



Carthage College — Human Communication

Spring 2022 – CDM 1150.01 – Lentz Hall _223_ 8:00 a.m. – 9:40 a.m. (Tuesday/Thursday)

Classes 2-3-2022 to 5-12-2022, then final exam on Wednesday, 5-18-2022, 8:00 a.m. – 10:00 a.m.

Professor: Helene DeGross

e-mail: hdegross@carthage.edu (use only your carthage.edu email account for e-mail)

Individual meeting hours: By appointment: Classroom or Google Meet Tues/Thur 7:15 a.m. – 8:00 a.m.; Available also 11:30 by appointment; you can make arrangements for other days and times by appointment, also.

Expectations: Syllabus dates are subject to change; information is not. It is the student's responsibility to read the syllabus, ask questions if you have them. Read the textbook, come to class prepared to participate.

Technology help desk: help@carthage.edu

#StaySafeCarthage: <https://www.carthage.edu/carthage-covid-19/> Also see screen shots below and links

Counselor/Outreach Coordinator for Sexual Assault, Alcohol and Drug Education can be reached at 262-551-5725

Campus nurse can be reached at 262-551-5710

Title IX Coordinator: aduncan@carthage.edu Annette Duncan, Associate Professor of English, LH 208, 262-551-5883

Vice President for Student Affairs; Dean of Students Kimberlie Goldsberry, Todd Wehr Center 106,

262-551-5800, kgoldsberry@carthage.edu

MASK POLICY STATEMENT FOR SYLLABUS

Due to the ongoing pandemic, Carthage College has adopted a policy requiring masks to be worn by all individuals in all campus buildings. Masks must be worn at all times in the classroom, laboratory, studio spaces, hallways, bathrooms, and during in-person meetings. The face-covering must conform to CDC guidelines and must cover both the nose and mouth at all times. Note that bandanas, neck gaiters, and masks with exhalation or external valves are not acceptable and are not sufficient for the protection of others or yourself. Acceptable masks tie behind the head or loop behind the ears, fit snugly over the nose and chin, and can include cloth masks, medical/surgical masks, and N95s or KN95s. Eating and/or drinking are prohibited while in the classroom (because those activities interfere with consistent mask-wearing).

Any student who refuses to wear a mask or consistently forgets one will be asked to leave the class and not given an opportunity to make up missed work. The student will also be referred to the Dean and may receive an official charge and student conduct hearing for repeated offenses, resulting in fines, points, or removal from class.

- **Stay Safe Guidelines:** www.carthage.edu/carthage-covid-19/stay-safe-carthage
- **Campus Mask Mandate:** www.carthage.edu/carthage-covid-19/protocols/face-coverings

COURSE DESCRIPTION & LEARNING OUTCOMES

Course Description: Human Communication 4cr

This course provides a broad grounding in the history and current interdisciplinary understandings of human communication. Students will explore the role of identity/self and perception, verbal and nonverbal communication, listening, and culture in human interaction. These concepts will be further applied to the study of relationships, small groups, organizations, rhetoric, and media.

Objectives of Learning Outcomes:

- To demonstrate understanding and application of the fundamental concepts/theories/terms used in human communication study.
- To be introduced to communication research methods as applied to the study of human communication.
- To demonstrate proficiency in the art and skill of communication, oral, written, and nonverbal, through various communication models and media.

COURSE MATERIALS

Required Materials:

- Textbook: *Human Communication in Society*, (6th ed.), Indianapolis: Pearson. Rent, E-book, or purchase printed.
- Authors Alberts, Jess K., Thomas K. Nakayama, and Judith N. Martin.
- Schoology. Access to computer, internet, and have a secure backup system for your work.
- Camera or other recording device (e.g., cell phone) to record presentation [for CDM portfolio].
- Access to a film [list to be provided] to evaluate, from a list of communication-study films.
- Access to a film that can (partially) be electronically shared with the class.

