



Course Syllabus

MAR 2410 - 1063

Personal Selling Fall Term 2024-2025 (0640)

Welcome

Welcome to Personal Selling!

Hope you are eager to get this semester started. This course is a study of the buying-selling cycle with emphasis on the role of salespeople in the free-enterprise system, application of sales principles, components of the sales presentation, and an introduction to sales management.

The course is only 8 weeks long and will move quickly, so you must be prepared to keep up.

I am always here to help, please do not hesitate to contact me!

[Professor July Llanes](#)

College of Business & Entrepreneurship Program

Instructor Contact Information

July Llanes-Bonilla

Email

llanesbonilla.july@mycourses.spcollege.edu

Phone: Phone calls will be scheduled ahead of time and done through Zoom!

Office and Online Chat Hours:

By appointment only!

Office Location:

Seminole Campus

Instructor Web Page:

<https://web.spcollege.edu/instructors/id/llanesbonilla.july>

Departmental Contact Information

Emmanuel Hernandez-Agosto

Title: Dean of College of Business

Email: hernandez.emmanuel@spcollege.edu

Phone Number: 727-712-5407

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

Course Information

Prerequisite(s): NONE

Credit Hours: 3

Modality: Online

Course Description: This course is a study of the buying-selling cycle with emphasis on the role of salespeople in the free-enterprise system, application of sales principles, components of the sales presentation, and an introduction to sales management.

Course Objectives

1. The student will explain the role the salesperson plays in the buying-selling cycle and its effect upon the free-enterprise system by:

- a. utilizing a vocabulary that relates to the field of selling.
 - b. discussing the examples of salespeople who have been successful in the field of selling and what each attributes to his/her success in the field.
 - c. recognizing non-verbal and verbal communication.
 - d. discussing Maslow's Motivational Theory.
 - e. listing and discussing the ten (10) elements for a trait-development plan.
 - f. examining company policies and the role that such policies play in the overall operation of the company.
 - g. examining employee oriented versus non-employee oriented firms.
2. The student will outline the components of the sales presentation and how the components work together in order to make a complete presentation by:
- a. listing, discussing, and applying through example the following as they relate to selling:
 - i. the five criteria that make the suspect the prospect.
 - ii. the five types of sales presentation.
 - iii. at least twelve different methods of prospecting.
 - iv. two purposes for the sales demonstration.
 - v. five steps to be used in answering objections and/or complaints.
 - vi. ten different methods of closing a sale.
 - vii. the use of the five senses in selling.
 - viii. what goodwill is and how it is established.
 - ix. the two purposes for closing the sale.
 - b. choosing a product, preparing a complete sales presentation using information discussed, and presenting it to the class for viewing and critique.
3. The student will explain the problems and requirements of sales management by:
- a. examining what is meant by sales management.
 - b. identifying the requirements and duties of the sales manager.

- c. discussing the need for motivational materials and how they play a very basic part in the life and work of a sales manager.
- d. summarizing the responsibilities that go with being the sales manager.

Required Textbook and Other Resources



SELL (with SELL Online, 1 Term (6 Months) Printed Access Card)

Required or Optional: REQUIRED

ISBN: 9781337408004

Authors: Thomas Ingram, Raymond (Buddy) W. LaForge, Michael Williams, Ramon Avila, Charles H. Schwepker

Publisher: South Western Educational Publishing

Publication Date: 2018-02-02

First Day Access (Digital Books) Program

What is First Day Access: Textbook Savings Program?

This course is participating in the First Day Access Program. You will be given access to the course materials through MyCourses. You will receive instant access to the required materials and save 20-50% or more off the retail price. **You have the option to opt out of the program within the first 10 days of class** if you want to purchase your materials elsewhere. Opting out of the program is likely to cause you to pay a higher rate. **The opt-out date is 10 days from the first day of class.**

The materials that are accessed through MyCourses are **NOT** included in your tuition. **If you do not click on the button to opt-out, you agree to pay the discounted fee and SPC will bill your student account at the First Day price after the opt-out deadline passes- approximately 2 weeks after your class starts.** This will show as a bookstore charge. Please check your student account. If you have BLOC or are a 3rd Party vendor then the charges will be covered ***exceptions do apply**, if you are self-pay, please make those payments to the business office.

Refund Policy

If you drop a class within the drop deadline for your course, the refund policy will be the same as SPC's [drop w/refund policy](#). If you withdraw after the drop deadline ([see your schedule for dates](#)), then you will be responsible for those charges on your account (For example, if you receive a "W" you will not be eligible for a refund).

