



## **Course Syllabus**

**FIN 3403 - 1115**

**Financial Management Summer Term 2024-2025 (0650)**

## **Welcome**

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Welcome to your 8-week Financial Management (FIN3403) course. This course takes you through a very important professional and personal learning experience. It focuses primarily on managerial and corporate finance concepts, but you will also enhance your personal finance knowledge in many ways. You will learn how to calculate car and home loan payments, how to make value maximizing decisions, learn about securities such as stocks and bonds, and more.

Note that this is an 8-week "express" course, similar to many other upper-level courses at SPC. You will be completing the workload of what is normally taught over 16 weeks in half the time. This will require significant dedication and time commitment to the course to be successful. Regular (Pearson Lab) homework for two chapters is due typically on Sunday nights. If you wait until Sunday or even until the weekend in general to get started, you may find it very difficult to finish the work and to keep up with the pace of the class as topics build on each other each week. Getting behind in this manner does not afford students due date extensions, makeup work or other special benefits the rest of the class doesn't receive.

Please go to the Announcements page and read through the complete welcome message. From there, go to the *Begin Here* module to complete the course readiness items.

## **Instructor Contact Information**

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Dr. Aaron DeSpain, DBA, ChFC®

**Pronouns:** he/him

**Email**

despain.aaron@spcollege.edu

**Phone:** 727-341-3252

**Office and Online Chat Hours:**

<https://web.spcollege.edu/instructors/id/despain.aaron>

**Office Location:**

13805 58th St N, Clearwater, FL 33760

**Instructor Web Page:**

<https://web.spcollege.edu/instructors/id/despain.aaron/BIO/>

## Departmental Contact Information

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Dr. Emmanuel Hernandez-Agosto, DBA

**Title:** Dean, College of Business

**Email:** hernandez.emmanuel@spcollege.edu

**Phone Number:** 727-712-5407

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

Michael Ewell, M.S.

**Title:** Associate Dean, College of Business

**Email:** ewell.mike@spcollege.edu

**Phone Number:** 727-791-2610

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

## Course Information

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**Prerequisite(s):** Prerequisites: Admission to BUS-BS or MGTORG-BAS or TMGT-BAS or SUSMGT-BAS.

**Credit Hours:** 3

**Modality:** Online

**Course Description:** College Algebra is recommended. This is an introductory course in financial analysis and decision-making from a management perspective. Topics include financial statement analysis, financial planning and forecasting, time value of money with analysis and computation tools, risk and rates of return, asset valuation, capital budgeting, and miscellaneous financial decision-making tools and methods.

## **Course Objectives**

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1. The student will explain the ethical and financial responsibilities of industry, technology and business managers by:
  - a. comparing and contrasting the legal forms of business.
  - b. describing investment and financial decisions.
  - c. contrasting the functions of financial institutions and financial markets.
  - d. explaining the difference between capital markets and money markets.
  - e. examining the ethical implications of financial decisions in context of governance and agency.
  - f. comparing major regulation and regulatory bodies that effect financial institutions and markets.
  
2. The student will evaluate financial statements, financial planning and forecasting by:
  - a. analyzing income statements.
  - b. discussing and calculating retained earnings.
  - c. compiling balance sheets.
  - d. calculating and analyzing financial statement ratios.
  - e. analyzing financial ratios to make business recommendations.
  - f. calculating the impact of federal income taxes on the evaluation of economic opportunities.
  
3. The student will explain risk and rates of return by:

- a. calculating and analyzing returns on investment, including stocks and bonds.
- b. discussing risk aversion.
- c. measuring returns and standard deviation for a portfolio using Excel.
- d. describing market risk.
- e. explaining the capital asset pricing model.

4. The student will assess the time value of money by:

- a. preparing cash flow time lines.
- b. calculating the future value of cash flows using Excel.
- c. calculating the present value of cash flows using Excel.
- d. preparing an amortized loan schedule using Excel.
- e. applying a basic time value of money valuation model to bonds.
- f. calculating the yield to maturity of a bond in Excel.
- g. calculating the value of stock using several models.
- h. making decisions about competing economic opportunities.
- i. performing break-even analyses.
- j. describing the cost of money and interest rates.

5. The student will explain the cost of capital by:

- a. discussing the weighted average cost of capital (WACC).
- b. calculating the cost of various classes of capital using Excel.
- c. calculating the weighted average cost of capital (WACC) using Excel.
- d. preparing project risk adjustments.

6. The student will measure capital budgeting by:

- a. preparing forecasted financial statements using Excel.
- b. explaining the differences in capital budgeting techniques.
- c. calculating the net present value for a project using Excel.

- d. calculating the internal rate of return for a project using Excel.
- e. calculating the payback period for a project.
- f. calculating the profitability index using Excel.

