Eastfield College
Arts and Communications Division
Fall 2018
ENGL 1301-41434 (8 Weeks)
3 Credit Hours

Professor: Dr. Elaine Cho
Email: ElaineCho@dcccd.edu

Please refer to the syllabus and online announcements prior to emailing the professor. Dr. Cho will reply to only DCCCD Student e-mail messages concerning the course. Please set up a DCCCD Student E-mail account prior to the second week of classes. See page 11.

* I do not respond to e-mails during weekends and holidays.

Office Hours: Virtual Office Hours TBA
Or by Appointment (via Skype)

Dept. Office: G138
Dept. Phone: 972-860-7124

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

COURSE DESCRIPTION:
2014 Core Curriculum Foundational Component Area: 010 Communications
Course Description: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (3 Lec.) Coordinating Board Academic Approval Number 23.1301.51 12

ENGLISH 1301 STUDENT LEARNING OUTCOMES:
Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.
Core Objectives:
ENGL 1301 develops the following Core Objectives:

- **Critical Thinking** - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- **Communication** - to include effective development, interpretation, and expression of idea through written, oral, and visual communication.
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making.

Core Objective Development Statements:

ENGL 1301 develops **Critical Thinking** by requiring students to analyze a variety of texts in terms of audience, purpose and style. This analysis serves as the basis for written responses that require the justification of ideas through support and attribution.

ENGL 1301 develops **Communication** by requiring students to respond to a variety of texts in the form of revised and edited academic essays.

ENGL 1301 develops **Teamwork** by requiring students to engage in collaborative writing and editing processes such as peer review.

ENGL 1301 develops **Personal Responsibility** by teaching students the ethical and accurate use of research through proper citation and documentation.

ENGL 1301 CURRICULUM GUIDELINES:

English 1301 courses will require the following:

- A minimum of five essays written for a variety of audiences and purposes, using appropriate rhetorical strategies, and written in Edited American English.
- One essay must be an analysis of a visual/visual media (advertisement, photos, art, film, etc), constructed according to MLA format and documentation guidelines, submitted as a digital file, including one minimum source and a strong controlling idea.
- A minimum of one of the five essays written under timed conditions, such as entirely in class.
- At least two of the five required essays undergoes collaborative peer review.
- At least one of the five required essays incorporates the basic concepts of research and MLA documentation.
- At least one of the five required essays introduces argumentation.
- Formatting for all essays adheres to Modern Language Association (MLA) style guidelines.
- All five of the required essays, other than the one written under timed conditions, must be typed. The use of SafeAssign for essay submission is highly recommended.
• Readings from literature, contemporary media, visual media, or other resources which students critically analyze and to which students respond as part of the writing process.
• Readings from an assortment of resources, including student and professional writing, that model variety of strategies and other aspects of the writing process.

WARNING/CAUTION:
Please be aware that some of the essays, short stories, and films may be considered offensive to some individuals. This class is for mature adults only. Students who feel uncomfortable in such situations should consider enrolling in another ENGL 1301 class.

*A TEXTBOOK IS NOT REQUIRED FOR THIS COURSE.

WRITING EXPECTATIONS:
All writing assignments must comply with the MLA format. No other exceptions allowed. Students will be revising and correcting errors. The essay should be double-spaced. The font style is New Times Roman, and the font size is 12. No exceptions! Please consult a reliable handbook or NoodleTools for MLA inquiries. Do not staple the pages of the final essay. Please staple Rough Drafts and Outlines. Paperclip the pages of the final essay together. All Rough Drafts and Final Essays should be typed and printed on one side (if printed copies are requested). Two sided is unacceptable. Most of your writing assignments will be submitted online via ecampus. Also keep a copy of each graded essay.

FINANCIAL AID STUDENTS:
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee.” All students receiving financial aid must open an Email account through NetMail. See directions in this Syllabus for opening an Email account. Students who fail to attend or participate after the drop date are also subject to this policy.

ACADEMIC HONESTY & PLAGIARISM
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.

In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences, words. For such an offense, a student will receive a zero on the assignment and can receive an F for the course. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension. If you summarize, paraphrase or directly quote from an author, you must use the appropriate documentation because the ‘idea(s)’ still belong to the author.

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Eastfield College Student Code of Conduct explained in the Eastfield College and district catalogs or on-line at the district website (https://www1dcccd.edu/cat0608/ss/code.cfm).

Consequences for Academic Dishonesty and/or Plagiarism: Any student in this English 1301 class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document, student “Responsibility”) 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 professor may request that the student drop the class.

Plagiarism is taking ownership of someone else’s published or unpublished work, ideas and etc. Basically, plagiarism is WRONG. The act of Plagiarism displays academic dishonesty, and it will result in failure of the course. If you plagiarize an assignment, you will fail the assignment and fail the course. Please be careful.

ASSIGNMENTS:
Please read the assigned material prior to class because we will have a class discussion on the reading assignment. A total of Six Essays will be completed before the end of this course. Essays are due on the day they are requested by the instructor. Extra Credit will not be offered for this course. All students must access the course via e-campus for course announcements, assignment postings, and submitting majority of the assignments: http://ecampus.dcccd.edu/.
COURSE SCHEDULE:
If you are repeating this course, please do not submit the same assignments from a previous course. Resubmitting work from another course will result in a failing grade.

