<table>
<thead>
<tr>
<th><strong>GENERAL INFORMATION</strong></th>
<th><strong>COURSE SPECIFIC DATA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PSYCHOLOGY 2301,</strong></td>
<td>El Centro College, Dallas County Community College District</td>
</tr>
<tr>
<td>Academic Transfer Division, 214.860.2110</td>
<td><strong>Associate Dean:</strong> William Smith</td>
</tr>
<tr>
<td><strong>General Psychology</strong></td>
<td><strong>Executive Dean:</strong> Anthony (Tony) Mansueto, PhD</td>
</tr>
<tr>
<td><strong>COORDINATOR/DEPARTMENT CHAIR FOR PSYCHOLOGY:</strong> Roger Copeland</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>INSTRUCTOR CONTACT DATA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number:</strong> PSYC 2301</td>
</tr>
<tr>
<td><strong>Course Title:</strong> General Psychology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Course Description:</strong> The Texas Academic Course Guide Manual (ACGM) lists PSYC 2301 as, “Survey of major topics in psychology. Introduces the study of behaviour and the factors that determine and effect behaviour.”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approval Number:</strong> 42.0101.51 25</td>
</tr>
<tr>
<td><strong>CIP Area:</strong> Psychology</td>
</tr>
<tr>
<td><strong>maximum SCH per course:</strong> 3</td>
</tr>
<tr>
<td><strong>maximum SCH per student:</strong> 3</td>
</tr>
<tr>
<td><strong>maximum contact hours per course:</strong> 48</td>
</tr>
</tbody>
</table>

**CERTIFICATION OF COURSE ATTENDANCE AND PARTICIPATION**

**Instructor’s Note:** Student’s attendance in class is certified on the 12th class day. Inasmuch as El Centro College holds classes seven days a week, Certification Day will always fall precisely 12 days from the first class day, weekends included.

“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 your courses to include such as those indicated below but not limited solely to the following examples:

1. initiating contact with your instructor to ask a question about the academic subject studied in the course;
2. submitting an academic assignment;
3. taking an exam;
4. completing an interactive video;
5. participating in computer-assisted instruction;
6. attending a study group assigned by the instructor; or
7. 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.”
COURSE PREREQUISITES  Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in reading.

INSTRUCTOR’S NOTES: While satisfactory completion (A, B, C) of ENGL 1301 is not a State of Texas mandated prerequisite for this class, please be aware that ANY psychology class is both READING AND WRITING-INTENSIVE. You will provide a MINIMUM of THREE (3), written assignments presented in American Psychological Association (APA) style. Students who have not taken ENGL 1301 AND ENG 1302 prior to taking this class will find these assignments exceedingly difficult – if not impossible – to complete.

COURSE OBJECTIVES  Instructional goals are directed toward enabling students to recognize and recall basic facts and describe major concepts and terminology in all fields of psychology. Instructional materials will be provided through the assigned textbook(s), lecture presentations, and on a class-related web site. Mastery of these goals will be assessed via exams and assignments that focus on each of the knowledge skills indicated below.

Statement of Purpose. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Core Objectives. Through the Texas Core Curriculum, students will prepare for contemporary challenges by developing and demonstrating the following core objectives:

(A) Critical Thinking Skills: to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information;

(B) Communication Skills: to include effective development, interpretation and expression of ideas through written, oral, and visual communication;

(C) Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;

(D) Social Responsibility: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

For additional information, see THECB Core Curriculum standards.

LEARNING OUTCOMES  Hold for information sent to me by CHRISTINA per meeting with Glenda on 09 Aug 2016. Student Learning Outcomes (SLOs) are based on the Core Objectives as indicated above. Outcomes specific to ALL psychology classes at El Centro College are indicated below.

(A) Critical Thinking: Student is able to ...
(1) Ask questions leading to identifications of problems or challenges;
(2) Operationalise terms in concrete and absolute terms;
(3) Determine if what is claimed, alleged, or stated is based on valid (empirical) evidence;  
(4) Investigate one’s own biases and assumptions to assure they do not interfere with consideration of empirical evidence;
(5) Avoid argument by anecdote in favour of evidence-based discussion;
(6) Keep an open mind, and consider all empirical possibilities;
(7) Avoid decisions based on emotion in favour of those based on empirical sources;  
(8) Acknowledge that evidence supports phenomena; it does not prove its existence.  

