**

# COURSE SYLLABUS

**Hospitality Law**

Course # HFT 2600

8-week Online Instruction

**Semester Code 0570**

**Spring 2020**

View [How to Be a Successful Student](https://go.spcollege.edu/Addendum/) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

**WELCOME**

**Welcome to Hospitality Law!** This is an exciting class! I am looking forward to working with all of you! I hope you find it interesting and inspiring. I look forward to getting to know you and reading your discussions on the many interesting topics we will cover.

**This is an 8-week class so we will normally complete 1 module each week.**

Remember I am here to help you succeed so talk to/email me so I know how I can help you! Be sure to watch the due dates to avoid any unnecessary stress. The goal is to learn and develop critical thinking skills to use throughout your life - and to have fun while you learn!

I wish you all the best! Any questions – just ask.

## INSTRUCTOR

**My name is JoAnne Hopkins and I am a full-time professor with St. Petersburg College. I attended Stetson Law School and have been an attorney since 1990.**

**I have been teaching at St. Petersburg College for over 20 years! I teach Applied Ethics, Paralegal classes as well as Hospitality Law.**

**Name: Dr. JoAnne V. Hopkins**

**Email: Hopkins.joanne@spcollege.edu**

**Phone: 727-791-2712**

**Office and Online Virtual Hours: TBA**

**Office Location: Clearwater Campus ES 213G**

**Instructor Web Page:** <https://webapps.spcollege.edu/instructors/admin>

## STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S EXPECTATIONS

**INSTRUCTOR’S EXPECTATIONS**

**I expect you** to abide by this syllabus, provide positive participation, and submit your best work by the due date. **Positive participation adds to the class in a respectful manner and does not detract from the class.**

**I expect you** to be respectful in all communications with me and your classmates.

**I expect you** to be honest in all work.

**I expect you** to come to me for help**.** I am here to help you.

**I expect you** to come to me if you cannot keep up or if you need to withdraw from the class. I will do what I can to help you succeed.

**STUDENT EXPECTATIONS OF INSTRUCTOR**

**You can expect** me to abide by the syllabus and provide you with any changes.

**You can expect** positive feedback and respect.

**You can expect** your emails answered within 24-72 hours (excluding holidays), if you use MyCourses email. If you use SPC email it may go to spam and I may miss your message.

**You can normally expect** most grading to be completed within 7 days of the due date or sooner. Most quizzes and exams are computer graded so the grades are immediate.

**You can expect** help. Please ask whenever you need help or have a question.

**Online Student Participation and Conduct Guidelines:** [How to Be a Successful Student](https://go.spcollege.edu/Addendum/)

## REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

**Required Textbook:**

**Hospitality Law Managing Legal Issues in the Hospitality Industry** – Fifth Edition, by Stephen Barth

ISBN- 978-1-119-30504-0
ISBN- 978-1-118-98920-3

**Books recommended**: A college dictionary**.**

**Other Reference Materials:** Internet Access; Florida Statutes, Chapters 83, 440, 441, 509, 542, 561-569, 760, 768.125; (<http://www.myflorida.com/dbpr>)

It is the student’s responsibility to order the text book in a timely manner, so the text is available the first day of class

View the [Textbooks](https://go.spcollege.edu/textbooks/) site.

There are libraries at various SPC sites. You may choose the one that is most convenient for you. You also can access library services online. View the [SPC Libraries and Services](https://go.spcollege.edu/Libraries/) site.

## IMPORTANT DATES

**Course Dates – Course Dates 1/13 – Wednesday 3/4**

View the [Academic Calendar](https://go.spcollege.edu/calendar/).

**Proctored Testing Dates:** View the [Proctored Testing Information](https://mycoursessupport.spcollege.edu/proctored-testing-information).

**Financial Aid Dates:** View the [Financial Aid Dates](https://go.spcollege.edu/fadates/)

## GRADING

Your final grade in this class will be based on the points you earn on assignments.

Your final grade will be determined as follows:

1. Discussions and Reply posts and

Journal Article Assignments 25%

2. Quizzes 25%

4. Midterm Exam 25%

5. Final Exam 25%

**See due dates on the Course Calendar and by each Module.**

The grading scale is as follows:

A - 900 - 1000+ points (90-100%)

B - 800 - 899 points (80-89%)

C - 700 - 799 points (70-79%)

D - 600 - 699 points (60-69%)

Students must make a “C” or better to pass.

