



Course Syllabus

MAN 3240 - 2738

Applied Organizational Behavior Fall Term 2024-2025 (0640)

Welcome

Welcome to MAN 3240: Applied Organizational Behavior

Course is online without live class meetings.

2nd 8 weeks online 10/07/2024 - 12/06/2024

Organizational Behavior is an interesting subject, and you will have many “ah-ha” moments when learning this material. You will find that much of the course material can be applied immediately to your work environment.

Instructor Contact Information

Eric Tucker

Email

Tucker.Eric@spcollege.edu

Phone: 727-341-4698

Office and Online Chat Hours:

Monday (10:30 AM to 3:30 PM)

Tuesday (1:30 PM to 2 PM)

Wednesday (10:30 AM to 3:30 PM)

Thursday (1:30 PM to 3 PM)

Friday (Virtual 3 PM to 6 PM)

Office Location:

Tarpon Springs, LY111

Instructor Web Page:

<https://web.spcollege.edu/instructors/id/tucker.eric>

Departmental Contact Information

Emmanuel Hernandez-Agosto

Title: Academic Department Dean

Email: Hernandez.emmanuel@spcollege.edu

Phone Number: 727-341-7973

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

Course Information

Prerequisite(s): Prerequisite: Admission to MGTORG-BAS, SUSMGT-BAS, BUS-BS, TMGT-BAS, HSA-BAS, PSA-BAS or EDST-BS

Credit Hours: 3

Modality: Online

Course Description: This course is a dynamic and practical course designed to explore the fundamental concepts and principles of organizational behavior and their real-world applications. This course equips students with the knowledge and skills necessary to understand, analyze, and effectively navigate the complexities of human behavior within organizations. By examining topics such as management, leadership, motivation, communication, teamwork, and decision-making, students will develop a broad understanding of how individuals and groups function within the workplace.

Course Objectives

1. The student will evaluate basic management functions, roles and skills by:
 - a. examining managerial perspectives of organizational behavior.
 - b. applying the dimensions of basic management functions, roles and skills to case scenarios.
 - c. determining major organizational challenges and relating them to organizational behavior.
 - d. explaining how to use the knowledge of organizational behavior to manage for effectiveness.

2. The student will analyze ethical and diversity issues, multiculturalism and individual differences by:
 - a. comparing ethics, diversity and individual differences.
 - b. explaining why ethics, diversity and individual differences are important in organizations.
 - c. identifying and applying various dimensions of ethics, diversity and individual differences to case studies.

3. The student will compare and contrast the theories of motivation as related to the work environment and differences in performance by:
 - a. defining motivation and examining the basic principles related to human behavior.
 - b. analyzing various theories on motivation such as needs theories, equity theories and expectancy theories.
 - c. appraising differences in performance based on behavior approaches, intrinsic motivation, and goal-setting theory.
 - d. defining job satisfaction and examining the theories of job satisfaction and job design.

4. The student will evaluate the dimensions of communication processes, and negotiation by:
 - a. identifying the basic communication process steps.
 - b. explaining the barriers to communication and methods for conflict resolution.
 - c. assessing the importance of negotiation within the organizational framework.

5. The student will analyze group behavior and effective work teams by:
 - a. explaining the different types of groups.
 - b. identifying the key factors affecting group performance and the effective elements of teamwork.
 - c. evaluating the benefit of teams.
 - d. identifying team development stages, attributes and behaviors.
 - e. planning and conducting effective team meetings.

6. The student will apply the dimensions of organizational structure, design, culture and change by:
 - a. defining organizational structure, design, culture and change and explaining how they affect employee behavior.
 - b. describing the basic dimensions and different approaches of structural configurations and organizational designs.
 - c. explaining the dual concepts of authority and responsibility.
 - d. identifying emerging issues in organizational culture.
 - e. explaining the key elements of managing the organizational culture.
 - f. summarizing dominant forces for change in organizations and employing the keys to managing successful organizational change and development.
 - g. describing and evaluating the process of planned organizational change.
 - h. assessing organizational and individual sources of resistance to change.

