

The Syllabus: A Student Survival Guide

Instructor: Dr. Veronica Keiffer-Lewis/Dr. V.

Pronouns: She/Her/Herself

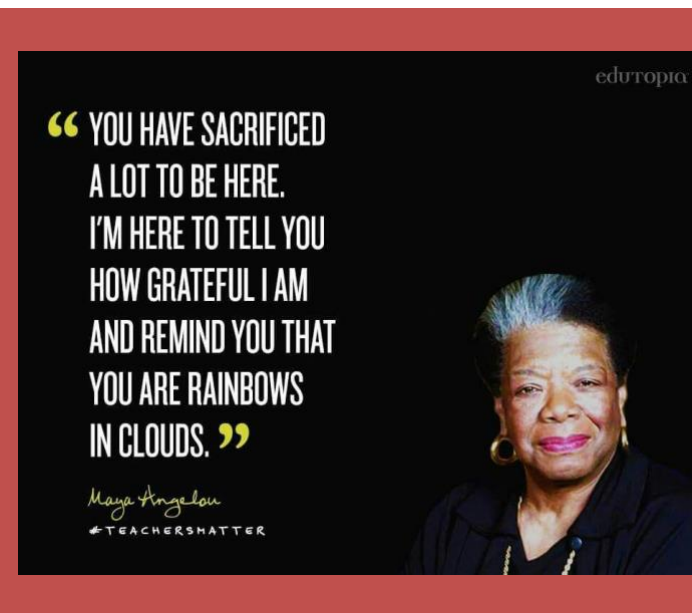
Office: Forum-6C

Support Hours: Wednesday, 11:00am-
12:00pm or By Appointment

Email: Contact [Via Canvas](#)

**I Aim to Respond to Emails Within 24-48
Hours; M-F (9am-5pm).**

****I do not check email on the weekend.****



Course Description

This course is an introduction to the study of creativity in human life, its sources, development, social purpose, and role in cultural change. Students analyze creativity as a central source of meaning and purpose in their lives as well as a development of their unique combination of human intelligences. Lives of creative people from all over the world are examined and contextualized. The course builds commitment to civic and moral responsibility to diverse, equitable, healthy, and sustainable communities. Students engage

Fall 2025 | ONLINE HUM 1 Intro To Creative Minds (4 Units) NO CLASS MEETINGS

ACADEMICS

Class Textbook

You are **NOT** required to purchase a book for this class.

Any required books or articles are provided online.

Course Objectives

- Identify and explain the meaning and purpose of culture as well as the role that the Humanities, its constructions of human creativity, occupy within a culture
- Assess and evaluate cognitive theories of consciousness and intelligences and their connection to creativity
- Analyze and synthesize the elements of creative personality and process
- Examine and analyze the developmental stages of creative behavior
- Examine and evaluate biographies of creative people from a variety of academic, professional, and cultural domains
- Recognize and interpret issues of equity and sustainability in creativity within multi-cultural and cross-cultural contexts
- Cultivate commitment to civic and moral responsibility for diverse, equitable, healthy and sustainable communities in order to develop the ability and motivation to take informed action for change.

Student Learning Objectives

- Synthesize critical thinking, imaginative, cooperative, and empathetic abilities as whole persons in order to contextualize knowledge, interpret and communicate

themselves as members of larger social fabrics and develop the abilities and motivation to take informed action for change.



meaning, and cultivate their capacity for personal, as well as social change.

- Cultivate and demonstrate an awareness of the power of creativity and the potential of the creative process through direct involvement.



*Please Let Me Know How I Can Support You...
I Believe in Your Success and Want to Ensure You Have a Positive Learning Experience.*

10 points
Surprise Extra Credit:
Read this entire syllabus and summarize three resources, academic integrity and the major assignments. Attack to your week 12 extra credit tracker.

