Lifespan Growth & Development Syllabus
Cedar Valley College

Instructor Information

Instructor: Elizabeth Casa de Calvo, M.A.
Email: ECasadecalvo@dcccd.edu
Instructor Phone: (469) 530-0405 *Texts are accepted, but please include your full name and course information.
Instructor Office Location: University of North Texas at Dallas Founders Hall, Room 257
Instructor Office Hours: Tuesday, Wednesday, and Thursday from 11:30 am to 1:30 pm and by appointment. I am also available by email or phone. If you get my voicemail I will return your call within 24 hours. If you send an email I will respond within 24 hours on weekdays and within 48 hours on weekends. Note: All written communication will be delivered via e-mail or Blackboard.
CVC Location: Liberal Arts Division Office and Phone: C224, 972-860-2997

Course Information

Course Title: Lifespan Growth & Development
Course Number: PSYC 2314
Section Number: 33001
Semester/Year: Spring 2020
Credit Hours: 3
Class Location: Room C223
Class Meeting Days/Times: 8:00 AM - 9:20 AM Tuesday/Thursday
Class Duration: January 21 - May 14 (16 Weeks)
Course Certification Date: 2/3/2020
Course Withdrawal Date: 4/16/2020

Required Textbook


Course Prerequisites

Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success initiative (TSI) standard in Reading.

Text Texas Core Objectives for Student Learning

Students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical & Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
5. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making.
6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Student Learning Outcomes

Upon successful completion of this course, students should be able to do the following:
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 community 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 or reasons for disturbances in the developmental process.

Course Description

Life-Span Growth and Development is a study of development from conception to death with emphasis on factors which influence growth and development. Consideration will be given to social, emotional, cognitive, and physical growth.

• This is a Texas Common Course Number.
• This is a Core Curriculum course selected by the colleges of DCCCD.
• Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.
• Coordinating Board Academic Approval Number 4227035125.

Course Expectations

In order to be successful in this class, you will need to be actively involved. You are expected to be prepared and on time. The extent of your active involvement will be reflected by your daily participation, and on your performance on exams and assignments. Recommendations: 1) come to class, 2) take comprehensive notes, and 3) read the text before class. Students who do best are generally those with the fewest absences.

Class Notes: It will be your responsibility to take detailed notes and to read the text. Reading assigned chapters before class is also recommended, as it will make note taking easier. Students who miss a class will be referred to their text or to their classmates (see “make-up policies” below for more information about missed assignments).

In-Class Policies

Classroom Conduct: Students are expected to assist in maintaining a classroom environment conducive to learning. Inappropriate behavior in the classroom will not be permitted. Behavior that interferes with either, a) the instructor’s ability to conduct the class, b) the ability of other students to profit from instruction, or 3) with the rights of others will not be tolerated.

Classroom Policies:
• Since discussion is an essential part of this course, please come to class prepared and on time.
• Please turn off your cell phones and electronic devices.
• Please do not come into class late or leave early.
• You are responsible for tracking your own grade progress (see course requirements and grade scale to help you keep track of points earned). If you have questions about your grade come to office hours, make an appointment, or contact me via email. Please do not make specific inquiries about your grade in class.
• No late work will be accepted unless you have a valid, documented excuse (see guidelines noted). If you miss an assignment and you have a valid, documented excuse, notify me as soon as possible via email so we can arrange a reasonable time for you to make up the missed assignment.

Student Code of Conduct: 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/catalog/ss/code.cfm?loc=CVC

Grading Policy
Grading Timeline: While it is your responsibility to turn assignments in on time, it is my responsibility to grade and return them in a timely matter. As faculty we are asked to do this within seven days of the assignment due date. I will do my very best to return each assignment within 2-3 working days from receipt.

Make-Up Assignments: No make-up activities are allowed without proper documentation (e.g., doctor’s note, automobile accident report, funeral announcement, etc.). Additionally, make-ups will not be allowed until your documentation has been verified, which means that documentation must provide a contact name and number. Exceptions will be made for legitimate emergencies at the instructor’s discretion (e.g., illness, death in the family), but only if students contact the instructor within 7 calendar days following the missed assignment. Computer problems, like crashes or lost/corrupted files, are not acceptable emergencies. Be sure to make back-up files of your work. Legitimate make-up work will only be allowed within one week of the missed assignment. If arrangements are not made in a timely manner, documentation (e.g., hospital notice, etc.) will be needed explaining the delay. Otherwise, make-ups will not be allowed beyond one week.

