

ENG 101 COMMUNICATION ARTS I SYLLABUS

Objective: The purpose of this syllabus is to guide the participant in the requirements, demands, logistics and expectations of this course.

Getting Help:

To receive technical assistance on issues related to WebCT contact:

Academic Instructional Technology Help Desk
ES 102
Monday-Thursday 8:00 a.m. - 9:00 p.m. Friday 8:00 a.m. - 5:00 p.m.
(719) 587-7371
ascwebct@adams.edu

Your Instructor: Ellen Simpson Novotny, M.A.

E-Mail: enovotny@adams.edu

Work Phone: 719.587.8231

Fax: 719.587.7176

Address: Adams State College
English Department
208 Edgemont Blvd.
Alamosa, CO 81102

Welcome to English 101! My name is Ellen Simpson Novotny, and I have been teaching composition since 1990. When I completed my undergraduate degree and plunged into graduate classes, composition was the least of my interests. However, after years (and years!) of teaching writing, I can say I am proud to teach composition. I enjoy the challenge of working with students from a broad spectrum of interests, skills, and backgrounds, helping each of you grow in his or her writing skills. Improved writing skills are tangible, so both student and teacher enjoy the rewards immediately, especially since quality writing skills link with success in almost any profession.

I grew up in Oshkosh, WI, earned my BA at St. Norbert College in DePere, WI, and moved to Brookings, SD to complete my MA at South Dakota State University. I teach English 099–Basic Reading and Writing, English 101, and 102—both composition—for ASC, some face-to-face classes and some independent study courses, like this one. My greatest joy in sharing knowledge is when I can see a student suddenly “gets it”—just like the light bulb above the head depicted in comics. Having lived in the San Luis Valley of southern Colorado since 1993, I have been privileged to teach English, literature, ESL, speech, and composition to students as young as 3rd grade and as ripened as 3rd generation. I feel fully developed as a “learning coach” with a well-rounded background in education.

I have a husband, two children, one mother/grandmother, and one dog in my family here. My husband is also employed at Adams State College as an administrator. As a family, we hike, camp, fish, scrapbook, read, garden, watch movies, bike, swim, travel, cook, ski, and snowboard.

When I grow up, I would like to take striking pictures of the people and places I love. Last summer I completed the “Bicycle Tour of Colorado” and loved it so much I am going to try it again! This year I am taking on the challenge of teaching English 385–Women and Literature as an independent study course for ASC.

The English 101 course syllabus explains the requirements for each writing assignment in detail. The textbook readings will further explain the relationship between various writing techniques, skills, and strategies. I suggest first skimming the reading material, so you are better able to discern overall content and how it links to your existing knowledge base. As necessary, a more studied reading and note-taking session can offer more in-depth explanation of the new writing concept. Enrollment in English 101 assumes basic writing skills, so I have not assigned any grammar study. However, the handbook will assist you with many composition questions, so I recommend keeping it handy!

Please feel free to contact me. Ask a question. Make a statement. Say something interesting. Tell me what you liked or disliked about a particular type of writing. You can contact me by e-mail, U.S. Postal Service mail, or fax.

Before you send the first assignment, tell me a little bit about yourself. Write one or two paragraphs. Tell me how you got your name, one thing you would like to do some day, the last time you wrote four sentences in a row—for any reason, why you are taking this class, one fear or concern you have about this course, what time frame we need to work with, and any other pertinent information. Include a current mailing address, an e-mail address if you have one, whether or not you have access to Adobe Reader® so I can e-fax comments back to you, and/or a fax number I can use to return your comments.

Talk to you soon!

Ellen Novotny
ASC English Instructor

Course Description/Objective

This course is designed to provide students with the independent reading, writing, and critical thinking skills necessary to produce effective, analytical, college-level, expository writing. Effective writing is fundamental to student learning and success in every discipline. Fortunately, the independent study provides individualized, one-on-one instruction for your unique set of skills.

Credit hours

Three semester hours

Required Textbook

Hacker, Diana. *A Writer's Reference*. 5th ed. Boston: Bedford/St. Martin's, 2003. ISBN: 0-312-39767-4

Rosa, Alfred and Eschholz, Paul. *Models for Writers*. 8th ed. Boston: Bedford/St. Martin's, 2004. ISBN: 0-312-40686-X

Recommended Materials

Good, collegiate, up-to-date dictionary
Thesaurus

Completion Time

You should expect to spend as much time on an online course as you do in a face-to-face course. As a rough guide, you should plan to spend six to ten hours per week on this course. The actual amount of time will vary from individual to individual. This estimate includes the time you spend in reading, discussions, and assignments.

