Welcome to Lifespan Growth & Development 2314-42490-42489 online! I am confident that we will have a productive Semester term learning selected issues related to lifespan growth & development from a psychological perspective/approach. This course will require intensive reading and studying of designated chapters in addition to taking exams, and completing chapter quizzes. You will have 5 major chapter exams worth up to 100 points each and 25 chapter quizzes worth up to 15 points each, and one mandatory psychological disorder paper worth up to 125 points (details in reference to the mandatory psychological disorder paper are listed below). I will also include one extra credit Epilogue quiz worth up to 15 points, and an extra credit research paper worth up to 25 points. However, keep in mind that all exams, quizzes, and the mandatory psychological disorder paper must be completed in order to earn the extra credit points. You will be allowed to complete your quizzes, exams, and psychological disorder paper at your own pace, however they must all be completed before 5:00 PM on January 4, 2018. Please note this date.

The Psychological Disorder Paper – Will require that you choose any psychological disorder (PTSD, General Anxiety Disorder, Munchhausen by proxy, etc...) and provide a two to three page paper. The paper must include the definition of the disorder, symptoms, treatment and prognosis. References must be included at the end of your paper. You may write your paper in APA or MLA format (12 font, double spaced). Paper is due before 5:00PM on January 4, 2018.

Please Read Below and Page (6 -11) for detailed information.
You are also required to introduce yourself to the class prior to 5:00 PM on December 13, 2017, 1) tell us why you have enrolled in this course 2) what your educational goals are for the future 3) how you intend to be successful in this course (for example setting aside one hour every day to work on this course etc...). This introduction is required as it will let me know that you will be participating in the course. This is a mandatory assignment worth up to 5 extra credit points if you answer all three questions in your initial post.

Course Materials:


Important Information Concerning Exams and Quizzes

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

Also review the Attachment at the end of this syllabus for information pertaining to Respondus Lockdown Browser.

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

1. Am I willing to read?

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

2. Am I willing to spend time on this course?

This online course will require as much time as a traditional campus course will require. You will need to spend time reading, taking notes, completing assignments, and preparing for chapter exams. If you are not willing or able to spend the necessary time on this course, you are not likely to pass.
If the answer to either of these questions is “no,” you may seriously need to reconsider your enrollment.

3. **Am I technically ready to take an online course?**

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

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

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

**Course Materials:**


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

By Phone: 1-800-325-3252

Efollett Bookstore located on the Eastfield College campus.

**Please note that your professor cannot recommend any other textbook for this course.**

**Personal Opinion Regarding Text Book Purchasing**

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

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

Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. (3 Lec hours).

Student Learning Outcomes

All assignments and activities in this Psychology 2314 course are designed to help students achieve the following outcomes.

1. Describe the stages of the developing person at different periods of the life span from birth to death.

2. Discuss the social, political economic, and cultural forces that affect the development process of the individual.

3. Identify factors of responsible personal behavior with regard to issues such as sexual activity, substance abuse, marriage and parenting.

4. Explain the biosocial, cognitive and psychological influences throughout the lifespan as an ongoing set of processes, involving both continuity and change.

5. Describe the different developmental perspectives of the major theories of development (i.e. cognitive, learning, humanistic and psychodynamic).

6. Identify examples of some of the cultural and ethnic differences that influence development throughout the lifespan.

7. Discuss the various causes of reasons for disturbances in the developmental process.

Course Objectives:

**Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

**Communication Skills** – to include effective development, interpretation and expression of ideas through written, oral and visual communication.

**Empirical and Quantitative Skills** – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

**Social Responsibility** – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities via computer, the internet and e-mail.

**Psychology 2314, is part of the core curriculum and addresses the following Student Learning Outcomes and Core Objectives as set forth by the Texas Higher Education Coordinating Board: Coordinating Board Academic Approval Number 4227035125.**
**Academic Courses:** Designated by the Texas Higher Education Coordinating Board for transfer among community colleges and state public four-year colleges and universities as freshman and sophomore general education courses.

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

**Orientation:**

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

**Information you will need to know:**

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

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

**TECHNICAL ISSUES:**

If you should have any technical difficulties in starting this class- please send an e-mail to ecampus.support@dcccd.edu or call STUDENT TECH SUPPORT at (972) 669-6402. If you have questions about your technical readiness to complete an online course, you may also go to the Training and Support tab located on the top of the eCampus page.

*It is not your professor’s responsibility to prepare you for an online course.*

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

**Please note:**
The Eastfield computer lab is available for those individuals that may not have access to a computer, and wish to ensure that assignments, exams, projects etc...are submitted in a safe environment. Just make certain that you are using a computer that has Respondus LockDown. Failure to do so is a student issue and exams or quizzes will not be reset.

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

STUDENT LEARNING REQUIREMENTS

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

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

- Organizing study time
- Maintaining self-discipline
- Acquiring necessary working skills
- Studying efficiently by reading effectively and taking notes
- Completing assignments on schedule and gaining test-taking skills
- If you are motivated, familiar with the delivery systems in use, and encouraged and supported by family etc...you will be a successful distance learner.