Other Requirements:

- No food is to be eaten and no drinks can be consumed in the classroom; you may leave the room to get a snack or needed nourishment.
- Knowledge of or/and access to APA or MLA works cited/bibliography style rules, available through the library reference desk; also see APA and MLA Formatting and Style Guide: Purdue Owl
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html
- Mandatory attendance (80% required)—otherwise, students without acceptable excused absences earn an F in the course; see Attendance section below regarding missing days, work, quizzes and exams
- *“This course meets 2 times per week for 1 hour, 40 minutes each class period. The course carries 4.0 course credits (equivalent to four semester credit hours). Students are expected to devote a minimum of 12 hours of total work per week (in-class time plus out-of-class work) to this course.”*
- COURSEWORK MAY NOT BE E-MAILED unless otherwise indicated — it is graded through Schoology
- Most assignments are to be uploaded to Schoology; some brought to class
- Yes, MS Word .docx for PC editing
- Yes, you can upload PDFs
- Yes, .PPTx
- NO, MAC files
- NO, MS Word Live, Online, or OneDrive files on Schoology
- NO, Google Docs (Schoology will not upload Google Docs, Sheets, Live, OneDrive, Slides); no links to Google Docs
- Having a problem uploading? Contact help@carthage.edu and copy me on the email—that’s the only way I know you had a problem before the assignment was due.
- All quizzes and the final exam will be taken in the classroom during our class period and designated exam time, unless other accommodations are set up and approved by me ahead of time.

COVID-19 RESOURCE LINKS

<https://www.carthage.edu/carthage-covid-19/>

Here’s what you will find under the link above #StaySafeCarthage

The screenshot shows the Carthage College website's COVID-19 resource page. The page features a navigation menu with links for COVID-19 UPDATES, NEWS, EVENTS, THE BRIDGE, INFO FOR: ALUMNI, TOOLS, and a search icon. Below the navigation menu is a grid of six red buttons with white text: VACCINATIONS, ACADEMICS, COVID-19 DASHBOARD, HEALTH AND SAFETY PROTOCOLS, INFO FOR FACULTY AND STAFF, and ATHLETICS. At the bottom of the page, there is a section titled "Updates to the Carthage Community" with a note stating: "Please note: Because the world's understanding of COVID-19 continues to evolve, all policies and plans listed on this website are subject to change. Carthage will make sure our community is notified of changes through email, The Bridge, social media, and this website. Updates will also be posted here."

IMPORTANT DATES

Feb 9, 2022 – Last day to add/drop 14wk course

Feb 16, 2022

- Last day to petition for an overload
- Last day to turn in pass/fail/audit slips

Mar 25, 2022 – Midterm grades due

Apr 6, 2022 – Last day to drop a course with a “W” from a 14-week course

Apr 7, 2022 – Assessment Day – No morning classes

Apr 8, 2022 – No financial refunds after this date

Apr 8, 2022 – Last day for complete withdrawal (“W”s on transcript)

May 12, 2022 – Last day of our class for the semester before our final exam

May 18, 2022 – Final examination time period: 8:00 a.m. – 10:00 a.m. Wednesday – Ind. Per. 7

DIGITAL ETIQUETTE POLICY

Do not wear headphones or earbuds during class. Do not use your cell phone for note-taking during class.

Students are expected to focus their attention on the discussion or project at hand, and will not use cell phones or computers for social purposes during class. Any work done on the computer should be taking lecture notes. Do not plan to do your CDM assignments, nor any other coursework during our class period unless it is allowed as part of our class lessons. Be respectful and professional—cell phones should be turned on to a light “beep” or “light only” or short “buzz.” If you get a text, read it, but keep your reply brief. If you get a phone call that you need to take or respond to, please step out into a quiet place to do so. CDM faculty reserve the right to enforce this policy as they see fit, including (but not limited to) taking violations into account when assigning grades. During quizzes or tests, cell phones should not be used. In addition, computer notes and/or paper copies of notes cannot be used during quizzes. You may be asked to show me your computer or phone screen, if necessary. Computers are used for note-taking, and accessing information for class—covering the information being discussed at the time. Students not adhering to this policy will be considered having a lack of participation. See the participation section below.

ePORTFOLIO

Those majoring or minoring in Communication, Graphic Design, or Public Relations, you created (or will create) an ePortfolio in an initial CDM course. This ePortfolio is a professional website to be used for showcasing the best examples of your academic, creative and professional work. There should be at least one example from each course you take in CDM, and you are encouraged to include additional examples of your work. This includes a sample of one or more of your assignments in this course. Eventually, you will edit the ePortfolio so that it is suitable for internship applications, job interviews, graduate school admission, and overall networking.