CLASS EXPECTATIONS

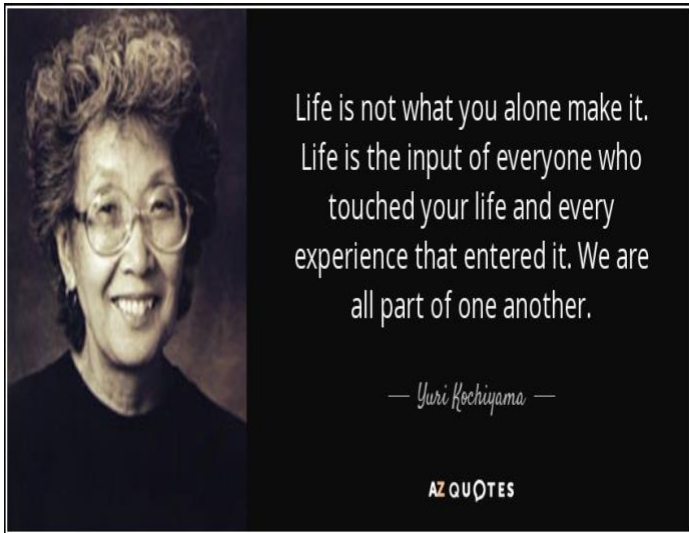


In This Class We Will Uphold Respectful Dialogue

noun: **respect 1.** a feeling of deep admiration for someone or something elicited by their abilities, qualities, or achievements; from the **Latin respectus a looking back**; "consideration, recourse, regard" (see respect (n.))

IMPORTANT: To ensure online respect and safety, students will **NOT** receive credit if they engage in microaggressions; disrespectful, judgmental, degrading, bigoted or violent speech of any kind will not be tolerated. If this is viewed or detected, please report these comments to your instructor at once. Your instructor will perform random checks of all online chats and forms to ensure online cultural safety.

In this inclusive online learning environment everyone's ideas are welcome. However, how you present those ideas must be respectful, kind, compassionate, and with an open-mind. Thus, students must engage in dialogue; not discussion or debate.



Grade Distribution

Your grade is based on a point system. Your goal is to obtain enough points to achieve the grade **you** desire. You can get an estimate of your grade at any moment during the course by adding up the points you've received and dividing that number by the amount of points possible there have as to date.

PARTICIPATION

In this course you have different types of requirements designed to assess your learning, apply your new knowledge, and contribute to our beloved community. Take time to reflect and deeply engage in these learning opportunities. Each activity is designed to help deepen your understanding and practice applying the materials presented in this course.

WEEKLY ACTIVITIES



- There are weekly activities and discussions worth **5-10 points each**, except for week 12 (finals week). You may earn a total of **100 participation points**.
- Each week students will take part in 1 or 2 activities, based on the topic of the week. These activities count toward your participation points for this course.
- Weekly class activities are accepted on a rolling basis, unless otherwise noted.
- If you want feedback or an opportunity to revise and resubmit, please turn-in your activity by the due date.
- Late assignments are always accepted; however, you must actively communicate with your instructor if you are falling significantly behind and need more time or support.
- Every student receives an **automatic three-day grace period** (i.e., your work is not considered "past due" until three days after the due date).

Class Dialogues

Most weeks you will have one or two assigned dialogue topics. These topics are based on the course materials; please reference the readings, media, etc. in your discussion when applicable.

If you reference a class or outside citation, include the proper reference information.

To receive full credit for the discussions, you must respond to at least one of your colleagues' posts. Please take time to respond thoughtfully and respectfully to each other.

Total Points Possible: 600

Grading Scale: 90 to 100% = A range; 80 to 89% = B range; 70 to 79% = C range; 60 to 69% = D range; 59% or below = Fail

Extra Credit:

You will have various extra credit options throughout the course. Extra credit ranges between 3- 10 points per activity. Make sure to carefully review each PowerPoint, module, and announcement for "surprise extra credit" opportunities.

You must track your extra credit activities and the associated points. **All extra credit submissions are due during week 12.**

Attendance

Instructors determine individual class attendance policies, which are distributed to students at the beginning of each quarter. State guidelines also recommend that absences in excess of one week's class meetings may be considered excessive.

Faculty may drop students for excessive absences, which will contribute to the total allowable enrollment in a course. See [Credit Course Repetition, Repeatability and Families \(Active Participatory Courses\)](#) for regulations that govern the number of times a student may repeat a course and limitations that apply.

Instructors may drop students automatically who do not show up to the first day of the class. If you are unable to attend for a legitimate reason, it is advisable to notify your instructor before the class meets. You can request that your place be held, though it is at the discretion of the instructor.

