



Course Syllabus

MAN 4741 - 1040

Innovation, Change and Agile Projects Summer Term 2024-2025 (0650)

Welcome

We have an exciting term ahead!

Organizations must adapt, change and become more effective to support their mission and vision while remaining competitive in today's ever-changing market. This course provides an in-depth approach to agile practices, management and projects while building an integrated skillset to support the needs of 21st century workplaces. As your professor, I am dedicated to ensuring your success and available to assist you as needed. Please take advantage of this and don't hesitate to contact me.

Please note the following:

Knowledge, critical thinking skills and the ability to effectively apply content from the course materials will be the basis for assessing all course submissions (i.e. discussion posts, assignments, etc.). Although you are permitted and expected to use sourced information, the bulk of submitted content should demonstrate YOUR knowledge as it relates to the topic. Submitting assignments that simply reiterate information obtained from sourced content will not be accepted.

Active participation in weekly discussions is an expectation. This means that you not only meet the minimum posting and content requirements, but also add value through substantive and insightful posts that further enhances the discussions.

Review all assignment submissions prior to the deadline to ensure that you have properly attached the correct submission. Exceptions will not be made for failure to attach a document or attaching an incorrect document. *Always double check.

All written submissions should follow proper APA guidelines (unless otherwise directed) and include an introduction, body and conclusion. Additionally, sufficient support should be provided for all proposed solutions, outcomes or assertions.

Plan your week accordingly to ensure that all deadlines are adhered to. Deadlines are based on Eastern Time zones (i.e. submissions should be in by 11:55 PM ET). Late submissions will not be accepted. No exceptions.

Bring discrepancies, errors or otherwise ambiguous information to my attention as soon as possible.

All questions related to assignments should be forwarded to my attention no later than Noon on the Thursday preceding the assignment due date. This will give me ample time to review and respond accordingly.

*Individual assignments are due Saturday at 11:55 PM EST, but students are encouraged to submit work earlier and not wait until the last day (Saturday) to submit. Again, please check that you do not submit the wrong assignment or empty page since no exception will be made.

*Team assignments are due Sunday at 11:55 PM EST, but students are encouraged to have team deadlines within their group so that they do not wait until the last day (Sunday) to submit.

*Initial discussion responses should be posted no later than Thursday and responses to peers by Saturday no later than Sunday to allow others to read your response.

In week 7th initial post is due on the first day of Monday and all other post no later than Saturday.

I look forward to an actively engaged 8 weeks. Again, welcome to Innovation, Change and Agile Projects!

Dr. C

*Note: Teams will be assigned during Week 1 of the course by me. Please review each week for a team task or assignment. You are expected to work on the team assignment throughout the class, but only submit the requirements for that week. Please read instructions carefully. If you have any questions please do not hesitate and reach out to me. If you have any team questions please cc the entire team so that all members receive the same information at the same time.

Instructor Contact Information

Dr. Rina Coronel

Email

coronel.rina@spcollege.edu

Phone: 727 341-3193

Office and Online Chat Hours:

Monday and Tuesday 9:00AM to 2:00PM

(subject to change if meetings are extended).

Office Location:

Seminole TL 114F/Epi 420

Instructor Web Page:

<https://webapps.edu/instructors/id/coronel.rina>

Zoom Link for Class:

email for appointment

Departmental Contact Information

Emmanuel Hernandez Agosto

Title: Dean of the College of Business

Email: hernandez.emmanuel@spcollege.edu

Phone Number: 727-712-7176

Appointment Information: Call or Email contacts above to schedule an appointment

Course Information

Prerequisite(s): Prerequisites: Admission to MGTORG-BAS or BUS-BS or SUSMGT-BAS or TMGT-BAS or LEGAL-BAS or PRJMGT-CT or ANLST-ATC or COENTR-ATC

Credit Hours: 3

Modality: Online

Course Description: This course intends to provide an overview of concepts and strategies to select optimal options for change, use of management and leadership skills to build broad support for change, diffuse innovation, and the successful execution through solid project management practices. Topics include organizational culture, innovation processes, technology forecasting, organizational development, tools such as K-T (Keppler Tregue), Scrum, Joint Process Change, eXtreme Process and TRIZ, reengineering, diffusion of innovations theory, social epidemic theory, learning organization, and change implementation strategies. Study Abroad opportunities may apply to this course (<https://blog.spcollege.edu/international/study-abroad/>)).