**Communications Skills:** Students will communicate in both written (via homework assignments, term papers, and exams) and oral form (class discussion) with the Instructor and their classmates.

(C) **Empirical/Quantitative Skills (Scientific Methodology):** Student is able to
(1) See potential relationships among observed phenomena;
(2) Consider plausible outcomes (consequences) of observed phenomena, and offer alternative solutions;
(3) Determine if conclusions are based on anecdote or scientific evidence.

(D) **Social Responsibility:** Students will demonstrate social responsibility through ethical behaviour in class in terms of displaying academic integrity. Students will engage in use of digital and electronic media for submission of assignments and taking exams by performing these activities via the BlackBoard Bb 9.1™ digital platform rather the use of traditional pen-and-paper formats, thus lowering their carbon footprint through use of digital technology.  
In addition to the four learning outcomes mandated for the Social Sciences by the State of Texas, the Department of Psychology at El Centro College also requires the two following student learning outcomes.

(E) **Theoretical Foundations of Psychology:** Student is aware of and understands the major perspectives from which psychology is studied (Psychodynamics, Behaviourism, Biological, Neuroscience, Humanistic, Cognitive, Humanistic, and Evolutionary), and can demonstrate knowledge of each perspective.

(F) **Information Literacy:** Students will demonstrate their abilities in each of the following skills.  
(1) Create research strategies using online academic and professional databases;  
(2) Construct appropriate citations from a variety of sources using American Psychological Association (APA) style and NoodleTools software;  
(3) Demonstrate understanding of plagiarism through correct use of appropriate APA style references in text and on References page(s) within a research project; and  
(4) Integrate discipline specific relevant information from a variety of sources in writing homework assignments and research papers.

**Core Courses and Intellectual Competencies**

**Reading:** Reading at the college level means the ability to analyse and interpret a variety of printed materials – books, articles, and documents. A Core Curriculum class should offer students the opportunity to master both general methods of analysing printed materials and specific methods for analysing the subject matter of individual disciplines. ANY psychology class is labour-intensive with regard to reading.

**Writing:** Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Though correct grammar, spelling, and punctuation are each indispensable elements in any composition, they
do not automatically ensure that the composition itself makes sense or that the writer has much – if anything – to say that is worthwhile or relevant to the assignment. Students need to be familiar with the writing process including how to discover a topic, how to develop and organise it, and how to phrase it effectively for their audience. These abilities can be acquired ONLY through practice and reflection.

SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media. As with writing, the best way to acquire this skill is through practice.

LISTENING: Listening at the college level means the ability to analyse and interpret various forms of spoken communication.

CRITICAL THINKING: Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem-solving is one of the applications of critical thinking, and is used to address an identified task. For purposes of this class – and any class at El Centro College – critical thinking is defined as follows.

“Critical thinking is a disciplined and continuous process of asking the right questions and practicing logical thought processes to come to justifiable conclusions. Critical thinking is a disciplined and continuous process of asking the right questions and practicing logical thought processes to come to justifiable conclusions.”

COMPUTER LITERACY: Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available. At the local level, this means students must be able to successfully navigate and use the eCampus software required for participation in this class.

COURSE OUTLINE AND CALENDAR

| Week 1 – Monday | Syllabus Review, Academic Honesty, and APA Style |
| HOMEWORK: Watch APA Tutorial at |
| Wednesday – Power Points on APA Style |
| Assignment: Read Chas. 1 – 4 in *Concise Rules of APA Style, 6th Ed.*, (2010, American Psychological Association) |

| Week 2 – Monday | Class discussions of Chapters 1 through 4 in *Concise Rules of APA Style, 6th Ed.*, (2010, American Psychological Association) |
| Assignment: Read Chas. 5 – 8 in *Concise Rules of APA Style, 6th Ed.*, (2010, American Psychological Association) |
| Wednesday | Class discussions of Chapters 5 through 8 in *Concise Rules of APA Style, 6th Ed.* |
Week 3 - Monday  
Wednesday  
Cervone – Cha. 1 – Introducing Psychology  
Complete Cha. 1

Week 4 - Monday  
Wednesday  
Cervone – Cha. 2 – Research Methods  
Complete Cha. 2

Week 5 - Monday  
Wednesday  
Cervone – Cha. 6 – Memory  
Complete Cha. 6.