IMPORTANT Reminder: Disrespectful engagement of any kind is not tolerated and may result in being dropped from the course. For everyone to learn, grow, and actively engage respect, kindness, and support is essential. If you have questions or concerns about this requirement, please contact your instructor at once.

Remember: ALL ASSIGNMENTS ARE SUBJECT TO CHANGE. The syllabus is a guide.

A few helpful pointers:

The full syllabus includes a variety of information about the De Anza College campus and resources, etc.

Each Monday before 5pm you will either receive a weekly announcement with important updates or a new "module" will become available with your weekly reading, activities, etc.

Make sure to review the weekly module *carefully* for assignment details, supplemental readings or required films.

Extra credit is hidden in select assignments, PowerPoint, modules pages, and announcements. Thus, you are rewarded for reviewing all the materials, carefully!

The second module contains *student resources*, which I will update periodically. Please make sure to review and refer to this modules as needed.

I will provide a weekly announcement as needed, which will keep you informed of any changes or new extra credit opportunities.

Review each module page, so you do not miss any assignments or important information for future requirements.

Always contact your instructor via canvas for the most timely response. Your "inbox" is located to the left in the black navigation bar.

You will receive assignment feedback every other week. BIG assignments are graded within two weeks of submission. If you submit your assignments after the deadline, your late (or



Requesting and Receiving Accommodation(s) Under ADA

The Board of Trustees upholds that, for persons with disabilities, improving the access to educational and employment opportunities must be a priority. The Board of Trustees directs the administration to take the necessary actions to implement the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

The Foothill-De Anza Community College District shall not discriminate against a qualified individual with a disability because of the disability with regard to employment or with regard to the provision of district programs, services and activities.

A person who is otherwise qualified may request accommodation related to his or her disability, provided that the accommodation does not impose an undue hardship on the district. The procedures for requesting accommodation are maintained in the President's Office, the Office of the ADA coordinator, and in the District Human Resources Office. The ADA coordinator for De Anza College is Michele LeBleu-Burns, dean of Student Development & EOPS, at 408.864.8218.

revised) work will be graded after all other assignments are graded.

Important Requirement:

Each student is ****REQUIRED**** to post a selfie (your face only) on your profile page, so that we can all see each other. This helps to ensure respectful engagement, personalize our learning community, and build familiarity.

Your assignments and discussions will not be graded until you upload your selfie. If you have any concerns about posting a picture of your face, contact me directly to explore other options.

Communication Plan:

What You Can Expect From Me

When: I will be in touch with you weekly. Please anticipate an announcement at the beginning of each week. The announcement will include campus news, class updates, assignment reminders, extra credit opportunities and more. I will also address questions from the class that, especially when it pertains to everyone's experience or collective concerns/trends.

We will also have weekly discussion forums, which provide an opportunity to connect with your peers (and instructor) around course related content, questions, activities, and reflection questions. These discussion forums are required and graded.

You can also request one-on-one support from your peers by posting comments and chatting with each other as needed. You can find this forum in the welcome module entitled, Peer-to-Peer Support.

Finally, you can reach me, your instructor, anytime by emailing me through canvas - the fastest way to reach me - or during office hours.

Where: Please check your canvas announcements and modules on a regular basis. Please take advantage of my office hour support (you will receive extra credit for

DeAnza College | **FOOD PANTRY**

The De Anza Food Pantry is open to all students who qualify!
Provided in collaboration with West Valley Community Services and Second Harvest Food Bank

www.deanza.edu/students/foodpantry

DeAnza College | **FOOD PANTRY**

Visit us in the Outreach Office!

Seminar 3 Building
SEM
S9
S8
S7
S6
S5
S4
S3
S2
S1
S0
S Quad
Administration Building & ADM Classrooms
E3
E2
PLT

For more information, email outreach@deanza.edu or call 408.864.8327
Students must meet the income guidelines for the Emergency Food Assistance Program (EFAP).
Visit www.edss.ca.gov for more information.

www.deanza.edu/students/foodpantry

For additional information, please review the student handbook:

<http://www.deanza.edu/policies/academicintegrity.html>

Anti-discrimination Policy

De Anza College is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors, for admission to the college, enrollment in classes, student services, financial aid, and employment. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Any person seeking information concerning the laws and policies or filing a complaint because of alleged violations of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF 86), and Sec. 504 of the Rehabilitation Act of 1973 should contact Michele LeBleu-Burns, dean of Student

visiting me), schedule a phone appointment or email me.

