



## **Course Syllabus**

**GEB 2350 - 1459**

**Survey of International Business Spring Term 2024-2025 (0645)**

## **Welcome**

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Welcome to International Business!

I'm excited to have you in this course as we explore the dynamic world of global markets, economies, and cultures. Together, we'll analyze real-world examples, engage in meaningful discussions, and develop practical skills to understand and navigate the complexities of international business. This course is designed to challenge you, inspire new perspectives, and equip you with tools for success in a globalized economy. In this journey, we're partners working toward a shared goal: your success in this course and beyond.

I encourage you to be your own best advocate—put in your effort, stay curious, and communicate openly. If you have questions, ideas, or challenges, always reach out. I'm here to support you, and I'll make my highest and best effort to help you achieve your goals. Together, we can create an environment where we both grow and accomplish great things. Let's make this a rewarding and impactful experience!

## **Instructor Contact Information**

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Jill Woodson

**Email**

Woodson.Jill@spcollege.edu

**Phone:** 9163338208 text/call

**Office and Online Chat Hours:**

By appointment

**Office Location:**

Remote or By Appointment

**Instructor Web Page:**

<https://webapps.spcollege.edu/instructors/id/woodson.jill/BIO/>

## **Departmental Contact Information**

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Mike Ewell

**Title:** Associate Dean

**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):** NONE

**Credit Hours:** 3

**Modality:** Online

**Course Description:** This introductory course in international business is designed to provide an overview of international trade as it relates to: existing and emerging global markets, foreign investments, its impact on financial markets, international marketing, and the operation of multinational corporations.

## **Course Objectives**

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1. The student will compare cultural and environmental differences within business operations across countries by:
  - a. explaining the reasons that firms pursue international business and the ways in which they do it.
  - b. explaining ethical behavior in international business.
  - c. describing characteristics of developing nations.
  
2. The student will analyze global trade and investment operations within major international organizations (such as World Bank, United Nations, International Finance Corporation, International Development Association, or International Monetary Fund) by:
  - a. identifying the major international organizations.
  - b. describing political economies and international trade theory.
  - c. comparing current values of the American dollar and global currencies and exchange rates.
  - d. describing the U.S. balance-of-payments deficit and how it resulted in significant amounts of U.S. dollars being held by nonresidents of the U.S.
  - e. identifying the circumstances and manner by which major money markets and financial centers around the globe emerge.
  - f. describing how tariffs on goods and services affect international business practices.
  
3. The student will demonstrate a knowledge of the global monetary system by:
  - a. citing how the foreign exchange markets affect trade.
  - b. describing the operation of the international monetary system.
  
4. The student will demonstrate the strategy and structure of international business and overall business operations by:
  - a. describing the importance of cultural screening for product development, and identifying market trends, entry barriers, and existing competition.

- b. identifying multiple strategies of organizing international business endeavors, strategic alliances, global market entry, and operations planning and implementation.

## Important Dates

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**Class Dates:** 13-JAN-2025 to 07-MAR-2025

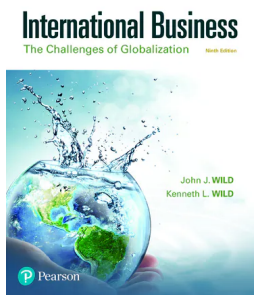
**Drop Date:** 17-JAN-2025

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

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

## Required Textbook and Other Resources

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**International Business: The Challenges of Globalization**

**Required or Optional:** My Lab Optional

**ISBN:** 9780135951026

**Authors:** wild, john j. / wild, kenneth l.

**Publisher:** Pearson

**Edition:** 9th Edition

## First Day Access (Digital Books) Program

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### What is First Day Access: Textbook Savings Program?

This course is participating in the First Day Access Program. You will be given access to the course materials through the Learning Management System (LMS). You will receive instant access to the required materials and save 20-50% or more off the retail price. **You have the option to opt out of the program within the first 10 days of class** if you want to purchase your materials elsewhere. Opting out of the program is likely to cause you to pay a higher rate. **The opt-out date is 10 days from the first day of class.** ([View Opt-out deadline dates](#)).

The materials that are accessed through the LMS are **NOT** included in your tuition. **If you do not click on the button to opt-out, you agree to pay the discounted fee and SPC will bill your student account at the First Day price after the opt-out deadline passes-approximately 2 weeks after your class starts.** This will show as a bookstore charge. Please check your student account. If you have BLOC or are a 3rd Party vendor then the charges will be covered **\*exceptions do apply**, if you are self-pay, please make those payments to the business office.

### **Refund Policy**

If you drop a class within the drop deadline for your course, the refund policy will be the same as SPC's [drop w/refund policy](#). If you withdraw after the drop deadline ([see your schedule for dates](#)), then you will be responsible for those charges on your account (For example, if you receive a "W" you will not be eligible for a refund).

