EASTFIELD COMMUNITY COLLEGE

SOCIAL SCIENCE Division, G-237

LECTURE COURSE SYLLABUS

SPRING 2020

Meets at the PLEASANT GROVE CAMPUS, 802 S. Buckner, Dallas, Texas

PSYC 2301 43760
January 21 – May 14, 2020

Psychology 2301 General Psychology

All exams, quizzes & assignments must be completed before May 15, 2020 at 5:00PM

Please note this in your schedule


Instructor: Nikki Brown, MA, LPC

Email: nxb0005@dcccd.edu
GENERAL PSYCHOLOGY 2301
SPRING 2020
Instructor: Nikki Brown
Email Address: nxb0005@dcccd.edu
Office Hours: by appointment only
Office Location: ___
Division: Social Sciences & Human Services Division
Course Number: GENERAL PSYCHOLOGY 2301
Section Number: 43760
Class Meets on Tuesday & Thursday of each week:
2301 43760 Classroom: RM 210_ 5:30 PM - 6:50 PM
Credit Hours: Three (3)

Welcome to - General Psychology 2301. I am confident that we will have a productive Semester learning selected issues related to psychology. The course topics are interesting, and I believe that you will enjoy reading your assigned course book. This professor may require students to take exams, complete homework assignments, quizzes, and psychology assessment assignments on-line via e-campus/Blackboard and SafeAssign in addition to taking exams in the classroom. The course professor may proctor exams at will.

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

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

COURSE OVERVIEW

This is a 16-week course and will require intensive reading and studying of designated chapters in addition to taking exams, quizzes, homework assignment quizzes, responding to selected discussion topics, and writing a mandatory psychology assessment focused assignment paper (APA Format).

It is anticipated that you will have fourteen (14) chapter quizzes; each worth up to 10 points for a possible total of 140 points (be advised this may change depending on class activity), one (1) mandatory psychology assessment assignment paper worth up to 50 points, and two major exams (MIDTERM and FINAL) worth up to 100 points each. Class attendance and participation will be worth 10 points each for a possible total of 20 points for the semester.
The Mandatory Psychology Assessment Assignment Paper is due before 5:00 PM on March 17, 2020 at which time grading will begin (not before). Please note this on your schedule because no late submissions will be accepted for any reason.

Extra credit **MAY** also be provided during the semester at the discretion of the course professor. **Be advised, that you are not entitled to extra credit.** If you are not present in class the day extra credit is announced, **for any reason**, you will not be allowed to submit the extra credit assignment. No extra credit assignments will be accepted late for **any reason.** Extra credit is not a replacement for required course work so do not ask for extra credit assignments to make up for course work.

Your goal is to earn the highest number of points on each exam, assignment, extra credit assignment, and mandatory psychology assignment paper.

**How to calculate your course grade:**
2 major exams each worth up to 100 points = 200 points
14 Quiz grades worth up to 10 points each = 140 points
1 psychology assignment paper worth up to 50 points = 50 points
Class attendance and participation each worth up to 10 points = 20 points
Total Points = 410

<table>
<thead>
<tr>
<th>TASK</th>
<th>POSSIBLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUIZES</td>
<td>140</td>
</tr>
<tr>
<td>MIDTERM EXAM</td>
<td>100</td>
</tr>
<tr>
<td>TERM PAPER</td>
<td>50</td>
</tr>
<tr>
<td>ATTENDANCE/PARTICIPATION</td>
<td>20</td>
</tr>
<tr>
<td>FINAL EXAM</td>
<td>100</td>
</tr>
</tbody>
</table>

**POSSIBLE POINT TOTAL**

<table>
<thead>
<tr>
<th>400 AND ABOVE</th>
<th>A +</th>
<th>4.0 and above</th>
</tr>
</thead>
<tbody>
<tr>
<td>370 TO 400</td>
<td>A</td>
<td>3.9 to 3.7</td>
</tr>
<tr>
<td>369 TO 330</td>
<td>B+</td>
<td>3.6 to 3.3</td>
</tr>
<tr>
<td>329 TO 270</td>
<td>B -</td>
<td>3.2 to 2.7</td>
</tr>
<tr>
<td>269 TO 230</td>
<td>C+</td>
<td>2.6 to 2.3</td>
</tr>
<tr>
<td>229 TO 200</td>
<td>C -</td>
<td>2.2 to 2.0</td>
</tr>
<tr>
<td>199 TO 0</td>
<td>F</td>
<td>1.9 to 0.0</td>
</tr>
</tbody>
</table>
Textbook and Other Course Materials


It is your responsibility to ensure that you bring to class pens, pencils, scantrons, writing paper, course books, and laptop computer always. This is a requirement as unannounced pop quizzes and other activities will require the aforementioned items. You will not be allowed to borrow these items from one another in the classroom. As college students it is expected that you follow directions and be prepared for class. Read this syllabus thoroughly and retain a copy for your future reference. The syllabus contains valuable information about this course. Additionally, make certain that you retain your in-class exam Scantrons. Scantrons will be handed back to students following each exam (if taken in class). If you are not present when the professor returns exam Scantrons, they will be discarded.