Email: For a more timely response, please *contact me via Canvas email* by clicking on the "inbox" icon to the left, in the black navigation bar.

Check-ins: Please anticipate regular check-ins. I want to help you stay on track so I will leave message, feedback, reminders in the notes section of your assignments. If I do not hear from you, I will email you and reach out to ensure you are doing well and to assess your support needs. Your success is my goal!

One-on-One Support: I will hold a support hour on Wednesday from 12pm-1:00pm during the fall quarter, unless otherwise noted. I am also happy to schedule an appointment at a time most convenient for you (phone or in-person).

Grading Reminder: You will receive assignment feedback every other week. BIG assignments are graded within two weeks of submission. If you submit your assignments after the deadline, your late (or revised) work will be graded after all other assignments are graded.

Student Resources Hub

Four BIG Assignments:

You will have an opportunity to reflection on your learning through interactive projects that will include answering a series of questions on the presentations, reading, discussions, etc. Learning assessments in this course are referred to as your major or BIG Assignments.

You will find detailed instructions for each assignment on canvas; below is a snapshot of the major projects/writing assignments and respective deadlines:

Week 3: BIG Assignment 1 (125 pts)

Photo Voice: Take a picture that relates to our weekly class for week 1, 2, & 3. Write a 2-3 paragraph synopsis per week, explaining what and why the picture resonates with you in accordance with the class materials.

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Development and EOPS, at 408.864.8828; or her designee.

ON CAMPUS RESOURCES:

- ✦ Writing and Reading and Tutorial Skills Center, ATC 309, 864-5840
- ✦ Math/Science Tutorial Center, S43, 864-8683
- ✦ Counseling Center, 2nd floor Student & Community Services Bldg., 864-5400
- ✦ Transfer Center, 2nd floor Student & Community Services Bldg., 864-8841
- ✦ Career Center, 2nd floor Student & Community Services Bldg., 864-5711
- ✦ Disability Support Services, 1st floor Student & Community Services Bldg., 864-8753
- ✦ Financial Aid, Baldwin Winery Building, 864-8718
- ✦ Health Services, Lower level Campus Center, 864-8732
- ✦ Child Development Center, 864-8822
- ✦ Extended Opportunity Programs and Services, Lower level Campus Center, 864-8950

“When I dare to be powerful - to use my strength in the service of my vision, then it becomes less and less important whether I am afraid.”
- Audre Lorde

De Anza's Student Handbook is managed by the Office of Student Development & EOPS, located in the [Hinson Campus Center](#), lower level.

Please contact Michele LeBleu-Burns, Dean of Student Development & EOPS at lebleuburnsmichele@deanza.edu or 408.864.8218 with questions.



Our Mission

The **Student Success Center** supports classroom instruction by helping students at all levels become better learners and gain the confidence and skills to achieve their greatest possible academic success.

Week 6: BIG Assignment 2 (125 pts)

Creative Critical Reflection: For week's 4, 5, & 6 you will write a letter to yourself, in the form of a Newspaper Article, Essay, Prose, Poetry, or Zine.

Week 9: BIG Assignment 3 (125 pts)

Gastro Journey: For week's 7, 8, and 9 you will try a new culinary experience or cooking something at home, take pic, and write a food review.

Week 12: BIG Assignment 4 (125 pts)

Creative Space Site Visits: During the quarter, you will visit **two** creative spaces (e.g., museum, art studio, performing arts center, etc.) and write

a reflection paper that also integrates your reading and class presentations.