EASTFIELD COLLEGE EMAIL POLICY:

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

**Your responsibilities toward completing this course successfully are stated below:**

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

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

There is only one circumstance when a test will be reset and that is, if, the issue is caused by e-campus and technical support staff definitively confirm it is “their” issue.

When you call or e-mail tech support you will be provided with a ticket number. Make certain that you document the ticket number and that you document the person’s name that assists you.

If technical problems are encountered due to “student issues” (not being technically ready, browser issues, losing connection because of location, clicking on the wrong exam or quiz, remaining in an exam or quiz longer than the designated time allotted, submitting a blank paper etc…) exams, quizzes, papers, etc… will not be reset. It is the students' responsibility to ensure they are clicking on the correct exam or quiz, as well as, being technically ready to take an online course. Never take an exam in areas such as bus transportation facilities, airports, etc... where you may easily lose your connection.

3. A) Introduce your-self (Mandatory) as instructed at beginning of Syllabus prior to 5:00 P.M. on December 13, 2017, this assignment is worth up to 5 extra credit points.

B) Take five (5) major chapter examinations/tests (worth up to 100 points each) for a total of up to 500 points.

C) Take 25 Quizzes worth up to 15 points each for a total of up to 375 points.

D) Complete the mandatory psychological disorder paper worth up to 125 points prior to 5:00 P.M. on January 4, 2018. No late assessment papers will be accepted.

E) I have included an extra credit Epilogue quiz (worth up to 15 points) as well.

F) You will have 90 minutes to complete each exam and 40 minutes to complete each quiz. Do not go over the time limit.
This course is set up to allow you to complete your quizzes and exams on your own time however they must all be completed before 5:00 P.M. on January 4, 2018.

Please note that the Introduction post is due on December 13, 2017.

**IMPORTANT NOTE:** For example, do not begin an exam at 4:30, 4:50 PM on January 4, 2018, because the course will close at 5:00 PM. whether you are finished or not. “There Are No Make Up Examinations, quizzes, or mandatory assessment papers - PERIOD”.

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

4. This is an on-line course and we will never physically meet as a class. If you need to see me in person, please e-mail me at dfalls@dccc.edu you must include in the subject line (PSYC-2314-42489) or if you are in the other class PSYC-2314-42490) 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 your professor to be able to contact you if needed. You will receive a response within 24 hours. **Be advised that your professor will not respond to e-mails or telephone calls on weekends or official school holidays.**

Also, please make certain that you always communicate with your instructor and/or your fellow students in a professional and civil manner.

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

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

7. Please note that your professor will respond to student e-mails (that have the required information in the subject line) within 24-hours M-F.

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

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

**Mandatory Introduction** (worth up to 5 points) Total Points Earned____

**EXAMS**

Test 1  Chp.  1, 2, 3, 4, 5  Total Points Earned ___
Test 2  Chp.  6, 7, 8, 9, 10  Total Points Earned ___
Test 3  Chp.  11, 12, 13, 14, 15  Total Points Earned ___
Test 4  Chp.  16, 17, 18, 19, 20  Total Points Earned ___
Test 5  Chp.  21, 22, 23, 24, 25  Total Points Earned ___

Tests are worth up to 100 points each

Quizzes 1 – 25  Total Points Earned ___

Quizzes are worth up to 15 points each

**Mandatory PSYC disorder paper**  Total Points Earned ___

Worth up to 125 points

**Extra Credit Epilogue (Not required)**  Total Points Earned ___

Worth up to 15 points

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

**Important Information Concerning examinations & quizzes**

All examinations/tests, quizzes must be completed prior to 5:00 PM on January 4, 2018.

All examinations and quizzes are timed for completion and you are “prohibited” from trying to copy the examinations/quizzes or back tracking. It is your responsibility to keep up with the time. Going over the time limit will result in “0” points and no reset of exam or quiz.

Additionally, make certain that when you decide to take your exam you are at a location where you will not be interrupted, by work, children, parents, pets, neighbors, friends, etc ... There are NO MAKE UP EXAMINATIONS, QUIZZES, OR OTHER ASSIGNMENTS “PERIOD”.
Use your study time wisely and do not wait to take the exams/quizzes or required assignments at the last minute or on the last day. Give yourself plenty of time to complete all required course assignments. Remember that all exams and quizzes are timed.

YOU must keep up with the time on exams and quizzes because there may not be any buzzards, ring tones, etc... to warn you that your time is ending. You will simply be logged out of the examination AND NO OPPORTUNITY WILL BE GIVEN TO RE-TAKE THE EXAMINATION.