APA HOMEWORK ASSIGNMENT ONE – FORMAT an Abstract in APA STYLE using one of the COMMON SOURCE articles in the COMMON SOURCE folder in eCampus. This is due no later than 2359 hours (11:59PM) on SATURDAY, the fifth week of class.

EXAM ONE: Chas 1 through 4 in Concise Rules of APA Style, 6th Ed., Chas 1, 2, and 6 in Cervone text, all Lecture Material, APA Style, and Homework Assignments.
<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 6</td>
<td>Monday</td>
<td>Cha. 3 – The Brain and Nervous System</td>
</tr>
<tr>
<td>Week 6</td>
<td>Wednesday</td>
<td>Complete Cha. 3</td>
</tr>
<tr>
<td>Week 7</td>
<td>Monday</td>
<td>Cha. 4 – Nature, Nurture, and Their Interaction</td>
</tr>
<tr>
<td>Week 7</td>
<td>Wednesday</td>
<td>Complete Nature, Nurture, and Their Interaction</td>
</tr>
<tr>
<td>Week 8</td>
<td>Monday</td>
<td>Cha 7 - Learning</td>
</tr>
<tr>
<td>Week 8</td>
<td>Wednesday</td>
<td>Complete Learning</td>
</tr>
<tr>
<td>Week 9</td>
<td>Monday</td>
<td>Cha 8 – Thinking, Language, and Intelligence</td>
</tr>
<tr>
<td>Week 9</td>
<td>Wednesday</td>
<td>Complete Thinking, Language, and Intelligence</td>
</tr>
<tr>
<td>Week 10</td>
<td>Monday</td>
<td>Cha 9 - Consciousness</td>
</tr>
<tr>
<td>Week 10</td>
<td>Wednesday</td>
<td>Complete Consciousness</td>
</tr>
</tbody>
</table>

**EXAM TWO: Chas 3, 4, 7, 8, and 9, all Lecture Material, all Additional Reading Material.**

**OPEN WEEK 10: Monday through the following Monday**

**APA HOMEWORK ASSIGNMENT TWO – Common Source Article Critiqué in APA Style and with appropriate APA Citation(s). Due no later than 2359 hours (11:59PM) on SATURDAY of the NINTH week of class.**

| Week 10 | Monday | Cha 11 - Motivation                                                |
| Week 10 | Wednesday | Complete Motivation                                                |
| Week 11 | Monday | Cha 12 – Social Psychology                                        |
| Week 11 | Wednesday | Complete Social Psychology                                        |
| Week 12 | Monday | Cha 13 – Personality                                               |
| Week 12 | Wednesday | Complete Personality                                              |

**12 APRIL 2017, WEDNESDAY – LAST DAY TO DROP A CLASS WITH A GRADE OF “W” – ROOM A130, BY 7:00 PM.**

**APA HOMEWORK ASSIGNMENT THREE – Common Source Article Critiqué on an article of YOUR CHOICE from the PUB MED database, submitted in APA Style and with appropriate APA Citation(s). Due no later than 11:59 PM (2359 hours) on SATURDAY of the TWELFTH week of class.**

| Week 13 | Monday | Cha 15 – Psychological Disorders I: Anxiety and Mood Disorders   |
| Week 13 | Wednesday | Complete Psychological Disorders I                                |
| Week 14 | Monday | Cha 16 – Psychological Disorders II: Schizophrenia, Personality Disorders, Dissociative Disorders |
| Week 14 | Wednesday | Complete Psychological Disorders II                               |

**Week 15 – Wrap Up**

**EXAM THREE: Chas 11, 12, 13, 15, and 16, all Lecture Material, all Additional Reading Material**

**OPEN FRIDAY, 09 DECEMBER 2016 through WEDNESDAY, 14 DECEMBER 2016**

Please note that due to the decreased amount of time allowed for Instructors to grade and compute final course grades, **Exam 3 will be open and available to you ONLY between Friday, 09 DECEMBER and Wednesday, 14 DECEMBER 2016.**
** REQUIRED TEXTS AND MATERIALS **

**ATTENTION**

**STUDENTS!**

**SCROLL TO THE NEXT PAGE FOR SCREEN SHOT TO ACCESS THE LAUNCHPAD BUILDING BLOCK FOR THIS COURSE.**

Our last class day will be Wednesday, 07 DECEMBER 2016. Monday through Thursday of the following week – 12 through 15 DECEMBER 2016 – is FINALS WEEK. We do NOT have classes during that week. You will take your THIRD Unit Exam IN THE ASSESSMENT CENTRE between Friday, 09 DECEMBER and Wednesday, 14 DECEMBER 2016.