7. The student will prepare cash flow estimation and risk analysis by:

- a. calculating initial investment outlay.
- b. calculating project operating cash flows using Excel.
- c. calculating terminal cash flows.
- d. calculating depreciation using Excel.
- e. applying risk assessment techniques.
- f. discussing capital structure considerations.
- g. evaluating cash flow estimation to make business decisions.

## 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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**Principles of Managerial Finance**

**Required or Optional:** Required

**ISBN:** 8220144557457

**Authors:** Zutter & Smart

**Publisher:** Pearson

**Publication Date:** 2021

**Edition:** 16

**Notes**

*Instant Access (6-month) to Pearson lab and e-text only (no physical textbook). Once temporary or permanent lab access to the course is established, a loose-leaf (physical) text can be purchased for \$44.99 via the Purchase Options module inside the lab course. See lab setup instructions and Course ID in Canvas. Note that the lab access itself will include an e-text also, so a physical book is optional. The chapter reading is not optional.*

*As an alternative, SPC also offers a physical text purchase with lab access code: ISBN 9780136945789*



### **Excel**

**Required or Optional:** Required

**Publisher:** Microsoft

### **Notes**

Office 365 is free for SPC students. Copy and paste the following link into a new browser page for more information:  
<https://go.spcollege.edu/microsoft/>

## **Performance Assessment and Grading**

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Total points will be accumulated from chapter homework assignments, discussion posts, Excel Assignments and exams.

### Weights for Assignment Categories

Number	Type	Percentage
16	Lab Homework*	40%
2	Excel Assignments	10%
5	Module Discussions	10%

2	Lab Exams**	40%
25	Total	100%

\*Require completion of DSM for each chapter.

\*\*An extra credit assignment accompanies each exam.

## Grading Scale

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Standard grading scale will be used (see below).

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

<60% = F

## Late Work Policy

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Exceptions to meeting assignment deadlines require an official documented excuse (i.e. family death, doctor's note, etc.). Please note that computer problems, minor sickness, travel, and lack of planning do not constitute an excuse for missing a deadline. This may mean you have to use computers on campus or somewhere other than your home or submit an assignment to the instructor's college email account if Canvas is down (should the need arise). Again, there are no exceptions to this rule, so be sure to view all of the content and expectations within each weekly module ahead of time to confirm you can meet them for proper completion of this course.

## Course Assignment Schedule

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Weekly assignments are detailed for students in the **Assignment Schedule and Due Dates** page (*Begin Here* module) in Canvas. It is recommended that the document be

printed and used as a Quick Reference Guide for the course. It should be referenced frequently to avoid missing any due dates. Assignments will be completed in Pearson (chapter homework and exams) and Canvas (discussion exercises and pre-exam Excel assignments).

FIN3403 Summer 2025				
Mod	Week of	Topics for the Week	Assignments	Due Dates
1	19-May	Intro to the Course	Reading:	
		Syllabus, Academic Honesty	Text Chp 1 & 2	
		Lab setup and orientation		
		Finance & Business	Canvas: Module 1 Discussion (Introduction)	23-May
		Goal of the Firm, Function & Governance	Watch "Intro to lab Excel Projects" video in <i>Week 1</i>	
		Financial Institutions & Markets	Pearson Lab:	
		Financial Crisis	Lab Orientation, Math Review, Excel Skills & Projects	23-May
		Regulation of Financial Institutions	Chp 1 DSM & Homework	25-May
2	26-May	Business Taxes	Chp 2 DSM & Homework	25-May
		Financial Statements (Income Stmt, Bal Sheet)	Reading:	
		Financial Ratio Analysis	Text Chp 3 & 5 (section 5.1 - 5.2)	
		Liquidity, Activity Ratios		
		Debt, Profitability Ratios		
		Market Ratios, DuPont Analysis	Canvas: Module 2 Discussion (Saving)	30-May
		Time Value of Money, part 1	Watch videos in <i>Excel Help &amp; Tutorials</i> page	
		Present Value of Single Amount	Pearson Lab:	
3	2-Jun	Future Value of Single Amount	Chp 3 DSM & Homework	1-Jun
		Utilizing Excel for problems	Chp 5 Homework (part 1)	1-Jun
		Time Value of Money, part 2	Reading:	
		PV and FV of an Annuity or Annuity Due	Text Chp 5 & 8	
		PV and FV of Mixed Streams		
		Compounding more than Annually		
		Special Apps: Find <i>nper</i> , <i>rate</i> , and <i>pmt</i>	Canvas: Module 3 Discussion (Payment)	6-Jun
		Risk vs Return		
4	9-Jun	Standard Deviation	Pearson Lab:	
		Diversification	Chp 5 DSM & Homework (part 2)	8-Jun
		Capital Asset Pricing Model	Chp 8 DSM & Homework	8-Jun
		<b>Exam Week</b>	Reading:	
		Review Course Material	Text Chp 5 & 8	
		Chapters 5,8	Exam Overview in MyCourses	
			Canvas: Excel assignment 1 (dropdown)	13-Jun
			Pearson Lab:	
			Test #1 {Chps 5,8} and Extra Credit	15-Jun



