



## **Course Syllabus**

**MAN 4881 - 1039**

**Authority Influence and Projects Summer Term 2024-2025 (0650)**

**This course includes the following section numbers:**

## **Instructor Contact Information**

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Rina Coronel

### **Email**

coronel.rina@spcollege.edu

**Phone:** 727 341-3193

### **Office and Online Chat Hours:**

Monday, 9:00 AM to 2:00 PM

Tuesday, 9:00 AM to 2:00 PM

(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**

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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

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

**Credit Hours:** 3

**Modality:** Online

**Course Description:** This course intends to build leadership and management skills that facilitate the effective execution of objectives where stakeholders and resources come from multiple areas, locations, budgets, and organizational substructures. To facilitate the execution of projects and processes to achieve objectives, the topics will include the use of persuasion, motivation, emotional intelligence, cultural intelligence, and influence to gain the power and agreement to ensure the delivery of agreed resources and processes. Important learning will include the leadership and management of teams and groups across multiple locations, structures, and multiple levels of formal authority. The control, communication, and interaction of data, information, knowledge, and learning form a further range of associated topics.

## Course Objectives

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1. The student will devise appropriate methods and objectives to deliver organizational value through the optimization of organizational relationships, teams, groups, and projects by:
  - a. assessing contributions, implications, external plans, and the relevant environment for any party that has a linkage with the objectives.
  - b. compiling appropriate documentation, sub-goals, and performance requirements with all parties.
  - c. designing and selecting appropriate approaches, practices, aids and project management methods.

2. The student will construct plans and structures to enable the effective achievement of objectives through efficient use of organizational relationships, teams, groups, and projects by:
  - a. generating a plan to optimize human resource use and scheduling, while considering external imperatives and limitations and obtaining firm commitments from resource providers.
  - b. creating, analyzing, and refining project time and cost estimates to define project baseline, scheduling, and budgets.
  - c. implementing a plan that will enable change by achieving control through risk management, enhanced communication and the provision of quality resources for all associated with project teams and groups.
3. The student will appraise the optimal execution and adapt for required adjustments to achieve outcomes within resource plans through organizational relationships, teams, groups, and projects by:
  - a. describing the process of performance monitoring of people, processes, and resources to initiate the plans for the agreed project, teams and groups.
  - b. modifying project control plans and practices to ensure effectiveness and negotiating appropriate integration with external and internal stakeholders.
  - c. communicating project progress to stakeholders.
  - d. developing lead and management project teams.
  - e. identifying needs for corrective action, obtaining approvals, performing appropriate actions and evaluating effectiveness.
4. The student will organize the process to achieve proper closure and integrate relevant parties and resources to achieve this aim by:
  - a. obtaining final acceptance of deliverables and performance reviews from appropriate stakeholders.
  - b. documenting lessons learned.

- c. determining personnel needed and resources by following appropriate organizational procedures and documentation.
5. The student will evaluate all actions so that the processes and outcomes maintain ethical, professional, and legal compliance for all organizational relationships, teams, groups, and projects by:
- a. ensuring individual integrity and professionalism by adhering to legal requirements and ethical standards.
  - b. enhancing individual competence with continuous learning.
  - c. combining personal, ethnic and all categories of cultural differences.

## Important Dates

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

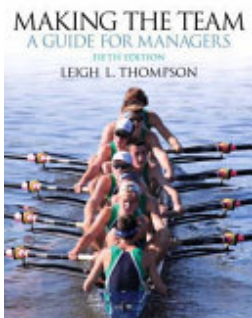
**Drop Date:** 23-MAY-2025

**Withdrawal Date:** Please reference the Academic Calendar below

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

## Required Textbook and Other Resources

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### **Making the Team**

**ISBN:** 9780132968089

**Authors:** Leigh L. Thompson

**Publisher:** Prentice Hall

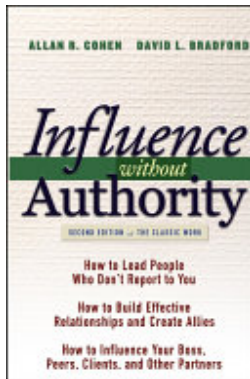
**Publication Date:** 2014-01-01

### **Influence Without Authority**

**ISBN:** 9781118045732

**Authors:** Allan R. Cohen, David L. Bradford

**Publisher:** John Wiley & Sons



**Publication Date:** 2011-01-11

**Edition:** 3rd 17

## Performance Assessment and Grading

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### 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**

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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**

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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.