ACADEMIC HONESTY

All items you turn in as an "original project" must be your own. If you plagiarize, you fail the assignment and possibly the WHOLE class. Each piece you work on for this course must be entirely your own work. Carthage has strict regulations regarding plagiarism in written work. You are responsible for reading and understanding Carthage’s Student Honor Pledge (see link below). Please, see me if you have any questions about what constitutes plagiarism. If you plagiarize you should also be aware the Provost’s office is notified and it will go on your permanent record. If this happens twice at Carthage you are removed from school. You may also be cited for issues in academic honesty for cheating on a quiz, unauthorized cooperative work, false citation, multiple submissions, submission of work prepared by another, and using false data. All of these are listed on the Honor Pledge page. <http://www.carthage.edu/campus-life/code/academic-concerns/>

ATTENDANCE

- Your attendance and punctuality are expected for every class meeting.
- Poor attendance compromises a student’s academic success.
- 20% unexcused absences = F or failure of the course.
- Attendance is required, and taken at all sessions TWICE—once at the beginning of class and once when class is ending.
- If you arrive after attendance is taken, you need to notify me.
- If you are not present when class is ending, you are marked absent.

If you do not feel well on a class day:

- Contact the campus Health and Counseling Center as soon as you become ill, or seek other medical attention.
- Follow the Covid-19 guidelines and procedures.
- You can contact the Health and Counseling Center with any questions or concerns at 262-551-5710; nurse@carthage.edu
- If students need medical assistance when the Health and Counseling Center is not staffed with a medical professional or is not open, we encourage individuals to utilize [urgent care locations](#). In the event of a medical emergency, please call Campus Security at 262-551-5911 or call 911.
- IMPORTANT CARTHAGE NOTICE: Official out-of-class notices for medical reasons will only be provided by the Carthage Health and Counseling Center for students who have absences of three or more consecutive days and provide medical documentation regarding the absence. One day, or two in a row, will be excused only if the student brings in a medical note from a professional (outside of those professionals at the Health and Counseling Center). The medical note needs to be presented upon the student's return. [Also, please see the addendum at the end of this file.]
- It is your responsibility to obtain any information or materials you may have missed. Poor attendance will compromise your ability to understand key concepts and will keep you from being a contributing member of the class. If you miss **more than 6 unexcused classes, you've missed more than 20% of the course and will not be able to pass—you will earn an F.**
- Only documented medical notes, including copying me on an email to Health Services, athletic releases, or confirmation of Carthage-related activities are excused absences.
- Athletes and those attending Carthage-related activities must inform me prior to the class meeting of the absence(s) in order to count them as excused, and in order to arrange to get any work completed on time.
- Student athletes who will miss a discussion or test need to arrange to make them up in advance of the class meeting; it is their responsibility to make sure this can happen.
- Athletes: have your coach e-mail any athletic absences to me.
- When you are sick and miss an assignment or quiz, it should be documented; if not with me, then with the College administrators. If you do not have a medical note and prefer not to discuss your excuse for absence, you can contact the Dean of Students Office and explain to the Dean's Office why you are not attending class (262) 551-5800. I can also arrange for you to meet with a Carthage Administrator for a private discussion regarding accommodations.
- If you are absent more than 2 class periods in a row, I recommend you contact the Dean of Students Office to notify them of your week-long absence. They can then notify me that you need some accommodations.
- After 3 absences without hearing from you I will fill out a Student Concern Report.
- Unexcused absences are docked points for late work. See the section below on "late assignments."
- Quizzes, discussions, and homework will not have a make-up unless there is a documented excuse.
- Carthage College Learning Accessibility Services (LAS) attendance information is available at <https://www.carthage.edu/learning-accessibility/>

CLASS PARTICIPATION

- In addition to the policies outlined in this syllabus, I expect you to speak your mind in a candid, yet respectful and professional manner, as will I. The topic of your assignments should elicit spirited discussion. Be ready to challenge the way you and others think.
- Treat class members with respect.
- Topics and discussions may be controversial and/or challenge popularly held beliefs. It is important to keep an open mind and be respectful of everyone's individual value, belief, and otherwise cultural existence.
- Come to class with good questions, revelations, researching related examples from the media, etc.
- Pre-read the assignments, chapters, AND get your work in by the due dates and times.
- Participation is expected and points are assigned as a grade for participation.
- If you do not volunteer to answer questions or join discussions, you will be called on.
- If you are called on to join the discussion or answer a question and are doing other things, on your computer, phone, etc., and not paying attention, it will be a sign that you were engaged elsewhere.

ASSIGNMENTS AND LATE WORK

ASSIGNMENTS—

- Assignments: All assignment instructions will be found on Schoology.
- Quality: College-level work will be expected on all assignments. **Grammar, spelling, and style will influence your grade.**
- All submitted assignments must be neat—and typed.
- Most assignments are to be uploaded to Schoology (**see each assignment instruction**).