Important Dates

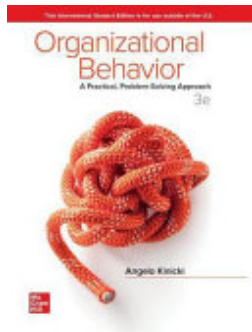
Class Dates: 12-AUG-2024 to 04-OCT-2024

Drop Date: 16-AUG-2024

Withdrawal Date: Please reference the Academic Calendar below

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

Required Textbook and Other Resources



Organizational Behavior?

ISBN: 9781260570373

Authors: Angelo Kinicki

Publication Date: 2020-04-02

First Day Access (Digital Books) Program

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 MyCourses. 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 MyCourses 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 to prevent First Day Fees being added to your account.

Performance Assessment and Grading

Students must submit all of the assignments for each week by the deadline no later than the assigned time or they will not receive credit for the week. There will be absolutely no rights for exceptions to meeting these deadlines and under no circumstances will partial credit be applied for late submissions.

In the "business world", if you are late with your application, you will not get the position. The very same principal applies here. Please note that computer problems, sickness, travel, and lack of planning do not constitute an excuse for not making a deadline. This may mean you will have to use computers on campus or somewhere other than your home, or submit the assignments to the instructors college e-mail account if MyCourses is down, should the need arise. Again, there will be absolutely no exceptions to this rule, so be sure to view all of the contents and expectations under each week 1-8 to confirm you can meet them for proper completion of this course (plan your time accordingly).

A grading curve may be applied at the instructor's discretion. Incomplete grades fall under the [Incomplete Grades and Procedures](#) of the college. Per SPC policy, for an incomplete grade to be assigned, the student must have a minimum of 80% of the course completed, as anything less than 80% will result in the appropriate letter grade being recorded. In the event of an "I", the instructor will provide the terms for all required work to be completed; no later than the end of the sixth week of the next semester. After

that time, a grade of "F" (or higher if the work that has been submitted is adequate to justify the higher grade) will be assigned.

Grading Scale

Total Points Possible = 361

A = >90% (324 minimum points required)

B = >80% (288.8 minimum points required)

C = >70% (252.7 minimum points required)

D = <69% (249 minimum points) (please note a D grade is not a passing grade and the course would need to be repeated, a grade of C (252.7 minimum points) is required to pass the class)

F =< 59% (212.99 or below)

A grading curve may be applied at the instructor's discretion. Incomplete grades fall under the [Incomplete Grades and Procedures](#) policy of the college.

Late Work Policy

Students must submit all of the assignments for each week by the deadline or they will not receive credit for the week in most cases. Late work is generally not accepted in this eight week course, however, under certain circumstances the instructor may allow you to submit an assignment up to two days late (Tuesday evening by 11:30 PM). Any late work accepted will have a minimum of 50% off as a late penalty. Discussion assignments will not be eligible to be submitted late. As an example if you make your credit card payment late, you pay a substantial late charge. No work will be accepted for credit beyond to days unless it is excused absence allowed under SPC Board Rules. Please note that computer problems, travel, and lack of planning do not constitute an excuse for not making assignment due dates. This may mean you will have to use computers on campus or somewhere other than your home or submit the assignments to the instructor's college e-mail account if MyCourses is down, should the need arise.

Most assignments must be done on time. Any exceptions must be requested prior to the due date, and include a verifiable documentation. Discussion forums first post should be done by Friday. There will be a late penalty for those that are completed by Sunday night. All responses to discussion forums must be done by Sunday night, and no submissions

will be accepted once the discussion forum is closed. Essay drop boxes are due on Sunday night. They can be submitted late up until the following Thursday, with a 10% reduction per 24 hour period. Assignments will not be reopened the last few weeks of class to allow students to make up work that was missed in order to get the grade that they desire. Good learning takes place when students work at a steady pace together with the rest of the class.