**COURSE REQUIREMENT:**

Your Dropbox Submissions and Discussion Board Posts will be graded for content, as well as spelling and grammar.

**How to check your Grades and review feedback:**

[Checking Your Grades](http://mycoursessupport.spcollege.edu/checking-your-grades)

[Reviewing Dropbox Submissions](http://mycoursessupport.spcollege.edu/reviewing-a-dropbox-submission)

[Checking Discussion Grades and Feedback](http://mycoursessupport.spcollege.edu/checking-discussion-grades-feedback)

[Reviewing Quiz Submissions](http://mycoursessupport.spcollege.edu/reviewing-a-quiz)

## ASSIGNMENTS

**Exams**

**Midterm Exam**

You will have a midterm exam on all materials from Modules 1 - 7. Once the exam is opened you must finish it in the time allotted. You can**not** save and continue later.

So prepare well before opening the exam.

**Final Exam**

You will have a final exam on all materials from this class with a primary focus on Modules 9-14. This exam is not proctored, and it will be open book, but timed. Once the exam is opened you must finish it in the time allotted. You can**not** save and continue later.

This is due on WEDNESDAY so, be prepared and prepare well before opening the exam.

**Drop boxes**

You will be asked to apply what you have learned in well-written submissions. You will receive clear instructions on what to submit.

**These submissions are graded for content, grammar and spelling. Complete all submissions adequately to earn credit.**

**Discussion Posts and Reply posts**

You will have discussion posts in most modules. This includes assignment and reply posts for each discussion board. **Assignment posts are due Thursday by 11:30 p.m. and reply posts are due Sunday by 11:30 p.m**. Consider the discussion forums as your classroom; as in a face-to-face class being in the classroom is vital to learning. Online, being on the discussion board is vital to learning. You will learn from posting and reading others’ posts. Also, you can be dropped for non-participation if you do not complete all work including posts. Posting is vital to participation online.

**These posts are graded for content, grammar and spelling. Complete all posts and replies adequately to earn credit**. You will not receive any points if you do not post an assignment post (even if you post reply posts).

**Quizzes**

You will have four quizzes. These will be open book, but timed. Once you open the quiz you must complete it. You **cannot** save it and complete it later. So, prepare well before opening the quiz.

## Course Schedule – See Text Book and Resourse Links in MyCourses

|  |  |  |
| --- | --- | --- |
| **(Module # Due)** | **Chapter Reading** | **Topic** |
| Week 1 **(Module 1)**  | 1 & 2 | Prevention PhilosophyGovernment Agencies that Impact the Hospitality Industry |
| Week 2**(Module 2)** | 3, 4 and 5Florida Statutes – Laws | Hospitality Business Structures Franchising lawsContract Basics |
| Week 3 **(Module 3)** | 9, 10 and 11Florida Statutes - Laws | Significant Hospitality ContractsYour Responsibilities as a Hospitality OperatorTorts and NegligenceYour Responsibilities as a Hospitality Operator to GuestsYour Responsibility for Guests’ Property |
| Week 4 **(Module 4)** | 12Florida Statutes – Laws**All materials from Modules 1 - 4** | Your Responsibilities as a Hospitality Operator to GuestsYour Responsibility for Guests’ PropertyYour Responsibilities When Serving Food and BeveragesAmerican’s with Disabilities Act – Public Accommodations**Midterm Exam** |
| Week 5**(Module 5)** | 6 and 7Florida Statutes – Laws | Legally Managing PropertyLegally Selecting EmployeesUse of Lie Detector Tests; Immigration Reform and Control Act; Laws Against Discrimination and Employment |
| Week 6 **(Module 6)** | 8 and 13 Florida Statutes – Laws | Legally Managing EmployeesFamily Medical Leave ActLegal Characteristics of Travel and TourismTaxesFederal Social Security; Unemployment Insurance and Workers’ Compensation; Federal Income Tax Withholding and Reporting |
| Week 7 **(Module 7)** | 14 and 15 | Safety and Security IssuesManaging Insurance |
| **Week 8** **(Module 8)** | **Final Exam****All materials from Modules 5 - 7** | **Final Exam****COMPLETE THE FINAL EXAM AND ALL WORK BY WEDNESDAY BEFORE 11:30PM** |

## DISCIPLINE SPECIFIC INFORMATION

 Online attendance is mandatory and absences (not completing work on time) will hurt your grade.