We Support You! Resources for Undocumented Students

De Anza College provides education and a safe environment for all students, regardless of their immigration status. While there is a great deal of uncertainty and concern about U.S. government policy, De Anza is reaffirming its commitment to treat all students with equity and respect. This page will be updated regularly with information about on-campus programs and other resources for undocumented students. **Learn More:** <http://www.deanza.edu/students/undoc-students.html>

Note (or two...) From De Anza: Academic Integrity

De Anza College is committed to excellence in the pursuit of learning and academic achievement by its students. To further this goal, the college is committed to providing academic standards that are fair and equitable to all students in an atmosphere that fosters integrity on the part of student, staff, and faculty alike. The student's responsibility is to perform to the best of his/her potential in all academic endeavors. This responsibility also includes abiding by the rules and regulations set forth by individual faculty members related to

We Provide

- Individual, group, and online tutoring
- Tutor Training (student employment)
- Course-specific Study Skills
- Writing & Reading Center

-*Workshops* on student life skills, study skills, listening/speaking, reading/writing/grammar and other topics

Outcomes

After taking part in Student Success Center programs for an amount of time, and within the context of each student's individual needs, students will express a more positive attitude toward the subject they are studying, use effective learning skills, and improve their academic performance.

More Information

<http://www.deanza.edu/studentsuccess/>



Sexual Harassment Policy at De Anza

Members of a college community - students, faculty, staff and visitors - must be able to study and work in an atmosphere of mutual respect and trust. It is the policy of the Foothill-De Anza Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by federal and state law. Sexual harassment may include, but is not limited to:

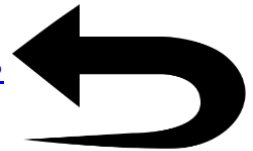
preparation and completion of assignments and examinations. The submission of work which is not the product of a student's personal effort, or work which in some way circumvents the given rules and regulations, will not be tolerated. It is the responsibility of the faculty to clearly define the requirements and rules applicable to their courses for all students. An applicable paragraph of the California State Educational Code (#76130) is quoted:

“Code of Student Conduct: The college has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college: cheating, plagiarism or knowingly furnishing false information in the classroom or to a college officer.”

Grievance Procedures

Student grievance procedures provide every student with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of his or her rights. For a copy of the procedures, consult the college catalog or visit the office of the dean of Student Development and EOPS on the lower level of the Campus Center. Students may also contact Michele LeBleu-Burns, the dean of Student Development and EOPS, at 408.864.8828. For more information, see the [Student Handbook Student Grievance Procedures](#) online.

[Student Complaints](#)



Due Process Procedures and Student Conduct

Individuals who elect to become students at De Anza are by the board policies afforded certain rights and privileges and at the same time assume certain obligations as set down in the De Anza College Student Rights and Responsibilities Policy. The student looks to his/her college to protect these rights. The college, in turn, assumes that each student will adhere to acceptable standards of personal conduct. For more information, refer to the college Student Rights and Responsibilities Policy. This document can be obtained from the De Anza

1. Conduct of a sexual nature that is explicitly or implicitly made a term or condition of an individual's employment or education.
2. A decision based on the submission to, or rejection of, a sexual advance.
3. Verbal or physical conduct of a sexual nature that interferes with an individual's performance or creates an intimidating work or educational environment.

Immediate action shall be taken against individuals determined to be in violation of this policy. Any individual who believes that he or she has been a victim of sexual harassment may file a complaint within one year of the date on which the complainant knew, or should have known of, the facts of the sexual harassment incident.

College President's Office, Vice President of Instruction Office, Vice President of Student Services Office, and the Office of College Life (formerly Student Activities Office).

Academic Freedom 4190

Academic freedom encompasses the freedom to study, teach and express ideas and viewpoints, including unpopular and controversial ones, without censorship, political restraint or retribution. Academic freedom allows for the free exchange of ideas in the conscientious pursuit of truth. This freedom exists in all service areas, including but not limited to teaching, librarianship, counseling, coordinating and all faculty-student interactions. Academic Freedom is the bedrock principle of all institutions of learning and must be extended to all faculty regardless of their status as full-time, part-time, or probationary.

Faculty members have the principal right and responsibility to determine the content, pedagogy, methods of instruction, the selection, planning and presentation of course materials, and the fair and equitable methods of assessment in their assignment in accordance with the approved curriculum and course outline and the educational mission of the District, and in accordance with state laws and regulations. These rights and responsibilities include, but are not limited to, the faculty member's choice of textbooks and other course materials, assignments and assessment methods, teaching practices, grading and evaluation of student work, and teaching methods and practices.



