to download Adobe Reader to view course learning materials. It is a free download available at http://get.adobe.com/reader/
- **A DCCCD student Outlook account:** A DCCCD student Outlook account is required for sending files or asking questions regarding grades in this class. Do not email me from personal email accounts, such as Yahoo! or Gmail, if you are writing concerning grades. **I WILL NOT RESPOND.**

Email Communication: As email is vital to communication in this course, be sure to:
- Make sure your email address is complete and accurate. If you need to update your email address, go to eCampus, click on “My DCCCD.” Then go to “Tools” and click on "Personal Information." Change your email address and hit submit.
- Check to make sure that your junk mail or bulk mail filters do not delete or reroute emails sent from the user group in eCampus. Be especially carefully with this if you are using a Yahoo or Hotmail account.
- **PLEASE MAKE SURE THAT YOUR EMAIL IS CURRENT. This means the email I have for you is one you actually use.**
- Whenever you email me, be sure that you include your first and last name, your course and section number, and a clear and concise communication or question. This way I can quickly identify emails from you in my inbox, e.g. the subject line of a student’s email might read: **John Smith DIRW 0305-46400.**
- Check your email daily.
- Emails will generally be responded to within 24-48 hours, if not sooner. Response time may be slower on weekends.
- When using eCampus messages, expect a slower response time. eCampus messages are checked every few days, not daily.
- Do not attempt to send me work via email. All assignments must be submitted through eCampus.
- **Emails concerning grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.**

**Operations Policy:** The instructor reserves the right to make changes as necessary to the content and conduct of the course.

**Grading Scale:** A=90-100, B=80-89, C=70-79, F=0-69

**Evaluations Procedures:** Your grade will be based on the following weighted categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>30%</td>
</tr>
<tr>
<td>Critical Reading Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Final Project/Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>15%</td>
</tr>
<tr>
<td>Read Write! Website</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Category Specifications:**

**Essays**

DIRW 0305 students will write a minimum of four essays, one of which will be timed and in class. Essays include in and out of class papers, prewriting, drafts, peer reviews, and rewrites. Unless otherwise directed, all essays must be in MLA format, typed, double-spaced, minimum 400 words. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with each essay. Essay grades will be affected by missing outlines, drafts, or sources, and being absent on peer review days. Hard copies of essays and all work pertaining to the writing process of the essays, including rubrics, will be turned in by the assigned due dates. One essay will be timed and in class on the assigned date.

**Critical Reading Assignments**

DIRW 0305 students will complete multiple critical reading assignments (minimum four) of varying lengths, all of which will be completed in the form of discussion boards. More directions will be provided with each individual discussion board.

**Final Project/Exam**

DIRW 0305 students will complete a final exam consisting of three parts: a critical reading of an assigned passage, an essay utilizing MLA citation with Work Cited page using the passage as a source, and a multiple choice final exam. The critical reading and essay will be submitted together at the end of the semester. The final exam will be taken during finals week on the Read Write! website. **Please note:** For some DIRW 0305 sections, the Read Write! post-test will be open before the scheduled final exam date. However, students should **NOT** access the post-test until instructed to do so by their professor. Any student taking the post-test prior to his/her scheduled final exam time will be given an F for the post-test portion of the final exam.
Daily Grades: DIRW 0305 students will complete in-class and homework assignments, not limited to but including book work, grammar work, journaling, and short reading and writing assignments.

Read Write! Website: DIRW 0305 students will complete work on the Read Write! web component that accompanies their textbook. These activities correspond with the textbook chapters. Activities will be assigned by the instructor.

A Note on Research: No research tools are to be used in DIRW 0305 for your papers. Do not use Google or any other search engine. Do not research a topic in the library. The purpose of DIRW 0305 is to develop your own ability to think, to express yourself using Standard American English, and to enlarge your vocabulary. While we will learn citation in this course, we will not learn to research or evaluate sources. Therefore, NO RESEARCH is acceptable in this course.

Late Work Policy: No late work will be accepted for this course.

More on grading: Rough drafts of essays are required assignments that fall under the daily grade category. More importantly, final drafts of essays will NOT be graded without a student submitting a rough draft for instructor review first. Remember, late work is NOT accepted in this course. Additionally, final drafts that have been reviewed by the instructor but remain identical to the rough draft (meaning the student did not revise or edit) will earn an automatic 25% for a grade. One of the main objectives in this course is to understand and utilize all four steps of the writing process. Please do NOT skip the last two steps, especially if your instructor has taken the time to review your essay!

Writing Expectations: Students will compose essays that adhere to grammatical and stylistic standards of academic American English and follow Modern Language Association (MLA) style.

Formal Assignment Presentation: All formal, written assignments must be double spaced and in Times New Roman, size 12 font. Students should utilize the four-line MLA style heading at the top of page one flush with the left margin. All pages should have the student’s last name and a page number in the header flush with the right margin. All margins should be 1-in in size. Papers not meeting all requirements will automatically be deducted ten points off the final grade, meaning the highest grade you can earn is a 90. See the video on eCampus to learn or review how to format your paper in MLA style on MS Word.

Please note: Any of the following writing expectation errors will result in your essay not being graded. If an essay is not graded, it automatically earns a zero. Essays will not be graded if:

- They do not meet length requirements of minimum 400 words.
- The word count cannot be discerned.
- They contain unapproved research.
- They are not submitted through SafeAssign.
- They are emailed to the professor rather than submitted through the drop box on eCampus.
- They do not follow directions regarding topic or rhetorical mode.
- A rough draft of the essay was not submitted.

Academic Honesty Statement: 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. 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 at http://www1.dcccd.edu/cat0506/ss/code.cfm. Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion.
- **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test.
- **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.
- **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.