 **Due dates are clearly posted on the calendar so watch them carefully. Notice all Discussion Posts are due on Thursday at 11:30 p.m. Reply posts are due Sunday at 11:30 p.m.**

**Failure to adequately complete all work during the first two weeks will result in being dropped for non-participation – SPC RULE**.

**Follow Instructions for all posts and drop box submissions:**

**Do not quote as no credit will be given for the assignment, (unless a quote is specifically requested by your instructor and then cite properly). I want to read your words. Do not copy and paste from the internet as no credit will be given for the assignment even if the intent to plagiarize was not present.**

**Do paraphrase and do cite properly. Use MLA format.**

**Submit only new, original work. If this is your second attempt at this course do not submit your work from a previous class. Also, do not submit your work from a different course. This is a new class so you must submit new work to receive credit.**

Discussion boards/Correspondence - all students must be respectful and stay on topic. Personal conversations, and off topic conversations should be conducted through personal email. If conversations go too far off topic or are disrespectful they will be deleted. Students who continue to be disrespectful will be dropped from the class.

**Late Work** – Late work will lose one letter grade for each calendar day it is late. Once the assignment ends, no work will be accepted. **Exception:** **The final Module including the final exam will end on the due date so no late final exam will be accepted.**

Cheating is not tolerated. You will receive an F in the class and be reported to the College for Disciplinary Action. This is ethics – no cheating!

**Students who do not fully participate: (earn a grade of 50% or above in the class and complete the midterm by the 60% mark) may be dropped from the course. So don’t fall behind.**

## ATTENDANCE

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

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

**For this class, attendance is defined as completing all your assigned work online, by the due date.**

Attendance is mandatory.Since we will meet online it is suggested that you check the course several times a week – MyCourses is our online “classroom.”

The graded work for most modules will include:

1. One Discussion Post and one reply post (at least one for every discussion topic)

2. AND/OR One Dropbox Assignment

3. AND/OR One Quiz

There is additional work (exams, etc.), as you will see below.

**This course is NOT self-paced.** You are expected to keep up with the class schedule. Modules are due according to the due dates.

The students who drop out of the course or fail are almost always the students who get behind early in the semester and then can't catch up.

## ACADEMIC DEPARTMENT

**Acting Dean:** Marta Przyborowski

**Office Location:** EpiCenter TE 2-305

**Office Phone Number:** **727-341-7973**

**Email:** przyborowski.marta@spcollege.edu

**Academic Department Chair:** Alanna Olah

**Office Location:** Seminole Campus UP-337-I

**Office Phone Number:** 727-341-7144

**Email:** olah.alanna@spcollege.edu

**Academic Staff Assistant:** Marina Laca

**Office Location:** Seminole - UP

**Office Number:** 727- 394-6965

**Email:** laca.marina@spcollege.edu

## COURSE INFORMATION

**Course Description:**

This course is designed to acquaint students with the legal aspects of hotel, food and travel acquisition. The student will learn: historical legal definitions and the court system; the legal relationships of the innkeeper-guest; the legal obligations of a hotel to a guest; the "duty" owed guests by the owner; the liabilities and right of restaurateurs and beverage operators and emerging areas of concern.

**Learning Outcomes and Objectives:**

**1. The student will learn the historical framework, and legal aspects of hotel, food and travel operations by:**

a. defining the history of hospitality law, common law, and civil law.

b. describing civil rights laws relating to hotel and restaurants and how they affect daily operations.

c. explaining standard statues, uniform statues, common law and case study as a part of law.

d. explaining the origins of the innkeeper-guest relationship.

**2. The student will learn the legal relationship of the innkeeper-guest by:**

a. defining the innkeeper-guest relationship.

b. listing the conditions that establish the relationship.

c. explaining how to limit on innkeeper-guest relationship.

d. describing how to terminate the innkeeper-guest relationship.

e. listing the legal conditions of banquets and other functions.

**3. The student will learn the legal obligations of a hotel to guests by:**

a. describing mutuality in a contract.

b. explaining documentation of offer.

c. listing the penalties for failure to perform contract.

d. describing the statue of fraud as it relates to the innkeeper-guest.

e. describing the circumstances when a contract is unenforceable.

**4. The student will learn the duties owed to guests by:**

a. listing the duties owed guests in room conditions.

b. describing what duties the operators have in public areas.

c. explaining duties owed guests in outside areas, swimming pools, and specific duties to minors.

d. explaining how security can be a positive condition in hotel “duties”.