Should you choose to purchase the required materials out of pocket you **MUST** opt out to avoid being charged. If you do not opt out by the deadline, which is 10 days from the start of class, then you must request to be opted out and proof of purchase must be submitted to [tharrison@bncollege.com](mailto:tharrison@bncollege.com) to prevent First Day Fees being added to your account.

## **Performance Assessment and Grading**

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### **Assessment Component Descriptions**

#### **Discussion Boards - 25%**

Purpose: To encourage active engagement with course material and foster collaborative learning through thoughtful discussions with peers.

Expectations: Students are expected to post an original response to the prompt provided and respond to at least two classmates' posts. Contributions should demonstrate critical thinking, an understanding of the topic, and respectful engagement with differing perspectives.

Deliverables: A minimum of one original post and two responses per discussion board, meeting length and quality requirements outlined in the rubric.

## Quizzes - 37.5%

Purpose: To assess understanding and retention of key concepts covered in lectures, readings, and supplemental materials.

Expectations: Students should complete quizzes independently, adhering to the time limits and guidelines provided. Quizzes are open during specified windows and must be submitted before the deadline.

Deliverables: Completed quizzes with multiple-choice, true/false, short answer, or other objective question formats, graded immediately upon submission (for auto-graded questions).

## Written Assignments - 37.5%

Purpose: To develop and demonstrate critical thinking, analysis, and application of course concepts through written communication.

Expectations: Written assignments should reflect original thought, proper research, and adherence to assignment guidelines, including length, format, and citation requirements. Academic integrity is essential.

Deliverables: Completed assignments submitted via the designated dropbox, formatted as specified (e.g., Word document or PDF). Assignments will be evaluated based on clarity, organization, depth of analysis, and adherence to instructions, with detailed feedback provided to support improvement.

## Evaluation Standards for Assignments

To ensure fairness and consistency, all assignments in this course will be evaluated based on the following standards. These criteria are designed to assess not only your understanding of the material but also your ability to communicate ideas effectively and meet professional expectations:

- **Quality of Work:** Assignments should demonstrate a clear understanding of the subject matter, showcase critical thinking, and apply concepts effectively. High-quality work is well-developed, insightful, and supported by evidence or examples where appropriate.
- **Adherence to Guidelines:** Submissions must meet all instructions provided, including content, length, formatting, and specific requirements outlined in the assignment prompt.
- **Timeliness:** Assignments are expected to be submitted by the stated deadline. Late work may incur penalties unless covered under the late work policy.
- **Academic Integrity:** All work must be original and properly cite any sources used. Plagiarism or violations of academic integrity will result in penalties in accordance with the institution's policies.

By meeting these standards, you not only demonstrate your mastery of course content but also develop skills essential for success in academic and professional environments.

## **Evaluation Criteria for Letter Grades**

Each letter grade reflects the quality of your work based on specific standards. Below is an explanation of the criteria used to evaluate assignments:

### **A (Excellent: 90–100%)**

- **Quality of Work:** Demonstrates exceptional understanding, critical thinking, and application of concepts. Ideas are insightful, well-developed, and supported with relevant evidence.

- Adherence to Guidelines: Fully meets or exceeds all assignment instructions, including length, format, and content requirements.
- Timeliness: Submitted on or before the deadline.
- Academic Integrity: Work is original, properly cited, and free of plagiarism.

#### B (Good: 80–89%)

- Quality of Work: Shows strong understanding and application of concepts, with some minor errors or areas for improvement in analysis or detail.
- Adherence to Guidelines: Meets most assignment instructions, with occasional lapses in detail or format.
- Timeliness: Submitted on or before the deadline.
- Academic Integrity: Work is original and properly cited, with no significant issues.

#### C (Satisfactory: 70–79%)

- Quality of Work: Demonstrates basic understanding of concepts but may lack depth, clarity, or sufficient evidence to support ideas.
- Adherence to Guidelines: Partially meets assignment instructions but may be missing key elements or have formatting issues.
- Timeliness: Submitted on or before the deadline.
- Academic Integrity: Work is original and properly cited, with some minor errors in citation or sourcing.

#### D (Poor: 60–69%)

- Quality of Work: Shows limited understanding of concepts, with significant errors or minimal effort in analysis and application.
- Adherence to Guidelines: Fails to meet many assignment instructions, with incomplete or poorly formatted submissions.
- Timeliness: May be submitted late without prior approval or communication.
- Academic Integrity: Work may lack proper citation or show lapses in originality, raising concerns.