- Upload MS Office Word / PC-compatible documents only – **NO MAC FILES— No Google docs, sheets, or Google OneDrive files, no Live files or files from the cloud.**
- If an assignment is due before class begins, it must be in before class begins, or it is marked LATE.
- All quizzes and the final exam will be taken in the classroom during our class period and assigned final exam time, unless other accommodations are set up and approved by me ahead of time.
- Quizzes and the final exam are located on Schoology.
- Quizzes and the final exam have strict time limits.
- Quizzes and the final exam: cannot be made up unless there is a legitimate, documented, verifiable emergency or excused absence. Please notify me ahead of time, if physically possible; otherwise, present the documentation upon your return.
- Excused absences: students will be given an opportunity to make up the points.
- Note: Our College-designated “finals” time period is May 18, 8:00 a.m. – 10:00 a.m. [Ind. Per _7_]. Students with more than 2 exams on [May 18, 2022] need to speak with me regarding a possible change of schedule.
- No e-mailed document attachments are opened by me; if we have a Powerpoint presentation assigned to be e-mailed, those files will be opened by me, on campus, the morning the assignment is due.

LATE WORK—

- A poor working computer, lost files, or forgetfulness are not excuses for lateness.
- Due dates and times are located on the syllabus calendar, and on Schoology.
- Refer to these due dates and times regularly so that you can begin your work BEFORE it is due.
- Read the instructions for assignments.
- Please backup your work, at least by e-mailing it to yourself.
- Late assignments **will lose between 50% and 100% of the points earned.** If you need help with your work, please see me well before the due date or visit the Writing Center/tutor center.
- If you write to me and ask for an extension on late work, I do not give “blanket—as much time as you need” extensions. If the college’s Learning Assistance Office asks that I grant accommodations, I certainly will. We will determine the new due date(s), based on your situation(s) and assignments for your other classes.
- Emailing your assignments, without prior permission from me, will be considered late work and will not receive points.
- For those with approved extensions, regular coursework is not accepted after the last regular class meeting of the semester, before finals.
- Contact the help desk with problems BEFORE the assignment is due, and copy me on the email.

GRADING

Grading is on a “point” system.

A	94% = 215-230
A-	90% = 206-214
B+	87% = 199-205
B	84% = 192-198
B-	80% = 183-191
C+	77% = 176-182
C	74% = 169-175
C-	70% = 160-168

20% Final exam

D+	67% = 153-159
D	64% = 146-152
D-	60% = 137-145
F	below 137; or having more than 6 absences
	11% Participation/presentations
	20% Homework/papers with discussions
	49% Quizzes

There are no secrets to success. It is the result of preparation, hard work, and learning from failure. ~ Colin Powell

This course is a progressive course – graded on a point system—SCHOOLGY CALCULATES ON PERCENTAGES, YOU NEED TO RE-CALCULATE ACCORDING TO HOW MANY POINTS YOU EARN. ANY QUESTIONS—SEE ME. Keep track of your points on the back page of the syllabus, or refer to Schoology. You can always set up a meeting time with me to discuss your progress in the course.

Quizzes and Final Exam: Assortment of multiple choice, true/false, matching. Test materials come from textbook, handouts, class lecture notes, activities.

Homework and class participation: Read chapters before class; complete assignments by the due dates, bring to class, or upload to Schoology as instructed; participate; be an ethical listener; be on time to take quizzes; be prepared for pop quizzes and exercises. Quizzes 4; Final Exam 1; Homework/papers with discussion 3, participation 2