Availability of Course Content

All Course Content will be available upon the class start date. Each Assignment on the Assignment Checklist will have it's own due dates. The assignments will end at the end of the day at 11:30 PM on their designated due date. After that time, you will not be able to see the assignment. gain access to the course materials/modules, students must

MyCourses Assignment Schedule

Due Date	Name	Type	Points
	Academic Honesty Quiz (Can be repeated. Must get 100%).	Quiz	20
	M1A1 - Introduction Bio Dropbox [Not Graded]	Assignment	
10/15	Discussion - M1 - Exercises to Assess Your Motivation to Lead and Goal Orientation	Discussion	8

Due Date	Name	Type	Points
10/15	Case Analysis - M1A2: Blood, Brilliance, Blind Ambition, and Fraud?	Assignment	10
10/22	Discussion - M2 - Organizational Culture	Discussion	10
10/22	Case Analysis M2A2 Culture of a Team	Assignment	10
10/29	Discussion - M3 - Decision Making, Ethics and Leadership Challenges	Discussion	10
10/29	Case Analysis - M3A1 - Leadership Styles	Assignment	10
11/5	Discussion - M4 - The Pros and Cons of Conflict on an Organization	Discussion	10
11/12	Discussion - M5 - Johnson & Johnson CEO William Weldon - Leadership in a Decentralized Company	Discussion	10
11/12	Case Analysis - M5A1 - Barnes and Nobles	Assignment	10
11/19	Discussion - M6 - Current Event	Discussion	10

Due Date	Name	Type	Points
11/19	Case Analysis M6A1 Paper Organizational Change	Assignment	10
12/3	Discussion - M7 - Ted Talk on Intrinsic and Extrinsic Motivators	Discussion	8

Communication Plan

Communication Channels

I will utilize the following communication channels in this class: MyCourses announcements, MyCourses emails only, SParC (SMS text messages), Virtual Office Hours in Zoom.

Response Time

(Monday - Sunday) I will respond to emails within 48 hours. I will grade assignments and provide feedback within 7 days after the due date.

How to Be a Successful Student

Attending class is vital to your success, particularly the first few days of class as you are introduced to the requirements and topics you will be covering. Therefore the college limits when you can add classes. Please [check our registration page](#) regarding when classes can be added.

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 are thinking of withdrawing, please speak with your instructor, an [Academic Advisor](#) or a

[financial aid counselor](#).

Showing up is the first step in ensuring your academic success. Active participation is the next step - whether you are in a classroom or taking classes online. Each of your faculty will give details in the syllabus about their attendance policies. If you are going to miss a session, or be offline for any reason, please let your instructor know in advance. If you don't attend during the first two weeks of a term you will automatically be withdrawn from the class and this can cause serious problems if you receive financial aid. In fact, 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.

Course Attendance

View the college-wide attendance policy included in [How to be a Successful Student](#).

The policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus.

For this class, attendance is defined as: Participation in the course is essential in order to avoid being withdrawn for non-attendance. Participation is defined as reading and preparing for weekly lessons (especially prior blended class meetings). As well as completing and submitting all assignments on time, plus taking part in all other course communications in a timely manner. The Schedule of Assignments (found in Course Content) provides an overview of all assignments and due dates for this course which are required for active participation in this course. Plan your time accordingly. Students can learn the lessons at own pace up until each deadline. Plan 15-18 hours per week.

Students should review the college-wide attendance and financial aid policies. Additionally students need to review the student expectations regarding silencing or turning off all electronic devices during blended class meetings. Online students will be held to the same practices of courtesy and respect as outlined further on the guidelines posted in the syllabus addendum.

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

Lack of attendance can result in students being administratively withdrawn. Students are given a W in a course if all assignments in Week 1 are not completed, or are given a WF if issues occur at the 60% point (see last date to withdraw in the [academic calendar](#) to avoid this issue as it can result in serious financial aid and GPA consequences). If you are in your third attempt at completing a course, you will be given a WF grade at any point in the term if you fail to meet attendance requirements. Please see the student handbook and SPC policies further if needed.

