



Course Syllabus

PHI 1600 - 445

Studies in Applied Ethics Fall Term 2024-2025 (0640)

This course includes the following section numbers:

- 445

Welcome

Welcome to Applied Ethics! This is an exciting class that I love to teach! 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. 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.

This specific course will begin on: Monday February 12 - May 10. It is open early, so you may begin working ahead. No work can be accepted after May 7.

I am looking forward to learning together as we go through this material.

Prof. Eric Tucker, Ph.D.

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>

Zoom Link for Class:

None

Departmental Contact Information

Susan Demers

Title: Dean

Email: demers.susan@spcollege.edu

Phone Number: 727-791-2501

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

David Munroe

Title: Academic chair

Email: monroe.david@spcollege.edu

Phone Number: 727-341-4313

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

Lori King

Title: Assistant Dean

Email: king.lori@spcollege.edu

Phone Number: 727-394-6035

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

Minerva Ve eser-Bobea

Title: Academic Staff Assistant

Email: veeserbobea.minerva@spcollege.edu

Phone Number: 727-341-3222

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

Course Information

Prerequisite(s): Prerequisites: (ENC0020, ENC0025, ENC0990, ENC0056 or ENC0055) and (REA0017, REA0002, REA0990 or REA0056); or EAP1695; or appropriate scores on SPC placement test. Credit is not also given for PHI1602H, PHI1603, PHI1631, PHI2621, PHI2622, PHI2635 or PHI2649.

Credit Hours: 3

Modality: Lecture discussion

Meeting Times and Location: TUES THURS 02:00 PM to 03:15 PM - Tarpon Springs Campus TS-EP452

Course Description: Studies in Applied Ethics is an opportunity for SPC students to develop valuable critical thinking and moral reasoning skills that will serve them well not only in any future career, but also in their daily lives. The class is a practical overview of foundational concepts, questions, and issues in applied ethics. Special emphases are placed on practicing critical thinking and understanding central ethical ideas in both historical and contemporary ethical theories. Students will have the chance to examine a number of personal, social, and professional ethical issues; such issues may include conflicts of interest, academic integrity, ethical issues about the environment, problems in developing or emerging technologies, end-of-life decision-making (e.g., euthanasia),

economic inequality, among many others. Some sections of PHI 1600 may have a more focused topic; these sections involve a closer examination of ethical problems in those topic areas. Special topic courses are available in health care, business, public safety, environmental, and sports ethics. Sections with special topics still satisfy the applied ethics general education requirement. Students will enjoy an active learning experience, increased student interaction and opportunities for independent thinking and research into ethical issues of personal interest. This course partially satisfies the writing requirements outlined in the General Education Requirements and meets the College's general education requirements for applied ethics (Note: Credit is not given for both PHI 1600 and any of the following courses: PHI 1603, PHI 1602H, PHI 1631, PHI 2621, PHI 2622, PHI 2635, or PHI 2649. Study Abroad opportunities may apply to this course).

Course Objectives

1. The student will compare historical developments in ethical thinking, from ancient to contemporary philosophers by:
 - a. defining central ethical terms.
 - b. describing major historical and contemporary theories of ethics.

2. The student will identify and analyze a variety of ethical issues when presented with examples by:
 - a. distinguishing between moral and non-moral issues.
 - b. classifying personal, social, and professional ethical issues.
 - c. evaluating various perspectives regarding personal, social and professional ethical issues.

3. The student will analyze diversity in ethics by:
 - a. identifying diverse social values.
 - b. differentiating between examples of ethical and unethical behavior within societies.
 - c. evaluating the effect of ethical conduct on the individual and society.

4. The student will apply critical thinking skills and ethical principles to resolve ethical issues by:
 - a. describing and applying methods of ethical decision-making.
 - b. settling ethical dilemmas found in personal, social, and professional life by using philosophical principles.
 - c. describing the distinguishing characteristics and emphases of a variety of professional codes of ethics and applying codes of ethics relating to their fields of interest to ethical issues in contemporary professional life.

