



Course Syllabus

CGS 1309 - 1575

Computer and Information Technology Concepts Spring Term 2023-2024 (0630)

Welcome

[Video Welcome from Your Instructor](#)

Welcome to CGS1309! I am Professor Peters. I feel fortunate to be your professor this semester and to also have been a student at St. Petersburg College.

My educational background includes a bachelor's degree in mathematics from the University of South Florida, a master's degree in instructional technology from the University of South Florida, and an Educator Preparation Institute Certificate from St. Petersburg College. My work experience includes a lengthy career in information technology and experience as a professionally certified high school teacher and as a college professor.

To help you be successful in this course; please become familiar with the course syllabus, and submit each assignment by its due date.

I look forward to your success in this course and hope you have an enjoyable and productive learning experience!

Instructor Contact Information

Mark Peters

Email

Peters.Mark@spcollege.edu

Phone: 727-743-9950

Office and Online Chat Hours:

[Mark Peters | Faculty Profile | SPC \(spcollege.edu\)](#)

Office Location:

ES 213B

Instructor Web Page:

[Mark Peters | Faculty Profile | SPC \(spcollege.edu\)](#)

Zoom Link for Class:

This course has no scheduled Zoom meetings. Email to schedule an appointment.

Departmental Contact Information

Norene Kemp

Title: CCIT Dean

Email: Kemp.Norene@SPCollege.edu

Phone Number: (727) 341-7179

Appointment Information: Email to schedule an appointment.

John Long

Title: CCIT Associate Dean

Email: Long.John@SPCollege.edu

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Appointment Information: Email to schedule an appointment.

CCIT Specifics

CCIT Core Values

The College of Computers & Information Technology will structure its operations, training, and educational programs around the Core Values of accountability, respect, responsibility, critical thinking, communication, and collaboration.

- **Accountability** - Accountability is essential for an environment of learning. Those who are accountable stand by their words and actions, taking full responsibility for what they create and for what each contributes to the community.
- **Respect** - Respect is a prerequisite for enhancing learning. Community members who respect themselves and others help create a safe, yet open, climate of learning.
- **Responsibility** - Responsibility is the root of success. Students who assume personal responsibility for their education will reach their goals. Responsible students also make contributions to their communities.
- **Critical Thinking** - Critical thinking is the fundamental purpose of higher education. The ability to solve problems through the application of appropriate skills is critical to all disciplines.
- **Communication** - Communication is increasingly the key competency for living and working in the information age. Communicating effectively in oral and written forms through traditional and new media is a powerful tool for personal and career success.
- **Collaboration** - Collaboration, by bringing together individual knowledge and talents, creates teams that are greater than the sum of their parts. Such teamwork maximizes benefits to individuals and the community.

Critical Success Strategies

- **Assignments** - We want to prepare you for the work world. Therefore, the College of Computers & Information Technology does not accept late assignments without medical evidence. Your employer does not accept missed deadlines, as they can cost the company unnecessary lost revenue, and can cost you employment.
- **Course Workload** - Outside of scheduled class time students should expect to routinely spend 8-10 hours per week completing assignments and reviewing course materials. For students with little or no prior computer experience, you may find it necessary to commit additional hours to practicing the concepts presented.
- **Technical Skill Level Required** - Your first year, first semester courses are introductory courses and NOT basic computer skills courses. It is expected that students enrolled in these courses can: turn on the computer, use a keyboard and mouse to perform basic computer operations, open and save files, access their

student e-mail, and myCourses. It is expected you communicate any individual needs or limitations to the instructor as necessary.

- **Prior Knowledge Needed** - A basic comfort level of using a computer to browse the Internet, save files, and send email is expected of students enrolled in all College of Computers & Information Technology courses. Students are also expected to build program folder structures correctly.
- **Open Communication Statement** - Your instructors and your dean are committed to your success as a student. To this end, we are available via email at any time and meeting upon request. E-mails are responded to as necessitated (and when necessary – within 24 hours) as some e-mails are simply informative and require no reply). Weekends and holidays may take as long as 48 hours. It is expected that students will follow this same rule.
- **Coding Assignments** - All coding assignments for both exams and homework/labs are expected to be your original work. Collaboration is permitted, but no two programs should ever be exactly the same. It will be considered a violation if you copy work from another student or from the Internet. If this occurs, you will be charged with Academic Dishonesty.