Final Grades: Grades will not be changed after final grades for the semester are submitted, except in cases of documented errors in the computation of a student’s total course points earned or in the recording of a student’s grade. Students should retain all returned assignments until students have confirmed that the final grade has been computed and reported accurately. Please note that students must earn the exact number of points that correspond with the percentage associated with a particular letter grade to earn that grade.

Incompletes: Incompletes are generally reserved for students who have completed the majority of the coursework, but due to circumstances, are unable to complete the rest of the coursework. An incomplete will be granted at the instructor’s discretion. If an incomplete is granted it is the student’s responsibility to complete the coursework in accordance with University policy. If an incomplete is not granted, the student is responsible for all of the work assigned in the course during the current semester.

Assignments

Exams: Four unit exams will be given throughout the semester. Assessments are designed to test your knowledge of assigned readings. Exams will cover material from the texts, assigned readings, lectures, and class discussions, and will typically consist of multiple choice, short answer, and/or essay questions. Each assessment will be administered via Blackboard. Assessment details (availability and due dates) will be provided in the syllabus calendar and in Blackboard.

Note: Do not use cell phones or tablets to take exams! Technical difficulties encountered with your computer, browser, or Internet connection are not acceptable excuses for missing a due date. Be sure to thoroughly read all instructions for taking tests to avoid technical problems, and make sure that the computer browser you are using for eCampus is up-to-date. All exams are open book; however, you are expected to take these exams independently. Measures are also taken to randomize answer options to prevent cheating.

Assignments: In addition to exams, four unit assignments will be given based on chapter topics requiring the development of thought questions, essays, the completion of an activity, or other assignment.

Leading Class Discussions: To facilitate discussion and understanding of the material, you will be expected to lead/facilitate one class discussion on an assigned date. A list of topics will be provided in Blackboard and presentation dates will be assigned on the first day of class. A short presentation (approximately 10-15 minutes) with powerpoint (or similar) slides should be prepared. Discussion leaders can also generate questions and/or activities that will stimulate discussion/participation. All powerpoint slides/presentation materials must be submitted via Blackboard at least 24 hours prior to the presentation date. For each presentation students will need to identify one scholarly research article and make at least one real world connection (e.g., news story, magazine article, blog, etc.). Discussion leaders should briefly summarize the key aspects of the research and the real-world application. Leaders should focus on describing the connections between the two materials. Students are encouraged to discuss connections to their own lives, course materials, and/or to the field of Psychology in general. Presentation rubrics will be posted on Blackboard. Discussion leaders will be evaluated by peers utilizing the provided grading rubric.

Missed Discussion Leader Presentation: Missing your assigned presentation slot without an approved,
A documented excuse (submitted electronically via email within 3 days of the missed date) will result in a score of zero. Requests for make-up presentations will be approved only with a university approved excuse and documentation. Examples include documented funeral attendance, religious holidays, and illness (see student handbook). A note from a friend or family member does not constitute appropriate documentation. Flat tires, car troubles, etc. are not valid excuses. Students making up a missed presentation will be required to instead write a 1,500 word response to the selected materials. The qualifying student will be given 7 calendar days following the missed date to submit their written response. Beyond the 10-day period, except under extreme circumstances, no late assignments will be allowed and a zero will be assigned. All papers will be analyzed using TurnitIn via Blackboard. Plagiarism (> 40% match; or as determined by instructor) will result in a zero for the assignment.

Course Outline & Evaluation

It will be your responsibility to monitor the progress of your course grade by using the grading table provided below. Please feel free to contact me should you have any questions about how to calculate your grade. You can use the table provided below to track points you’ve earned for each assignment. If you have concerns regarding your grade at any point, please contact me as soon as it arises. Also, it is your responsibility to contact me as soon as possible if you are having difficulty understanding the course material.

Disclaimer reserving right to change syllabus: I reserve the right to amend this syllabus as necessary. Changes will be posted on eCampus and e-mailed to students.

