



## Course Syllabus

**POS 2041 - 1169**

**American National Government Spring Term 2025-2026 (0660)**

## Welcome

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Greetings,

Please click the **Begin Here Module** to find the syllabus, textbook information (free e-book) and other important resources.

Welcome to Week 1 of POS 2041. I look forward to an exciting semester. I will be posting bi-weekly (sometimes weekly) helpful announcements & resources that will help supplement the course material. Given the upcoming 2026 elections, I will work to fuse the course content with information regarding some of the things taking place. Also, the book for this class is free. It is embedded within the course!

For now, please do the following:

- Click Syllabus to review the Course Syllabus
- Click Course Content to review the content for the Course
- Click Begin Here and take the Syllabus Quiz
- Review Rubrics and APA writing style
- Review Module 1 Learning Activities & Assessments

Module 1 Assessments: Citizenship Quiz, Discussion 1

Go ahead and get settled and I will send you an email this week with tips for the assignments in Module 1. **Please note that the Citizenship Quiz will result in everyone getting all of the points.** It is simply a pre-test so that everyone can see where they stand compared with those attempting to become citizens through the naturalization process. I will give everyone the max grade after it closes.

## About the Instructor:

- Born in Havana, Cuba (arrived at 10 months old)
- First in Family to attend college (low-income household as well)
- Served 2 years in AmeriCorps Florida State Parks
- BA in Environmental Science from FIU
- MA, PhD in Political Science from FIU
- MA in Education/College Leadership from UCF
- Research interests are the Cold War, US Foreign Policy, Environmental Politics
- 2 Years Academic Advisor at FIU
- 6 Years Department Chair at Bethune-Cookman
- 8 Years Department Chair at SPC
- Teach graduate classes at UCF
- Current Assistant Dean for the College of Social & Behavioral Sciences

Have a great semester!

## **Instructor Contact Information**

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Douglas Rivero

**Email**

Rivero.Douglas@spcollege.edu

**Phone:** 7273946948

**Office and Online Chat Hours:**

Mon, Weds 10am

**Office Location:**

SE 337F

## **Departmental Contact Information**

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Joseph Smiley

**Title:** Dean, Social and Behavioral Science and Human Services

**Email:** Smiley.Joseph@spcollege.edu

**Phone Number:** 727-712-5851

**Appointment Information:** Call or email to schedule an appointment

Douglas Rivero

**Title:** Assistant Dean, Social and Behavioral Science and Human Services

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Todd Irvine

**Title:** Assistant Dean, Social and Behavioral Science and Human Services

**Email:** Irvine.Todd@SPCollege.edu

**Phone Number:** 727-341-4421

**Appointment Information:** Call or email to schedule an appointment

## **Course Information**

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**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:** Lecture discussion

**Meeting Times and Location:** MON WED 12:30 PM to 01:45 PM - Seminole Campus  
SE-UP154

**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**

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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:

- a. exploring the evolution of civil liberties, especially as determined by landmark US Supreme Court cases.
- b. examining the significance of the 14th amendment and the continuing development of civil rights for all citizens.
- c. 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:

- a. completing written assignments and/or discussions related to the aforementioned learning outcomes.
- b. composing a major analytical paper or project that demonstrates mastery of several learning outcomes.

## **Important Dates**

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**Class Dates:** 20-JAN-2026 to 15-MAY-2026

**Drop Date:** 23-JAN-2026

**Withdrawal Date:** Please reference the Academic Calendar below

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

## **Required Textbook and Other Resources**

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**American Government 3e**

**ISBN:** 9781951693435

**Authors:** Glen Krutz

**Publication Date:** 2021-07-28

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

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This course does NOT use First Day.

## **Performance Assessment and Grading**

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### **ASSIGNMENTS**

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**Class Participation (250 points) -Further info coming**

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**Discussion Forums (200 points) - Five (5) Discussion Forums, each worth 50 points, for a total of 200 points or 20% of your final grade. Lowest Score is Dropped--so only 4 are necessary.**

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). Your posts will partially contribute to the SPC Writing requirement.

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**Writing Assignments (150 points) - Four (4) Writing Assignments, each worth 50 points, for a total of 150 points or 15% of your final grade. Lowest Score is Dropped--so only 4 are necessary.**

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. Your written assignments will partially contribute to the SPC Writing Requirement.