Course Objectives

1. The students will evaluate methods, explore options, apply agile approaches, and select appropriate solutions to foster change and innovation at organizational and project levels by:
 - a. defining constraints and assumptions in terms of a conscious team and task optimization.
 - b. defining and documenting project schedule, budget, resources, lean, and quality norms while devising flexibility in objectives and solutions.
 - c. evaluating alternative strategies in order to meet stakeholder requirements and increase stakeholder participation.
 - d. defining performance criteria to support lean and quality assurance efforts while enabling evolution of needs.
 - e. producing a project approval document for appropriate stakeholder review, decision, and commitment to remain an interactive part of the process.
2. The student will develop appropriate plans and tactics to enable change, innovation, and agile responses that maximize net value creation by:
 - a. defining, analyzing, refining, and documenting project requirements, assumptions, and constraints with specific attention to adapting and conforming approaches.
 - b. implementing project control system to manage project change, communications, procurement, risk, quality, stakeholder interaction, and human resources.
 - c. conducting processes to obtain project plan approval, including interactive evolution of the project with key stakeholders.
3. The student will manage the effective execution and control of change and innovation processes that include the ability to adapt to further change, resource limitations, or resistance by:
 - a. committing project resources and procedures required to initiate and monitor the performance of work in accordance with the project plan while managing planned intense activity and evolutionary approaches.

- b. reassessing and updating project control plans and practices to ensure effectiveness and leverage agile project methodologies to improve outcomes while recognizing and responding to risk events and issues.
- c. implementing the project plan by authorizing the execution of project activities required to produce project deliverables while integrating developmental approaches that include envisioning and speculative interaction leading to exploration and stakeholder collaboration.
- d. managing project progress by applying performance reporting, analysis, and progress measurement techniques that promote activities that promote planned adaptation, scaling, and the integration of governance.
- e. communicating project progress to stakeholders; implement quality assurance procedures develop, lead, and manage project teams while identifying needs for corrective action, obtain approvals, perform appropriate actions and evaluate effectiveness.
- f. managing project scope changes.

4. The student will organize the processes in such a way so that the innovation of change projects and processes achieve objectives and reach closure, while integrating to multiple or larger projects or environments by:

- a. obtaining final acceptance of deliverables from appropriate stakeholders and enable continued innovation and change.
- b. facilitating administrative and financial closure while capturing value through change and innovation and preparing for extending the agile processes.
- c. ensuring project has been transitioned to operation where relevant and integrated into a larger organizational strategy for change and innovation.

5. The student will integrate and effect change and innovation within legal, ethical, and professional standards, including sustainability and social responsibility by:

- a. ensuring individual integrity and professionalism by adhering to legal requirements and ethical standards.
- b. recommending approaches throughout every stage of the processes and projects that strive for fair resolution to satisfy competing needs and

objectives including the broader social context and the environment.

- c. respecting personal, ethnic and all categories of cultural differences while enhancing an organizational culture of change, adjustment, agility, and innovation.

Important Dates

Class Dates: 19-MAY-2025 to 11-JUL-2025

Drop Date: 23-MAY-2025

Withdrawal Date: Please reference the Academic Calendar below

<https://www.spcollege.edu/academic-calendar>

Required Textbook and Other Resources



Managing Innovation

Required or Optional: Required by Tldd

ISBN: 9781118360637

Authors: Joe Tidd, John Bessant

Publisher: Wiley

Publication Date: 2013-07-10

Edition: 5

Notes

It is fine to get the newer edition it has new information added, but the pages are different.