<table>
<thead>
<tr>
<th>ASSIGNMENTS</th>
<th>TOTAL POINTS</th>
<th>YOUR POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>15</td>
<td></td>
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<tr>
<td>Exam 2</td>
<td>15</td>
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<td>Exam 3</td>
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<td>Exam 4</td>
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<td>Assignment 1</td>
<td>7</td>
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<td>Assignment 2</td>
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<td>Assignment 3</td>
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<tr>
<td>Assignment 4</td>
<td>7</td>
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<tr>
<td>Discussion Leader Presentation</td>
<td>12</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>100</strong></td>
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Grade Scale

Final grades will be determined as follows:

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>POINT SCALE</th>
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<tbody>
<tr>
<td>A = 90% and above</td>
<td>A = 90 - 100 points</td>
</tr>
<tr>
<td>B = 80 to 89%</td>
<td>B = 80 - 899 points</td>
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<tr>
<td>C = 70 to 79%</td>
<td>C = 70 - 79 points</td>
</tr>
<tr>
<td>D = 60 to 69%</td>
<td>D = 60 - 69 points</td>
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## Course Schedule

Assignments are due by 11:59 pm of the assigned date, and should be submitted via Blackboard. The schedule is subject to change, as necessary. Any changes to this schedule will be communicated via email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Activities/Assignments sections of the designated weekly folder.

### Weekly Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Tuesday</th>
<th>Thursday</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Jan. 21</td>
<td>Jan. 23</td>
</tr>
<tr>
<td>Chapter 1: Introduction</td>
<td></td>
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<tr>
<td>Week 2</td>
<td>Jan. 28</td>
<td>Jan. 30</td>
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<tr>
<td>Chapter 2: The Start of Life</td>
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<tr>
<td>Week 3</td>
<td>Feb. 4</td>
<td>Feb. 6</td>
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<tr>
<td>Chapter 2: The Start of Life</td>
<td>Discussion Leader 1</td>
<td>Discussion Leader 2</td>
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<tr>
<td></td>
<td></td>
<td>Assignment 1 (due by midnight via Blackboard)</td>
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<tr>
<td>Week 4</td>
<td>Feb. 11</td>
<td>Feb. 13</td>
</tr>
<tr>
<td>Chapter 3: Infancy</td>
<td>Discussion Leader 3</td>
<td>Exam 1 (due by midnight via Blackboard) - No Class</td>
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<tr>
<td>Week 5</td>
<td>Feb. 18</td>
<td>Feb. 20</td>
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<tr>
<td>Chapter 4: The Preschool Years</td>
<td>Discussion Leader 4</td>
<td>Discussion Leader 5</td>
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<tr>
<td>Week 6</td>
<td>Feb. 25</td>
<td>Feb. 27</td>
</tr>
<tr>
<td>Chapter 4: The Preschool Years</td>
<td>Discussion Leader 6</td>
<td>Discussion Leader 7</td>
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<tr>
<td>Week 7</td>
<td>Mar. 3</td>
<td>Mar. 5</td>
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<tr>
<td>Chapter 5: Middle Childhood</td>
<td>Discussion Leader 8</td>
<td>Discussion Leader 9</td>
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<tr>
<td></td>
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<td>Assignment 2 (due by midnight via Blackboard)</td>
</tr>
<tr>
<td>Week 8</td>
<td>Mar. 10</td>
<td>Mar. 12</td>
</tr>
<tr>
<td>Chapter 5: Middle Childhood</td>
<td>Discussion Leader 10</td>
<td>Exam 2 (due by midnight via Blackboard) - No Class</td>
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<tr>
<td>Week 9</td>
<td>Mar. 17</td>
<td>Mar. 19</td>
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<td></td>
<td>Spring Break</td>
<td>Spring Break</td>
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<td>Week 9</td>
<td>Mar. 24</td>
<td>Mar. 26</td>
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<tr>
<td>Chapter 6: Adolescence</td>
<td>Discussion Leader 11</td>
<td>Discussion Leader 12</td>
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<td>Week 10</td>
<td>Mar. 31</td>
<td>Apr. 2</td>
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<tr>
<td>Chapter 7: Early Adulthood</td>
<td>Discussion Leader 13</td>
<td>Discussion Leader 14</td>
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<td></td>
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<td>Assignment 3 (due by midnight via Blackboard)</td>
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<tr>
<td>Week 11</td>
<td>Apr. 7</td>
<td>Apr. 9</td>
</tr>
<tr>
<td>Chapter 8: Middle Adulthood</td>
<td>Discussion Leader 15</td>
<td>Discussion Leader 16</td>
</tr>
<tr>
<td>Week 12</td>
<td>Apr. 14</td>
<td>Apr. 16</td>
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Service Learning