Please note: The professor reserves the right to proctor any exam, quiz or assignment and to modify any course requirements and calendar due dates as necessary to effectively manage and conduct this course. Students are responsible for contacting the instructor after carefully reading the syllabus and seeking clarification of any requirements that are not understood. Your professor will not answer questions already in this syllabus. You will be directed back to the syllabus to find the answer.

General Psychology 2301 is a Texas Common Course Number. This is a DCCCD CORE CURRICULUM COURSE.

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

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

CORE CURRICULUM
Psychology 2301 satisfies the Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board.

1. READING: the ability to analyze and interpret a variety of printed materials (books, documents, and articles) above the 12th grade level.
2. WRITING: the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience above the 12th grade level.
3. SPEAKING: the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose occasion, and audience above the 12th grade level.
4. LISTENING: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading above the 12th grade level.
5. CRITICAL THINKING: the ability to think and analyze at a critical level.
6. COMPUTER LITERACY: the ability to understand our technological society, use computer-based technology in communication, problem-solving, and information acquisition.

The objective of a behavioral science component of a core curriculum is to increase students’ knowledge of how behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideals.

Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity. Psychology 2301 as part of the Core Curriculum, satisfies the following Exemplary Educational Objectives in Communication as set forth by the Higher Education Coordinating Board. These objectives are to assist students in acquiring the skills to enable them to:

1. to understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation,
2. to understand the importance of specifying audience and purpose and to select appropriate communication choices,
3. to understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication,
4. to participate effectively in groups with emphasis on listening, critical/reflective thinking, and responding
5. to understand and apply basic principles of critical thinking, problem-solving, and technical proficiency in the development of exposition and argument, and global forces on the area under study.
CLASS SCHEDULE / UNITS OF INSTRUCTION

UNIT ONE
- Chapter 1 – Introduction to The Science of Psychology
- Chapter 2 – Biology and Behavior

UNIT TWO
- Chapter 4 - Consciousness
- Chapter 5 – Learning

UNIT THREE
- Chapter 6 - Memory
- Chapter 7 – Cognition, Language, and Intelligence

MIDTERM EXAM

UNIT FOUR
- Chapter 8 - Human Development
- Chapter 9 – Motivation and Emotion

UNIT FIVE
- Chapter 10 – Personality
- Chapter 11 – Social Psychology

UNIT SIX
- Chapter 12 – Stress and Health
- Chapter 13 – Psychological Disorders
- Chapter 14 – Treatment of Psychological Disorders

FINAL Exams Students will be reminded in class of the specific dates and times final exams will be taken for each of the 2301 psychology classes. This schedule is subject to revision. Any revisions will be announced in class.

STUDENT LEARNING REQUIREMENTS
You will need to be self-disciplined and able to work both independently and as a group member as required. Study skills particularly important for any learner (Ekins, 1988) include:
1. Organizing study time
2. Maintaining self-discipline
3. Acquiring necessary working skills
4. Studying efficiently by reading effectively and taking notes
5. Completing assignments on schedule and gaining test-taking skills
If you are motivated, familiar with the delivery systems in use, and encouraged and supported by family, etc. you will be a successful learner.

TECHNOLOGY

All required course work is DUE as outlined by your professor in the course. Waiting until the last minute to complete required course work can be problematic as issues may arise. **Do Not use iPads or cell phones to complete or submit course work.**

Experiencing technological difficulties or not having access to a computer or course textbook are not acceptable reasons for missing required course work deadlines. Students should plan to complete assignments utilizing resources available to them, for example the Eastfield College library and computer lab.

**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 into 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 emails to the professor, the professor cannot contact you with important information.