Communication

Appropriate Communication - Students are expected to communicate in clear, correct, respectful Standard American English always. This includes all online or electronic communication, which should follow the standards of Internet etiquette (also known as “netiquette”). Students unfamiliar with these concepts and conventions should check with their instructors.

Timely Communication - Students are expected to read college and course email daily. Any communication requiring a response should be done within 24 hours of receipt.

Late Work Policy

Project/assignment/exercise

Each project/assignment/exercise will come with specific instructions for completion. All lab/class work must be completed (if applicable)! **All assignments are due by the assigned due date.** If you are not able to make a deadline, you **MUST communicate** with your instructor **PRIOR to the deadline**, explaining why you need an extension. This gives you a chance to reflect on your academic habits, and invites you to engage in a conversation with your instructor to help solve larger problems that might be getting in the way of your academic success. It is your responsibility throughout the semester to keep up with your course work. It is not the responsibility of the instructor to advise you of missed work during the term or in the last week of the term.

Exam

Exams must be taken on the assigned date; otherwise, a grade of zero will be assigned. Any exception to this policy must be the result of a documented emergency or prior arrangement with the instructor. There will be no exceptions to this rule. ANY MAKEUP EXAMS must be taken prior to the scheduled exam date. This must be prearranged with the instructor. Last-minute arrangements are not acceptable

Generative AI Permitted Under Some Circumstances or With Explicit Permission

You may have heard of Generative AI (Artificial Intelligence). The best-known example 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 we 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 each professor's course policies regarding the use of artificial intelligence in academic work. If you are unsure of a professor's guidelines, reach out to them to discuss further.

The Dean's general policies for all CCIT courses:

You may only use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, when assignment directions specifically state that it is allowed, and these tools must be used with caution. AI is not a replacement for your own thinking and research.

AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to Dean Kemp. She is happy to offer guidance!

Course Information

Prerequisite(s): NONE

Credit Hours: 3

Modality: Online

Course Description: A survey problem solving course which deals with subjects related to varied computer and information technology topics. A broad range of conceptual and practical subjects in IT are covered. An overview of the IT field, detailed information about some specialties to include Computer Support, Cybersecurity, Networking, Programming, and Web Development. This course satisfies SPC's computer competency requirement (effective Fall 2017).

Course Objectives

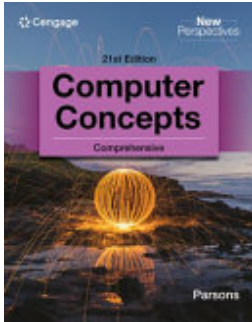
1. The student will analyze technology concepts by:
 - a. defining computer and internet terms.
 - b. performing tasks using software applications, operating systems, file management, and system features and functions.

2. The student will identify a problem solving strategy and use pseudocode to write computer programs by:
 - a. interpreting and analyzing programming problems using problem-solving techniques.

- b. developing solutions to programming problems as a sequence of ordered steps.
 - c. expressing the sequence of ordered steps in pseudocode and flowcharts.
- 3. The student will analyze basic network architecture and operations by:
 - a. explaining the functions and applications of various network devices.
 - b. identifying and the selection of networking services and applications.
 - c. comparing and contrasting technologies that support cloud and virtualization.
- 4. The student will identify development tools associated with Web application development by:
 - a. explaining browser options and web design/development terminology.
 - b. comparing commercial/open source web design/development applications.
 - c. describing the concepts related to website development, maintenance, and optimization.
- 5. The student will explain the importance of Network Security by:
 - a. comparing and contrasting common network vulnerabilities and threats.
 - b. identifying the types of malware.
 - c. describing the importance of risk related concepts.
- 6. The student will utilize various Operating Systems by:
 - a. logging in and out of the environment.
 - b. creating multiple password techniques.
 - c. using the command line or GUI interface and commands.
- 7. The student will explore and evaluate computer and network support by:
 - a. identifying the parts of a desktop and laptop computer.
 - b. describing the steps of the hardware troubleshooting process.

c. comparing and contrasting the features of various operating systems.