5. The student will assess academic integrity by:
 - a. articulating the significance of proper academic practices to personal learning and educational value and fairness.
 - b. identifying different types of academic misconduct.
 - c. explaining the difference between legitimate academic practices and academic misconduct.

Important Dates

Class Dates: 12-AUG-2024 to 06-DEC-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

THE MORAL COMPASS: An Introductory Guide to Critical Thinking and Applied Ethics Second Edition

Subtitle: An Introductory Guide to Critical Thinking and Applied Ethics Second Edition

Required or Optional: Required e-textbook

ISBN: SBN-13: 978-1-265-65353-8 ISBN-10: 1-265-65353-4

Authors: Manias, Nicholas & Monroe, Dave

Publisher: New York: McGraw-Hill

Publication Date: 2022

Edition: 2nd edition

Notes

In order to be successful in this class, you must obtain the required textbook. It is the student's responsibility to have the textbook for the first day of class. For hardship situations contact your professor immediately.

You will need the e-Textbook to complete the graded Smartbook Quizzes

First Day Access to e-Textbook

This course is participating in the First Day Access Program. You will be given access to the textbook through MyCourses. You will receive instant access to the textbook and save 20-50% or more off the retail price. You have the option to opt out of the program within the first week 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 after the first day of class. The materials that are accessed through My Courses are NOT included in your tuition. If you do not click on the button to opt out, 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. You will pay this to the SPC business office.

*Please note that any student added to the class after the Opt-out deadline will need to be opted in by the bookstore. Send student information to Tiffany Harrison tharrison@bncollege.com.

Once Opted in student will have access to course materials within 24-48 hours.

Questions? Tiffany Harrison tharrison@bncollege.com 727-431-4029 Derek Hanson dhanson@bncollege.com 727-347-0310

Below is publisher contact information if you need assistance setting up a course

McGraw Hill MHE Instructor Resources:

<https://www.mheducation.com/highered/support.html> Phone: (800) 331-5094

Pearson rep: Lindsay Ferrell lindsay.ferrell@pearson.com

PEARSON TECHNICAL SUPPORT:

<https://support.pearson.com/getsupport/s/contactsupport> Wiley: Susan Bryan

sbryan@wiley.com Catherine Murray camurray@wiley.com 407-622-9491

Cengage: Linda Linardos PHONE: (727) 515-8241 EMAIL:

linda.linardos@cengage.com

If you purchased the E-Book elsewhere you can opt out (as described below).

Session Opt-Out Deadline

Regular 8/28

Express 9/25

8wk2 10/23

You will need the E-Book to complete assignments in this class.

- With First Day™ you are prepared with immediate courtesy access to your required materials on the first day of class.

- *Please note that for McGraw Hill Courseware (Connect) you must activate your enrollment in your McGraw Hill courseware section [with your username/password or by creating a new Connect account] within the first week of class. Failure to complete this step may result in hitting a “paywall” in the future – even though you remained in the First Day Program.

If you need assistance with your textbook purchase, please see General Manager Barnes and Noble Contacts

Note: You can purchase a print upgrade of the textbook for an additional \$20 (plus shipping), but that is all managed through the McGraw-Hill Connect widget where you access the eBook. Print upgrades are mailed directly from the publisher.

Review the following resources:

· ReadAnywhere App - Download the ReadAnywhere app from the App Store® or Google Play™ to your tablet or smartphone and enter your Connect login/password to access your eBook and SmartBook assignments from your mobile device: o iOS o Android · SmartBook Overview (4:07) · SmartBook Reports (0:58)