NOTE: A student of El Centro College is NOT under any obligation to purchase textbooks from a university/college affiliated bookstore. The same textbook(s) may also be available from independent retailers, including online retailers (see THECB TAC Rule 4.218(c)).

You may wish to purchase your textbook and the required LaunchPad software directly from the publisher. Inasmuch as ALL your exercises will be in the LaunchPad system, you MUST have this software. Purchasing from the publisher will provide you with a digital copy of the textbook and all study and supplemental materials available to students in this course. Further, purchasing this “package” directly from the publisher is considerably less costly ($85.00) than purchasing your Cervone textbook elsewhere. THIS IS THE LEAST COSTLY OPTION FOR PURCHASING YOUR TEXTBOOK AND THE LAUNCHPAD SOFTWARE. If you are interested in this option, go to this link.

http://www.macmillanhighered.com/launchpad/cervone1e/1244315/ECommerce/Unauthenticated#/index

I have recently been informed by the publisher of the Cervone textbook that you may now purchase the loose-leaf edition WITH the LaunchPad key in our bookstore for the same price of the digital copy of the textbook online from the publisher, McMillan. The new pricing for either edition is now $49.95.

See the screen shot below; once there click on the link indicated by the arrow and follow the instructions. This will allow you to purchase the entire package for less than $90.00, as significant savings over other retailers. Feel free to contact me via email (mweston@dcccd.edu) if you have questions or concerns regarding this process.
INSTRUCTOR’S COMMENTS: In the event you purchase your textbooks from retailers other than the El Centro College Bookstore or the publishers, be sure to take the following issues into consideration.

1. Insure that the ISBNs of the text(s) you intend purchasing for ANY class are IDENTICAL to those specified by your instructors. This assures you of having the most recent edition of your texts.

2. If you do not purchase your text “NEW” – NOT USED – from either the El Centro Bookstore or the publisher – MacMillan Higher Education - you will NOT have the “Key” that allows you access to the LaunchPad software and you will have to purchase that separately ...at a cost of $90.00.

3. Be a WISE CONSUMER and THINK CRITICALLY before purchasing your textbooks from ANY source.

THREE to FOUR equally weighted exams over the course of the semester and three APA style homework assignments. Timely submission of homework assignments is required for successful completion of this class. Citations are REQUIRED in the text of and on the References pages of ALL assignments and MUST be completed in accordance with the directions on the ECC Library’s Psychology page and/or your APA Style textbook. All assignments and papers in this class MUST be submitted electronically through the eCampus platform and be written in American Psychological Association (APA) style. Work not submitted in accordance with these requirements will not be accepted, and a zero (Ø) will be recorded as your grade on such assignments. THERE ARE NO EXCEPTIONS TO THIS POLICY. Final grades will be determined based on percentage of cumulative
total points attained by the individual student divided by total points available in the course. The resulting percentage will determine student’s final grade.

**Grading Scale**

<table>
<thead>
<tr>
<th>A: 90% and above</th>
<th>B: 80-89%</th>
<th>C: 70-79%</th>
<th>D: 60-69%</th>
<th>F: 59% and below</th>
</tr>
</thead>
</table>

**Exams and Assignments**

Three to Four major exams (100 pts each = 300/400 pts total)

Class Participation. 100 pts available. Points are based on how much you participate in the class process by asking questions, making viable observations, and showing the instructor that you are READY to participate if called upon.

Supplemental Instruction. 100 pts available. Points are based on the number of sessions attended. Three homework assignments (50 pts each = 150 pts total)

There are 650 absolute points available in this class. Your total points at end of term will be divided by the total number of available points to determine the percentage of work completed. That percentage will be your final grade in the class (e.g., a total of 550 points accrued by the student divided a possible total of 650 points (455/650 = 70.0 points = .70) would be 70%, or a C as a final course grade). The MINIMUM number of points for a grade of C is 455. Keep in mind that if you transfer to another institution, the lowest grade that will transfer with you IS a C, or 70%. Points accrued from your LaunchPad exercises will serve as extra credit and will boost your final percentage of work completed beyond the available 650 points.