**5. The student will learn the liabilities and rights of restaurateurs and beverage operators by:**

a. describing the uniform commercial code.

b. defining what is wholesome food.

c. listing and describing guide ratings and reviews.

d. describing the liability when patrons are injured by other patrons.

e. listing existing liability limiting statutes.

**6. The student will learn the emerging areas of concern for the hospitality industry by:**

a. explaining “truth-in-menu” policies.

b. creating an emergency plan for a hospitality operation.

c. describing equal employment and sexual harassment.

**Criteria Performance Standard:**

Upon successful completion of the course, the student will, with a minimum of 80% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.

## learner support

If you wish to request accommodations as a student with a documented disability please make an appointment with the Learning Specialist on campus. Accessibility Services can be reached at 791-2628 or 791-2710 (CL and EPI), 341-4758 (SP/G), 394-6289 (SE), 712-5789 (TS), 341-3721 (HEC), 341-4532 (AC), or 341-7965 (DT).

If you have a documented hearing loss, please contact the Program for the Deaf at 791-2628 (V/TDD).

Clearwater AD 122791-2710

St. Petersburg/ Gibbs AD 120341-4316

Tarpon Springs Counseling 712-5789

Seminole SE 112 394-6108

For additional information, view the [Accessibility Services](https://go.spcollege.edu/Accessibility/) site.

View the [Academic Support and Student Success](https://go.spcollege.edu/support/) site.

View the [On Campus Academic Support](https://go.spcollege.edu/tutoring/#tab=2) site.

View the [Online Academic Support](https://go.spcollege.edu/tutoring/#tab=3) site.

View the [Student Services](https://go.spcollege.edu/services/) site.

There are libraries at various SPC sites. You may choose the one that is most convenient for you. You also can access library services online. View the [SPC Libraries and Services](https://go.spcollege.edu/Libraries/) site.

View the [Academic Honesty Policy](https://go.spcollege.edu/AcademicHonesty/)

St.Petersburg College has an Academic Honesty policy. It is your responsibility to be familiar with the policies, rules, and the consequences of violations. There is no tolerance for cheating and academic dishonesty. Discipline can range from a zero on a specific assignment to expulsion from the class with a grade of F. Note that copy/pasting published information, whether it's from your textbook or the Internet, without citing your source is plagiarism and violates this policy. Even if you change the words slightly, the ideas are someone else's so you still must cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in Board Rule 6Hx23-4.461. Student Affairs: Academic Honesty Guidelines, Classroom Behavior.

All students are required to abide by the following Academic Honesty Guidelines:

Each student is required to subscribe to the Guidelines upon registration each semester by signing the following pledge which is contained on the Registration and Drop/Add Form:

*I understand that SPC expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the College.*

*A copy of this form can be obtained at the Office of the Registrar.*

*II. The conduct set forth hereinafter constitutes a violation of the Academic Honesty Guidelines. Those adjudged to have committed such conduct shall be subject to discipline up to dismissal.*

*A. Cheating - the improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying graded homework assignments from another student; working together with another individual(s) on a take-home test or homework when not specifically permitted by the instructor; looking or attempting to look at another student’s paper during an examination and; looking or attempting to look at text or notes during an examination when not permitted. Tendering of information includes, but is not limited to, giving your work to another student to be used or copied; giving someone answers to exam questions either when the exam is being given or after having taken an exam; giving or selling a term paper or other written materials to another student; sharing information on a graded assignment.*

*B. Plagiarism - The attempt to represent the work of another as the product of one’s own thought, whether the other’s work is published or unpublished, or simply the work of a fellow student.  Plagiarism includes, but is not limited to, quoting oral or written materials without citation on an exam, term paper, homework, or other written materials or oral presentations for an academic requirement; submitting a paper which was purchased from a term paper service as your own work; submitting anyone else’s paper as your own work.*