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**Civic Engagement Paper** (100 points) - One (1) Civic Engagement Paper worth 100 points or 10% of your final grade. See in the *Community Engagement* module for detailed information about the assignment requirements.

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**Exams (300 points)** - This course will include a Mid-term Exam and a Final Exam, each worth 150 points, for a total of 300 points or 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.

## **Grading Scale**

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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%**

**B = 80 - 89%**

**C = 70 - 79%**

**D = 60 - 69%**

**F = less than 60%**

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 Academic Appeals committee. Students may repeat a college credit course one time without penalty. At the third attempt, students will pay the full cost of instruction (out of state tuition rate). In addition, at the third attempt students may NOT receive a grade of "I," "W," or "X," but must receive the letter grade earned. This grade will be averaged into the overall grade point average.

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

## **Late Work Policy**

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### **Late Policy-**

1st Writing assignment that's late-up to 3 days late with no penalty. 2nd and thereafter-1 to 3 days, 10 percent penalty. 3 to 5 days 20 percent penalty. Not graded if more than 5 days late. Medical or major life issue: email me

1st Discussion board that's late- up to 3 days late with no penalty. 2nd and thereafter- 1 to 3 days, 10 percent penalty. 3 to 5 days 20 percent penalty. Not graded if more than 5 days late. Medical or major life issue: email me

Quizzes: Same late policy as papers and discussions.

Tests: Late tests not accepted unless there's a major issue. Email me.

## **Canvas Assignment Schedule**

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<b>Due Date</b>	<b>Name</b>	<b>Type</b>	<b>Points</b>
	Chapter 1 Quiz - American Government and Civic Engagement	Quiz	20
	Citizenship Pre-Quiz	Quiz	20
	Citizenship Pre-Quiz	Quiz	25
	Civic Engagement Paper	Assignment	100
	Discussion 1	Discussion	50
	Discussion 2	Discussion	40
	Discussion 3	Discussion	40
	Discussion 4	Discussion	40
	Discussion 5	Discussion	40
	Final Exam	Quiz	150
	General Class Discussion	Discussion	0
	General Class Discussion	Discussion	0
	Midterm	Quiz	150
	Quiz 10 - Verification General Education Survey	Quiz	20
	Quiz 2 - The Constitution	Quiz	25
	Quiz 3 - American Federalism	Quiz	25

<b>Due Date</b>	<b>Name</b>	<b>Type</b>	<b>Points</b>
	Quiz 4a - Political Behavior (Public Opinion, Political Parties, Voting & Elections)	Quiz	25
	Quiz 4b - Political Behavior (Interest Groups & Media)	Quiz	25
	Quiz 5 - Congress	Quiz	25
	Quiz 6 - The Presidency	Quiz	25
	Quiz 7 - The Judiciary	Quiz	25
	Quiz 8 - Civil Liberties	Quiz	25
	Quiz 9 - Civil Rights	Quiz	25
	Writing Assignment 1	Assignment	50
	Writing Assignment 2	Assignment	50
	Writing Assignment 3	Assignment	50
	Writing Assignment 4	Assignment	50
5/24/20	Syllabus, Academic Integrity, & Canvas Tutorials QUIZ	Quiz	0
6/12/25	Syllabus, Academic Integrity, & Canvas Tutorials QUIZ	Quiz	0
7/6/25	Midterm	Quiz	150
7/22/25	Class Participation	Assignment	250
1/25/26	Discussion 1	Discussion	50

Due Date	Name	Type	Points
2/8/26	Discussion 2	Discussion	40
3/1/26	Writing Assignment 1	Assignment	50
3/1/26	Writing Assignment 2	Assignment	50
3/22/26	Discussion 3	Discussion	40
3/22/26	Submit Midterm Exam Here	Assignment	150
4/12/26	Discussion 4	Discussion	40
4/12/26	Writing Assignment 3	Assignment	50
5/3/26	Discussion 5	Discussion	40
5/3/26	Writing Assignment 4	Assignment	50
5/12/26	Final Exam	Assignment	150
5/12/26	Quiz 10 - Verification General Education Survey	Quiz	25
5/12/26	Research Paper	Assignment	100

## **Course Assignment Schedule**

CLASS SCHEDULE: Adjusted as Necessary

Module 1: Due January 25, Citizenship Quiz, Discussion 1

Module 2: Due February 8, Discussion 2

Module 3: Due March 1, Writing Assignment 1,

Module 4: Due March 1, Writing Assignment 2

Module 5: Due March 22, Discussion 3

Midterm Exam: Due March 22

Module 6: Due April 12, Paper 3

Module 7: Due April 12, Discussion 4

Module 8: Due May 3, Written Paper 4

Module 9: Due May 3, Discussion 5

Civic Engagement Project: May 12

Final Exam: Due May 12

## **Communication Plan**

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Communication Channels: I will communicate with the class through Canvas announcements and/or email. Specific student communication, for those struggling, may occur through either email or SParC.