You will have access to all course materials from the start of the course to the end. You may look and study ahead, or go back and review, at any time during the course.

Course Objectives/Student Learning Outcomes

The student will:

- fine-tune writing skills.
- understand writing as a recursive process, including extensive revision.
- recognize many, and practice several different methods of development.

Course Requirements

The student will draft, revise, edit, and finalize two shorter writings, and four full-length, formal essays. The shorter writings will vary in length from one paragraph to one page. The formal essays should be three to four pages long, on a topic of the student's selection. The instructor can suggest topics if necessary.

Assignments 1 and 2 will receive a draft grade and extensive instructor comments. The student will then revise the work and receive an additional grade on the final, revised composition. (*A Writer's Reference* defines revision in section C3). The third and fourth assignments will involve continued instructor guidance, but to a lesser degree than the first two assignments. The final assignments, five and six, will receive fewer specific comments, although the expectations will remain rigorous. Students may rewrite any particular weak essay or assignment throughout the course to improve overall learning and class grade with instructor approval.

The Final Exam will be an essay to include the full writing process within the three hours allowed. The student will have a choice of several topics and be allowed to use a dictionary,

thesaurus, notes, and textbooks. To access the final exam, click on the Assessments tab in the left-hand column and then on Final Exam. **DO NOT** begin the exam until you have completed all other assignments, received grades from the instructor and feel like you are prepared and ready to take the exam.

Course Instructions

All work submitted must be your own. Plagiarism and any violations of academic integrity will result in failing the course. **Your papers are subject to plagiarism detection tools!** Always give credit when using words or ideas written by someone else. Discuss with me any concerns you may have.

Complete the topic reading, as necessary, to gain knowledge and review several samples of the type of writing being assigned. Carefully read the assignment and write the essay. After you've completed an assignment, submit it through the appropriate link in the Assignment tab. The instructor will acknowledge receipt of the assignment as soon as possible. The instructor will score and comment upon the writing assignment within 10 days, then return the comments to you. To review my comments, simply go to the Grade Book, click on the grade itself for the assignment and review my comments.

Please keep in mind, that this entire process takes time. Plan accordingly.

Format Expectations

<p><u>Creating the label for the first page.</u> (All double-spaced) Student Name</p> <p>ASC English 101</p> <p>Day Month Year</p> <p>Instructor Novotny</p> <p>Assignment 4 - Comparison / Contrast</p> <p><u>Creating the running head in Microsoft® Word:</u> After typing your document, Select/click Insert Page Numbers Position: Top of Page Alignment: Right Click CFF the default "Show header on first page" option Click OK and Close. (Returns you to your document)</p> <p>On your document, Double-click the faint number "2" (page number on page 2) Type your last name in front of the page number</p>	<p>Novotny 2</p> <p>All assignments and essays should adhere to Modern Language Association (MLA) guidelines as listed in <i>A Writer's Reference</i> – MLA Section; use Times, Courier, Arial, or similar 12-point font, double-spaced with traditional 1-inch margins. A full page of double-spaced text generally produces 250 words. Be sure to include the appropriate labels on page one and a running header on all pages after page one. (Refer to example format and see the sample paper in the MLA section of your textbook.)</p>
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Write all assignments in

formal, Standard English. Although our first drafts may often be written “as we speak,” final drafts should not reflect our daily slang. Be aware of cliché and colloquialism, and revise by writing more formally.

Content Outline

1. The writing process, its steps, its importance
2. How to write effective, expository essays
 - finding a topic and developing a thesis
 - organization and development
 - unity and coherence
 - introductions, transitions, and conclusions
 - grammar, mechanics, and the rules of standard English
 - style and voice
 - analyzing and addressing different audiences
 - the rhetorical patterns / methods of development
3. Writing in different contexts for different purposes (academic, persuasive, business, creative, personal)
4. Thinking critically about the works of professional writers
 - reading critically
 - analyzing and responding to ideas, structure, and presentation

Grade Distribution Scale

In alignment with ASC academic policies, no D may apply to a major or minor field.