Required Textbook and Other Resources



New Perspectives Computer Concepts Comprehensive, 21st Edition, 2023,

Subtitle: 1 term Instant Access ISBN: 978-0357674697 - You are purchasing an access code.

Required or Optional: Required

ISBN: 978-0357674697

Authors: June Jamrich Parsons

Publication Date: 2022-05-30

Edition: 21st Edition

Notes

1 term Instant Access ISBN: 978-0357674697 - You are purchasing an access code.

Performance Assessment and Grading

Each module contains a variety of assignments including, quizzes , practical application of the skill via MindTap, drop box assignments, and discussions. Each assignment has an assigned point value and that value is listed in the assignment itself, and within the course content.

Title	Points
Module 1 Digital Content & Devices	290
Module 2 Networks	170
Module 3 The Web & Social Media	290
Module 4 Software & Databases	180
Module 5 Digital Security	150
Module 6 The ICT Industry	200

Module 7 Programming	195
Final Exam	100
Total	1575

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](#)

Grading Scale

A - 90% - 1417 - 1575

B - 80% - 1260 - 1416

C - 70% - 1102 - 1259

D - 60% - 945 - 1102

F - below 59% - 0 - 944

Subject to change with notification

Availability of Course Content

To gain access to the course materials/modules, you must go to the Begin Here section under Course Content, follow the instructions given in the **Activate Your MindTap Content** section, and read the **Syllabus** and pass the **Course Syllabus Quiz** with 100% to demonstrate that you read and understand it.

Course Attendance

[View the college-wide attendance policy.](#)

Attendance will be taken for the first two weeks of class to determine if you have been actively participating in the class. If you are not actively participating for the first two weeks, you will be withdrawn from the class with a “W”. You will also be denied access to the course on MyCourses.

You need to complete the following to be considered actively participating in the class:

1. Begin Here & Syllabus Quiz and a minimum of 70% of Module 1 assignments (at least three assignments).
2. A minimum of 70% of Module 2 assignments (at least three assignments).

At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. If you are not considered not actively participating in the course at the 60% point, you will be withdrawn with a “WF”.

This will be determined by the following:

1. Completion of at least 70% of work assigned to date.

Students are required to withdraw themselves on or before the 60% point in the course to receive a grade of “W”. The final date for voluntary withdrawal is published in the academic calendar.

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.

Students also MUST become proficient with [publisher or other 3rd party tools or platforms here] and the tools contained within the program to be successful in this course.

Accessibility of Technology

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

Important Dates

Class Dates: 18-MAR-2024 to 10-MAY-2024

Drop Date: 22-MAR-2024

Withdrawal Date: Please reference the Academic Calendar below

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

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](#)

MyCourses Assignment Schedule

Due Date	Name	Type	Points
	Course Syllabus Quiz	Quiz	
	Introductions	Discussion	

Due Date	Name	Type	Points
3/24	SAM Training Module 01 Digital Content: Learn It: Module 01: Digital Content	Cengage Assignment	100
3/24	Test: Module 01 Digital Content: Apply It: Module 01: Digital Content	Cengage Assignment	20
3/24	SAM Training Module 02 Digital Devices: Learn It: Module 02: Digital Devices	Cengage Assignment	100
3/24	Test: Module 02 Digital Devices: Apply It: Module 02: Digital Devices	Cengage Assignment	20
3/24	Module 1 Discussion Fair Use	Discussion	20
3/24	Module 1 Dropbox	Assignment	30
3/31	SAM Training Module 03 Networks: Learn It: Module 03: Networks	Cengage Assignment	100
3/31	Test: Module 03 Networks: Apply It: Module 03: Networks	Cengage Assignment	20
3/31	Module 2 Discussion: Who Will Control the Internet	Discussion	20
3/31	Module 2 Dropbox	Assignment	30