SPC Policy: Attendance/Participation/Withdrawal

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

Attendance

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

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

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

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

Participation

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

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

Student Withdrawals

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

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

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

Technology Requirements & Policy

View the [MyCourses Minimum Technology Requirements](#).

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

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx), Microsoft Powerpoint (.ppt or .pptx) or Rich Text Format (.rtf), so that they can be properly evaluated. Assignments submitted as a PDF or any other format will not be accepted or graded. If an attachment cannot be opened by the instructor, students will be

required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

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

Accessibility of Technology

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

Privacy

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

Academic Honesty Policy

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. 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](#)). Please see [SPC's copyright information](#). It's your responsibility to be academically honest in all of your work.

Generative AI Not Permitted

The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in many contexts, but you must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not

technically your own. In order to avoid violating [SPC's academic integrity policy](#), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You are strictly prohibited from using use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in the assignments 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.

to me.

All discussion posts and essays should be based on the textbook unless otherwise instructed. Our text has a particular way of describing ethical theories and principles and applying these to particular cases. Do not use AI to write your assignments.

Respondus LockDown Browser Proctored Testing Information

Proctored Testing Requirement

This course requires one or more of your quizzes/exams in MyCourses 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 in MyCourses.

Need help? Contact

[Lockdown Browser/Respondus Monitor Support](#)

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. Review the [Turnitin Usage Agreement](#) for full details. 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.

View the [Reviewing a TurnItIn/Originality Report](#) tutorial.

Learner Support and Other Student Resources

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

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

Additional Resources:

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

Code of Conduct

Code of Conduct

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

Online Student Participation and Conduct Guidelines

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

Netiquette

Whether you are in an online class or a physical classroom, certain behaviors are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process. Below are the traits of a successful student. These guidelines pertain whether your course is online or in the classroom. When communicating, you should always:

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

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

- Use a subject line that describes what you are writing about
- Avoid attachments unless you are sure your recipients can open them
- Be clear, concise, and courteous
- Sign your message with your name

- Use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.

When posting to a discussion board, you should:

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

Recordings in the classroom

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

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

The instructor has the authority to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues. This ensures that all students in the class have an opportunity to learn.

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

Student Survey of Instruction

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

Title IX

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

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

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

Equal Access

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

Accessibility Statement

St. Petersburg College recognizes the importance of equal access for all students. Accessibility Services (AS) is the campus office that supports students with disabilities to approve and coordinate reasonable accommodations. Students who have, or think they may have, a disability (e.g., learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing) are invited to contact their AS campus coordinator ([Accessibility Services Contacts](#)) for a confidential discussion. If an

accommodation is deemed to potentially alter the nature of the course, it will require a decision by a committee. Therefore, ample time must be provided to evaluate and process such requests. Students who are currently registered with AS are encouraged to request accommodations early in the semester by logging into their AIMS account. Additional information is available at the college-wide Accessibility Services website www.spcollege.edu/accessibility.

Safety and Security

We want to make sure that you are comfortable on campus and feel secure in your learning environment. The SPC campuses are very safe but you should be aware of your surroundings, just as you are anytime you are in a public space. In each classroom there is an Emergency Response Guide to help you during an emergency. It is also a good idea to be familiar with evacuation routes in buildings that you use frequently. **If you have an emergency, dial 911 immediately.** For information on campus safety and security policies, please call 727-791-2560. More information is also available on the [Campus Safety website](#).

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

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

Titans Care (Student Assistance Program)

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

Student Concerns

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

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

SPC Vaccination Policy

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

Instructional Continuity During Emergencies

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

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

Further, in the event of such a disaster, the Instructor will continue using the Learning Management System (LMS) of MyCourses 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 MyCourses (possibly through duration of the course's regularly scheduled end date). We will finish this course in MyCourses, as directed by your Instructor online, and your Instructor will use all graded assignments to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

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

Terms of Instruction

Please note this syllabus is an instructional guide and that the instructor/professor reserves the right to make any changes to it, as needed. This includes changes to the

course schedule and assignments, etc., throughout the term. If changes occur, you will be notified as soon as possible via email and/or an announcement in MyCourses. 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.