CDM 1150-01 Spring 2022 – Human Communication		
Date	Read the chapters before class - Be prepared to discuss the material	Points
Feb 3	Lecture and discussion: Syllabus; Expectations for Spring Resource: Orientation Powerpoint	
Feb 8	Introductions of classmates	10
Feb 10	Chapter 1 – Introduction to Human Communication	
Feb 15	Chapter 2 – Communicating Identities	
Feb 17	Homework #1 is due before class on this day. See instructions on Schoology; upload file to Schoology before class, and be prepared for a discussion in class	10
Feb 22	Quiz #1 , Chapters 1, 2 – taken in class on Schoology	25
Feb 24	Chapter 3 – Communicating, Perceiving, and Understanding	
Mar 1	Chapter 4 – Verbal Communication What is decoding? Lecture	
Mar 3	Homework #2 is due before class on this day. See instructions on Schoology; upload file to Schoology before class, and be prepared for a discussion in class	15
Mar 8	Quiz #2 , Chapters 3, 4— taken in class on Schoology	25
Mar 10	Lecture: What is expected for Homework #3	
Mar 15, 17	NO CLASSES – SPRING RECESS	
Mar 22	Chapter 5 – Nonverbal Communication	
Mar 24	Chapter 6 – Conversational Interaction	
Mar 29	Chapter 7 – Listening and Responding	
Mar 31	Quiz #3 , Chapters 5, 6 — taken in class on Schoology	30
Apr 5	Chapter 8 – Communication across Cultures	
Apr 7	NO MORNING CLASSES – CARTHAGE ASSESSMENT DAY	
Apr 12	Chapters 9 – Communicating in Close Relationships	
Apr 14	Continue chapters	
Apr 19	Homework #3 is due before class on this day. See instructions on Schoology; upload file to Schoology before class, and be prepared for a discussion in class	20
Apr 21	Chapter 10 – Small Group Communication	
Apr 26	Chapter 11 – Communicating in Organizations	
Apr 28	Quiz #4 , Chapters 7, 8, 9, 10 — taken in class on Schoology	30
May 3	Chapter 12 – Rhetorical Communication	
May 5	Chapter 13 – Mass Media and Communication	
May 10	Chapter 14 – Communicating through Social and Other Interactive Media	
May 12	Review for final, if not already reviewed	
May 18, Wednesday 8 –10:00 a.m.	FINAL EXAM – Chapters 11, 12, 13, 14 and others to be determined	50
	Participation grade will be added to your final points by the end of the semester; points are earned by noticeable participation in class discussions, abiding by college and class requirements, and consistently getting work in by the due date/time	15
	Total for semester	230

Syllabus Statement

The Health and Counseling Center (HCC) supports students by addressing physical (nurse@carthage.edu), mental, and emotional well-being. All services are free and confidential and are available to currently enrolled, full-time undergraduate students. Health services include the assessment and treatment of minor illness and injury. Diagnostic testing, complimentary over-the-counter medications, and referrals to off-campus providers are all available. Our licensed counselors help students with challenges that can be resolved with short-term, solution-focused counseling. Some topics discussed during counseling include depression and anxiety, traumatic experiences, gender and sexuality, relationship concerns, stress management, and academic challenges. More details - including info about appointments - can be found at carthage.edu/health-counseling.

[Uwill](#) is a free teletherapy platform for Carthage students. Uwill connects students with licensed therapists from all 50 states. Support is available in a variety of formats -- video, chat, messaging, or phone. Counselors are available nights, weekends, and during holidays. Access is quick and easy: app.uwill.com.

Suggested email signature: Students receive free, immediate access to teletherapy through Uwill. It's private, secure & confidential. Click [here](#) to get started.

HCC Hours and Location

TARC 2240 / 262-551-5710

M-F 8:30-4:00

Health Services (in-person): Call to schedule a same-day appointment; walk-ins accepted

Counseling Services (in-person): Call to schedule an appointment; walk-ins accepted M-F 11:30-1:00

**Services, hours, and walk-in availability are subject to change*

Additional Info

--Nurse Practitioner: Wednesdays 2pm-4pm (appointment required; NP services are provided by a third party and billed to student's insurance)

--HCC is a Title IX confidential resource for students.

--We provide consultation for faculty and staff. If you need to talk to a provider, call our office at 262-551-5710.

--COVID-19 Testing is available for students with signs or symptoms of illness. Please call to be screened and to schedule a testing time.

--Carthage's vaccine requirement and associated testing is not administered by HCC. Visit the [COVID-19 Update Page](#) for more information.

Lydia Zopf '06, MS, LPC

(She/Her/Hers)

Director of Health and Counseling Services

Carthage College

262-551-5710

[Uwill](#): Free, immediate access to a therapist for Carthage students

National Suicide Prevention Lifeline: 1-800-273-8255

Crisis Text Line: text HOME to 741741

Crisis Text Line for Students of Color: text STEVE to 741741

Trevor Lifeline (LGBTQ+): 1-866-488-7386

National Domestic Violence Helpline: 1-800-799-7233 or text LOVEIS to 22522

CARTHAGE COLLEGE LEARNING ACCESSIBILITY SERVICES (LAS)

For more information see: <https://www.carthage.edu/learning-accessibility/>

Carthage College Learning Accessibility Services (LAS) Policy on Class Attendance as an Accommodation under the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973

Carthage College strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers due to your disability (including mental health, learning disorders and chronic

medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, you also need to register with Diane Schowalter in Learning Accessibility Services (dschowalter1@carthage.edu).