*If you should have any technical difficulties in starting this class, please send an e-mail to ecampus.support@dcccd.edu or call 1-866-374-7169.*

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

EASTFIELD COLLEGE EMAIL POLICY:

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

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

Be advised that failure to follow the directions will result in your e-mail/s not being read or responded to. This strict policy is important in order to maintain your course information as private as possible. Your professor may send e-mails to students pertaining to course announcements, requirements, activities etc. It is imperative that you make certain that your
e-mail address is correct and that the phone number included in the e-mail is correct as well.

EASTFIELD STUDENT LEARNING OUTCOMES (SLO’S)

Upon successful completion of this course, students will:

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

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

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

4. **Use terminology unique to the study of psychology.**

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

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

**Your responsibilities in completing this course are stated below:**

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

2. **Attendance Policy:** It is important that you attend scheduled class sessions to ensure that you do not miss any important announcements or changes related to the course. If you are not able to commit to regular attendance (for any reason), you may need to reconsider your enrollment in this class. Missing 2 class sessions for any reason will cause your final semester grade to be dropped one letter grade, two letter grades for an additional 2 missed class sessions and so on. For example, you have an A at the end of the semester and have missed 2 class sessions (for whatever reason) your final grade will be dropped to a “B”. Another example, you missed 4 class sessions and have an A at the end of the semester your final grade will be dropped to a C and so on. I realize that
on occasion factors beyond your control may cause tardiness; however, arriving late should not become a consistent occurrence. **Students who are 30 minutes late or leave early will be counted as absent.**

3. It is critical that you review information related to examinations/tests. **There are No Make Up Exams. So please, do not call or e-mail your instructor requesting an exception because none will be given. You are not entitled to a make-up exam.**

**Tests will be administered promptly at the start of class when scheduled by the professor during the class period. You must be on time to take the test. No student will be allowed to take the test after the first test has been turned in. So, please do not ask that an exception be made. Make up tests will not be permitted. Any missed tests will be scored as a “0”**.

4. Several extra credit opportunities may be provided throughout the course of the semester. **Students must be present in class to participate** in extra credit assignments. Students not present, **for any reason**, when extra credit is announced forfeit the opportunity to take part. No exceptions. Students not present when extra credit is announced and that attempt to submit extra credit will be denied the opportunity and no credit will be given. The course professor may increase or decrease the number of exams at will.

5. **Writing across the curriculum**

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

You will submit a mandatory psychology assignment paper (APA format) that will be worth up to 100 points. Your professor will provide the necessary information concerning this assignment. This paper will serve as one of your major grades. Information in reference to this assignment will be provided in class. The designated date when this assignment is due is before 5:00 PM on November 8, 2019 and will be submitted via Safe Assign. **No previously written papers in this course or any other course will be accepted. It is important for you to refer to the Academic Honesty section below when writing any college level paper(s).**

6. If you need to make an appointment with your professor in person, please send an e-mail to nxb0005@dcccd.edu. **You must include in the subject line: (PSYC-2301-__13__). Please fill in the blanks with your section number) 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 the professor to contact you if needed. **If the information is not included, you will not receive a response.**

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

8. Financial Aid information in reference to qualification or certification dates etc… should be discussed with the financial aid office representatives. It is not your professor’s responsibility to answer questions concerning financial aid or certification dates for financial aid.

**LEARNING ACTIVITIES/METHOD OF PRESENTATION**

A variety of learning activities will be utilized in this class including lecture, online Psych-Interactive activities, class discussions, projects, presentations, group presentations, large and small group discussions, in class activities demonstrations and collaborative learning exercises will be utilized. Out of classroom observations or activities, as well as guest speakers may be added. Emphasis is placed on active participation in each class session.

**NOTE:** All courses require a high degree of independent study, online courses much more so. Class Activities will be assigned throughout the semester in an unscheduled manner.**

**PARTICIPATION IN CLASS IS ALSO A CRITICAL PART OF THIS COURSE. EACH STUDENT IS EXPECTED TO BE PREPARED AND READY TO DISCUSS THE TOPIC CHAPTERS IN CLASS.**

At the professor's discretion, opportunities may be given throughout the semester to allow students to research additional topics FROM WHICH YOU CAN EARN EXTRA CREDIT POINTS. THE NUMBER OF POINTS FOR EACH ASSIGNMENT WILL TO BE DETERMINED BY THE INSTRUCTOR. Extra credit assignments must be **complete and turned in on time.** If you are not present for any reason when extra credit assignments are given, you forfeit the right to the extra credit opportunity. **All extra credit assignments will be submitted at the beginning of class after the roll has been taken. NO Exceptions, so please do not ask, call, or e-mail the instructor requesting that an exception be made, because it is unethical and unfair to your fellow classmates. No incomplete extra credit assignments will be accepted.**

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

**OBTAINING FINAL COURSE GRADES (via eConnect)**

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dccc.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.
There are NO MAKE UP EXAMINATIONS for missed exams. PLEASE REMEMBER THAT YOU ARE NOT “ENTITLED” TO A MAKE UP EXAMINATION.