**** A note about the book - full disclosure**** SPC has published its own ethics textbook since the early 1990s. The reasoning for this was two-fold. First, there was no textbook on critical thinking, ethics, and philosophy that was well-written at a freshman/sophomore level. Second, since the course covers so many wide-ranging topics it most likely would have required the use and purchase of multiple books. By writing and publishing its own textbook SPC was able to solve both issues: the text would be written at the appropriate academic level and it would have everything needed for the course in one book. As a bonus, self-publishing allows SPC to work with and negotiate with publishers to maintain the lowest price and best value for students. Throughout the years, many other colleges and universities have seen the value in the SPC ethics textbook and have adopted it for their courses and students. Since the 1990's SPC faculty have authored and edited the textbook. The authors do not receive royalties and a student's decision to purchase or use the textbook has no economic bearing on any SPC faculty or staff. As part of this arrangement, royalties generated by the SPC ethics textbook have been used to fund student trips, teams, activities, study materials, scholarships, and much more - all for SPC students.

[View the Textbooks site.](#)

FIRST DAY ACCESS

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.**

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.

- **First Day**™ course materials are digital versions of the physical textbook that may include additional educational resources such as workbooks, problem sets, tutorials, videos, simulations, and interactive software. Digital textbooks have many features that allow you to interact with your course content like never before. Depending on the course materials used, features may include highlighting, annotation, search functions, and multimedia links. All First Day™ materials are easy to access through MYCourses.

- **You have the option to opt out of the program within the first week of class if you have or want to purchase the E-textbook elsewhere.** Opting out of the program is likely to cause you to pay a higher rate. The Opt-out date is 7 days after the first day of class.
- You are prepared with immediate courtesy access to your required materials on the first day of class.
- First Day™ materials are accessible through the internet, so it goes where you go, on whichever device you want.
- SPC will bill your student account at the discounted price **after the opt-out deadline passes.**
- If you are using Book Line of Credit, BLOC will cover your First Day™ charge.
- If you are using a 3rd party vendor for your course materials such as Chapter 31, Vocational Rehabilitation, Dual Enrollment, etc. we will bill the 3rd party vendor for you.”
- ***Please note that for McGraw Hill Courseware (Connect) you must activate your enrollment in your McGraw Hill courseware section [with your username/password or by creating a new Connect account] within the first week of class. Failure to complete this step may result in hitting a “paywall” in the future – even though you remained in the First Day Program.**

If you need assistance with your textbook purchase, please see General Manager [Barnes and Noble Contacts](#).

Note: You can purchase a print upgrade of the textbook for an additional \$20 (plus shipping), but that is all managed through the McGraw-Hill Connect widget where you access the eBook. Print upgrades are mailed directly from the publisher.

Review the following resources:

- ReadAnywhere App - Download the ReadAnywhere app from the App Store® or Google Play™ to your tablet or smartphone and enter your Connect login/password to access your eBook and SmartBook assignments from your mobile device:
 - o iOS [iOS](#)
 - o Android [Android](#)
- SmartBook Overview (4:07) [SmartBook Overview](#)

- SmartBook Reports (0:58) [SmartBook Reports](#)

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View the Textbooks site. [Textbooks](#)

Performance Assessment and Grading

The graded work for most modules includes:

- One Discussion post and one reply post (at least one for every topic)
- AND/OR One Dropbox assignment
- AND/OR One Quiz

There is additional work (exams, self-assessments, 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. **Due dates are clearly posted on the Calendar, so watch them carefully.** 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.

Your final grade in this class will be based on the points you earn on assignments. Grades are based on a the grade book, and will be determined as based on the following assignments.:

- Dropboxes, and Discussions with Reply posts
- Quizzes and SmartBook chapters
- Midterm Exam - 200 points
- Final Exam - 100 points
- Surveys

There are Extra Credit assignments - see the Extra Credit Module, your News Items, and emails.

How to check your Grades and review feedback:

- [Checking Your Grades](#)
[Reviewing Dropbox Submissions](#)
[Checking Discussion Grades and Feedback](#)
[Reviewing Quiz Submissions](#)

Grading Scale

A grading scale will be used in this course, as follows:

A - (90-100%)

B - (80-89%)

C - (70-79%)

D - (60-69%)

Students must make a "C" or better to pass.