Building the Agile Enterprise

ISBN: 9780080560083

Authors: Fred A. Cummins

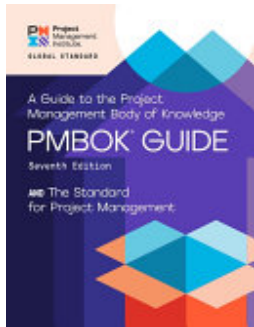
Publisher: Elsevier

Publication Date: 2010-07-28

Edition: 8

Notes

It is fine to get the new edition since it has new information, but the page numbers will be different.



A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (ENGLISH)

Required or Optional: Optional but if a Project Management student must have

ISBN: 9781628256659

Authors: Project Management Institute

Publisher: Project Management Institute

Publication Date: 2021-07-01

Notes

Can always use newer editions-pages will change

Performance Assessment and Grading

Grading Philosophy:

Grades will be assigned based solely on student performance and not on prevailing student norms or students' perceptions of their performance. This course syllabus clearly communicates performance standards and these standards will be fairly and consistently applied throughout the semester. Grading standards have been developed based exclusively on course objectives reflecting the appropriate level of content mastery, including mastery of the subject matter as well as mastery of those core curriculum components such as effective writing and information literacy deemed appropriate to the course. Although a bell curve may not always be achieved, nor is it necessarily desirable, it is expected that the grade of A is awarded only to those students whose work is truly exceptional, reflecting both content mastery and the ability to analyze and articulate that material. Students can expect that the grade of A will be awarded only to those few

students whose work is exceptional reflecting both content mastery and the ability to communicate that material. Grades of B and C would be awarded more frequently implying lesser degrees of content mastery. The grade of D represents the lowest passing grade and denotes borderline content mastery. The definition of each grade level is as follows:

A = Outstanding: Performance excels far above established standards for university-level performance

B = Superior: Performance above established standards

C = Good: Performance meets established standards

D = Substandard: Performance is below established standards

F = Failure: Performance does not meet minimum requirements

Grading Scale

SPC grades on an A, B, C scale; they do not offer pluses (+) or minuses (-). The grading scale is:

A: 100-90%

B: 89-80%

C: 79-70%

D: 69-60%

F: Below 60%

Late Work Policy

Late assignments (projects, class participation) are not graded unless you have missed the deadline due to medical reasons. All requests for extensions must be made in writing (via SPC email), and supporting medical documentation that can be verified will need to be attached for extensions to be granted. You will need to submit the assignment within 5 days of the due date.

Textbook, computer, or technology-related issues do not constitute an extenuating circumstance. Extra time to complete assignments will not be assigned for these reasons.

Communication Plan

I will utilize the following communication channels in this class: MyCourses announcements each week with information on weekly requirements, MyCourses emails personal concerns and course information.

Response Time : Please ask by Thursday if assignment is due on the weekend for timely response. 24 HOURS response time during the week 48 HOURS during the weekend.

Monday - Friday I will respond to emails and missed phone calls within 24 hours, and 48 hours on the weekends. I will grade assignments and provide feedback within 7 days after the due date.

How to Be a Successful Student

Embarking on the journey of higher education can be transformative, and embracing the habits of successful students is a key component of that transformation.

Habits of Successful Students:

- Proactive and disciplined attendance: punctual attendance, active engagement in class activities.
- Actively seek to catch up on missed materials: acquire notes and assignments promptly.
- Engage in continuous study outside class: deepen understanding through self-study.
- Integrate feedback and seek extra credit opportunities.
- Remain fully involved in the educational process.

Mindset and Strategic Approach:

- Set realistic and specific learning goals for focus and direction.
- Recognize the value in each task to sustain effort.
- Maintain a positive attitude and break tasks into manageable parts.
- Regularly monitor progress and understanding.
- Embrace mistakes as learning opportunities for resilience and genuine interest in the subject.

Course Attendance

Participation in the course is essential for learning and avoiding withdrawal for non-attendance. Participation is defined as reading and preparing for weekly lessons, as well as completing and submitting ALL assignments on time as listed on the syllabus schedule.