Response time: 48 to 72 hours

## **How to Be a Successful Student**

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

classes can be added.

You may drop a course through the [Drop with Refund](#) date listed on your Fee Schedule and be eligible for a refund, although withdrawing may affect your financial aid. If you are thinking of withdrawing, please speak with your instructor, an [Academic Advisor](#) or a [financial aid counselor](#).

Showing up is the first step in ensuring your academic success. Active participation is the next step - whether you are in a classroom or taking classes online. Each of your faculty will give details in the syllabus about their attendance policies. If you are going to miss a session, or be offline for any reason, please let your instructor know in advance. If you don't attend during the first two weeks of a term you will automatically be withdrawn from the class and this can cause serious problems if you receive financial aid. In fact, if you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion.

## **Course Attendance**

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

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

**A. Failure to complete any modules in the first week of class will lead to dismissal.**

Instructor will verify that students are in attendance during the first week of class. Students classified as “No Show” will be administratively withdrawn

from any class they are not attending. The student's financial aid will be adjusted based on their updated enrollment status.

**B. Students who are not actively participating in class will be reported to the Administration during the week following the last date to withdraw with a “W” (as posted in the academic calendar on the college’s web site). A grade of “WF” will be assigned to students who are not actively participating during the week following the last day to withdraw with a W grade.**

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.

**Withdrawing after the “Last Date to Withdraw with a Grade of ‘W’” can have serious consequences.** If the student withdraws from a class after the deadline posted in the academic calendar, the student will receive a final grade of ‘WF,’ which has the same impact on the student's GPA as a final grade of “F.” A “WF” grade also could impact the student's financial aid, requiring repayment of financial assistance. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing.

### **SPC Policy: Attendance/Participation/Withdrawal**

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

## **Attendance**

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

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

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

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

## **Participation**

College policy require the instructor to report any student who is not actively participating at the 60% point of a class. The instructor will report the student by the end of the week immediately following the 60% point of the class and the student will be withdrawn from the course and assigned a "W" grade. It is the student's responsibility to understand the instructor's requirements for 'active participation.'

## **Student Withdrawals**

You may drop a course through the [Drop with Refund](#) date listed on your Fee Schedule and be eligible for a refund, although withdrawing may affect your financial aid. If you withdraw prior to

completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion. If you are thinking of withdrawing, please speak with your instructor, an [Academic Advisor](#) or a [financial aid counselor](#).

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

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

## **Technology Requirements & Policy**

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Please review the [Canvas Minimum Technology Requirements](#).

You must have regular and reliable access to a computer and the internet.

**Minimum Technical Skills:** Students should know how to navigate the course and use the course tools (email, discussion, gradebook, etc.). Canvas tutorials are available to students new to this LMS and are located in [SPC Canvas Student Training](#). Most features in the LMS are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

The "Canvas Student" app allows students to access their courses and groups using a mobile device. Students can submit assignments, participate in discussions, view grades, and access course materials. The app also provides access to course calendars, To Do items, notifications, and Inbox messages. It's available for both [Android](#) and [iOS](#) devices. Before downloading the Canvas Student app, [you may want to review the Canvas mobile device requirements](#). Not all Canvas features are supported on the Canvas Student app

at this time. For more details, refer to the [Canvas Student Mobile Features](#) resource document.

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

- **Email:** [onlinehelp@spcollege.edu](mailto:onlinehelp@spcollege.edu)
- **Phone:** 727-341-4357
- **Chat:** [Live Chat with Support](#)
- Technical Support Center Hours: 7 am to Midnight - 7 days a week. NOTE: Unavailable on Tuesdays from 1pm - 2pm. Hours Adjusted for Holidays and days the College is closed.

Students also MUST become proficient with [enter 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

- [Canvas Accessibility](#)
- [Microsoft Accessibility](#)
- [Google \(YouTube\) Accessibility](#)
- [Panopto Accessibility](#)
- [Copyleaks Accessibility](#)
- [Cengage Accessibility](#)
- [McGraw-Hill Accessibility](#)
- [Pearson Accessibility](#)

## Privacy

- [Canvas Privacy](#)
- [Microsoft Privacy](#)

- [YouTube Privacy](#)
- [Panopto Privacy](#)
- [Copyleaks Privacy](#)
- [Cengage Privacy](#)
- [McGraw-Hill Privacy](#)
- [Pearson Privacy](#)

## SPC Policy: Academic Honesty

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

To better understand what academic integrity means and the potential consequences of violating it, please watch the following videos:

- [What is Academic Integrity?](#) (1:29)
  - [Transcript for "What is Academic Integrity?"](#)
- [What Happens When You Violate Academic Integrity?](#) (2:08)
  - [Transcript for "What Happens When You Violate Academic Integrity?"](#)

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

- Plagiarism
- Bribery
- Misrepresentation
- Conspiracy
- Fabrication
- Collusion
- Duplicate submissions
- Academic misconduct
- Improper Use of Any Electronic Device

Cheating - The improper taking or tendering of any information or material submitted for a course.

Examples of cheating, improper use of electronic devices, and improper online course use include, but are not limited to:

- Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including information accessed through a calculator or other electronic devices.
- Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.
- Selling or giving away all or part of the information on an electronic device, which will be used as course work.
- Sharing an electronic device while leaving answers on display or in memory.
- Submitting a duplicate homework or test with only the student's name changed.
- Unauthorized use of an electronic device to search for solutions during an exam.
- Having or providing unauthorized outside help when completing online quizzes or assignments.
- Obtaining access to confidential test materials or questions before quizzes or assignments.

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

## **Generative AI Not Permitted**

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The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in many contexts, but you must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating [SPC's academic integrity policy](#), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

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

## **Respondus LockDown Browser Proctored Testing Information**

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### **Proctored Testing Requirement**

This course requires one or more of your quizzes/exams in the Canvas 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 approved 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.

For students who don't have access to technical equipment and need to borrow a computer check out the [Respondus Laptop Lending Process](#).

Need help? Contact

[Lockdown Browser/Respondus Monitor Support](#)

## Copyleaks

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The instructor of this course may require the use of Copyleaks as a tool to promote learning. The tool identifies similarities and potential issues in written work that merit review. Use of the service enables students and faculty to pinpoint areas that can be improved through enhanced paraphrasing, source integration, or proper citation. Submitted papers are analyzed for originality and remain confidential within the Copyleaks system for this purpose only. Students retain full copyright to their work. Review the [Copyleaks Usage Agreement](#) for full details. Students who do not wish to submit work through Copyleaks must notify their instructor via course email within the first seven days of the course. In lieu of using Copyleaks, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Accessing the Similarity Report](#) tutorial.

## Learner Support and Other Student Resources

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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](#)

## **Course Specific Code of Conduct**

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### **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 [Board of Trustees official Student Code of Conduct document](#).

## **Auditing a Class**

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Auditing a course allows a student to take a class without benefit of a grade or credit for the course. Students do not have to seek special permission to audit a course, but they do need to communicate to their instructor they are auditing. If an auditing student has something specific they are hoping to get from the course, they should discuss that with the faculty member during the first week of classes.

**Once registered as an audit student, one may not change from credit to audit or from audit to credit after the drop/add period.** However, under certain circumstances, a student may appeal to the appropriate Dean and request a change from audit to credit status after the registration period has expired, but have 60 days into the subsequent term to appeal the status change. The Dean will verify with the instructor that the student completed all of the requirements for credit in the course. The Dean's decision is the final decision.

Audit students are required to meet course prerequisites including appropriate scores on the St. Petersburg College Placement Test unless such requirements are waived by obtaining permission through the Dean.

**Please note: Not all courses are eligible for auditing.**

## **Student Survey of Instruction**

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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**

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

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

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

## **Equal Access**

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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**

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

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

## **Safety and Security**

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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](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 Canvas, as it will be key in communicating with faculty about course materials and assignments. Make sure you are familiar with sending and receiving emails, participating in discussion posts, navigating through course materials, and submitting assignments in the LMS. It is important to be able to use the LMS 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)**

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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**

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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**

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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**

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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 Canvas 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 the LMS (possibly through duration of the course's regularly scheduled end date). We will finish this course in the LMS, 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://spcemergency.com/>

## **Terms of Instruction**

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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 the LMS. 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.