**Attendance Policy**

Attendance will be taken at the beginning of each class period. Students not in the classroom when their name is called will be counted as ABSENT.

Course Drop Date:

The last day to withdraw from a course will result in a performance grade (F, in more instances than not.)

**Rules for Submission of Assignments in ALL El Centro College PSYC 2301 and 2314 Classes**

**RULE ONE:** Students WILL use the APA Style Template as provided them. Students WILL master use of APA Style. This is NOT an option; it IS an ABSOLUTE REQUIREMENT of any psychology course at El Centro College.

**RULE TWO:** Students are NOT permitted to use direct quotations in any written assignment in this class. NEVER. Chimpanzees can copy-and-paste information on a computer. You are a human being; you are smarter than a chimpanzee. YOU are required to PARAPHRASE information obtained from your source(s) and type that into your assignment(s). Chimpanzees cannot paraphrase; you CAN, and you WILL. Copying-and-pasting TEACHES YOU NOTHING. NOTHING IS LEARNED ABOUT THE TOPIC at hand, AND THE ONLY SKILL IMPROVED UPON IS MANUAL DEXTERITY IN COPYINNG AND PASTING. If I catch you using direct quotes – and rest assured, I WILL – even though you may have cited your source(s), you WILL RECEIVE A ZERO ON THE ASSIGNMENT.

**RULE THREE:** Sources for your work WILL BE CITED IMMEDIATELY on referring to them. This means you WILL be citing your source(s) in the middle of sentences. You WILL NOT WAIT UNTIL THE END OF THE SENTENCE OR THE END OF THE PARAGRAPH. You will cite your sources in (1) your ABSTRACT, (2) the NARRATIVE SECTION of your work, (3) the COMMENTS SECTION of your work, and (4) you will have a COMPLETE APA STYLE CITATION for EVERY SOURCE cited in your Abstract, Narrative, and Comments sections listed in the REFERENCES section of your assignments.
RULE FOUR: ALL assignments WILL BE TYPED. This is College, and college professors expect your work to be typed. Get used to it.

RULE FIVE: ALL assignments WILL BE TYPED IN AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) STYLE. Your citations – both in the context of your work and on your References page will be formatted in APA Style... NOT Modern Language Association (MLA) style, and NOT Chicago Turabian style. This is a PSYCHOLOGY class. We have our own way of formatting documents and documenting our sources. You will learn both, and you will use them consistently.

RULE SIX: Assignments not submitted in APA style WILL NOT BE ACCEPTED AND WILL RECEIVE AN AUTOMATIC ZERO, as the assignment will not have met the requirements of the course or the individual assignment. Assignments without appropriate citations – both in context and on your References page(s) – WILL NOT BE ACCEPTED AND WILL RECEIVE AN AUTOMATIC ZERO. Failure to cite your sources as required is PLAGIARISM, and that is an AUTOMATIC ZERO ON ANY ASSIGNMENT IN ANY CLASS. These are among the realities of being in College.

RULE SEVEN: All assignments have a firm due date. Assignments not submitted before the submission links for a given assignment close WILL NOT BE ACCEPTED. A major component of College and University life is learning to accept responsibility for your own behaviour. Start early on your assignments and submit them in a timely manner. Your failure to complete an assignment is NOT my problem; it IS YOURS.

RULE EIGHT: In any disagreement between student and professor on any of the issues detailed in this list, your Instructor WILL have proof of your shortcoming(s), and your instructor WILL win the dispute based on verifiable evidence. Failure to comply with the requirements of the course result in zeros on assignments. Plagiarism results in zeros on assignments. Failure to submit work in the required style and format results in zeros on assignments. This is College. Get used to it.

INSTITUTIONAL POLICIES

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.

6Drop For more information, you may access https://www1.dcccd.edu/6drop

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 the official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). 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 office at 214-860-2484 (A169), or contact the Division Office.

Repeating 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 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. See Third Attempt to Enrol in a Course at http://www.dcccd.edu/thirdcourseattempt/
Financial Aid  If you are receiving any form of financial aid, you 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.