The College-wide attendance policy is included in the Syllabus Addendum:

www.spcollege.edu/addendum/#attend

It is important that you actively participate the first two weeks of class to ensure that you are not dropped from the class. This is an online course and you will be required to submit complete assignments during weeks one and two in order to be considered active in the class.

Merely logging into your course during the first two weeks does NOT constitute participation. You are a “no show” if you do not complete your work. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn.

Active participation during the first two weeks of class consists of the following:

- Week #1 – Discussion, Individual and Team Assignment
- Week #2 – Discussion, Individual and Team Assignment.

Plan ahead to avoid missing these events as it will make you absent for that week.

Students should review the college-wide attendance and financial aid policies.

Lack of attendance can result in students being administratively withdrawn. Effective August 2024, the SPC college wide policies have changed. Students absent Week 1 will be dropped without penalty from this course. Students with participation issues at the 60% participation reporting point will be withdrawn (W). Avoid missing any item in the syllabus schedule to avoid these issues as it can result in serious financial and GPA

consequences. Please see the student handbook and SPC Student Right to Know policies further (as needed).

SPC Policy: Attendance/Participation/Withdrawal

Withdrawing from a course with a “W” or “WF” may impact students’ academic standing and financial aid eligibility including placing the student in early repayment. It is the student’s responsibility to understand the consequences of withdrawing.

Attendance

College policy requires students to attend class prior to the published deadline to drop with a refund. The instructor is required to report non-attendance and the student will be dropped after the first week of classes.

If you don’t attend during the first week of the term, you will be automatically dropped, and the class removed from your schedule. If you receive financial aid, your award amount may be adjusted if the drop changes your enrollment status (e.g. full-time to part-time).

It is the student's responsibility to know the attendance policy of the class in which they are enrolled.

- Depending on the modality of the course, attendance may be online, LIVE Online, blended, or on-campus.
- For LIVE Online classes, attendance will be taken online during the normal class meeting time/days.
- Students who are feeling ill for any reason should communicate in a timely manner with their instructor regarding attending online instead of on-campus, and/or the responsibility of excused absences. Students are also responsible to discuss completing any missed work with the instructor.

Participation

College policy require the instructor to report any student who is not actively participating

at the 60% point of a class. The instructor will report the student by the end of the week immediately following the 60% point of the class and the student will be withdrawn from the course and assigned a "W" grade. It is the student's responsibility to understand the instructor's requirements for 'active participation.

Student Withdrawals

You may drop a course through the [Drop with Refund](#) date listed on your Fee Schedule and be eligible for a refund, although withdrawing may affect your financial aid. If you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion. If you are thinking of withdrawing, please speak with your instructor, an [Academic Advisor](#) or a [financial aid counselor](#).

Withdraw requests submitted after the last date to withdraw with a "W" (see academic calendar) will result in a "WF". Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

Students who wish to withdraw completely from SPC are not able to totally withdraw from all classes through MySPC. A student must contact an Academic Advisor to totally withdraw.

Technology Requirements & Policy

View the [Canvas Minimum Technology Requirements](#)

If you need technical assistance, please [Contact the Technical Support Center](#).

Minimum Technical Skills: Students should know how to navigate the course and use the course tools (email, discussion, gradebook, etc.). Learning Management System (LMS) tutorials are available to students new to this LMS and are located at the beginning of the course. Most features in the LMS are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Students also MUST become proficient with [publisher or other 3rd party tools or platforms here] and the tools contained within the program to be successful in this course.