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

Performance Assessment and Grading

Assignment due dates are listed under the Table of Contents of this course and will challenge you with weekly quizzes, section tests, a sales report proposal and related research paper. There is no cumulative final exam. See the breakdown below:

- Chapter Quizzes: 10 @ 25 points each = 250 points
- Test Assessments: 5@ 100 points each = 500 points
- Research Topic Submission for Approval: 1 @ 50 points = 50 points
- Research Paper Assignment: 1 @ 200 points = 200 points
- **Total Points = 1000**

QUIZZES AND TESTS

VERY IMPORTANT:

Do not skip any quizzes! You must complete an attempt at every quiz before the deadline locks you out. Completing at least one attempt before a deadline will open the next quiz or test. You can work ahead, but you cannot be late!

Late Work Policy

If some event interferes with submitting your course work, notify your instructor before assignments are due. No late assignments will be accepted without medical documentation.

Students who register after the session has begun will be responsible for any assignments or material already covered.

Communication is key. Always, always, always communicate with me! Be professional and courteous. I am here to help you succeed!

Grading Scale

- Chapter Quizzes: 10 @ 25 points each = 250 points
- Test Assessments: 5@ 100 points each = 500 points
- Research Topic Submission for Approval: 1 @ 50 points = 50 points
- Research Paper Assignment: 1 @ 200 points = 200 points
- **Total Points = 1000**

Total Points	Letter Grade	Percentage (Approximate)	Grade Point
900-1000	A	90 - 100%	4.0
800-899	B	80 - 89%	3.0
700-799	C	70 - 79%	2.0
600-699	D	60 - 69%	1.0
0-599	F	0 - 59%	0.0
	W	Withdrawal - system generated	N/A
	WF	Withdrawal Failure - system generated	0
	AU	Audit	N/A
	I	Incomplete	N/A

GRADEBOOK GUIDELINES

The grading of your individual research paper is in part a subjective process. The following areas are considered and reviewed for quality, quantity and content:

Content, Focus, Use of Text/Research	Analysis and Critical Thinking	Writing Style, Grammar, APA Format (when assigned)
50%	30%	20%
Response: successfully answers the assignment question(s); thoroughly uses the text and other resources.	Response exhibits strong Higher-order critical thinking and analysis (e.g., evaluation).	Sentences are clear, concise, and in a direct appropriate tone. Grammatical skills are strong with almost no errors per page. Correct use of APA or MLA format when assigned.

Respondus LockDown Browser Proctored Testing Information

Proctored Testing Requirement

This course requires one or more of your quizzes/exams in MyCourses to be virtually proctored. Proctoring will be conducted using an online proctoring service called LockDown Browser & Respondus Monitor. You DO NOT need to create an account or schedule an appointment. Your quizzes will be accessible on the dates your instructor has set for you to take them. To take a LockDown Browser & Respondus Monitor quiz, you will need the following: a computer, a working webcam/microphone, your ID, and a stable internet connection. Check out [LockDown Browser & Respondus Monitor Support for Test-Takers](#) to learn more or for technical assistance.

Room Scan & ID Information

To uphold academic integrity and ensure a fair testing environment for all students, you will be asked to conduct a room scan and show a valid, official ID prior to beginning your examination. Please be aware that this process involves your webcam recording and inspecting your physical testing environment. This includes the surface of your desk, any surrounding walls, and the area

under your desk. By participating in this course and its assessments, you acknowledge and consent to these conditions.

Your official ID should include your name, photo, and signature for identity verification purposes. Acceptable forms of ID include a university ID, driver's license, passport, or other government-issued identification. No examination will be permitted to start without a proper ID check.

What is my responsibility?

For courses that utilize LockDown Browser & Respondus Monitor, students are required to have a Windows, MAC computer, iPad, or Chromebook, a Web Cam, and download the LockDown Browser. You will be prompted to download the Lockdown Browser when launching the quiz in MyCourses.

Need help? Contact

[Lockdown Browser/Respondus Monitor Support](#)

Course Attendance

It is important that you log into their course during the first two weeks of class and actively participate to insure you do not get dropped from the class.

Merely logging into your course during the first two weeks does not constitute participation. Active participation for this course will be measured by submitting your weekly assignments by Sunday or as otherwise indicated.

I will verify that students are in attendance at least once each week during the first two weeks of class. Students classified as “No Show” (not submitting their assignments in My Courses) for both of the first two weeks will be administratively withdrawn.

Immediately following the 60% point of the term, I will verify which students are actively participating in class. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a “WF”. Students will be able to withdraw themselves at any time during the term. However, requests submitted after the 60% deadline will result in a “WF”.

If some event interferes with submitting your course work, notify me instructor before assignments are due. No late assignments will be accepted without medical documentation.