Academic Ethics Any violation of the Student Code of Conduct (as printed in the El Centro College Catalogue and available at http://www1.dcccd.edu/catalog/about/standard.cfm) will be penalized accordingly. All matters of academic dishonesty (plagiarism, collusion, fabrication, cheating, etc.) will result in a failing grade for the assignment in question. Repeated instances of plagiarism will result in a failing grade for the course. All violations will be forwarded to the proper college authorities for review. The College, at its discretion, may impose additional penalties on the student including academic probation, suspension, or expulsion. Disruptive behaviour in any form will not be tolerated, and I have a ZERO TOLERANCE POLICY for plagiarism in any venue. I will provide you a copy of the Academic Integrity document applicable to this class on the first class day.

You are NOT permitted to use direct quotations in any written assignment in this class. Anyone can copy-and-paste quotes directly from a source and into their assignment. THIS PROCESS TEACHES YOU NOTHING, NOTHING IS LEARNED ABOUT THE TOPIC, AND THE ONLY SKILL IMPROVED UPON IS YOUR MANUAL DEXTERITY IN COPYING AND PASTING. If I catch you using direct quotes – and rest assured, I WILL – even though you may have cited your source(s), you WILL RECEIVE A ZERO ON THE ASSIGNMENT. The logic for this dictum will be detailed in class.

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 214.860.2411 (Voice/TTY), visit A110, or go to http://www.elcentrocollege.edu/Student_Services/Disability/

A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day. See General Institutional Policies.

El Centro College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, please take time to watch the overview video:
<table>
<thead>
<tr>
<th>ADA Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious Holidays</td>
</tr>
<tr>
<td>Campus Emergency Operation Plan</td>
</tr>
<tr>
<td>Disclaimer Reserving Right to Change Syllabus</td>
</tr>
<tr>
<td>El Centro College Policies</td>
</tr>
<tr>
<td>Course-Related Institutional Policies</td>
</tr>
<tr>
<td>Food, Drink, Cell Phones, Tablet Laptops, Classroom Etiquette, etc.</td>
</tr>
</tbody>
</table>

http://video.dcccd.edu/rtv/DO/emergency_dccc.wmv
The instructor reserves the right to amend this syllabus as necessary. Provisions contained in this Syllabus do not constitute a contract between the Student and El Centro College. These provisions may be changed at the discretion of the Discipline Coordinator and Instructor. When necessary, appropriate notice of such changes will be given to the Student. The Instructor-of-Record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

General Institutional Policies El Centro College policies as detailed herein may also be found by clicking on the link above.

Course-Related Institutional Policies El Centro College policies detailed herein that may relate directly to this course may also be found by clicking on the link above.

DCCCD, ECC, the Arts and Sciences Division, and your Instructor’s policies are intolerant of disruptions that impede the learning and teaching process. Ringing cell phones, text messaging, and beeping pagers are disruptive to your instructor and your classmates and will not be permitted. Students are required to TURN OFF all cell phones, pagers, etc., for the duration of class. Information regarding emergency contact will be provided in class. Students having cell phones, tablets (e.g., iPads) or Laptop Computers in class will have them taken from them IF your instructor discovers you texting, Facebooking, Tweeting, etc. Electronic devices in the classroom are to be used ONLY IN THE LEARNING PROCESS. Any deviation from this dictum will find you without your device until the end of class AND an automatic 10-POINT REDUCTION OF YOUR FINAL COURSE GRADE. Rudeness to your classmates, your instructor, or a guest speaker WILL NOT be tolerated, and any such behaviour will result in an automatic 10-POINT REDUCTION OF YOUR FINAL COURSE GRADE.
### Children on Campus

El Centro College strives to preserve an environment most conducive to teaching and learning for all enrolled students. Minor children may not be brought to classrooms, labs, testing areas, or study areas of the college. This practice is disruptive to the learning process. Children who are taking part in organized scheduled activities, or who are enrolled in specific classes, are welcomed. For reasons of security and child welfare, the college will not permit unattended children to be left anywhere on the premises. Students/Parents who have problems with childcare should visit the advisement/counselling centre or the Adult Resource Centre to receive referrals to childcare services in the area.

### Computer Use Policy

This class will require you to utilize campus computers. Please see the computer use policy for the district under the student code of conduct at [http://www1.dcccd.edu/cat0406/ss/computer.cfm](http://www1.dcccd.edu/cat0406/ss/computer.cfm)