Review the [Checking Your Grades](#) tutorial.

Academic Honesty Issues

To put it plainly, this is an Ethics class - No cheating!! 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 in the [Academic Honesty Policies, Honor Code](#), 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.

Quotations without quotes and a citation will result in an automatic deduction of 20%. Any such quotations will not count toward the essay grade. If the essay shows **similarity** to a previously submitted essay, the grade will be an automatic 0%. Essays that present Academic Honesty issues cannot be made up. Two or more can result in a zero for the course.

If you are **retaking** this class you must turn in new and original work; new class = new work. You cannot turn in work from your previous attempt(s) or you will receive a zero for the assignment.

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 have to 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. View the [Academic Honesty Policies, Honor Code](#).

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 have to 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.

Honor Code—St. Petersburg College expects students to be honest in all of their academic work. By enrolling at the College, students agree to adhere to the College's standards of academic honesty and integrity. Failure to comply with this pledge may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, students also have an ethical obligation to report violations of the SPC academic honesty policies they may witness.

All students have an ethical obligation to adhere to the Honor Code and are required to abide by the following Academic Honesty Policies:

I. Each student is required to subscribe to the Policies 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.

1. Students admitted into certain professional programs of the College may be subject to a code of ethics in accordance with the rules and policies of that program and, therefore, subject to such policies as they may relate to sanctions and discipline for infractions involving unethical behavior and matters of academic honesty.

1. The College has developed policies in regard to conduct which constitutes a violation of Academic Honesty. Those adjudged to have committed such conduct shall be subject to discipline up to expulsion in accordance with the college's established process and procedures.

Some students attempt to use computer paraphrasing programs or synonym replacements to avoid Turnitin flagging. This is NOT paraphrasing. Real paraphrasing means you understand what is being said, put in your own words, and express the connection between what someone has written and the situation, case or opinion you yourself are presenting. The source of the original idea needs to be cited. Some students attempt to use computer paraphrasing programs or synonym replacements to avoid Turnitin flagging. This is NOT paraphrasing. Real paraphrasing means you understand what is being said, put in your own words, and express the connection between what someone has written and the situation, case or opinion you yourself are presenting. The source of the original idea needs to be cited. Use of inappropriate synonyms to form unnatural or incomprehensible sentences will be considered intentional plagiarism. Use of inappropriate synonyms to form unnatural or incomprehensible sentences will be considered intentional plagiarism.

Quotations without quotes and a citation will result in an automatic deduction of 20%. Any such quotations will not count toward the essay grade. If the essay shows similarity to a previously submitted essay, the grade will be an automatic 0%.

To put it plainly, this is an Ethics class - No cheating!! 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 in the [Academic Honesty Policies, Honor Code](#) 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.

Generative AI Not Permitted

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. I am glad to offer guidance!

Participation and Professionalism

Seven major factors play a major role in success as a student as well as in one's career. Through the professional conduct grading mechanism these "intangible" elements are quantified.

Attendance: The better one's attendance, the more one knows what's going on - it's that simple.

The first hallmark of a good student is being there. Promptness: Similar to attendance, this affects your functioning on a daily basis - as well as those who are affected by this. Alert/Attentiveness:

This is the quality of the time you spend in class. Courtesy: This includes respectful behavior toward others and their opinions, as well as refraining from "indirect" discourtesies such as side conversations during class, working on other material, leaving class unnecessarily, etc.

Participation: This is a major indicator of the student's level of interest and desire. Students are

expected to come to class prepared to discuss the assigned readings and to answer the questions on the Q + A sheets for that material. Following Directions: Again, this is an indicator of your perceived level of responsible behavior regarding deadlines, requirements, etc. Attitude: Judgments people make about you are usually based on an evaluation of your PROJECTED ATTITUDE. It is a simple fact that ATTITUDES COUNT MORE THAN APTITUDES DO!