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this DIRW 0305 class found guilty of cheating on an examination or of plagiarism will receive one or more of the following penalties:

- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
- The instructor may submit the student’s information to the dean who may choose to suspend the student from the college and the district.

**Netiquette Expectations:** Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. All rules, regulations, and guidelines as listed and explained in the Eastfield College, Dallas County Community Colleges Catalog, (Code of Student Conduct) will be followed. It is important that you read the Code of Student Conduct carefully. Below are some specific expectations of you as an online student.

**Email Etiquette:** Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times. When emailing the professor, you are expected to:

- Begin with a greeting or salutation. This is both professional and courteous.
- Use Standard American English and proper grammar, punctuation, and spelling.
- All subject lines for this class should include your name and the course level and section, e.g. John Smith DIRW 0305-46400.
- Never type in all uppercase letters.
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Sign your name at the bottom of the email. Again, this is both professional and courteous.
- **Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.**

**A Note on Emails:** Emails not adhering to the email expectations for this course will be returned with the request to meet expectations before a response is given. Once email expectations are met, the instructor will respond appropriately. Following directions the first time will result in the student receiving a faster response.

**Discussion Board Etiquette:** Discussion boards are a significant part of almost any online class. Therefore, it is important you practice proper discussion board etiquette at all times. When posting to the discussion board, you are expected to:

- Participate a minimum of three times per week.
- Post your initial response to the discussion board prompt by Wednesday night.
- Respond to a minimum of two classmates by Sunday night.
- Read and follow all directions carefully.
- Title your thread appropriately (meaning title it something that has to do with the prompt or topic).
- When responding to classmates or your instructor, include a greeting or salutation as you would with an email. This is both professional and courteous.
- Use tactful/courteous language with fellow students.
- Create an atmosphere where other students feel comfortable posting their responses.
- Provide constructive criticism to fellow classmates’ responses and essays.
- Refrain from using profanity or disrespectful language.
- When responding to classmates or your instructor, sign your name at the bottom of your response. This is both professional and courteous.
- Proofread assignments BEFORE posting.
- Respect the opinions of others even if you do not agree.
- “Flaming” or derogatory comments will not be tolerated. NO EXCEPTIONS.

Responsibility: Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

Tentative Calendar:
Week 1: Introduction to the reading and writing processes
Week 2: Reading and writing exemplification
Week 3: Reading and writing process
Week 4: Reading and writing argument
Week 5: Timed argument, final project/exam

INSTITUTIONAL POLICIES

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 your Student Advising Report, which is available in the Admissions Office.

Texas Success Initiative: 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 coursework. 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, such as English 1301/1302, History 1301/1302, and Math 1414. Students who do not meet assessment standards may complete prerequisites by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases, retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. https://www1.dcccd.edu/cat00910/admiss/hsi.cfm?loc=4

Eastfield College Email Policy: Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send assignments/drafts 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 http://www.dcccd.edu/MSOffice. All communication should be conducted through your official student email account.

NOTE: A student email address is required in this class.
**Attendance Policy:** You are expected to regularly attend all classes in which you are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. (Eastfield College, Dallas County Community Colleges Catalog)

If a student is unable to complete a course (or courses) in which he/she is registered, *it is the responsibility of the student to withdraw from the course by the appropriate date.* If a student does not withdraw, he/she will receive a performance-based grade, usually a grade of “F”.

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 TX Educ. Code.

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.*

**Certification:** You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid.

**Repeating This Course: (Third Attempt to Enroll in a Course):** Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition 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 additional tuition charges. 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. *See Third Attempt to Enroll in a Course at:* [http://www.dcccd.edu/thirdcourseattempt/](http://www.dcccd.edu/thirdcourseattempt/).

**Academic Honesty Policy/Code of Conduct:** Academic honesty is expected, and integrity is valued in the Dallas County Community College District. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but it not limited to, cheating on a test, plagiarism, and collusion. 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/cat0406/ss/code.cfm](https://www1.dcccd.edu/cat0406/ss/code.cfm). In this course, violators of the Academic Honesty Policy will receive an “F” for the work done under academic dishonesty and cannot be made up.

**Food and Drink Policy:** Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.
DCCCD OIE Faculty Syllabi Statement-Fall 2016: The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices

<table>
<thead>
<tr>
<th>College</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>972-860-4673</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>972-860-8119</td>
</tr>
<tr>
<td>Eastfield</td>
<td>972-860-8348</td>
</tr>
<tr>
<td>El Centro</td>
<td>214-860-2411</td>
</tr>
<tr>
<td>Mountain View</td>
<td>214-860-8677</td>
</tr>
<tr>
<td>North Lake</td>
<td>972-273-3165</td>
</tr>
<tr>
<td>Richland</td>
<td>972-238-6180</td>
</tr>
</tbody>
</table>

A Note on Harassment, Discrimination, and Sexual Misconduct: We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4825</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8181</td>
</tr>
<tr>
<td><strong>Eastfield</strong></td>
<td><strong>Rachel Wolf</strong></td>
<td><strong><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></strong></td>
<td><strong>972-860-7358</strong></td>
</tr>
<tr>
<td>El Centro</td>
<td>Shaneé’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2138</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-8561</td>
</tr>
<tr>
<td>North Lake</td>
<td>Rosemary Meredith</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3992</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6386</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6672</td>
</tr>
</tbody>
</table>
**Religious Holidays:** Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Withdrawal Policy:** 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 by **Thursday, August 3.** 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 more 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.

**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.

**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.

**DCCCD Emergency Operating Procedures:** http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

**Key Semester Dates:**
- Tuesday, July 11: Classes begin
- Friday, July 14: Certification date
- Thursday, August 3: Drop date
- Thursday, August 10: Classes end

The instructor reserves the right to amend this syllabus as necessary.