#### F (Failing: Below 60%)



- **Quality of Work:** Demonstrates little to no understanding of concepts, with major errors or insufficient effort to meet assignment requirements.
- **Adherence to Guidelines:** Does not meet assignment instructions, with missing or poorly executed elements.
- **Timeliness:** Late or not submitted.
- **Academic Integrity:** Contains plagiarism or fails to uphold academic standards.

## **Feedback and Grade Posting**

Grades will typically be posted within one week of the submission deadline.

Written assignments may occasionally take longer than one week to grade due to the detailed feedback provided. However, grades for written work will be posted before the next similar assignment is due, allowing you ample time to review and apply the feedback.

I am committed to providing detailed and constructive feedback to help you improve on future work and am available to discuss results via phone.

## **Reassessment or Grade Disputes**

Be your own best advocate! If you have any questions, concerns, or feedback about your grades, I encourage you to reach out. Open communication is key, and I am here to support your success in this course.

If you believe a grade does not accurately reflect your performance or there has been an error, please provide your reasoning and any supporting evidence. I will always

reevaluate your work based on your input and provide clarification or adjustments if warranted.

Remember, learning is a collaborative process, and I value your perspective. Don't hesitate to start the conversation!

## 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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Timely submission of work is essential for success in this course. **All assignments must be submitted by the designated deadline to receive credit.** Dropboxes will close once the deadline passes, so if you need to submit late work, you must contact me directly to request access.

To plan effectively, please review all course deadlines at the start of the term. If you encounter a situation requiring adaptation, reach out as soon as possible to discuss accommodations.

## **Late Work Accepted Without Penalty**

Late work will be accepted without penalty for documented extenuating circumstances, such as:

- Jury duty
- Hospitalization or severe illness
- Military deployment
- Family emergency involving a dependent
- Other unforeseen emergencies with appropriate documentation

Proper documentation (e.g., court summons, medical records, or official letters) is required to waive penalties.

## **Late Work Accepted With Penalty**

For late work not covered under the above conditions, a penalty will apply based on the following scale:

- Up to 24 hours late: 10% deduction
- 1–3 days late: 20% deduction
- 4–7 days late: 30% deduction
- Beyond 7 days: Work will not be accepted unless prior arrangements are made.

If you anticipate difficulties meeting a deadline, communicate with me early so we can discuss possible options. I'm here to support you, but proactive communication is key!

## **Availability of Course Content**

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All course materials, including PowerPoints, readings, assignments/deliverables, and supplemental resources, are accessible through **MyCourses > Content**. Content is organized into **weekly modules** that align with our course schedule (e.g., Module 1 is titled "Week 1").

All modules and their respective content will remain open throughout the course, so you can access them anytime. However, **assignments and deliverables** will have specific due dates and will close for submissions once their deadlines pass. Due dates are clearly marked within each module, as well as **Content > Schedule & Points**, and on the **Syllabus > Course Assignment Schedule** for your reference.

Please make it a habit to review the content regularly and don't hesitate to reach out if you have any questions or need clarification. Stay engaged, and let's take full advantage of the resources provided to support your learning journey!

## MyCourses Assignment Schedule

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Due Date	Name	Type	Points
2/9/25	DB2: Ethical Challenge: Government Regulation in International Financial Markets	Discussion	50
2/16/25	Quiz 2 - Covers chapters 8, 9, 10 and 11	Quiz	100
1/1/24	GEB2350 Schedule & Points	Event	
1/19/25	Week 1: DB1 - Globalization	Discussion	50
1/26/25	WA1: Determine Foreign Market Desirability/Attractiveness	Assignment	100

Due Date	Name	Type	Points
2/2/25	Quiz 1- Covers Chapters 1 thru 7	Quiz	100
2/9/25	WA2- Russia: an Economic Metamorphosis	Assignment	100
2/16/25	DB3-China Rising	Discussion	50
2/23/25	WA3- Government's impact on business: 'The Venezuelan Meltdown'	Assignment	100
3/2/25	DB4- The Trans-Pacific Partnership Agreement (TPPA) – Boom or Bust?	Discussion	50
3/5/25	Quiz 3 (Final) - Covers chapters 12, 13, 14 and 15	Quiz	100

## Course Assignment Schedule

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	COURSE SCHEDULE			
	Week 1	Week 2	Week 3	Week 4
DATES	01/12-01/19	01/19-01/26	01/26-02/02	02/02-02/09
TEXT READINGS	Chapters 1-2	Chapters 3-5	Chapters 6-7	Chapters 8-10
DELIVERABLES	DB-1	WA-1	Q-1	DB-2 WA-2
DATE DUE	Sunday, 1/19	Sunday, 1/26	Sunday, 2/2	Sunday, 2/9
TIME DUE	11:30 PM	11:30 PM	11:30 PM	11:30 PM
	COURSE SCHEDULE			
	Week 5	Week 6	Week 7	Week 8
DATES	02/09-02/16	02/16-02/23	02/23-03/02	03/02-03/07
TEXT READINGS	Chapters 11-12	Chapters 13-14		
DELIVERABLES	DB-3 Q-2	WA-3	DB-4	Q-3 (FINAL)
DATE DUE	Sunday, 2/16	Sunday, 2/23	Sunday, 3/2	Wednesday, 3/5
TIME DUE	11:30 PM	11:30 PM	11:30 PM	11:30 PM