5	16-Jun	Interest Rate Structure	Reading: Text Chp 6 & 7	
		Corporate Bonds		
		Bond Features		
		Bond Yields & Pricing	Canvas: Module 5 Discussion (Exam Review)	20-Jun
		Bond Ratings		
		Bond Valuation	Pearson Lab:	
		Common vs Preferred Stock		
		Common Stock Valuation	Chp 6 DSM & Homework	22-Jun
		Efficient Market Hypothesis	Chp 7 DSM & Homework	22-Jun
6	23-Jun	Capital Budgeting	Reading: Text Chp 10 & 11 (section 11.1 - 11.2)	
		Overview		
		Incremental Cash Flows		
		Initial Investment and Cash Inflows	Canvas: Module 6 Discussion (Div. Growth)	27-Jun
		Expansion vs Replacement Decisions		
		Comparing Projects	Pearson Lab:	
		Payback Period		
		Net Present Value	Chp 10 DSM & Homework	29-Jun
		Internal Rate of Return	Chp 11 Homework (part 1)	29-Jun
7	30-Jun	Cost of Capital	Reading: Text Chp 9 & 11	
		Cost of Long-Term Debt		
		Before-Tax vs After-Tax		
		Approximation Formula		
		Cost of Preferred Stock		
		Cost of Common Stock	Pearson Lab:	
		Cost of Retained Earnings	Chp 11 DSM & Homework (part 2)	6-Jul
		Weighted Average Cost of Capital	Chp 9 DSM & Homework	6-Jul
8	7-Jul	Exam Week	Reading: Text Chp 6,7,9,10,11 Exam Overview in MyCourses	
		*Short Week*		
		Review Course Material		
		Chapters 6,7,9,10,11		
			Canvas: Excel assignment 2 (dropbox)	9-Jul
			Pearson Lab:	
			Test #2 (Chps 6,7,9,10,11) and Extra Credit	10-Jul
Assignment Types and Descriptions				
Dynamic Study Modules (DSM): Sets of questions with the goal of answering correctly up to 25 individual questions twice (Mastery). No time limits. No attempt limits. Must score at least 80% to unlock homework for that chapter.				
Homework: Chapter related problems. No time or attempt limits prior to due date. Only best attempt scores count.				
Tests: 20 questions, problems similar to homework. 3-hour time limit. One attempt.				
An optional Extra Credit assignment will also be associated with each exam.				
Excel assignments: Tests student proficiency using Excel to solve finance problems. Submit assignment to Canvas dropbox.				
Module Discussions: Post to discussion forums in Canvas for Weeks 1,2,3,5 and 6.				

## Communication Plan

Important news, weekly previews, updates and/or weekly progress messages will be posted to the Announcements page. These messages will also be emailed to the class. Urgent messages may also be texted to individual students using the college SPaC system. Students may email me any day of the week and expect a reply within 24 hours, although I usually reply quickly. Messages should be sent primarily through the Canvas email system. In person, phone and Zoom meetings are also available for students to schedule in advance.

## 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**

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Participation in the course is essential to avoid being withdrawn for non-attendance. Participation is defined as reading and preparing for weekly lessons (especially prior to blended/flex class meetings). It also includes completing and submitting ALL assignments on time and taking part in all other course communications in a timely manner. The Assignment Schedule and Due Dates sheet provides an overview of all assignments and due dates for the course, which are required for active participation.

Excused absences, of course, will not count against students. However, students must contact the professor to make appropriate arrangements, and provide supporting documentation accordingly. Advance notice should be given to the instructor whenever possible to arrange for alternatives.

This course will adhere to an **80-70 rule** for participation. This means that at least 80% of the lab homework assignments (not quizzes or DSM's) need to have been attempted and at least 70% of the questions/problems within those assignments also attempted in order to be marked 'attended' when attendance is required. Attempted means there is a graded result (correct or incorrect). Attendance is reported to the college after Week 1 and the 60% point of the course (typically Week 5). Note that the 80-70 rule is applied to all previous lab assignments up to that date, not just that particular week. See the additional SPC attendance policy in the next section for more details.

## **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 the **Pearson finance lab** and the tools contained within the program to be successful in this course.

**Excel** will be utilized extensively in the course, primarily *time value of money* functions such as *p<sub>v</sub>*, *f<sub>v</sub>*, *pmt*, *n<sub>per</sub>*, *rate*, *npv*, and *irr*. Using Excel functions to solve these types of problems is critical to student success.

### 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](#)
- [Copleaks 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.

## **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 [eaeo\\_director@spcollege.edu](mailto:eaeo_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 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.