The role of the artist is exactly the same as the role of the lover. If I love you, I have to make you conscious of the things you don't see.

— James A. Baldwin —

Title IX: Online

The De Anza College Title IX team is here to support students, faculty and staff members – even while we're not on campus during the 2022 winter quarter. Here are some online resources that are available to you.

Information for Students

- [Student Guide to Title IX](#): Download this easy-to-follow chart that explains different ways you can report issues or concerns with sex- or gender-based harassment, assault or discrimination.
- **eCheckup To Go**: Learn about sexual violence prevention by opening the Apps page on [MyPortal](#) and clicking on the icon for **eCheckup To Go**.
- [Know Your IX](#): Get more information about your rights and resources for survivors, friends and family members

Local Resources and Helplines

- [Medical Evaluation and Support](#) (Santa Clara Valley Medical Center)

National Resources and Helplines

- [National Domestic Violence Hotline](#): 800.799.7233
- [National Sexual Assault Telephone Hotline](#): 800.656.HOPE (4673)
- [National Suicide Prevention Lifeline](#): 800:273.TALK (8255)
- [LoveisRespect.org](#): 866.331.9474

[Bullying Awareness Guidebook](#)
[Healthy Masculinity Action Project](#)

Check this out:

[Student Success Guidelines](#)



Help With College Costs

- [How to Get Financial Aid](#)
- [De Anza College Promise](#)
- [Scholarships, Grants and Loans](#)
- [Stretch Your Book Dollars](#)
(free and low-cost books)

More Campus Resources

- [Academic Counseling](#)
- [Health Services](#)
- [Learning Communities](#)
- [Mental Health and Wellness Center](#)
- [Pride Center \(LGBTQ+ Resources\)](#)