Accessibility of Technology

- [Canvas Accessibility](#)
- [Microsoft Accessibility](#)
- [Google \(YouTube\) Accessibility](#)
- [Panopto Accessibility](#)
- [Copyleaks Accessibility](#)
- [Cengage Accessibility](#)
- [McGraw-Hill Accessibility](#)
- [Pearson Accessibility](#)

Privacy

- [Canvas Privacy](#)
- [Microsoft Privacy](#)
- [YouTube Privacy](#)
- [Panopto Privacy](#)
- [Copyleaks Privacy](#)
- [Cengage Privacy](#)
- [McGraw-Hill Privacy](#)
- [Pearson Privacy](#)

SPC Policy: Academic Honesty

St. Petersburg College expects students to be honest in all of their academic work. By enrolling at the College, students agree to adhere to the College's standards of academic honesty and integrity. Failure to comply may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, students also have an ethical obligation to report violations of the SPC academic honesty policies they may witness.

To better understand what academic integrity means and the potential consequences of violating it, please watch the following videos:

- [What is Academic Integrity?](#) (1:29)
 - [Transcript for "What is Academic Integrity?"](#)
- [What Happens When You Violate Academic Integrity?](#) (2:08)
 - [Transcript for "What Happens When You Violate Academic Integrity?"](#)

The academic honesty policy and procedures are available online:

- [Academic Honesty Policies, Honor Code](#)
- [Academic Integrity Policies and Procedures](#)

These documents include details on what is meant by:

- Cheating
- Plagiarism
- Bribery
- Misrepresentation
- Conspiracy
- Fabrication
- Collusion
- Duplicate submissions
- Academic misconduct
- Improper Use of Any Electronic Device

Cheating - The improper taking or tendering of any information or material submitted for a course.

Examples of cheating, improper use of electronic devices, and improper online course use include, but are not limited to:

- Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including information accessed through a calculator or other electronic devices.
- Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.
- Selling or giving away all or part of the information on an electronic device, which will be used as course work.
- Sharing an electronic device while leaving answers on display or in memory.
- Submitting a duplicate homework or test with only the student's name changed.
- Unauthorized use of an electronic device to search for solutions during an exam.
- Having or providing unauthorized outside help when completing online quizzes or assignments.
- Obtaining access to confidential test materials or questions before quizzes or assignments.

Some of your courses may include online material that is protected by copyright. This means that the work is available for you to use in your studies, but you can't copy and share the materials (copyright.gov). Please see [SPC's copyright information](#). It's your responsibility to be academically honest in all of your work.

Generative AI Not Permitted

The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be

useful in many contexts, but you must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating [SPC's academic integrity policy](#), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You are strictly prohibited from using use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in this course. The work produced by AI writing tools is not your own original work and is therefore unacceptable for the assignments in this course. If you cite AI-generated content, the work will be considered incomplete and receive a zero. If you do not cite, the work will be considered plagiarism and receive a zero. If you have any questions about this, please reach out to me.

Copyleaks

The instructor of this course may require the use of Copyleaks as a tool to promote learning. The tool identifies similarities and potential issues in written work that merit review. Use of the service enables students and faculty to pinpoint areas that can be improved through enhanced paraphrasing, source integration, or proper citation. Submitted papers are analyzed for originality and remain confidential within the Copyleaks system for this purpose only. Students retain full copyright to their work. Review the [Copyleaks Usage Agreement](#) for full details. Students who do not wish to submit work through Copyleaks must notify their instructor via course email within the first seven days of the course. In lieu of using Copyleaks, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Accessing the Similarity Report](#) tutorial.

Learner Support and Other Student Resources

Use the following links to view web sites on SPC's:

- [Free Tutoring](#)
- [Accessibility Services](#)
- [Academic Support](#)
- [On-Campus and Online Support](#)
- [Student Services](#)

Additional Resources:

- [Academic Calendar](#)
- [Learning Resources](#)
- [Career Services](#)
- [International Student Services](#)
- [Veterans Services](#)

Code of Conduct

Code of Conduct

The behavior of all students in class should reflect a professional, respectful, and compassionate environment. Inappropriate or inconsiderate behavior will result in consequences. Students must be thoughtful of their comments, actions, and decisions, considering how these impact classmates and instructors.

Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

Netiquette

Whether you are in an online class or a physical classroom, certain behaviors are expected when you communicate with your peers and your instructors. You need to contribute to a positive

learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process. Below are the traits of a successful student. These guidelines pertain whether your course is online or in the classroom. When communicating, you should always:

- Treat everyone with respect in every communication
- Use your professor's proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms.
- Use clear and concise language
- Remember that college level communication should use correct grammar, whether written or spoken. Avoid slang.
- Use correct spelling and avoid texting abbreviations
- Avoid using the caps lock feature as it can be interpreted as yelling online
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and, even when spoken, your message might be misunderstood
- Be cautious with personal information (both yours and others')

When you send an email to your instructor, department chair, dean, or classmates, you should:

- Use a subject line that describes what you are writing about
- Avoid attachments unless you are sure your recipients can open them
- Be clear, concise, and courteous
- Sign your message with your name
- Use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.

When posting to a discussion board, you should:

- Write posts that are on-topic and within the scope of the course material
- Take your posts seriously; review and edit your posts before sending

- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Read all messages in a thread before replying
- Avoid repeating someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions, even when they differ from your own
- Express any differing opinions in a respectful, non-critical way
- Not make personal or insulting remarks
- Be open-minded

Recordings in the classroom

Students may record lecturers in class for personal use (such as studying or documenting complaints to the institution) without explicit permission. However, students may not record non-lecture portions of class (such as skills labs, student group work, individual student instruction, Q/A sessions, recording studio critiques, group/individual production and computer lab time, practicums/internships, or clinical/simulation rotations) or other students without explicit permission, and may not disrupt class in making such recordings (such as trying to use a device with a calculator or calculator app in a class that does not allow calculators, or blocking the view or aisles for others in the class). Having an approved ADA accommodation is considered explicit permission to record from the college.

Students making such recordings may not share recordings without explicit permission and are personally liable for unauthorized dissemination. If in doubt, please discuss with your professor before class.

The instructor has the authority to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or

take disciplinary action if disruptive behavior continues. This ensures that all students in the class have an opportunity to learn.

For additional information, review the [SPC Expectations for Student Conduct](#), [Online Student Participation and Conduct Guidelines](#), and the [SPC Netiquette Policy](#). Please strive to uphold these standards to ensure a positive and productive learning environment.

Auditing a Class

Auditing a course allows a student to take a class without benefit of a grade or credit for the course. Students do not have to seek special permission to audit a course, but they do need to communicate to their instructor they are auditing. If an auditing student has something specific they are hoping to get from the course, they should discuss that with the faculty member during the first week of classes.

Once registered as an audit student, one may not change from credit to audit or from audit to credit after the drop/add period. However, under certain circumstances, a student may appeal to the appropriate Dean and request a change from audit to credit status after the registration period has expired, but have 60 days into the subsequent term to appeal the status change. The Dean will verify with the instructor that the student completed all of the requirements for credit in the course. The Dean's decision is the final decision.

Audit students are required to meet course prerequisites including appropriate scores on the St. Petersburg College Placement Test unless such requirements are waived by obtaining permission through the Dean.

Please note: Not all courses are eligible for auditing.

Student Survey of Instruction

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

Title IX

At St. Petersburg College, our faculty are dedicated to fostering a secure and open environment conducive to learning for all students. Title IX prohibits gender discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking. If you, or someone you are aware of, has experienced sexual harassment or sexual violence, or any form of sexual misconduct, which includes incidents like sexual assault, relationship violence, or stalking, please know that there are avenues for help and support.

We strongly encourage every member of our college community to be proactive, seek assistance, and report occurrences of sexual misconduct to the Title IX Office. It's important to be aware that under Title IX regulations, faculty members are obligated to report such incidents to the Title IX Office. However, if you prefer to have a conversation with someone who is not required to report, you can consult the [SPC's Counseling Services](#).

St. Petersburg College urges everyone in our community to step forward, seek support, and report any incidents of sexual harassment or gender-based discrimination to the St. Petersburg College Title IX Office. They can be reached via email at SPCTitleIX@spcollege.edu or by phone at 727-341-3261. Remember, these resources are here for your support and well-being.