I highly respect you and your efforts as a student pursuing your academic goals. I expect mutual respect from you for me and your classmates. I expect positive class participation, and this includes good attendance, active engagement in class activities, and a positive attitude. Disrespectful and disruptive behavior will not be tolerated. Disruptive behaviors include sleeping, talking in class, chronic tardiness, leaving and returning to the classroom unnecessarily, text messaging, disrespect toward the instructor or fellow students, and other behaviors of a similar nature. No student has the right to interfere with the teaching/learning process. There are consequences for disruptive behavior which will include but not be limited to: loss of the right to attend a given class, marked absences, loss of class discussion rights, deductions from final grade, assigned seats etc. If any student interferes with your learning please inform this instructor. The instructor has the authority to ask a disruptive student to leave the classroom and to file disciplinary charges if disruptive behavior continues.

Dropbox Assignments

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. Quotations without quote marks and inline citations will result in a 20% penalty, even if source is in the references or from the textbook. The academic honesty policy will apply to quotations from unacknowledged sources.

Submissions must be in Microsoft Word (.doc, .docx, .rtf) to receive credit. 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](#) tutorial.

Note: If you are using a Mac OS X and the Pages app, complete the following steps to convert your Pages file to a Word document before submitting to the Dropbox:

1. Open the Pages file you want to convert. "Pages" documents cannot be graded. It will be your responsibility to make sure that I can access your work. If I cannot open your work, and I need to request a resubmission, the essay will be considered late.

2. From the "File" menu, choose "Export To" then select "Word" from the sub-menu list, and save your document.

3. Then upload the Word document into the Dropbox.

Your Dropbox submissions are checked for originality using TurnItIn. You can review your Originality Report to see the amount of matching content. A lower percentage rating indicates that most of the content is original; a higher percentage rating indicates that much or all of the content matches content found in other sources and may require further investigation. View the [Reviewing a TurnItIn/Originality Report](#) tutorial.

Review the [Reviewing Dropbox Submissions](#) tutorial.

Check to be sure you are uploading the correct file with the completed assignment AND in a format that is NOT .pages or a format not listed above will result in a late grade based on the completed submission.

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

DISRUPTIONS IN CLASS WILL NOT BE TOLERATED: As an instructor, I do my best to be engaged with students and the material. It is not fair to fellow students for some to disrupt the learning process by distracting the instructor or the group.

CELL PHONES must be turned off and put away. They cannot be kept on the table or lap. Use of any device in these areas is a violation of College Policy and subject to disciplinary action.

LAPTOPS are not necessary for this course and are therefore not allowed without prior permission.

None of these will be allowed. If you cannot follow these rules you should contact the Associate Provost. If you violate these, I will ask you to leave the class and refer you to the associate provost.

If you are expecting and receive an emergency phone call, you should inform me before class begins. Walking out is disruptive and must be only for emergencies.

Necessary Accommodations vs. Special Treatment

- The only necessary accommodations will and should be given to students who have faxed documentation of disability or to students who have faxed proof of emergency during the time in question. This needs to be submitted at the time of the emergency or days thereafter. The fax number is found at the beginning of the syllabus.
- Special Treatment differs greatly from necessary accommodations (outlined above). Special treatment is requested by a student without a disability or documented emergency but who still expects extensions or other special treatment not extended to the rest of the class.
- No special treatment should or will be given. Remember, this is ethics. You are all equal in this class - as is fair. So, please, do not ask for special treatment.

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 have your **textbook** for the first day of class and use the textbook to complete the assignments.
- **I expect you** to be honest in all your 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 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.

Participation, Conduct, and Netiquette

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.

Course email is for coursework discussions only. If any student receives SPAM/personal type emails, report this to the instructor immediately. **Do not** send 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.

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to Be a Successful Student](#).

Grading Scale

Grades can be seen in the class grade book. The assignments and weights are clearly visible.

Students must make a "C" or better to pass.

Review the Checking Your Grades tutorial.

Late Work Policy

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

When class begins on Monday of the first week, most learning modules will be available to you with the exception of exams. With the exceptions of Module 15, late essays will be accepted for four days after the due date with a late penalty.