Grade Distribution:

2 shorter writings	50 points each	100 points
4 full-length, formal essays	100 points each	400 points
Final essay exam		150 points
2 extensive revisions	50 points each	100 points
	Total Points	750 points

Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

Definitions of Letter Grades:

1. The “A” paper shows originality of thought in stating and developing a central theme or idea. Its ideas are clear, logical, and thought provoking; it contains all the positive qualities of good writing listed below:
 - Careful construction and organization of sentences and paragraphs
 - Careful choice of effective words and phrases
 - Concentration on a main purpose, with adequate development and firm support
2. The “B” paper has a clearly individual insight or tone and a clearly stated purpose, logically and adequately developed. Its ideas are clear because it contains some positive qualities of good writing. It is comparatively free from errors in the use of English. Although indicating imaginative competence, the “B” paper lacks the reinforcing qualities of mechanics and style that characterize the “A” paper.
3. The average paper will receive a “C” grade. It has a central idea organized clearly enough to convey its purpose to the reader. It avoids serious errors in the use of English. It may, in fact, have few marks on it, but it lacks the vigor of thought and expression that would entitle it to above average rating.
4. The grade of “D” indicates below average achievement in conceiving and expressing ideas correctly and effectively. Most “D” papers contain serious errors in the use of grammar and fail to present a central idea or to develop it adequately. With more careful proofreading, fuller development, and more perceptive observation “D” papers might clearly receive a higher mark.
5. The grade of “F” may indicate failure to conceive, state, and develop a main idea. It may also indicate failure to avoid serious errors in grammar, spelling, punctuation, and sentence structure. Papers containing several serious mechanical errors may not be accepted by the instructor until adequate revision is completed.

Computing your grade:

Assignment	Your Score	Possible Points	Total Points
1 - Description		50	50
- Revision of any essay		50	100
2 - Narration		50	150
- Revision of any essay		50	200
3 - Process Analysis		100	300
4 - Comparison / Contrast		100	400
5 - Argumentation		100	500
6 - Division / Classification		100	600
Final 7 - Essay		150	750

1. Divide the score you earned by the points possible to figure the score for one essay.

For example: $40/50 = 80\% = \text{B-}$

2. To compute your score in the overall course, add all the points you’ve earned. Divide that by the total of all the points possible for the essays you’ve attempted.

For example:

$40 + 45 + 85 + 75 = 245$ (points earned)

$50 + 50 + 100 + 100 = 300$ (points attempted)

$245 / 300 = 82\% = B$

Technical Requirements

A complete overview of the technical requirements, software for this course and WebCT tutorials is available in the Student Support Module, located in the Course Content tab. Information for receiving technical assistance is also included.

How WebCT Functions

How to turn in Written Assignments

All written assignments, **except discussion assignments**, will be submitted through the assignment link in each module or by clicking assignment and submitting it through the correct link.

Use the following process to prepare and submit assignments:

- Prepare your project using Microsoft Word. Name your assignment with the following convention: last name, first name, project title (ex. lastnamefirstname1.rtf) **You will have to choose the .rtf file type from the drop down menu in your save window. (Under the name of the document.)**
- Click on the assignment link in the Learning Modules overview area or on the assignment in the Assignment tab.
 - At the top of the page, you will see the assignment instructions and any attached instructions.
 - Under Submissions is the text box that you will paste your assignment in if instructed to, otherwise you will attach your completed assignment by clicking "Add Attachments".
 - Under Comments is where you can make a comment about your assignment to the instructor.
 - Click submit.

When assignments are received, I will open them in Microsoft Word for grading. I will make comments, ask questions, etc. I will then return your assignment through the Student Gradebook area. Choose the Graded tab. You must click on the assignment to view my comments. **Be advised that your papers are subject to plagiarism detection programs.**

How to send E-mails

All electronic mail communication related to this course will utilize the Mail tab. To communicate by E-mail within the course with other participants or all participants, click the Mail tab link on the left. Click Create Message to send a message. You are able to send messages

to All Users or Select Users in the course, including the instructor. Be sure to only check the recipients that you want to receive the E-mail.

Do not submit assignments through the Mail tab. Submit them through the Assignments tab, Assessment tab or Discussions tab, as directed. You will receive quick responses to any E-mail you send during my office hours. Generally speaking, I check my E-mail inbox several times a day during the workweek, less frequently on the weekend, and rarely after 10:00 p.m. any day. If my schedule will make me unavailable to answer E-mails for a day or two, I will send an announcement out so that you can plan accordingly. One caveat: technical problems in the E-mail systems may slow down responses!!