The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College web site for additional information. http://www.cedarvalleycollege.edu/CommunityMembers/Lists/WebPages/DispForm2.aspx?List=4910a51c-65b2-4293-9ecd-5f5aa383b44d&ID=17

Stop Before You Drop

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule (receipt). November 14 is the last day for this course. For more information, you may access: http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

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://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Financial Aid Certification of Attendance

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive
tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, 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. Certification Date: September 9th.

Tutoring Service

All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at: http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx

Quality Enhancement Plan

Cedar Valley College’s Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: http://www.cedarvalleycollege.edu/QEP/default.aspx

Institutional Policies

Academic Advising: Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students’ academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

You are encouraged to meet with an advisor early during registration so you will have plenty of time to plan a schedule that works for you. Academic Advisors are located in building "L", and can be reached at (972) 860-0806.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access:
https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty: Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. See Also Student Code of Conduct. https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

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

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Cedar Valley College Student Code of Conduct explained in the Cedar Valley College and district catalogs or online at the district website (https://www1.dcccd.edu/cat1617/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document, student “Responsibility”) will receive one or more of the following penalties:

- The grade of **zero (0)** on that particular assignment.
- A course grade of **F** (depending on the severity of the student’s dishonesty or plagiarism).
- The professor may request that the student drop the class.

**ADA Statement:** Cedar Valley College and the Office of Special Services are committed to upholding the laws and the spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) signed in 1990. If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

**Emergency Alert:** Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

**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.

**Health Center Services:** Basic first aid for minor cuts, scrapes, insect bites/stings, etc.
- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing–free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- Confidential "talks"
- Assists with health related club activities when asked and time permits

**Holidays:** Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence. List of holidays is below.

Students must begin attendance in all classes of enrollment. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for aid purposes. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.
DCCCD OIE Statement

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 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 Shaneé Moore TitleIX-ECC@dcccd.edu 214-860-2138
Mountain View Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561
North Lake Kent Seaver TitleIX-NLC@dcccd.edu 972-273-3430
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


Course Policies & Procedures
Attendance: is frequently taken through class activities. It is your responsibility to ensure that your name (first and last) is included on a class activity sheet that is turned in on those days.

Email: Check your eCampus e-mail account and the Announcements section in eCampus daily. Class information and updates will be e-mailed and posted on eCampus. You need an accurate e-mail address that you check daily. Students may acquire a free e-mail account through any of a number of providers such as the Cedar Valley Library or by going to www.dcccd.edu, click on Student Services, Online Services and follow the directions.

E-mail is a formal channel of communication, and Cedar Valley College is an academic institution. Please include your full name and the specific situation you wish to address; use proper punctuation, capitalization, and spelling. In the subject line, please place the name of the course, the course number and section. (Example: PSYC2301-61006). E-mails without this information may be considered junk email by my system and will not viewed.

Electronic Devices and Online Policies: This course requires access to the Internet; preferably high-power internet from a computer in your home. If you do not have internet access in your home you may use any computer on campus. Do not use a smart phone, tablet, or e-reader to complete your online assignments or exams. Students are expected to turn off all cell phones and electronic devices during class time unless specifically allowed by the professor for instructional purposes.

Obtaining Your Grades at the End of the Semester: Grade reports are no longer mailed, and I will not e-mail you your grade before the final grades are posted on eConnect. Convenient access is available online or by telephone. Use your student identification number when you log on to e-Connect or call DCCCD Touch Tone Services. Website address: http://econnect.dcccd.edu & Telephone number: 972-613-1818.

Repeating this 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. 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://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

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

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