Calculating Final Course Grade:

This course has a 1000 point grading scale

- The major exams in this course total 500 points
- The major quizzes in this course total 375 points
- The Mandatory PSYC disorder Paper total 125 points

TOTAL POINTS: $500 + 375 + 125 = 1000$ POINTS

COURSE GRADE EQUIVALENCIES:

- A = $900 – 1000$
- B = $800 – 899$
- C = $700 – 799$
- D = $600 - 699$
- F = $599 – BELOW$

- You will be allowed to take your exams & quizzes at your own scheduled time. However, all course work must be completed prior to the closing date of this course which is; 5:00 PM on January 4, 2018 (No exceptions). It is critical that you pace yourself throughout the wintermester to ensure that you complete all requirements prior to the closing date.
- Please note that clicking on the wrong exam, quiz, clicking on another exam because you cannot access a specific one etc... is a student issue and no exam or quiz will be reset for this reason. The only way an exam or quiz will be reset is if it is an e-campus issue and tech support can definitively tell your instructor that it was an e-campus issue not a student issue.

While not all inclusive the following are considered “student issues”

- Computer battery failure – always make certain that your computer battery is fully charged.
- Attempting to complete an exam, quiz, or assignment (or submitting an assignment) via cell phone, ipad etc...
• Submitting a written course assignment in anything other than a “word document” compatible with blackboard.
• Submitting a blank word document. Always check and double check to ensure that all written assignments actually are attached. If your professor cannot pull up the document you will not receive a grade (no exceptions).
• Clicking on the wrong exam, quiz, etc... is a student issue and no exam or quiz will be reset for this reason. The only way an exam or quiz will be reset, is if it is an e-campus issue and tech support can definitively tell me, it was an e-campus issue not a student issue.

Helpful Information

• You should study the material before taking the exams and quizzes. If you are attempting to look everything up while taking the exam you aren’t going to be able to answer all of the questions before the time limit expires.
• When studying you should take notes to focus your attention and maximize your study time and efficiency (don’t waste your time with passive reading, actively take notes and learn).
• Review the flashcards and Power-Points provided.

Extra Credit

Extra credit is extra – it is not required. Extra credit is provided for:

• Students who want to bank some extra points.
• Students who need points due to low exam or quiz scores.
• Students who want to do more than what is required to maintain their high number of points.
• Some students find the extra credit challenging and fun. If you find that you aren’t one of those students, and you simply want things to be done and finished and simpler and quicker, then you probably won’t want to spend much time on the extra credit as you will just get frustrated.
• Extra credit is not easier than the required exams, quizzes, written papers etc... The required exams are the easiest way to get points for this class.

I have Included the Following Extra Credit

• Epilogue Quiz: Should be taken after all exams and quizzes have been completed). Possible number of points you can earn 15 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.

**Financial Aid Statement for Distance Learning Classes:**

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 academic related activities pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask questions about the academic subject studied in the course; submitting academic assignments; taking exams; completing interactive videos; participating in computer-assisted instruction; attending study groups assigned by the instructor; or participating in online ongoing discussions boards (course introductions do not count) about academic issues relating to course materials. 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 academically related activities such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid and financial aid status.

**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 noted Eastfield College Web page drop date. Failure to do so will result in your receiving a performance grade, usually an “F.”

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

For information about drop deadlines, refer to the current on-line Credit Class Schedule, contact the Admissions/Registrar’s Office at 972 – 860-7167 (Room C119), or contact the division office.

Students often drop courses when help is available that would enable them to continue. I hope you will discuss your plans with me if you feel the need to withdraw.
STOP BEFORE YOU DROP

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

https://www1.dcccd.edu/coursedrops

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

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.
ACADEMIC HONESTY

Academic honesty is expected, and integrity is valued in the DCCCD. Scholastic dishonesty is a violation of the Code of Student Conduct. **Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. The consequence for academic dishonesty is a minimum of receiving a zero for that assignment or test and may include an “F” in the course and the reporting of the dishonesty to the Dean of Students.**

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

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

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

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

ADA STATEMENT

Students with a physical, mental, or learning disability who require accommodations should contact the College Disability Services Office in C237. Call 972- 860-8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html. If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office.

RELIGIOUS HOLIDAYS: For Lecture Classes Only

Absences for observance of a religious holy day are excused. **Notification of the absence must be given to the instructor in writing at least “two” weeks prior to the date of the holy day.** A student whose absence is excused by the instructor to observe a religious holy
day is allowed to take a make-up examination or complete an assignment within a reasonable time before/after the absence at the instructor’s convenience before/after the absence. Notifying the instructor “two” weeks prior to the holy day is mandatory for consideration.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

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

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND THIS SYLLABUS AS NECESSARY.

DCCCD OIE Syllabi Statement- FALL 2018

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 Number</th>
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<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>
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</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>Location</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
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</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>
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</table>

District Title IX Coordinator

Office of Institutional Equity LaShawn Grant TitleIX-District@dcccd.edu DCCCD OIE

Syllabi Statement- Wintermester 2017/18

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
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>
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<th>LaShawn Grant</th>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:TitleIX-District@dcccd.edu">TitleIX-District@dcccd.edu</a></td>
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</tbody>
</table>
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.

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**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.

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I hope this information is helpful!

Warm Regards,

Professor Falls