*C. Bribery - The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another.*

*D. Misrepresentation - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.*

*E. Conspiracy - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.*

*F. Fabrication - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage.*

P6Hx23-4.461 PROCEDURE: ACADEMIC AFFAIRS: ACADEMIC INTEGRITY POLICIES

***In Part:***

1. General Definitions
	1. Academic Integrity: avoidance of violation of Honor Code and Policies and maintenance of academic standards.
	2. Appeal: a formal request asking for a change in a decision made.
	3. Student: an individual attending the College whether for credit or non-credit.
	4. Academic Integrity Committee: A Dean appointed committee made up of two full-time faculty, two student members, and one administrator (who serves as the Chairperson) empaneled by the Facilitator designed to hear cases involving Academic Integrity allegations.
	5. Business days: Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays and shall exclude Saturdays, Sundays, and Board of Trustees’ approved holidays.
	6. College Intake Designee: The individual designated to receive the academic integrity violation for the department, discipline area, and/or course in which allegations of Academic Integrity have been initiated. The intake designee may be but not limited to: academic chair, instructor in charge, program director, lead faculty, and/or an administrator.
	7. Facilitator: The individual designated to serve and assist in the resolution of Academic Integrity allegations/complaints. The Facilitator may be but not limited to: academic chair, instructor in charge, program director, lead faculty, and/or an administrator.
	8. Instructor: an individual teaching course(s) as full-time, part-time and/or credit or non-credit.
	9. Preponderance of the Evidence: the standard applied during Academic Integrity Committee Hearings which is based on determining the “greater weight of the evidence” which means the more persuasive and convincing force and effect of the entire evidence in the case.
2. Violations of Academic Integrity

The definitions of violations of academic integrity include but are not limited to the following:

* 1. Cheating — The improper taking or tendering of any information or material submitted for a course.

Examples include but are not limited to:

* + 1. Copying from another student's test or homework paper.
		2. Allowing another student to copy from a test or homework assignment.
		3. 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.
		4. Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.
		5. Taking a test for someone else or permitting someone else to take a test for the student.
		6. Having another individual write or plan a paper, including those bought from research paper services.
		7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
	1. Plagiarism — The attempt to represent the work of another, as it may relate to: written or oral works; computer-based work; mode of creative expression (i.e. music, media, and/or the visual arts); as the product of one's own thought, whether the other's work is published or unpublished, or the work of a fellow student.

When a student submits oral or written work for a course that includes the words, ideas, and/or data of others, the source of that information must be acknowledged through complete, accurate, and specific references. By placing his/her name on work submitted for a course, that student certifies the originality of all work not otherwise identified by appropriate acknowledgements.

Examples include but are not limited to the following:

* + - * 1. Quoting another person's actual words without proper citation.
				2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in the student's own words without proper citation.
				3. Drawing upon facts, statistics, or other illustrative materials without proper citation — unless the information is common knowledge.
				4. Submitting a paper purchased from a term paper service as the student's own work.
				5. Failing to accurately document information or wording obtained on the internet according to an approved citation format.
				6. Submitting anyone else's paper as the student’s own work.
	1. Bribery - The offering, giving, receiving, or soliciting of any materials, items, or services to gain academic advantage for yourself or another. This does not apply to College approved or sponsored tutoring or supplemental instruction.

Examples include but are not limited to the following:

1. Offering another student money, goods, or services in exchange for course work.
2. Offering an instructor money, goods, or services in exchange for a higher grade or exemption from course work.
3. Offering a non-student money, goods, or services in exchange for course work.
	1. Misrepresentation - Any act or omission with intent to deceive an instructor for academic advantage.

Examples include but are not limited to the following:

1. Using computer programs generated by another and handing it in as the student’s own work unless expressly allowed by the instructor.
2. Being dishonest to an instructor to increase the student’s grade.
3. Omission of or misrepresentation of facts when confronted with an alleged incident of academic integrity.
	1. Conspiracy - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for the student or another.
	2. Collusion – The act of working with another person on an academic undertaking for which a student is individually responsible, unless working together on an individual assignment has been prior approved. On group projects, students must stay within the guidelines set by the instructor and this Procedure. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of this Procedure.

Examples include but are not limited to:

1. Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.
2. Collaborating in-person or online with any other person by giving or receiving information without authority for an online or blended class.
	1. Fabrication - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic and/or professional advantage; the falsification or misrepresentation of experimental data; and violating the professional ethics that are established in clinical activities, science labs, research projects or internships.

Examples include but are not limited to the following:

* + 1. Citing information not taken from the source indicated.
		2. Listing sources in a Works Cited or reference not used in the academic exercise.
		3. Inventing data or source information for research or other academic exercise.
		4. Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including online sources.
		5. Falsifying records of hours in the field.
	1. Duplicate Submission - Submission of the same or substantially same paper/project in more than one course unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same term or from the subsequent instructor if being used in a subsequent term.
	2. Academic Misconduct— The intentional violation of College policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment.