## Canvas Assignment Schedule

| Due Date | Name                                                                                        | Type       | Points |
|----------|---------------------------------------------------------------------------------------------|------------|--------|
|          | <a href="#">Group 1 Topic</a>                                                               | Discussion | 0      |
|          | <a href="#">Group 2 Topic</a>                                                               | Discussion | 0      |
|          | <a href="#">Group 3 Topic</a>                                                               | Discussion | 0      |
|          | <a href="#">Group 4 Topic</a>                                                               | Discussion | 0      |
|          | <a href="#">Group 5 Topic</a>                                                               | Discussion | 0      |
|          | <a href="#">Introductions Discussion</a>                                                    | Discussion | 0      |
|          | <a href="#">Teams - Group 7</a>                                                             | Discussion | 0      |
|          | <a href="#">Teams - Team 6</a>                                                              | Discussion | 0      |
|          | <a href="#">W8A8 Assignment: Reflection</a>                                                 | Assignment | 10     |
|          | <a href="#">W8T5 Team Project: Negotiating</a>                                              | Assignment | 40     |
|          | <a href="#">W8T6 Team Evaluation EVERYONE submits this AFTER the team paper is entered!</a> | Assignment | 15     |
|          | <a href="#">Water Cooler- Topics</a>                                                        | Discussion | 0      |
| 5/25/25  | <a href="#">W1D2 Discussion</a>                                                             | Discussion | 10     |
| 5/25/25  | <a href="#">W1D1 Introduction: Authority without Influence, Teams, and your "Auto Bio"</a>  | Discussion | 5      |

| Due Date | Name                                                                     | Type       | Points |
|----------|--------------------------------------------------------------------------|------------|--------|
| 5/25/25  | <a href="#">W1A1 Assignment 1: Experience and New Ideas</a>              | Assignment | 25     |
| 5/25/25  | <a href="#">W1Q1 Quiz 1</a>                                              | Quiz       | 5      |
| 6/1/25   | <a href="#">Discussion Board: Team Forming</a>                           | Discussion | 0      |
| 6/1/25   | <a href="#">W2D3 Discussion Performance, Distance, and Culture</a>       | Discussion | 15     |
| 6/1/25   | <a href="#">W2A2 Assignment 2: Team Formation Evaluation</a>             | Assignment | 20     |
| 6/1/25   | <a href="#">W2Q2 Quiz 2</a>                                              | Quiz       | 10     |
| 6/8/25   | <a href="#">W3D4 Discussions Influence Model Views</a>                   | Discussion | 30     |
| 6/8/25   | <a href="#">W3Q3 Quiz 3</a>                                              | Quiz       | 5      |
| 6/8/25   | <a href="#">W3A3 Assignment: Propose 2 Team Evaluation Systems</a>       | Assignment | 20     |
| 6/8/25   | <a href="#">W3T1 Detailed Team Charter</a>                               | Assignment | 10     |
| 6/15/25  | <a href="#">W4D5 Discussion Reaching Out and Networking</a>              | Discussion | 15     |
| 6/15/25  | <a href="#">W4A4 Assignment: Efficacy, Ethics, Leading, and Managing</a> | Assignment | 20     |