Due Date	Name	Type	Points
4/7	SAM Training Module 04 The Web: Learn It: Module 04: The Web	Cengage Assignment	100
4/7	Test: Module 04 The Web: Apply It: Module 04: The Web	Cengage Assignment	20
4/7	SAM Training Module 05 Social Media: Learn It: Module 05: Social Media	Cengage Assignment	100
4/7	Test: Module 05 Social Media: Apply It: Module 05: Social Media	Cengage Assignment	20
4/7	Module 3 Discussion: Who Is Tracking You?	Discussion	20
4/7	Module 3 Dropbox	Assignment	30
4/14	SAM Training Module 06 Software: Learn It: Module 06: Software	Cengage Assignment	100
4/14	Test: Module 06 Software: Apply It: Module 06: Software	Cengage Assignment	20
4/14	Module 4 Issue: What Happened to that App?	Discussion	20
4/14	Module 4 Dropbox	Assignment	40

Due Date	Name	Type	Points
4/21	SAM Training Module 07 Digital Security: Learn It: Module 07: Digital Security	Cengage Assignment	100
4/21	Test: Module 07 Digital Security: Apply It: Module 07: Digital Security	Cengage Assignment	20
4/21	Module 5 Discussion: How Secure is Democracy?	Discussion	20
4/21	Module 5 Dropbox	Assignment	10
4/28	SAM Training Module 08 The ICT Industry: Learn It: Module 08: The ICT Industry	Cengage Assignment	100
4/28	Test: Module 08 The ICT Industry: Apply It: Module 08: The ICT Industry	Cengage Assignment	20
4/28	Module 6 Discussion: Career Opportunities	Discussion	40
4/28	Module 6 Dropbox	Assignment	40
5/5	SAM Training Module 11 Programming: Learn It: Module 11: Programming	Cengage Assignment	100
5/5	Test: Module 11 Programming: Apply It: Module 11: Programming	Cengage Assignment	20

Due Date	Name	Type	Points
5/5	Test: Module PY Coding with Python: Apply It: Module PY: Coding with Python	Cengage Assignment	20
5/5	Module 7 Discussion: Issue: Can Computers Think?	Discussion	20
5/5	Module 7 Dropbox	Assignment	35
5/5	CGS1309 Final Exam	Quiz	100
5/5	Sail() Extra Credit (Bonus Points)	Extra Credit Assignment	25
5/5	SSI Submission Extra Credit (Bonus points)	Extra Credit Assignment	5

Communication Plan

Communication Channels

Type the Communication Channels you will use here.

Response Time

Type your plan for Response Time here.

Communication Schedule

Type your Communication Schedule here.

Students' and Instructor's Expectations

It is important that all of your attention be focused on the content to be learned so when you are in class you shouldn't be using your computer, cell phone, and tablet for casual use, only academic purposes. Any use of these devices (including texting) for non-academic purposes draws your attention away from the course work and is therefore subject to disciplinary action. Whether you are taking a course online, blended, or in the classroom, you may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates online. The learning management system, MyCourses, will be used for this purpose and you should complete the Introduction to MyCourses so that you are comfortable with the system and can complete your assignments. 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')

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.

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.

Your faculty member will include in the syllabus expectations for response times on email.

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.

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

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.

Academic Honesty Policies - Honor Code

We expect you to be **honest** in all of your academic work. By enrolling at the College, you agree to obey all of the standards of **academic honesty** and **integrity** and you should understand that failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, you also have an ethical obligation to report violations of the SPC academic honesty policies you may witness. 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.

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.

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 drop deadline for the session in which the class is scheduled. The instructor is required to report non-attendance and the student will be dropped with a "W" grade penalty by the second week of classes.

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

Students will be able to withdraw themselves at any time during the term. However, 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.

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.

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.

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>