How to take an Assessment

Assessment or exams are available in the Assessments tab. Do not start an exam until you are ready to take the assessment and have met the requirements directed by your instructor. Once you start the exam you must finish it. Only documented technical issues from the Academic Instructional Technology Center will allow for a retest. To take the Assessment or Exam following the steps below:

- Click on the Assessment Tab
- Click on the Exam link.
- Read the instructions provided, particularly about the time limits.
- Click BEGIN ASSESSMENT
- On the right is the timer and the Question Status showing the questions answered and unanswered.
- Answer each question and click SAVE ANSWER. By saving each answer as you go, you may prevent the loss of test material if your computer locks up or other technical problems occur.
- At the end of your assessment, save any answers you have not saved. Then click SUBMIT or FINISH.

Accessing Library Resources

Students enrolled in this course can utilize the [ASC Nielsen Library](#) from on and off campus. Follow the links located on the My Courses>> Campus Announcements for login information and complete instructions for accessing information from a distant location.

Adams State College Resources

Adams State College provides several resources to assist you and make your online learning experience a positive one. A listing of resources is available at the [One Stop Student Services](#) on the Adams State College Website. Some of the highlights are:

[Records Office](#) - Campus contacts available to help you through the registration process.

[Computing Services](#) - Technical assistance and tutorials.

[Disability Services Handbook](#) - Student Services can arrange assistance for students with special needs or disabilities.

[Academic Calendar](#) - Keep track of important dates.

[South Coloradan](#) - Adams State College Newspaper

ADA Statement

If you have a disability, including a learning disability, for which you request an accommodation, please contact [The Office of Student Affairs](#), so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. For more information, call or visit:

The Office of Student Affairs
234 Richardson Hall
Adams State College
208 Edgemont Alamosa, CO 81102
719-587-7221

Extended Studies Policies and Procedures

Course Time Limits

You have one full year from your date of registration to complete this course, if you are receiving federal or private aid, requirements may differ. However, the minimum requirement for course completion, regardless of the number of credit hours, is six weeks. No student may complete course requirements in less than six weeks.

It is important to schedule your course study to fit into your academic plan. Be aware many instructors are not on campus during the holidays or term breaks, which can delay the return of corrected assignments. Therefore, if you have important deadlines to meet such as graduation, be sure to complete and submit all of your assignments and take the final examination at least five weeks before the credit is needed. It is your responsibility to ensure the credits for this course will apply toward graduation or certification deadlines.

Textbooks

Textbooks can be purchased from the Adams State College Bookstore. Payment can be made by check, money order, or credit card (Visa, MasterCard, or Discover). To order textbooks or obtain information about book titles and prices, contact the ASC Bookstore:

ASC Bookstore, 208 Edgemont Blvd., Alamosa, CO 81102

Phone: 719.587.7981

Fax: 719.587.7656

E-mail: lcmartin@adams.edu (Loretta Martinez) or djmeis@adams.edu (Darrell Meis)

Course Assignments

Carefully read the introductory material in the syllabus for specific instructions on how to prepare your assignments. The course syllabus contains information explaining the required textbooks, resources and materials, and the assignments.

You are urged to wait until the first submitted assignment has been evaluated and returned before sending your second assignment. This will enable you and the instructor to communicate and establish a closer rapport. This will also allow you to have a clear idea of what to expect in the course and how to complete and submit the rest of your assignments. Keep in mind the instructor will be happy to answer any questions you may have that are pertinent to the coursework.

Course Grading Scale

The grading system for independent study courses is consistent with the Adams State College academic policies. A, B, C, D, P, and S are passing grades; F and U are failing grades. No D grade may apply to a major or minor field. Because this course can be completed beyond one semester (students have up to one year), an incomplete grade will be issued at the end of the term of enrollment. However, your student record will then be updated when the course is completed and the instructor assigns a grade. Adams State College policy requires an F grade be issued if the course is not completed at the end of one year.

Official Transcripts

Upon completion of this course, a final grade will be mailed to you. An official transcript request form is located at the back of the course study guide and can be also be found online.