Students who register after the session has begun will be responsible for any assignments or material already covered.

Technology Requirements & Policy

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

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

Accessibility of Technology

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

Privacy

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

Important Dates

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

Drop Date: 16-AUG-2024

Withdrawal Date: Please reference the Academic Calendar below

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

Learner Support and Other Student Resources

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

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

Additional Resources:

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

Communication Plan

Communication Channels:

I will reply to emails sent to MyCourses email. Please do not use my general SPC email, I do not monitor that one as closely since all class communication needs to stay within the class. If needed, I will send SParC even though this is not often used. All calls will be handled via previously scheduled Zoom.

Response Time:

Monday - Friday I will respond to emails within 24 hours, and 48 hours on the weekends. If I do not respond, please assume I did not get it and resend it. It does not bother me at all. I rather receive your email twice than not at all. I am here to help you always.

I will grade assignments as provide feedback if needed it within 7 days after the due date. If for any reasons I was to be delayed in grading, I would let you know in a class email.

Communication Schedule:

Please check the NEWS section and your emails. I will post important information and send emails to the class when relevant.

Netiquette:

Interactions in an online classroom are in written form. Your comfort level with expressing ideas and feelings in writing will add to your success in an online course. The ability to write is necessary, but you also need to understand what is considered appropriate when communicating online. The word "netiquette" is short for "Internet etiquette." Rules of netiquette have grown organically with the growth of the Internet to help users act responsibly when they access or transmit information online. As a student, businessperson or potential entrepreneur you should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines. Of course, you can find a great deal of information on this topic on-line.

General Guidelines:

Be considerate. Rude or threatening language, inflammatory assertions (often referred to as "flaming"), personal attacks, and other inappropriate communication will not be tolerated.

Never post a message that is in all capital letters -- it comes across to the reader as SHOUTING! Use boldface and italics sparingly, as they can denote sarcasm. Keep messages short and to the point. Always practice proper spelling, good grammar, punctuation, and composition in all course emails. It is reflection of your student and work ethic.

Do not write in "text code" when emailing your professor.

Keep in mind that threaded discussions are meant to be constructive exchanges.

Remember that your emails are all saved throughout the duration of the course and archived with SPC at the conclusion of the term.

Be respectful and treat everyone as you would want to be treated yourself. If you receive an upsetting email or post “cool off” before you respond.

Spell check!

Course Expectations for Online Discussions:

In this course, online discussion postings will count towards your Discussions grade. You will be doing this in MyCourses (D2L). The purpose of the discussions is to frame and promote collaborative learning. Active and regular participation is not only important for me to see, but also important for you in learning the course content and in developing your thoughts and positions on various topics.

The Three Cardinal Rules for Discussion Board Participation:

1. Please remember that the culture of mutual respect that is part of this course extends to the discussion’s environment.
2. Participation in the discussions is required.

3. Participation alone is not enough; a thoughtful and meaningful approach in your posts is required therefore, quality counts.

Here is the Protocol for Posting and Contributing to an Online Discussion:

You are expected to participate in discussions a minimum of 2 days a week. Participation alone is not enough, a thoughtful and meaningful approach in your posts is required.

NOTE: Each weekly discussion forum will be closed on Sunday at midnight. No additional posting can be made after that time. There are no exceptions without medical documentation. Late postings, assignments, quizzes, or exams are not accepted without medical documentation.

Course Expectations

1. Spelling and Grammar -- Please use proper English when corresponding in this course.

2. Classroom Participation -- Please adhere to the class participation found under Weekly procedures and course required activities and assignments section of this document.

3. Tone and Civility -- This is an online class and therefore cues that often indicate a person's intent are missing. Read and reread your posts to make sure your words cannot be seen as offensive to others. Remember--don't ever put anything in writing that you wouldn't want posted in the newspaper.

Please note: The instructor of this course reserves the right to delete any posts to the discussion board that are inappropriate.

Students' and Instructor's Expectations

It is important that all of your attention be focused on the content to be learned so when you are in class you shouldn't be using your computer, cell phone, and tablet for casual use, only academic purposes. Any use of these devices (including texting) for non-academic purposes draws your attention away from the course work and is therefore subject to disciplinary action. Whether you are taking a course online, blended, or in the classroom, you may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates online. The learning management system, MyCourses, will be used for this purpose and you should complete the Introduction to MyCourses so that you are comfortable with the system and can complete your assignments. Whether you are in an online class or a physical classroom, certain behaviors are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process. Below are the traits of a successful student. These guidelines pertain whether your course is online or in the classroom. When communicating, you should always:

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

Online Student Participation and Conduct Guidelines

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

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

- