SPC Fall 2024 16 Week Course Syllabus:

**Course Syllabus  
POS** **2041** **- 2246**

**American National Government** **Fall Term 2024-2025 (0640)**

**This course includes the following section numbers:**

**Welcome**

**WELCOME!**

I look forward to working with each of you as we progress together through this course, POS 2041 in American National Government. It is common for students to begin American Government at various points of knowledge with their own perceptions of the United States government, within this course we will have the opportunity to evaluate and potentially expand on those perceptions as well as our knowledge of our government. The framers of the Constitution of the United States provided us the outline for the United States government. That format is the foundation of our form government. The United States Constitution provides unique roles for each branch of the government. In addition to the roles of the branches of government we will also explore the role and responsibility of the citizens of the United States in the framework of the constitution, democracy and within a republic form of government. This course requires critical thinking to research the implementation and operation of the national government.

It is imperative that you complete assignments on time as laid out in the Schedule of Assignments (MyCourses site module) and calendar. Attendance is taken by the completion of an assignment within this online course, it is very important that you complete assignments within the first two weeks of class so that you can remain in the class. A note of caution with an online course you need to be focused and stay on top of completing assignments since there is no classroom or scheduling of a class on a particular day or time. In addition, at the 60% mark of the course, the attendance of students will be assessed and if you are not attending class and submitting your work you may be dropped from the class. I will be sending out emails to warning you of your not attending class and falling behind (there are penalties for lateness) however it is your responsibility to attend class by submitting your work on time. And please be aware that it will take achieving 700 points (a C grade) to pass the course. It is not your grade point average that will determine your grade in the class, therefore it is imperative that you read the syllabus thoroughly.

If you have any questions or confusion about an assignment or an emergency please contact me as soon as possible. I will contact you within 24 to 48 hours after receiving your email. I am here to help you navigate this course however the effort and work you put into it is squarely on your shoulders.

Good luck

**Instructor Contact Information**

Lawrence Miller, PhD

Pronouns: Doctor

**Email**

Miller.Lawrence@spcollege.edu

Phone: 727-341-4357

**Office and Online Chat Hours:**

Email me on MyCourses site,  I will contact you within 24 to 48 hours after receiving your email.

**Office Location:**

Seminole Campus

**Instructor Web Page:**

<https://web.spcollege.edu/instructors/admin>

**Departmental Contact Information**

Douglas Rivero, PhD

Title: Assistant Dean

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Appointment Information: Email or call to set up an appointment

Joseph Smiley, PhD

Title: Dean

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**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. Cannot be taken with IDS 2103H.

**Credit Hours:**3

**Modality:**Online

**Course Description:**In this course, students will investigate how the national government is structured and how the American constitutional republic operates. It covers the philosophical and historical foundations of American government, including but not limited to the declaration of independence, the United States Constitution and all its amendments, and the federalist papers. The course examines the branches of government and the government’s laws, policies, and programs. It also examines the ways in which citizens participate in their government and ways their government responds to citizens. State Core Course Description (State Rule 6A-14.0303). This course partially satisfies the writing requirements outlined in the general education requirements. This course satisfies the Social and Behavioral Sciences General Education Core. Credit is only given for one of the following: POS 2041 or POS 2041H or IDS 2130H.

**Course Objectives**

1. \*Students will demonstrate an understanding of the basic principles and practices of America’s constitutional republic.
2. \*Students will demonstrate knowledge of the nation’s founding documents, including the declaration of independence, the U.S. constitution and its amendments, and the federalist papers.
3. \*Students will demonstrate knowledge of landmark U.S. supreme court cases, landmark legislation, and landmark executive actions.
4. \*Students will demonstrate knowledge of the history and development of the American federal government and its impact on law and society.
5. \*Students will demonstrate an ability to apply course material to contemporary political issues and debates.
6. \*Students will demonstrate the ability to engage in discussion and civil debate on American politics that are associated with multiple points of view.
7. Students will analyze the continuing evolution of the Constitution in the United States by:
   1. exploring the evolution of civil liberties, especially as determined by landmark US Supreme Court cases.
   2. examining the significance of the 14th amendment and the continuing development of civil rights for all citizens.
   3. identifying landmark legislation and executive actions as well as their impact on political behavior.
8. Students will demonstrate research, writing and critical thinking skills by:
   1. completing written assignments and/or discussions related to the aforementioned learning outcomes.
   2. composing a major analytical paper or project that demonstrates mastery of several learning outcomes.

**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**

American Government, 2ed Open Stax Rice University

Required or Optional: Optional (open source material)

ISBN: ISBN-13: 978-1-951693-38-1

Authors: Krutz, Glen & Sylvie Waskiewicz

Publisher: XanEdu, Publishing Inc.

Publication Date: July 28, 2021

Edition: Second

**Notes**

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

* This course will use open-source materials, **and, as such,** **it does not have a required textbook.**
  + Reading materials will be provided online in the PDF format and electronically via the ***OpenStax*** website operated by ***Rice University***. <https://openstax.org/details/books/american-government-2e>
    - **Krutz, Glen & Sylvie Waskiewicz. 2019. *American Government, 2ed*. OpenStax, Rice University (XanEdu Publishing Inc): Houston, Texas. ISBN 13: 978-1593995768 (ISBN-13: 978-1-947172-65-4)**
      * American Government 2e by OpenStax is licensed under Creative Commons Attribution License v4.0

**First Day Access (Digital Books) Program**

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

This course is participating in the First Day Access Program. You will be given access to the course materials through MyCourses. You will receive instant access to the required materials and save 20-50% or more off the retail price. **You have the option to opt out of the program within the first 10 days of class** if you want to purchase your materials elsewhere. Opting out of the program is likely to cause you to pay a higher rate. **The opt-out date is 10 days from the first day of class.** [**(View Opt-out deadline dates).**](https://www.spcollege.edu/financial-aid/receiving-financial-aid/paying-for-your-textbooks/first-day-book-program)

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 appl**y, 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](https://www.spcollege.edu/financial-aid/receiving-financial-aid/last-day-to-drop-with-a-refund). If you withdraw after the drop deadline ([see your schedule for dates](https://www.spcollege.edu/academic-calendar)), then you will be responsible for those charges on your account (For example, if you receive a “W” you will not be eligible for a refund).

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

**Performance Assessment and Grading**

**Students must achieve a 70% or better to pass the course. \*\***

This is an SPC College Writing Requirement course, which requires the successful completion of 2,000 words. You will have the opportunity to meet this requirement through, Discussion Forums, Written Assignments and a Research Project.

**ASSIGNMENTS**

**Quizzes (250 points) - 12 Quizzes for a total of 250 points--25% of your final grade**

You will have 10 Chapter quizzes, one Citizenship quiz, and a General Education Survey for a total of 250 points, 25% of your final grade.In each module, you will have a quiz on the assigned chapter(s) in that module. All quizzes will be comprised of multiple choice questions.

**Discussion Forums (200 points) - 4 Discussion Forums, each worth 50 points, for a total of 200 points--20% of your final grade.**  
 You will have discussion posts in many of your modules. Each Discussion Forum will include a learning assignment with discussion prompts and requires a reply to a classmate's post. The discussion forums provides for the exchange of ideas which is vital to learning. The posts will be graded for content, grammar and spelling. You will not receive any points if you do not post an assignment post (even if you post reply posts). You should also for all writing assignments make your fonts at least 12 and spacing should be at least 1 1/2 between sentences.  And use the MyCourses assignment submission mechanism, do not attach any writing assignment using Word. Your posts will partially contribute to the SPC Writing requirement.

**Written Assignments (150 points) - 3 Written Assignments, each worth 50 points, for a total of 150 points--15% of your final grade.**You will be asked to apply what you have learned in three different modules with well-written essay submissions. You will receive clear instructions on the specifics. All written work must be submitted to the Dropboxes within the course. The Dropboxes utilize Turnitin in order to detect plagiarism. These submissions will be graded based upon completion of the assignment requirements as well as content, grammar and spelling. Complete all submissions adequately to earn credit. You should also for all writing assignments make your fonts at least 12 and spacing should be at least 1 1/2 between sentences. And use the MyCourses assignment submission mechanism, do not attach any writing assignment using Word. Your written assignments will partially contribute to the SPC Writing Requirement.

**Civic Engagement Project (100 points) - 1 Civic Engagement project worth 100 points--10% of your final grade.**

In this course, you are also required to complete a *civic engagement research project.*This assignment is also listed in the main lessons section of *MyCourses*. Overall, the goal is for you, the student, to become more socially and civically connected to the needs of your community and to promote the importance of community engagement and community service. 

**The Civic Engagement project is divided into two parts.**

**Each part is worth 50 points.**

**PART 1 (50 points)**

**Two Options (Select One):**

* Volunteer at a non-profit organization or interest group, provide the required documents, and submit a summary paragraph in at least 200 words; OR
* Attend in person a local government meeting, provide proof of attendance, submit the Engage for Change survey, and submit a summary paragraph in at least 200 words.

**Option 1 Requirements**:

* **Volunteer for at least five (5) hours at a non-profit or civic organization that serves your community.**
  + **Your volunteer work must be current, completed during the course of our class.**
  + **Submit a summary paragraph of your volunteer work in at least 200 words.**
    - The paragraph should specifically describe the *organization that you volunteered for and the nature of work that you performed*. *It should also discuss some reasons as to why civic engagement is important.* Support this paragraph with one to two academic sources in proper APA citation format.
  + **Submit**a signed[**SPC Release of Liability Form**](https://mycourses.spcollege.edu/content/enforced/172795-OFR_POS2041_1031_0545/SPC%20Liability%20Release.doc)
  + **Complete** the [**Engage for Change Survey**](https://web.spcollege.edu/survey/9589)and **Submit** a screenshot of the survey confirmation page in the assignment dropbox.
  + Submit all of the aforementioned documents into the assignment dropbox by the due date.
    - Two Options to Submit the Required Documents
      1. Take a picture of each document, copy-and-paste all of them into the MS Word document with the reflection paragraph, and upload it into the assignment dropbox.
      2. Print, fill, sign, scan and pload*the document in the assignment dropbox.*
    - ***Failure****to submit any of the aforementioned documents will result in* ***no credit being given for the assignment.***

**Option 2 Requirements:**

* + **Attend in person (or online due to Covid-19) a local government meeting in its entirety.**
    - **You are required to** provide a proof of attendance, including the name, signature, and official contact information (phone number, e-mail or web address) of the government official or meeting organizer.
      * Click on the following hyperlink for [Local Government Meeting Proof of Attendance.](https://mycourses.spcollege.edu/content/enforced/233686-OFR_POS2041_900_0570/Local%20Government%20Meeting%20Proof%20of%20Attendance.docx)
    - **Examples of Local Government Meetings**
      * *Pinellas County Government calendar*: <http://go.activecalendar.com/pinellascounty/>
      * *Hillsborough County Government Calendar:* <http://www.hillsboroughcounty.org/en/government/meeting-information/agendas-recaps-and-minutes>
  + **Provide a summary paragraph of the government meeting in at least 200 words.**
    - The paragraph should specifically describe the *type of the meeting and issues discussed in it*. *It should also discuss some reasons as to why civic engagement is important.* Support this paragraph with one to two academic sources in proper APA citation format.
  + **Complete** the [**Engage for Change Survey**](https://web.spcollege.edu/survey/9589).
    - Submit the survey confirmation page in the assignment dropbox
  + ***Failure****to submit any of the aforementioned documents will result in* ***no credit being given for the assignment.***

**Important Information**

* **Part 1 is due October 11th, 2024.**
* Do not e-mail your assignment/documents!
  + E-mailed assignments will not be considered for grading.

**PART 2 (50 Points)**

In this part, you are required to submit a reflection paper about the civic engagement experience (completed in Part 1) in at least 1000 words.

**NOTE: You must complete Part 1 of the assignment to receive credit for Part 2.**

**Option 1 Requirements:**

* Your civic engagement research paper must be in at least 1000 words.
  + The penalty for not following the length requirement will range from 20% to 70%.
* Describe the vision and mission of the organization you volunteered for.
* Describe the presenting issue facing the community.
* What did you learn about the specific community or societal concern?
* What kinds of leadership and civic engagement did you witness?
* Did you learn anything new about yourself after the experience?
* What are the strengths and weaknesses of this organization?
* Find 2 articles/sources that discuss the significance and/or impact of civic/community engagement on the surrounding community
* Summarize the findings of the articles.
* Answer the following question:
  + In your view, what is the most important aspect of civic engagement & what would you do to promote civic engagement to your friends & family?

**Option 2 Requirements:**

* Y**our civic engagement research paper must be in at least 1000 words.**
  + The penalty for not following the length requirement will range from 20% to 70%.
* Describe the issue(s) debated in the meeting.
* Describe how members of the government dealt with the issue(s).
* Describe the process how the meeting was conducted.
* Describe the presenting issue facing the community.
* What did you learn about the specific community or societal concern?
* What kinds of leadership and civic engagement did you witness?
* Did you learn anything new about yourself after the experience?
* Find two (2) articles/sources that discuss the significance and/or impact of civic/community engagement on the surrounding community
  + Summarize the findings of the articles.
* Answer the following question:
  + In your view, what is the most important aspect of civic engagement & what would you do to promote civic engagement to your friends & family?

***Project Format***

* The length of your response paper must be of no less than 1000 words, *excluding the title, abstract, and reference page(s)*.
* Your project must be in double-spaced pages in a *Microsoft Word Format*, 12 font size, and 1(one) inch margins.
* **The project must be written in the *APA Writing format*.**
  + See the following sample paper for more information about how your paper should look like structurally. [**https://depts.washington.edu/owrc/Handouts/Hacker-Sample%20APA%20Formatted%20Paper.pdf**](https://depts.washington.edu/owrc/Handouts/Hacker-Sample%20APA%20Formatted%20Paper.pdf)
  + Use the [SPC Library APA Citation Assistance page](http://spcollege.libguides.com/c.php?g=254132&p=1694864) for help with APA formatting.
  + **The penalty for not following the APA writing format will range from 10% to 50%.**

**Important Information**

* Part 2 of the Civic Engagement Research Project is **due on Nov. 15th, 2024**.
* Do not e-mail your documents and reflection paper! E-mailed materials will not be considered for grading.

**Exams (300 points) - This course will include a Mid-term exam and a Final Exam, each worth 150 points, for a total of 30% of your final grade.**Each exam will cover the materials within the modules of POS 2041. This will include the corresponding chapters in your textbook as well as all of the supplemental materials provided up to that point.

The mid-term exam and the final exam will be administered online and will have a time limit.

**While the exam will be unproctored and taken at your convenience within the due date, they should reflect your work alone.** You may use your notes and textbook while taking the exams but you may not start and stop the exam, so please prepare to take the exams at a time when you will have uninterrupted computer access. Prepare well before opening the exam.  **If you have any confusion or unreadiness in completing the Civic Engagement assignment please contact me by email as soon as possible.**

**Grading Scale**

**GRADING**

Upon successful completion of the course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.

The final numerical grade will be converted to a letter grade according to the following scale

A 90 - 100% (900 to 1000 points)

B 80 - 89% (800 to 890 points)

C 70 - 79% (700 to 790 points)

D 60 - 69% (600 to 690 points)

F less than 60% (less than 600 points)

Note: State policy specifies that students may not repeat a college credit course for which a grade of “C” or higher has been earned except by appeal to the campus. In addition, it is imperative to note that your grade is determined by the amount of points you accumulate by submitting your work for the various assignments. It is NOT your grade point average that determines your grade.

**Late Work Policy**

Your work if late will not be accepted, however there are instances that with the proper excuse and documentation that your work submitted late will not be penalized. In some cases work submitted late will receive a 10% deduction from your grade on work that was submitted late, which will be determined at my discretion. You should always adhere to the due dates for submission of your work as listed in the Schedule of Assignments, which is the prime resource for dates of work submission deadlines and due dates.

**MyCourses Assignment Schedule**

| **Due Date** | **Name** | **Type** | **Points** |
| --- | --- | --- | --- |
| 8/23 | Quiz 1 The Democratic Republic, Introductory Quiz, Discussion Forum, 1 | Quiz, Writing Assignment | Quiz 25, Discussion Forum 50 |
| 8/30 | Quiz 2 The Constitution, Discussion Forum 2 | Quiz, Writing Assignment | Quiz 25, Discussion Forum 50 |
| 9/6 | Quiz 3, Writing Assignment 1 | Quiz Writing Assignment | Quiz 25, Writing Assignment 50 |
| 9/13 | Quiz 4 a, Quiz 4b | Quiz | Quiz 4a 25, Quiz 4b 25 |
| 9/20 | Quiz 5, Discussion Forum 3 | Quiz Writing Assignment | Quiz 25. Discussion Forum 50 |
| 9/27 | Mid Term Study Week | Study for Exam | Mid Term Exam 150 |
| 10/7 | Mid Term Exam | Mid Term Exam | Exam 150 |
| 10/11 | Part 1 Civic Engagement Project | Civic Engagement | Part 1 - 50 |
|  |  |  |  |
| 10/18 | Quiz 6, Writing Assignment 2 | Quiz, Writing Assignment | Quiz 25, Writing Assignment 50 |
|  |  |  |  |
| 10/25 | Quiz 7, Discussion Forum 4 | Quiz, Writing Assignment | Quiz 25, Discussion Forum 50 |
|  |  |  |  |
| 11/1 | Quiz 8, Writing Assignment 3 | Quiz, Writing Assignment | Quiz 25, Writing Assignment 50 |
|  |  |  |  |
| 11/8 | Quiz 9, Discussion Forum 5 | Quiz, Writing Assignment | Quiz 25, Discussion Forum 50 |
|  |  |  |  |
| 11/15 | Part 2, Civic Engagement Project | Writing Assignment | Writing Assignment 50 |
| 11/22 | Writing Assignment 4 | Writing Assignment | Writing Assignment 50 |
| 12/4 | Final Exam, Quiz 10 | Exam, One question Quiz | Final Exam 150, Quiz 25 |
| 12/3 | Extra Credit Assignment | Writing Assignment | Writing Assignment 30 |
| 8/16 | Citizenship Pre-Quiz | Quiz | Quiz 25 |

**Course Assignment Schedule**

**Tentative Course Schedule**

**Citizenship Pre-Quiz                                       Due: August 16th**

|  |  |  |
| --- | --- | --- |
| **Module Number** | **Module Title** | **Assignment Due Dates** |
| 1 | Introduction to Government--Chapter 1 | **Due Friday August 23rd before 11:59 pm**   * Introductory Quiz * Complete Quiz 1 - The Democratic Republic * Contribute to Discussion 1 |
| 2 | The Constitution--Chapter 2 | **Due Friday, August 30th, before 11:59 pm**   * Complete Quiz 2 - The Constitution * Contribute to Discussion 2 |
| 3 | Federalism -- Chapter 3 | **Due Friday, September 06th before 11:59 pm**   * Complete Quiz 3 - Federalism * Submit Written Assignment 1 |
| 4 | Political Behavior--Chapters 06-10 | **Due Friday, September 13th before 11:59 pm**   * Quiz 4a - Political Behavior * Complete Quiz 4b - Political Behavior |
| 5 | Congress | **Due Friday, September 20th, before 11:59pm**   * Complete Quiz 5 - Congress * Contribute to Discussion 3 |
| **Midterm Exam** | **Midterm Exam**  **Study for exam** | **Due Monday, October 7th, before 11:59 pm**   * Midterm Exam    Study week September 20 - 27th |
|  |  |  |
| **Civic Engagement OR Research Paper** | **Part 1** | **Part 1 Due Friday Oct. 11th, before 11:59pm** |
| 6 | The Presidency | **Due Friday, Oct. 18th, before 11:59 pm**   * Complete Quiz 6 - The Presidency * Submit Written Assignment 2 |
| 7 | The Judiciary | **Due Friday, October 25th, before 11:59 pm**   * Complete Quiz 7 - The Judiciary * Contribute to Discussion 4 |
| 8 | Civil Liberties | **Due Friday Nov. 01st before 11:59 pm**   * Complete Quiz 8 - Civil Liberties * Submit Written Assignment 3 |
| 9 | Civil Rights | **Due Friday Nov.08th, before 11:59 pm**   * Complete Quiz 9 - Civil Rights * Contribute to Discussion 5 |
| **Civic Engagement OR Research Paper** | **Part 2** | **Part 2 Due Friday Nov. 15th, before 11:59pm**  ***Writing Assignment 4 Due Nov. 22nd*** |
| **Final Exam** | **Final Exam** | **Final Exam Due Wednesday Dec. 04th, before 11:59 pm**   * Complete Quiz 10 - Verification General Education Survey * Complete the Final Exam |

**Extra Credit Assignment Due Tuesday Dec. 03rd, before 11:59 pm**

**Course syllabus is subject to change.**

**Communication Plan**

Email me on the MyCourses website if you have any questions regarding the assignment, due dates and any other issue that may come up during the course of the semester. I will get back to you the next day or the day after at the very least.

**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](https://www.spcollege.edu/future-students/admissions/registration) regarding when classes can be added.

You may drop a course through the [Drop with Refund](https://www.spcollege.edu/financial-aid/receiving-financial-aid/last-day-to-drop-with-a-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](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/advising) or a [financial aid counselor](https://www.spcollege.edu/financial-aid/askfas).

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**

**Attendance** is taken by the completion of an assignment within this online course, it is very important that you complete assignments within the **first two weeks** of class so that you can remain in the class. A note of caution with an online course you need to be **focused and stay on top of completing assignments** since there is no classroom or scheduling of a class on a particular day or time. And please be aware that it will take achieving 700 points (a C grade) to pass the course.

**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](https://www.spcollege.edu/financial-aid/receiving-financial-aid/last-day-to-drop-with-a-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](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/advising) or a [financial aid counselor](https://www.spcollege.edu/financial-aid/askfas).

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](https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses).

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](https://www.d2l.com/accessibility/)
* [Microsoft Accessibility](https://www.microsoft.com/en-us/accessibility/)
* [Google (YouTube) Accessibility](https://www.google.com/accessibility/)
* [Panopto Accessibility](https://support.panopto.com/s/article/Learn-About-Accessibility-Features)
* [Turnitin Accessibility](https://www.turnitin.com/about/accessibility)
* [Honorlock Accessibility](https://honorlock.com/accessibility-statement/)
* [Cengage Accessibility](https://www.cengage.com/accessibility/)
* [McGraw-Hill Accessibility](https://www.mheducation.com/about/accessibility.html)
* [Pearson Accessibility](https://www.pearson.com/us/accessibility.html)

**Privacy**

* [MyCourses (Brightspace by Desire2Learn) Privacy](https://www.d2l.com/legal/privacy/)
* [Microsoft Privacy](https://privacy.microsoft.com/en-us/privacystatement)
* [YouTube Privacy](https://support.google.com/youtube/answer/7671399?p=privacy_guidelines&hl=en&visit_id=636916340919958182-33824501&rd=1)
* [Panopto Privacy](https://www.panopto.com/privacy/)
* [Turnitin Privacy](https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm?Highlight=privacy+statement)
* [Honorlock Privacy](https://honorlock.com/student-privacy-statement/) and [SPC's Honorlock Security and Privacy FAQ](https://mycoursessupport.spcollege.edu/information-for-online-students/proctored-testing/honorlock/honorlock-security-and-privacy-faq)
* [Cengage Privacy](https://community.cengage.com/pyejh52637/attachments/pyejh52637/CounselingSocialWorkHelpfulResources/4/2/Privacy%20Statement.pdf)
* [McGraw-Hill Privacy](https://www.mheducation.com/privacy.html)
* [Pearson Privacy](https://www.pearson.com/corporate/privacy-notice.html)