(<http://www2.adams.edu/records/transreq.pdf>)

If a transcript is needed by a specific date, complete all assignments and examinations at least five weeks before the transcript is required.

Withdrawing from a Course

You may withdraw from a course any time during the first six months of the course. After that, withdrawals are not permitted. Students are responsible for initiating the formal, written withdrawal request. Withdrawal forms can be printed from the Extended Studies Website at http://www2.adams.edu/extended_studies/img/student_withdrawal_form.pdf or hand-generated. Submit requests for withdrawal to ASC Extended Studies, include student signature.

Course Refunds

Requests for refunds and transfers must be made in writing to Extended Studies within 30 days from the date of registration. If your written request is submitted within this time frame, your refund will be 90 percent of the tuition paid. You may fax or mail your request. Telephone requests cannot be honored. Refunds cannot be issued for requests submitted beyond 30 days after the registration date.

Affirmative Action Policy

Adams State College (the College) is committed to an affirmative action policy. The College subscribes to the policy that there is no place in an academic community for discrimination based on race, creed, sex, or ethnic background. The College will use its influence to discourage such discrimination, whether it is on the campus or in the community. A faculty member serves as affirmative action officer and is responsible for coordinating compliance efforts and investigating any complaints concerning discrimination. This responsibility includes institutional compliance with Title IX.

General Campus Policies

Adams State College expects all students, as well as faculty and staff, to observe national, state, and local laws and to respect the rights and privileges of other individuals. The College expects each individual within the academic community to refrain from behavior that would disrupt the College function of education; cause injury to persons; cause damage or loss of property on the campus; or interfere with the freedom of movement of students, school officials, employees, or guests at facilities of the College. The College will not tolerate interference in any manner with the public or private rights of other individuals or conduct that threatens or endangers the health and safety of any person. The President or Vice President or designee, may summarily suspend any student in violation of these standards, pending a hearing of the case before the College Magistrate, when it appears that reasonable cause exists to believe the continued presence of the accused student on campus poses a threat to the safety of the student, other persons, or property, or a threat to disrupt College functions or activities. Students should be aware that such misconduct may also subject them to any penalties that may be prescribed by municipal, state, or federal laws. The imposition of such additional penalties does not constitute double jeopardy, inasmuch as College punishment is not criminal in nature. The Colorado General Assembly has passed a trespass and interference law with the education act. Violation is a Class 3 misdemeanor (Colorado Revised Statutes, 1973, 18-9-109).

Student Rights and Responsibilities

The College expects all students, as well as faculty and staff, to observe national, state, and local laws and to respect the rights and privileges of other individuals. The College expects each individual within the academic community to refrain from behavior that would disrupt the College function of education, cause injury to persons; cause damage or loss of property on the campus; or interfere with the freedom of movement of students, school officials, employees, or guests at facilities of the College. Interference in any manner with the public or private rights of other individuals or conduct that threatens or endangers the health and safety of any person will be not tolerated by the College. The President or designee may summarily suspend/expel any students in violation of these standards, pending a hearing of the case before the College Magistrate. Students should also be aware that such misconduct may subject them to any penalties which may be prescribed by municipal, state, or federal laws.

Code of Conduct

All students share a common and heavy responsibility to maintain a climate suitable to a community of scholars. They have equivalent responsibility with the faculty for study and learning and for conducting themselves with academic integrity in a manner compatible with the College's function as an educational institution. The College has a duty and the corollary disciplinary powers to protect its educational purposes through the regulations of the use of facilities and through the establishment of standards of scholarship and conduct for the students who attend the institution. Disciplinary proceedings should play a role substantially secondary to example, counseling, guidance, and admonition. When the preferred means fail to resolve problems regarding student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties for violation of College policies. Students violating rules of conduct, as set forth by the College, will be subject to disciplinary action. Expectations of behavior for all students are as follows:

- All students are expected to practice academic honesty. They should refrain from any form of cheating, plagiarism, or knowingly furnishing false information to the College.
- All students are expected to refrain from forgery, alteration, or use of any College documents, records, or instruments of identification with intent to defraud or deceive.
- All students are expected to make only authorized entry to or use of any College facility. College facilities are interpreted to mean buildings, grounds, equipment, or materials.
- All students are expected to comply with directions of College officials acting in performance of duties and to show identification upon request by a college official.
- All students are expected to observe federal and state laws relative to narcotic drugs, beer, and liquor.
- All students are expected to observe rules and regulations as set forth in specific College facilities.
- All students are expected to refrain from impeding freedom of movement of students, school officials, employees, or invited guests to all facilities of the College.
- All students are expected to refrain from physical abuse or intimidation of any person on College-owned or controlled property or at College-sponsored or supervised functions and to refrain from conduct that threatens or endangers the health or safety of any person.
- All students are expected to refrain from theft of or damage to College property or the private property of any student, school official, employee, or invited guest when such property is located in College buildings or facilities.
- All students are expected to refrain from unauthorized possession of firearms, explosives, or other dangerous weapons upon the grounds, or in buildings, or other facilities of the College.
- All students on College premises or in any building or College facility are expected to refrain from engaging in disorderly, harassing, or indecent conduct that results in a disruption, impairment, or interference of the educational mission, process, procedures, or functions of the College. Such proscribed conduct includes, but is not limited to, the following: coarse or offensive utterances, gestures, or displays; abuse or threats to any other person; unreasonable noise on College premises or in any building or other facility; fighting with another person; discharging or displaying a firearm on campus; striking, shoving, or kicking a person; directing obscene language or gestures to another person; performing in a public place or in public view any of the following: (a) an act of sexual intercourse or (b) an act of deviate sexual intercourse or (c) a lewd exposure of the body.

- While on or near College premises or facilities, all students are expected to refrain from denying lawful freedom of movement, lawful use of College facilities, or the right of lawful entry or exit from the physical facilities of the College to any other student, school official, employee, or invited guest. All students on the College premises or in any building or College facility shall not impede through the use of threat, restraint, abduction, coercion, intimidation, force, or violation any staff or faculty in the lawful performance of official duties, nor any student in the lawful pursuit of educational activities. No student shall willfully refuse or fail to leave the property of or any building or other facility used by the College upon being requested to do so by the President or his designee if such student is committing, threatens to commit, or incites others to commit any act that would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the institution.
- All students are expected to observe College regulations regarding artists, lecturers, films, videotapes, and entertainment media.
- All students are expected to refrain from any violation of federal, state, and municipal laws and from any other conduct not included above that adversely affects the function of the College and the pursuit of its educational purposes and objectives.
- All students are expected to refrain from theft, alteration, destruction, illegal utilization, unauthorized entry into, plagiarism, and otherwise misuse of computer software or hardware.

All students should familiarize themselves with and be responsible for all information contained in the Student Handbook as authorized by the Trustees of the Consortium of State Colleges in Colorado. This handbook is available in the Office of Student Affairs, Richardson Hall, Room 234; or on the ASC Web site: (<http://www2.adams.edu/pubs/media/studenthandbook200708.pdf>)

Notification of Rights under FERPA

ASC FERPA Web site: <http://www2.adams.edu/records/ferpa/ferpa.php>

The Family Educational Rights and Privacy Act of 1974 (FERPA) or Buckley Amendment as it is often called, affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Adams State College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

Adams State College considers the following to be directory information:

- | | |
|---|---|
| • Name | • Enrollment status (full-time, half-time, etc.) |
| • E-mail address | Note: the actual number of credit hours is not directory information |
| • Phone number(s) | • Degrees received |
| • Address | • Weight and height of members of athletic teams |
| • Classification (i.e., freshman, junior, etc.) | • Honors and awards received |
| • Major field of study | • Date of birth |
| • Date of attendance | • Last school attended |
| • Degrees pursued | • Past and present participation in officially recognized sports activities |

Directory Information can NEVER include:

- Social security number
- Student ID number
- Race
- Ethnicity
- Nationality
- Gender

A student may request non-release of directory information. You may find a downloadable version of our Restriction of Release of Information form here: <http://www2.adams.edu/records/forms/forms.php>. Complete the form, sign, and have it notarized before submitting it to the Office of Records for processing.

PLEASE NOTIFY EXTENDED STUDIES OF ANY NAME, ADDRESS, OR TELEPHONE CHANGES!

Course Evaluation

At the end of the course you will be asked to complete an evaluation specifically for this course. This evaluation will be reported anonymously. Your comments and recommendations will be seriously considered as the course is updated. Your input throughout the semester contributes to my commitment to continually improve the quality and relevance of this course.

Getting Started

To get started in this course, click on Learning Modules and choose Module 1.