CAMPUS SECURITY

De Anza's campus security is managed by the **Foothi**

<http://www.fhdapolice.org/>

IN CASE OF EMERGENCY

From a campus
Dialing "9" before 9-1-1 from campus phones is NOT

From a cell phone: 408.924.8000

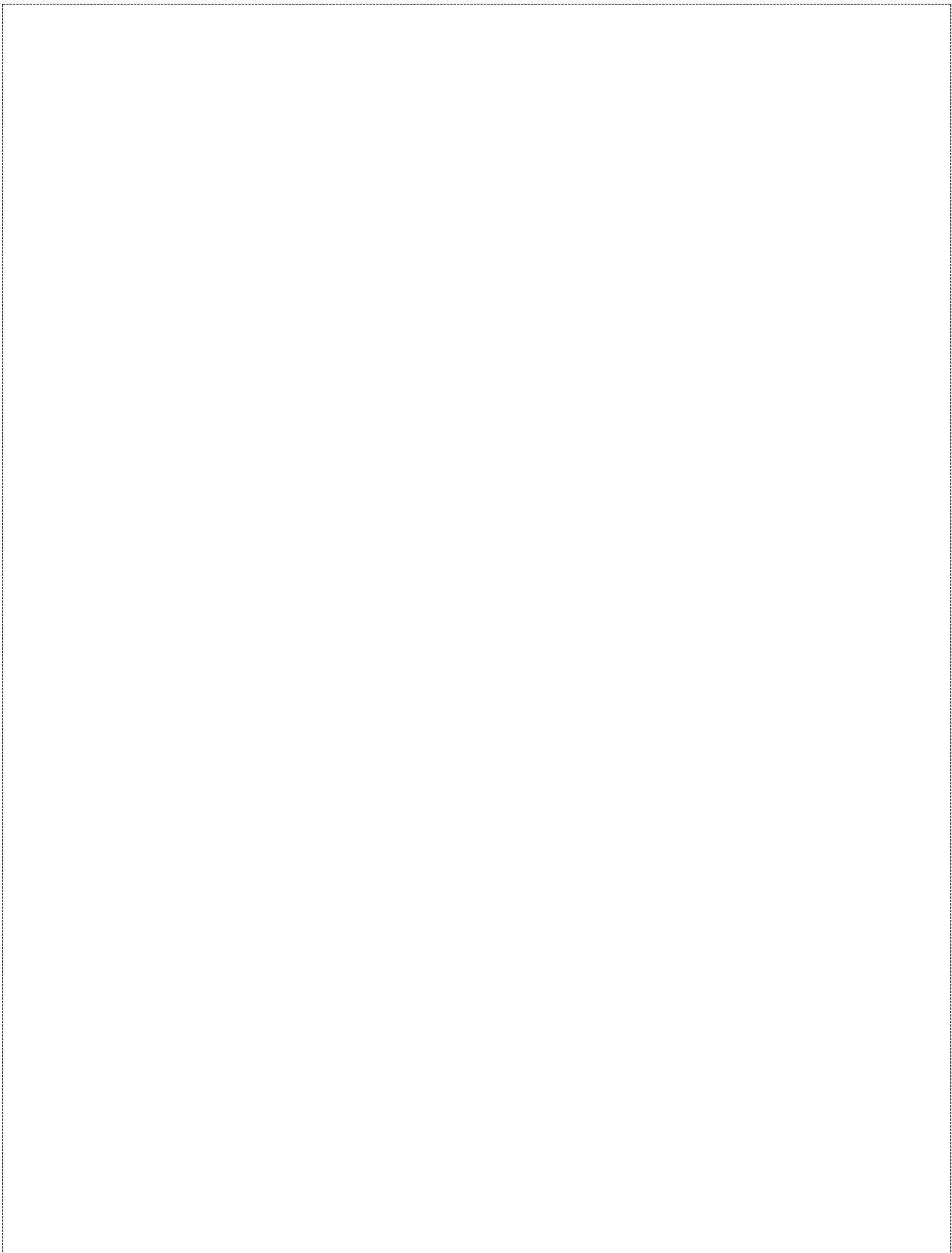


FOR NON-EMERGENCY ASSISTANCE

For non-emergencies, call **650.949.7313** or dial ext requiring police assistance:

- to report non-violent crimes such as theft
- to report non-injury vehicle accidents
- to report minor disturbances such as loud music
- for assistance with unlocking doors, jump-start, escort
- to inquire about parking issues, fingerprinting, police information.

When calling the non-emergency number, you will **24 hours a day, 7 days a week**, even when our campus



CAMPUS & ON-LINE RESOURCES

<p><u>Gender Neutral Bathrooms (GN)</u> are located in the East Cottage (ECOT-1), Multicultural Center (MCC), PE Quad 5 (PE5), and G Building (G).</p>	<p><u>Bullying Awareness Guidebook</u> was created to educate students about what bullying is, why it happens, and what they and administrators can do to prevent it.</p>
<p><u>Student Health Services</u> provides a variety of free and low-cost services to both male and female identified students, from physical exams to emergency contraception, flu shots to birth control.</p>	<p><u>Student Psychological Services</u> provides free, confidential psychological counseling to students. This service is NOT a 24-hour program. Please see one of the Off-Campus Resources listed below if you need attention outside of the hours provided by Psychological Services.</p>
<p><u>De Anza's Child Development Center</u> accepts children 18 months to five years of age. They serve families affiliated with De Anza College as well as the general public</p>	<p><u>Disability Support Services</u> assists students who have physical, psychological or other disabilities, vision, hearing impairments or ADD/ADHD.</p>

OFF CAMPUS RESOURCES

Youth Resources

- TSER www.transstudent.org
- Youth Space YouthSpace.org/resources/



Domestic Violence

- La Isla Pacifica Crisis Line (Gilroy to Morgan Hill) - 1(408) 683-4118
- Next Door Crisis Line (San Jose area) - 1(408) 279-2962 (Spanish & English)
- YWCA of Silicon Valley (Palo Alto, Mountain View and Los Altos) - 1(800) 572-2782
- MAITRI (San Francisco Bay Area) - 1(888)-862-4874
- Asian Women's Home - 1(408) 975-2739

Rape Crisis Hotlines: [YWCA of Silicon Valley](#) - 1 (408) 287-3000 or (650) 493-7273

LGBTQ

- Billy Frank LGBTQ Community Center - 1(408) 293-2429
- LGBTQ Youth Space - 1(408) 343-7940
- Desi LGBTQ Helpline - 1(908) 367-3374
- The Trevor Project 24/7 Crisis Hotline - 1(866) 488-7386

Health & Contraception: [Planned Parenthood San Jose](#) - 1(408) 287-7526