**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](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities#:~:text=Academic%20Honesty%20Policies%2C%20Honor%20Code)
* [Academic Integrity Policies and Procedures](https://web.spcollege.edu/botrules/P4/P4_461.doc)

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](https://www.spcollege.edu/friends-partners/about/compliance-statements#copyright). 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](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You are strictly prohibited from using use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in this course. The work produced by AI writing tools is not your own original work and is therefore unacceptable for the assignments in this course. If you cite AI-generated content, the work will be considered incomplete and receive a zero. If you do not cite, the work will be considered plagiarism and receive a zero. If you have any questions about this, please reach out to me.

**Generative AI Permitted Under Some Circumstances**

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](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You may only use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, when assignment directions specifically state that it is allowed, and these tools must be used with caution. AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to me.

**Generative AI Permitted Within Guidelines**

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](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You are welcome to use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in your work for this course. However, AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to me.

**Respondus LockDown Browser Proctored Testing Information**

**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](https://web.respondus.com/student-help/) 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.

For students who don’t have access to technical equipment and need to borrow a computer check out the [Respondus Laptop Lending Process](https://studentsupport.spcollege.edu/hc/en-us/articles/27603666432411-Laptops-to-Check-Out-For-Respondus-LockDown-Browser-Testing).

Need help? Contact

[Lockdown Browser/Respondus Monitor Support](https://web.respondus.com/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](https://turnitin.com/agreement.asp) 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](https://mycoursessupport.spcollege.edu/reviewing-a-turnitin-report) tutorial.

**Learner Support and Other Student Resources**

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

* [Free Tutoring](https://www.spcollege.edu/current-students/learning-resources)
* [Accessibility Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services)
* [Academic Support](https://www.spcollege.edu/current-students/learning-resources)
* [On-Campus and Online Support](https://www.spcollege.edu/current-students/learning-resources)
* [Student Services](https://www.spcollege.edu/current-students/student-affairs)

Additional Resources:

* [Academic Calendar](https://www.spcollege.edu/academic-calendar)
* [Learning Resources](https://www.spcollege.edu/current-students/learning-resources)
* [Career Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/career-services)
* [International Student Services](https://www.spcollege.edu/future-students/admissions/international-students)
* [Veterans Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/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](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know), [Online Student Participation and Conduct Guidelines](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities#onlineguide), and the [SPC Netiquette Policy](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities#expectations). 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](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/student-assistance-programs/counseling-services).

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

**Equal Access**

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

**Accessibility Statement**

St. Petersburg College recognizes the importance of equal access for all students. Accessibility Services (AS) is the campus office that supports students with disabilities to approve and coordinate reasonable accommodations. Students who have, or think they may have, a disability (e.g., learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing) are invited to contact their AS campus coordinator ([Accessibility Services Contacts](https://www.spcollege.edu/friends-partners/about/compliance-statements/accessibility-services/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](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services).

**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](https://www.spcollege.edu/friends-partners/safety-and-security/campus-safety).

The college website ([spcollege.edu](http://spcollege.edu)) is the best source of information in the event of an emergency. It's possible for something like a hurricane to disrupt classes on campus; if this happens there are plans on how to help you continue your education. You should be comfortable using 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](http://offender.fdle.state.fl.us/offender). A list of sexual offenders or predators registered for classes at SPC is also available.

**Titans Care (Student Assistance Program)**

As an SPC student it's vital that you know Titans Care. You can access resources through [SPC's Student Assistance Program (SAP)](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/student-assistance-programs), 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](http://web.spcollege.edu/survey/13002)

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

**SPC Vaccination Policy**

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

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

Further, in the event of such a disaster, the Instructor will continue using the Learning Management System (LMS) 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.