Discussion forums and Smartbook assignments must be done on time. Essays can be completed late after the due date if before the close date. You will lose points equal to a letter grade (10%) for each calendar day your work is late. A late penalty will be applied unless you **submit documentation of emergency that can be verified**. Module 15 is our last module so no late work will be accepted. Quizzes and discussion forums are not accepted late. See the Calendar for due dates. You may work ahead.

For discussion forums, unless otherwise stated, your first post will be due on Friday night. This is your response to the discussion prompt. Replies will be due on Sunday.

Assignments that are skipped early in the course cannot be made up in the last weeks of class. The assignments guide the student through a process of learning. Please keep up with your assignments. The ultimate goal is learning and earning a passing grade, not completing enough assignments or credit to squeeze by. Complete every assignment even if it is not perfect. Reach out for timely help as you need it. Don't take more classes than you can handle. Get into a steady pace.

Communication Plan

Communication Channels

Check the **News** items on the Course Home page each time you log in for class announcements.

Use the **Email Faculty** tab via Course Home to send your instructor any questions you may have about the course. Your instructor will attempt to answer your questions within 24-72 hours (excluding holidays). If you have an urgent issue you may call my office phone which will leave a message on my personal phone as well. That office number is 727-341-4698.

Response Time

Expect responses to emails within 24 to 72 hours. It is

Communication Schedule

I do check communications from time to time even during weekends. I cannot promise an immediate turnaround, but do want to support you the best I can. It is best to work ahead a bit, so that if you come into problems, there will not be an emergency and we can work through it.

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](#).

Active participation or "attendance" in this course is mandatory.

We learn from each other – if you are not in class we all miss something! Educational studies are showing that consistent attendance is one of the most important factors in your success or failure in any college course. Generally speaking, “A” students are rarely absent and students who fail are absent often. In light of that, and because of the nature of this class, consistent attendance is required. Students accumulating excessive absences (more than 3) are subject to being dropped from the class. There is also a grade penalty of one letter grade upon the 4th absence for a 16 week class. For an eight week, it is one week attendance maximum, and so on for accelerated formats. Attendance will be taken at the beginning of class sessions. Students are expected to be present when role is taken. Students arriving late should make sure that the absence is changed to a tardy; it is the student’s responsibility to notify the teacher that they are

present. Three tardies count as an absence. I do not distinguish between excused and unexcused absences. If you will be absent for an extended period for medical reasons, we should work with the Office of the Associate Provost. Refer to College policy on class attendance

First Week

The College requires instructors to report participation in the first week. Failure to submit assigned work by the due date may result in being dropped for non-participation - SPC rule. Check the calendar AND the module introduction. For week one, the Smartbook reading, discussion forum and Academic Honesty quizz must e completed at the very least.

60% Point

Students who do not fully participate may be dropped from the course. To remain in the class, you must earn a grade of 60% or above on assignments to date, complete the critical thinking steps (modules 4, 5, 6 &7) and complete the Midterm Exam by the due date. You must not have violated the attendance policy at the 60% point. So, don't fall behind.

Do not skip assignments. **Assignments will not be opened the last weeks of class in order for students to improve their grades.** Getting work done on time is an important part of education and will be reflected in the final grade.

There may be extra credit opportunities. Take advantage of up to three of these when they are available. **Extra credit will not be offered in the last few weeks of class.** Plan ahead.

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](#).

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](#)
- [Honorlock Accessibility](#)
- [Cengage Accessibility](#)

- [McGraw-Hill Accessibility](#)

Privacy

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Microsoft Privacy](#)
- [YouTube Privacy](#)
- [Panopto Privacy](#)
- [Turnitin Privacy](#)
- [Honorlock Privacy](#) and [SPC's Honorlock Security and Privacy FAQ](#)
- [Cengage Privacy](#)
- [McGraw-Hill 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, for assignments 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.

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 eao_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.