Examples include but are not limited to the following:

* + 1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
		2. Selling or giving away all or part of an unadministered test and/or test answers.
		3. Asking or bribing any other person to obtain a test or any information about a test.
		4. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the College which relate to grades.
		5. Continuing to work on an examination or project after the specified time has elapsed.
	1. Improper Use of Any Electronic Device

Use of electronic devices such as calculators, cell phones, watches, computers, or other items that are not authorized by the instructor.

Examples of improper use of electronic devices include but are not limited to:

1. Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.

2. Selling or giving away all or part of the information an electronic device, which will be used as course work.

3. Sharing an electronic device while leaving answers on display or in memory.

4. Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.

5. Unauthorized use of an electronic device to search for solutions during an exam.

* 1. Improper Online, Hybrid, and Blended course use include:

1. Having or providing unauthorized outside help when completing online quizzes or assignments.

2. Obtaining access to confidential test materials or questions before quizzes or assignments.

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History: Adopted – 4/18/11. Effective – 4/26/11; 6/25/18. Filed – 6/25/18. Effective – 6/25/18.

To put it plainly, cheating of any kind cannot be tolerated. Cheating, whether on quizzes, exams or any assignments, is an attempt to get a grade without learning or earning. Also, allowing others to cheat by doing their work or allowing them to copy your work is cheating. **This includes posting your work on the internet where others can view and/or download.** Any of these violations and those listed above, violates the rights of your fellow students who do not cheat. Cheating defeats your purpose for being in school and hurts you in the long run. **If a student is caught cheating, including plagiarizing, he/she will receive an F for the course and be reported to the administration.**

**Netiquette:**

**Course email** is for course work discussions only. If any student receives SPAM/personal type emails, report this to the instructor immediately.

**Do not** sent mass emails.

If you have a problem or issue email the instructor so the problem can be solved. **Do not** email your fellow students, they cannot fix the problem. Email is not a place to vent.

Be courteous when emailing (and speaking with others). State questions clearly. Remember, emotions are not easily conveyed through email. If you are upset – wait. Do not email until you have control of your emotions. Always use professional language and college level writing.

## TurnItIn

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. The Turnitin Usage Agreement can be reviewed at: [turnitin.com/agreement.asp](https://turnitin.com/agreement.asp). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

**Copyright**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [Copyright.gov](http://www.copyright.gov).

## STUDENT SURVEY OF INSTRUCTION

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

## technology

**Minimum Technology Requirements:**

**This is an online course, so you must have access to a computer with internet access.** If your computer breaks down it is your responsibility to get to a computer at a local library, on campus, etc. and complete your work for the week on time. You will be submitting work by use of attachments/drag and drop/copy and paste which must be in .doc, .docx or .rtf format. Microsoft Word is best.

**Technical Requirements for MyCourses:**

View the [Technical Requirements for MyCourses](https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses).

SPC offers Microsoft Office software to current students at no additional cost. The software is available for both Windows and Mac computers.

View the [How to Download Microsoft Office 2016](https://mycoursessupport.spcollege.edu/download-office-2016) tutorial

**Minimum Technical Skills:**

This is an online course. You must be able to use MS Word, attach/drag and drop documents and copy and paste documents.

You will be using the MyCourses learning management system (LMS). If you are not familiar with this LMS complete the Introduction to MyCourses found under your Home page.

There is a MyCourses Tutorial in the class with clear instructions on how to use all sections of the course. Also, you will see an **Online Help** link at the top of your page for help with any technical issues.

**Accessibility of Technology**

[MyCourses (Brightspace by Desire2Learn) Accessibility](https://www.d2l.com/accessibility/)

[Turnitin Accessibility](http://turnitin.com/en_us/about-us/accessibility)

[Google (YouTube) Accessibility](https://www.google.com/accessibility/)

**Privacy**

[MyCourses (Brightspace by Desire2Learn) Privacy](https://www.d2l.com/legal/privacy/)

[Turnitin Privacy](http://turnitin.com/en_us/about-us/privacy)

[YouTube Privacy](https://www.youtube.com/static?template=privacy_guidelines)

**Technical Support**

Technical support is available via the [Technical Support Desk Call Center](https://mycoursessupport.spcollege.edu/technical-support-desk-call-center).

## EMERGENCY PREPAREDNESS

In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college Web site for an announcement of the College's plan to resume operations.

Students should familiarize themselves with the emergency procedures and evacuation routes located in the buildings they use frequently.