Equal Access

St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The College will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the College will not tolerate such conduct. Should you experience such behavior, please contact the Equal Access/Equal Opportunity Office at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaao_director@spcollege.edu.

Accessibility Statement

St. Petersburg College recognizes the importance of equal access for all students. Accessibility Services (AS) is the campus office that supports students with disabilities to approve and coordinate reasonable accommodations. Students who have, or think they may have, a disability (e.g., learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing) are invited to contact their AS campus coordinator ([Accessibility Services Contacts](#)) for a confidential discussion. If an accommodation is deemed to potentially alter the nature of the course, it will require a decision by a committee. Therefore, ample time must be provided to evaluate and process such requests. Students who are currently registered with AS are encouraged to request accommodations early in the semester by logging into their AIMS account. Additional information is available at the college-wide Accessibility Services website www.spcollege.edu/accessibility.

Safety and Security

We want to make sure that you are comfortable on campus and feel secure in your learning environment. The SPC campuses are very safe but you should be aware of your surroundings, just as you are anytime you are in a public space. In each classroom there is an Emergency Response Guide to help you during an emergency. It is also a good idea to be familiar with evacuation routes in buildings that you use frequently. **If you have an emergency, dial 911 immediately.** For information on campus safety and

security policies, please call 727-791-2560. More information is also available on the [Campus Safety website](#).

The college website (spcollege.edu) is the best source of information in the event of an emergency. It's possible for something like a hurricane to disrupt classes on campus; if this happens there are plans on how to help you continue your education. You should be comfortable using the Learning Management System (LMS), as it will be key in communicating with faculty about course materials and assignments. Make sure you are familiar with sending and receiving emails, participating in discussion posts, navigating through course materials, and submitting assignments in the LMS. It is important to be able to use the LMS for learning activities if your campus is closed.

Federal and state law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the college if the person attends, or is employed, by a college or university. You can find out more information by calling the FDLE hotline (1-888-FL-PREDATOR) or by visiting offender.fdle.state.fl.us/offender. A list of sexual offenders or predators registered for classes at SPC is also available.

Titans Care (Student Assistance Program)

As an SPC student it's vital that you know Titans Care. You can access resources through [SPC's Student Assistance Program \(SAP\)](#), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

Student Concerns

St. Petersburg College wants to make sure that you are able to receive prompt and fair resolutions to any concerns that you might have. If you feel that you have had a bad experience with a college employee, or you have a concern about college facilities, please bring it to our attention. Begin by speaking directly to the person responsible for the department; direct conflict resolution is an important skill to develop and usually brings about the best results. If you aren't satisfied with the outcome, or are not comfortable approaching the person directly, you may submit the information using an online form: web.spcollege.edu/survey/13002

If you're not able to submit the form online yourself, feel free to ask a college employee to submit the form on your behalf.

SPC Vaccination Policy

SPC is concerned about the health and well-being of all students. We encourage all students to remain current on vaccinations as suggested by appropriate health authorities. SPC does not require vaccinations for general admissions to our degree or certificate programs, with some exceptions for specific programs.

Instructional Continuity During Emergencies

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period and is planning ways our operations can continue following such an emergency.

So, if a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the Instructor will continue using the Learning Management System (LMS) for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to the LMS (possibly through duration of the course's regularly scheduled end date). We will finish this course in the LMS, as directed by your Instructor online, and your Instructor will use all graded assignments to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

For all current updates on pandemic conditions or other events, please visit SPC Updates at <https://www.spcollege.edu/spc-updates>

Terms of Instruction

Please note this syllabus is an instructional guide and that the instructor/professor reserves the right to make any changes to it, as needed. This includes changes to the course schedule and assignments, etc., throughout the term. If changes occur, you will be notified as soon as possible via email and/or an announcement in the LMS. Changes may be necessary for various reasons, including instructor illness, students' progress, weather events, institutional needs, etc. Please approach any changes with flexibility and understanding.