## Communication Plan

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### Communication Channels

I will utilize the following communication channels to stay connected with you throughout the course:

#### MyCourses News/Announcements:

- Weekly module introductions and summaries
- Important dates and deadlines
- Course news and updates

#### MyCourses Emails:

- Important course updates
- Individual communication regarding assignments, grades, or other matters

#### SParC:

- Time-sensitive messages, typically regarding grades or assignments

### Virtual Office Hours:

- Available through multiple channels (Zoom, FaceTime, phone, etc.)
- Scheduled as needed to discuss course material, assignment instructions, feedback, or other concerns
- In-Person Office Hours:
  - Meetings can be scheduled in person at locations convenient for the student

### Phone/Text:

- Text or call for "real-time" answers, explanations, or assistance
- Text anytime, 24/7—I will respond as soon as I am able
- Please text or notify me before calling, or if you've left a voicemail

## **Response Time**

- Emails: I aim to reply to course emails within 24–48 hours.
- Text Messages: I will respond immediately or as soon as I see your message and am able to reply.

***\*\*Text for the quickest/best results\*\****

## **Communication Schedule**

- MyCourses News/Announcements: Weekly & as needed
- MyCourses Emails & SParC: As needed
- Virtual & In-Person Office Hours: Scheduled as needed
- Phone/Text: Available as needed—text anytime, 24/7

Feel free to reach out through any of these channels—I'm here to help and ensure your success in the course!

## **Expectations**

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Success in this course is a shared effort, and clear expectations help us stay on track. Here's what I expect from you—and what you can expect from me:

### What I Expect from You:

- Engagement: Actively participate in discussions, assignments, and activities.
- Preparation: Stay on top of readings and materials to contribute meaningfully to the course.
- Communication: Reach out with questions, concerns, or feedback—don't wait!
- Professionalism: Respect others' perspectives and maintain academic integrity in all work.
- Time Management: Plan ahead to meet deadlines and manage your workload effectively.

### What You Can Expect from Me:

- Support: I'm here to help and will provide timely responses, detailed feedback, and resources to support your success.
- Clarity: Clear instructions, expectations, and guidance for all assignments and activities.
- Flexibility: A willingness to work with you in the face of challenges or unforeseen circumstances—just communicate with me!
- Encouragement: A positive and inclusive learning environment where your input is valued and your growth is prioritized.

Let's work together to make this a rewarding and successful learning experience!

## **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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Academic Course attendance at St. Petersburg College is defined around active student participation in a class and aligned to the faculty designated timeline to complete the designated activity within the first week of class.

"Active participation by a student in an instructional activity related to the student's course of study that can include, but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Completing an exam, an interactive tutorial, webinar, or computer-assisted instruction;
- Participating in a study group, course orientation, group project, or an online discussion that is assigned by the faculty member of the course; or
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course; and any of the above.

It does not include, for example—

- Logging into an online class or tutorial without any further participation; or
- Participating in academic counseling or advisement.

## **SPC Policy: Attendance/Participation/Withdrawal**

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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 [MyCourses Minimum Technology Requirements](#)

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

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Canvas Accessibility](#)
- [Microsoft Accessibility](#)
- [Google \(YouTube\) Accessibility](#)
- [Panopto Accessibility](#)
- [Copyleaks Accessibility](#)
- [Cengage Accessibility](#)
- [McGraw-Hill Accessibility](#)
- [Pearson Accessibility](#)

## Privacy

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Canvas Privacy](#)
- [Microsoft Privacy](#)
- [YouTube Privacy](#)
- [Panopto Privacy](#)
- [CopyLeaks Privacy](#)
- [Cengage Privacy](#)
- [McGraw-Hill Privacy](#)
- [Pearson Privacy](#)

## Academic Honesty Policy

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You are expected to be honest in all your academic work. By enrolling at the College, you agree to abide by all the standards of academic honesty and integrity and failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College.

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)
- [What Happens When You Violate Academic Integrity?](#) (2:08)

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

- Bribery
- Misrepresentation
- Conspiracy
- Fabrication
- Collusion
- Duplicate submissions
- Academic misconduct
- Improper calculator, computer or online use

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.