At Carthage College, it is understood that class attendance is critical to mastery of knowledge and skills taught in a specific course. Carthage students are expected to follow the attendance policy established by the instructor in each class. However, when a student has a chronic condition with unpredictable or cyclical acute episodes, modification to an attendance policy may be appropriate as an accommodation. If a student believes they may need an a class attendance accommodation because of issues related directly to a disability, the student must contact LAS at the beginning of the semester, or as soon as possible after the need for an accommodation arises, to discuss the matter of a possible accommodation.

Determination of eligibility for a disability-related class attendance accommodation is made on a case-by-case basis, through consultation with the course instructor and LAS. If necessary, the department or division chair or other appropriate administrator may be included in the discussion. In every case, proper relevant written documentation from an appropriate professional must be submitted to LAS before an accommodation request can be considered.

LEARNING ASSISTANCE and RESOURCES

Students who utilize the Writing Center receive extra credit.

Brainard Writing Center

www.carthage.edu/writing-center

The **Brainard Writing Center** is a free resource for student writers. The center is staffed by undergraduate Writing Fellows from a wide variety of majors who have been recommended by Carthage faculty and trained to work with other students on their writing. They can work with you at all stages of the writing process, including understanding the assignment, brainstorming ideas, drafting, revising, and proofreading. This semester they are offering in-person, Zoom live virtual, and written feedback consultations. For more information and to schedule an appointment, visit carthage.edu/writing-center.

Tutoring and/or Academic Coaching is available to assist you with any aspect of this class, including understanding readings, preparing for quizzes, and studying for exams. Peer tutors have done well in this course or demonstrated content knowledge through transfer credit, AP exam, or advanced coursework and have been trained to help other students do well. Academic coaches have not taken the course but can help you develop strong study skills and model habits of successful college students. For information and to book a one-on-one appointment visit carthage.edu/tutoring

Check their web page to know what the format offerings are for this semester. Previously they offered three formats:

- **In-person consultations** that will take place in the Brainard Writing Center following #StaySafeCarthage policies
- **Zoom live virtual consultations** work very much like in-person consultations but are done over Zoom.
- **Written feedback consultations** are asynchronous consultations. Students share their writing via Google Doc and fellows provide comments and questions in the margins.

Writers might have the ability to select their preferred format when they book their appointments.

Tutoring and/or Academic Coaching is available to assist you with any aspect of the class, including understanding readings, preparing for quizzes, and studying for exams. These resources are not engineered especially for struggling students; they are for everyone to maximize their academic growth potential. Please take advantage of them. For information and to book a one-on-one appointment visit carthage.edu/tutoring

ADDITIONAL COLLEGE POLICIES AND INFORMATION

College Policies and Information are available in the 2021/2022 College Catalog on Carthage.edu
<https://www.carthage.edu/academics/catalog/>

FERPA/ student records policy can be found at: <https://www.carthage.edu/community-code/general-college-policies/student-records-policy/>

Title IX statement of policies apply. See additional information on Carthage's Title IX procedures can be found on our website, at <https://www.carthage.edu/title-ix/>

Carthage College is committed to providing a learning, living, and working environment free from gender-based discrimination and sexual violence. This applies to academic, educational, athletic, residential, and other College operated programs.

Carthage complies with applicable state and federal statutes, including Title IX of the federal Higher Education Amendment of 1972 and the Campus SaVE Act. Any student, faculty, or staff member who has concerns about gender discrimination, including any concerns pertaining to sexual violence, is encouraged to contact Carthage's Title IX Coordinator.

To contact the Title IX Coordinator

Annette Duncan, *Associate Professor of English*

Lentz Hall 208, 262-551-5883

aduncan@carthage.edu

Carthage's Title IX Coordinator provides information, guidance, and other resources to address sexual violence and gender discrimination. A Title IX Coordinator can discuss a community member's general concerns, respond to a report of sexual violence, or answer questions about the disciplinary process for sexual violence.

Carthage also designates three other individuals to assist/support the Title IX coordinator in his/her work to fulfill compliance efforts. Those designees are listed in the link below.

Title IX Coordinator Designees

<https://www.carthage.edu/title-ix/coordinators/>