**TRINITY VALLEY COMMUNITY COLLEGE
NON-CREDIT COURSE SYLLABUS**

Course Rubric & Title: EDGO 1011 Discover Sign Language

Section #:   20982

Dates of Course: 06/13/2018—08/03/2018

Time of Course: 10 am – 12 pm

Class Location: online

Instructor Name: Jennifer Carmean Ed2Go

Office Hours: n/a

Office Location: online

Office Phone & Alternate Phone #s: online

TVCC E-mail or Alternate (optional) Address: n/a

Electronic Communication:
TVCC students are REQUIRED to use either their TVCC Canvas account or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas account. **Does not apply to Ed2Go classes.**

Course Description: This course will introduce sign language as a way to communicate by using the hands and facial expressions. It begins with an introduction to the language and the creation of signs for numbers as well as the alphabet.

Course Co- or Pre-Requisites: n/a

Textbook(s) & ISBN: n/a

Required/Recommended Reading(s): n/a

Required Materials: n/a

Learning Outcomes: The student will demonstrate knowledge of the sign alphabet, sign phrases, colors, numbers, family, and activities.

Course Requirements: Students should complete each assignment and final exam within two weeks and 10 days of release of the final exam.

Outline of Course Schedule: See attached.

Classroom Policies: In order for students to obtain the most from any course, they must be present. The absence policy found in the current Trinity Valley Community College catalog will be complied with.

Cheating/Plagiarism:

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include
- (a) Copying from another student's test paper
- (b) Using test materials not authorized by the person administering the test
- (c) Collaborating with or seeking aid from another student during a test without permission from the test administrator
- (d) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
- (e) The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- (f) Substituting for another student, or permitting another student to substitute for oneself, to take a test, and

(g)   Bringing another person to obtain an un-administered test or information about an un-administered test.

"Plagiarism" shall be defined as 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" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Any student who is found to be in violation of scholastic dishonesty may receive a grade of "0" on the course work involved.

Drop Policy: A student may withdraw (drop) from a course and receive a grade of "W" at any time during a given course. Continuing Education courses students must complete a drop form and return it to the instructor or to the Continuing Education office. The Drop Form can be found on the CE website.

Research Resources:
The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to lrc@tvcc.edu.

Additional Information:
You should develop a backup plan should your system or your Internet provider fail you. This is not a valid excuse for missing a deadline. The college provides many opportunities for using equipment as do many public libraries.

Student's Responsibility:
This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

Student Evaluation of Courses/Faculty:
Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers student course evaluations for every class. Students are encouraged to complete the course evaluations for all of their courses.

Affirmative Action:
TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 522lk V.A.C.S.; and Executive Orders 11246 and 11758.

Title IX of the Education Amendments:
TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator. TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is:
> *Director of Human Resource/Title IX Coordinator*
> *Office Phone: 903-675-6215*

American with Disabilities Act (ADA)
Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 or email mlberry@tvcc.edu. For additional information, please visit:

http://www.tvcc.edu/guidance/studentswithdisabilities.aspx.