For standard lecture classes the following applies:

Promptness is the standard for this class. If you enter class late, please do so with the least amount of disruption possible. If you are tardy, you are not credited for attendance unless you ask me personally to modify the attendance roll. This will be done immediately “after” class. DO NOT INTERRUPT ME OR YOUR FELLOW CLASSMATES DURING CLASS TO ANNOUNCE YOUR LATE ARRIVAL OR ASK WHAT WE HAVE ALREADY DISCUSSED. IF YOU ARE LATE TO CLASS “DO NOT” DISTURB FELLOW CLASSMATES BY ASKING THEM QUESTIONS AS IT IS DISRUPTIVE AND DISRESPECTFUL.

Please note that excessive absences usually result in significantly lower final course grades. If you are receiving Financial Aid grants or loans, you must begin attendence 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.

CAMPUS POLICIES

CLASSROOM BEHAVIOR
Disruptive behavior in class will not be tolerated. As a college student, you are considered a responsible adult and are expected to show respect toward your professor’s and fellow classmate’s.

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. Please put away electronic devices, including cell phones, ipads, and laptops during class (unless approved by your professor). These devices distract you, they distract people sitting around you, and they distract the professor as well. In order to do well in this class, you need to be fully engaged in the classroom. Sunglasses (unless medically required), large hats, hoods overhead, clothing that reveals undergarments that are considered disruptive or offensive to the professor or your fellow classmates are not to be worn in the classroom. Cellular telephones are to be placed on silent, so as not to be disruptive to the Professor and fellow classmates. Lap tops should not be used during the class period, unless authorized to do so by the instructor. Food and drinks are not allowed in Eastfield College classrooms.

ATTENDANCE POLICY
Your instructor fully supports the attendance policy of the DCCC and this campus. Your ability to satisfactorily complete this course will be hampered by absences and excessive tardiness. Missing 2 classes for any reason will result in your final course grade being dropped one full letter grade. Missing 4 classes for any reason will result in your final grade being dropped two (2) full letter grades. You are expected to be present and on time for all lecture periods.
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**Attendance is your responsibility. If you fail to attend class and do not drop, you may receive the grade of “F”.

*Note: Online courses “attend” by logging on to eCampus and completing assignments and exams. For standard lecture classes the following applies.*

**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, collusion, or any other attempt to receive credit for work that is not one’s own.

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

- **Plagiarism** is defined as the use of an author’s words or ideas as if they were one’s own without giving credit to the source. This goes beyond failure to acknowledge a direct quote to include the conclusions and acquired knowledge of others. (look up the definition in the dictionary)

- **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.

**Students are expected to perform and take all exams without outside assistance unless authorized by the instructor. The consequence for academic dishonesty is a minimum of receiving a zero for that assignment or test, may also include an ‘F’ in the course, and the reporting of the dishonesty to the Dean of Students.**

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

**WITHDRAWAL POLICY (with drop date)**

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office before the published drop date. Failure to do so will result in your receiving a performance grade, usually an “F.”

If you drop a class or withdraw from the college before the official drop with-drawal deadline, you will receive a “W” (Withdraw) in each class dropped.
For information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972 – 860-7167 (Room C119), or contact the division office.

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

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exemption. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

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

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

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.

RELIGIOUS HOLIDAYS
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 determination of the course professor.
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.

DCCCD OIE Faculty Syllabi Statement- Fall 2019

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
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

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
Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825
Cedar Valley Grenna Rollings TitleIX-CVC@dcccd.edu 972-860-8181
Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358
El Centro Shanee’ Moore TitleIX-ECC@dcccd.edu 214-860-2138
Mountain View Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561
North Lake Rosemary Meredith(acting) TitleIX-NLC@dcccd.edu 972-860-3992
Richland Bill Dial TitleIX-RLC@dcccd.edu 972-238-6386
Dallas Colleges Online Le’Kendra Higgs TitleIX-LEC@dcccd.edu 972-669-6672

District Title IX Coordinator
Office of Institutional Equity LaShawn Grant TitleIX-District@dcccd.edu 214-378-1633

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.