Week 1: 8/27 – 8/31

View Course Syllabus and Orientation in ecampus.
Read the assigned material for this week in “Week One Reading” folder.

Post your student introduction via Discussion Forum on/before 8/28.
Submit the Receipt of Syllabus and Orientation via ecampus on/before 8/29.

Set-up your DCCCD Student E-mail account for future e-mail communication. Please see page 12 of this syllabus for DCCCD Student Email information. Also, read the E-mail Etiquette information in ecampus.

Send a short e-mail message to Dr. Cho by using your DCCCD Student E-mail on/before 8/30. Include your course and section numbers in the subject area or in the message. This e-mail assignment is not for a grade; however, it is a requirement.

Week 2: 9/3 – 9/7

9/3 is Labor Day. No assignments due on this date.
Read the assigned material for this week in “Week Two Reading” folder.
Submit Rough Draft for Essay #1 on/before 9/4 for brief review and feedback. Late drafts will not be accepted.
Short Writing Response 1 is due on/before 9/5.
View the posted reading assignments in the “MLA” folder.
Discussion Forum is due on/before 9/7.

Week 3: 9/10 – 9/14

Read the assigned material for this week in “Week Three Reading” folder.
Short Writing Response 2 is due on/before 9/12.
Submit Essay #1 via ecampus on/before 9/13.
Comparison and Contrast Activity
Discussion Forum is due on/before 9/14.

Week 4: 9/17 – 9/21

Read the assigned material for this week in “Week Four Reading” folder.
Submit Rough Draft for Essay #2 on/before 9/19 for brief review and feedback. Late drafts will not be accepted.
Submit your topic proposals for Essay #3 on/before 9/20.
Discussion Forum is due on/before 9/21.
Week 5: 9/24 – 9/28

Read the assigned material for this week in “Week Five Reading” folder.
**Short Writing Response 3 is due on/before 9/26.**
**Essay #2 is due on/before 9/27.**
**Discussion Forum is due on/before 9/28.**

Week 6: 10/1 – 10/5

Read the assigned material for this week in “Week Six Reading” folder.
How to Avoid Plagiarism and MLA Presentations
**Short Writing Response 4 is due on/before 10/2.**
**Annotated Bibliographies are due on/before 10/3.**
**Discussion Forum is due on/before 10/5.**

Week 7: 10/8 – 10/12

Read the assigned material for this week in “Week Seven Reading” folder.
**Essay #3 is due on/before 10/11.**

Week 8: 10/15 – 10/18

**Please submit the final exam on/before Wednesday, 10/17.**

**EVALUATION:**
Your grade will be based on the following points:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Discussion Forums</td>
<td>5</td>
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<tr>
<td>Bibliography Assignments and Topic proposals</td>
<td>5</td>
</tr>
<tr>
<td>Short Writing Responses and Rough Drafts</td>
<td>10</td>
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<tr>
<td>Essay #1</td>
<td>20</td>
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<tr>
<td>Essay #2</td>
<td>20</td>
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<tr>
<td>Essay #3</td>
<td>25</td>
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<tr>
<td>Final Exam</td>
<td>15</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
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**COURSE GRADE:**

<table>
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<tr>
<th>Points</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>90 - 100 pts.</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89 pts.</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79 pts.</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69 pts.</td>
<td>D</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
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***Essays and assignments sent via electronically (Designated Assignment) must be confirmed via email by the student. In other words, the student may check back with the instructor to make sure that the instructor did receive the essay electronically. Additionally, the instructor is NOT responsible for any problems with servers, electrical outages, non-responsive emails, or any other entity/activity that would interfere with the essay being emailed by the due date and time, as determined by the instructor. Attach your essay to the designated assignment via e-campus. Do not send your completed work via e-mail or digital drop box.

ATTENDANCE AND PARTICIPATION:
Attendance is based on your participation and submitting work on time. You must participate in the Discussion Board Forums, take the quizzes online, and submit all assignments on time. Extra credit will not be offered for this course.

*I do not give make-up quizzes or exams. Late Drafts and Late Final Essays will not be accepted. Also, all other assignments need to be submitted on time. I will announce the exact date of the Essay one week prior to the due date.