| Due Date | Name                                                               | Type       | Points |
|----------|--------------------------------------------------------------------|------------|--------|
| 6/15/25  | <a href="#">W4Q4 Quiz 4</a>                                        | Quiz       | 10     |
| 6/15/25  | <a href="#">W4T2 Team Evaluation</a>                               | Assignment | 10     |
| 6/22/25  | <a href="#">W5D6 Discussion Task and Process</a>                   | Discussion | 15     |
| 6/22/25  | <a href="#">W5A5 Assignment: CQ, EI, and AP = PP + S – T</a>       | Assignment | 15     |
| 6/22/25  | <a href="#">W5Q5 Quiz 5</a>                                        | Quiz       | 5      |
| 6/22/25  | <a href="#">W5T3: Team Planning &amp; Delivering on Objectives</a> | Assignment | 20     |
| 6/29/25  | <a href="#">W6D7 Discussion Getting Back on track to Deliver</a>   | Discussion | 30     |
| 6/29/25  | <a href="#">W6Q6 Quiz 6</a>                                        | Quiz       | 10     |
| 6/29/25  | <a href="#">W6T4 Team Influence Case: Project Success</a>          | Assignment | 25     |
| 7/6/25   | <a href="#">W7D7 Discussion: Winding Down a Team or Project</a>    | Discussion | 15     |
| 7/6/25   | <a href="#">W7Q7 Quiz 7</a>                                        | Quiz       | 10     |
| 7/8/25   | <a href="#">W8Q8 Quiz 8</a>                                        | Quiz       | 10     |

## Communication Plan

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I will utilize the following communication channels in this class: Canvas announcements with information, Email personal concerns, and course information.

Response Time: Please ask by Thursday if an assignment is due on the weekend for a timely response. 24-HOUR response time during the week 48 48-HOUR 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**

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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

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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](http://www.spcollege.edu/addendum/#attend)

It is important that you actively participate the first week 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 weeks of class consists of the following:

- Week #1 – all week one graded activities such as discussions, assignments and so on.

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

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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**

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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](https://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**

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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.

## **Generative AI Permitted Under Some Circumstances**

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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 may only use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, when assignment directions specifically state that it is allowed, and these tools must be used with caution. AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to me.

## **Generative AI Permitted Within Guidelines**

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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 welcome to use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in your work for this course. However, AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to me.

## **Respondus LockDown Browser Proctored Testing Information**

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### **Proctored Testing Requirement**

This course requires one or more of your quizzes/exams in the Learning Management System (LMS) to be virtually proctored. Proctoring will be conducted using an online proctoring service called LockDown Browser & Respondus Monitor. You DO NOT need to create an account or schedule an appointment. Your quizzes will be accessible on the dates your instructor has set for you to take them. To take a LockDown Browser & Respondus Monitor quiz, you will need the following: a computer, a working webcam/microphone, your ID, and a stable internet connection. Check out [LockDown Browser & Respondus Monitor Support for Test-Takers](#) to learn more or for technical assistance.

### **Room Scan & ID Information**

To uphold academic integrity and ensure a fair testing environment for all students, you will be asked to conduct a room scan and show a valid, official ID prior to beginning your examination. Please be aware that this process involves your webcam recording and inspecting your physical testing environment. This includes the surface of your desk, any surrounding walls, and the area under your desk. By participating in this course and its assessments, you acknowledge and consent to these conditions.

Your official ID should include your name, photo, and signature for identity verification purposes. Acceptable forms of ID include a university ID, driver's license, passport, or other government-issued identification. No examination will be permitted to start without a proper ID check.

### **What is my responsibility?**

For courses that utilize LockDown Browser & Respondus Monitor, students are required to have a Windows, Mac computer, iPad, or Chromebook, a Web Cam, and download the LockDown Browser. You will be prompted to download the Lockdown Browser when launching the quiz.

For students who don't have access to technical equipment and need to borrow a computer check out the [Respondus Laptop Lending Process](#).

Need help? Contact

[Lockdown Browser/Respondus Monitor Support](#)

## **Copyleaks**

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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**

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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

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### 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

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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

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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

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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](mailto:SPCTitleIX@spcollege.edu) or by phone at 727-341-3261. Remember, these resources are here for your support and well-being.

## **Equal Access**

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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](mailto:eaao_director@spcollege.edu).

## Accessibility Statement

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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](http://www.spcollege.edu/accessibility).

## Safety and Security

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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](http://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](http://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)**

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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**

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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](http://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**

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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**

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The St. Petersburg College website at [www.spcollege.edu](http://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**

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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 Learning Management System (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.