Located in each classroom is an Emergency Response Guide (flip-chart) that contains information for proper actions in response to emergencies. Students should be prepared to assess situations quickly and use good judgment in determining a course of action. Students should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by college faculty or staff or emergency services personnel. Students may access additional emergency information by going to [go.spcollege.edu/Safety](https://go.spcollege.edu/Safety/%22%20%5Ct%20%22_blank).. In face to face courses your instructor will review the specific campus plans for emergency events.

## CAMPUS SAFETY AND SECURITY

For information on campus safety and security policies please contact **727-791-2560**. If there are questions or concerns regarding personal safety, please contact the Provost, Associate Provost, Campus Security Officer, or Site Administrator on your campus. [go.spcollege.edu/Safety](https://go.spcollege.edu/Safety/).

## SEXUAL PREDATOR INFORMATION

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 local law enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at <https://offender.fdle.state.fl.us/offender/sops/home.jsf>

## SPECIAL ACCOMMODATIONS

If you wish to request accommodations as a student with a documented disability please make an appointment with the Learning Specialist on campus. If you will need assistance during an emergency classroom evacuation, please contact your campus learning specialist immediately about arrangements for your safety. The Office of Services for Students with Disabilities can be reached at 791-2628 or 791-2710 (CL and EPI), 341-4758 (SP/G), 394-6289 (SE), 712-5789 (TS), 341-3721 (HEC), 341-4532 (AC), or 341-7965 (DT).

## Tutoring Assistance

Tutoring assistance and academic support is available online and in person at Learning Centers: [www.spcollege.edu/tutoring](http://www.spcollege.edu/tutoring/)

On-Campus Support: [www.spcollege.edu/tutoring/#tab=2](http://www.spcollege.edu/tutoring/#tab=2)

Online Support: [www.spcollege.edu/tutoring/#tab=3](http://www.spcollege.edu/tutoring/#tab=3)

## Technical Assistance

Help Desk: [**web.spcollege.edu/helpdesk**](http://web.spcollege.edu/helpdesk/)
Email: helpdesk@spcollege.edu
Phone: 727-341-HELP (727-341-4357)

## From Student and Educational Services-Students with Disabilities

[www.spcollege.edu/dr](http://www.spcollege.edu/dr/)

If you wish to receive special accommodations as a student with a documented disability, please make an appointment with the Learning Specialist on the Clearwater, Tarpon Springs, or St. Petersburg sites.

If you have a documented hearing loss, please contact the Program for the Deaf at 791-2628 (V/TDD).

Clearwater AD 122791-2710

St. Petersburg/ Gibbs AD 120341-4316

Tarpon Springs Counseling 712-5789

Seminole SE 112 394-6108

## LIBRARY SERVICES

There are libraries at various SPC sites. You may choose the one that is most convenient for you. You also can access library services online.

[www.spcollege.edu/libraries](http://www.spcollege.edu/libraries/)

## [Withdrawal Policy](http://www.spcollege.edu/webcentral/catalog/Current/withdrawal.htm)

FEDERAL GUIDELINES RELATED TO FINANCIAL AID AND TOTAL WITHDRAWAL FROM THE COLLEGE

<https://www.spcollege.edu/financial-aid/keeping-your-financial-aid/withdrawals>

The U.S. Department of Education requires students who completely withdraw prior to the 60% point of the term and who receive Federal financial aid i.e., Federal Pell Grant, Federal Academic Competitiveness Grant (ACG), Federal Stafford Loan, and/or Federal Supplemental Educational Opportunity Grant SEOG--to repay a portion of their financial aid.

**Students considering a withdrawal from all classes before the published withdrawal date** should consult a financial assistance counselor to understand their options and the consequences of the total withdrawal. For further information regarding this policy and other financial assistance policies we encourage you to visit our website at: <https://www.spcollege.edu/financial-aid>

**DUAL ENROLLMENT, EARLY ADMISSIONS, & EARLY COLLEGE STUDENTS**

A Dual Enrollment, Early Admissions, or Early College student may not withdraw from any college course without permission from the Early College/Dual Enrollment office. Withdrawal from a course may jeopardize the student's graduation from high school. The Dual Enrollment office can be reached at 727 712-5281 (TS), 727 791-5970 (CL) or 727 394-6000 (SE). see <https://www.spcollege.edu/future-students/admissions/high-school-programs/early-college>

**This syllabus is a guide and can be changed by the professor as needed.**