*SCO (Second Chance Opportunity) – Unexpected things happen during the semester (e.g. family/personal emergency, confusion of due dates because of multiple courses, temporary forgetfulness, writer’s block, sudden changes in work schedule, etc.). Therefore, you are allowed to submit only one of the late/missing essays within 48 hours of the due date if you agree to certain conditions. Example: If the essay is due on Monday, you may submit the assignment on Wednesday via DCCCD Student Email because the ecampus assignment link will not be available after the due date. A reduction of a letter grade, equivalent to 1 or 2 points, will be applied to the final grade of the late essay. Since it is not fair to those students who have submitted the essay on time, you will not earn full credit for the late essay. Example: If you earned 12.5 (B) for the late essay, your final grade for the essay will be changed to 11.5 or 10.5 (C). The SCO will be applied to only one late/missing essay. Each additional late or missing essay will result in a grade of zero. If you miss a quiz, the grade for the missed quiz will be dropped as the lowest quiz grade. If you miss a writing exercise, draft and peer review session, and/or final exam, SCO does not apply. Eventually, the updated grade for the late essay will replace the zero grade in “My Grades,” so please be patient. Before the final exam week, you must have completed at least 60% of the coursework and acquired less than 3 absences in order for Dr. Cho to apply the SCO to the submitted late/missing assignment. SCO will not be given to students who completed less than 60% of the coursework and acquired more than 2 absences before the final exam week. If the student agrees to these conditions, then he or she may request for the SCO by contacting Dr. Cho via DCCCD Student email on the day the assignment is due or the day before the assignment is due. SCO is a privilege not a right, so please do not negotiate for more SCOs.

* Please note that SCO is Dr. Cho’s policy, so she will not offer it if the student does not agree to the above conditions or decides to manipulate it for his or her advantage. No other exceptions and negotiations allowed. Each professor conducts his or her class differently.
INSTITUTIONAL POLICIES

DROP / WITHDRAWAL POLICY AND SEMESTER DROP DATE
If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You must withdraw through the Admissions/Registrar’s Office (C119) in person or by mail by October 5, 2018. You may also withdraw through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F.” You will receive a “W” (“Withdraw”) in each class dropped. A “W” shows up on your transcript BUT does not hurt your GPA.

CERTIFICATION POLICY AND CERTIFICATION DATE
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. The certification date for this course is September 1, 2018.

***STOP BEFORE YOU DROP: THE 6 DROP RULE***
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 six 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 six 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.

DISTRICT THIRD ATTEMPT POLICY/ REPEATING A COURSE
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: http://www.dcccd.edu/Current+Students/Paying+for+College/Third+Course+Attempt/.
FINANCIAL AID STATEMENT
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not withdraw or stop attending any class without first consulting the Financial Aid Office (C237). Non-attendance or withdrawals may affect your eligibility to receive further financial aid and could cause you to be in a position of repayment for the current semester. Also, students who do not withdraw from a class but fail to attend or participate after the drop date are also subject to this policy, that is, may be in a position of repayment for the current semester.

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 LEARNING, MENTAL, OR PHYSICAL DISABILITIES
Students requesting accommodations due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodation through the Disability Services Office (DSO). For information regarding the rights and responsibilities of students with disabilities, contact (DSO) at (972) 860-8348 voice/TDD.

DCCCD Office of Institutional Equity Syllabi Statement – Fall 2018
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and carrying out compliance policies and procedures. The institutional equity and compliance officer and the Office of Institutional Equity make sure that college district policies and federal and state laws related to sexual assault, Title IX, Title II (Americans With Disabilities Act) and the Military Veterans Full Employment Act are followed 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 inform DSO to forward your accommodation request to your instructor as soon as possible, preferably at the start of the semester or program. For more information about the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSOffices or contact the DCCCD Office of Institutional Equity at 214-378-1633.

College Disability Services Offices
Brookhaven 972-860-4673
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) or 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 nonconfidential resources and reporting options available to you. If you wish to keep the information confidential, please contact 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 you 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 dcccd.edu/TitleIX.

College Title IX Coordinators

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Email Address</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>972-860-4588</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>972-860-5222</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7325</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanece’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2626</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>214-860-5675</td>
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<tr>
<td>North Lake</td>
<td>Francyenne Maynard</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3980</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>972-238-6352</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>972-669-6590</td>
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District Title IX Coordinator

<table>
<thead>
<tr>
<th>Office of Institutional Equity</th>
<th>Name</th>
<th>Email Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>LaShawn Grant</td>
<td><a href="mailto:TitleIX-District@dcccd.edu">TitleIX-District@dcccd.edu</a></td>
<td>214-378-1633</td>
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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.

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. 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.

PRINTING ON CAMPUS
Printing in the Learning Commons (Library and Tutoring Center) cost 10 cents a page. You must bring a one, five, ten, or twenty dollar bill to the lab to create a print account before you can print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. No cash refunds are possible. An account stays active (and therefore, you can print) as long as the account has value (that is, has money in it).

RELIGIOUS HOLIDAYS/OBSERVANCES
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog section on Student Responsibilities.

STUDENT E-MAIL:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send 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.

INCLEMENT WEATHER STATEMENT
In the event there is inclement weather that affects regular scheduled classes and events on the Eastfield College campus, the Dallas County Community College District and Eastfield College web pages will display a notification of any closings or delays. If there is no notice of changes or delays, then classes are in session as usual. You also may refer to announcements on major television and radio stations (like KEOM-FM radio 88.5) in the event that the DCCCD or Eastfield College Internet sites cannot be accessed.

OBTAINING GRADES AT THE END OF THE SEMESTER
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
Dr. Cho reserves the right to amend this syllabus as necessary.

FOR ADDITIONAL INSTITUTIONAL POLICIES, VISIT THIS LINK: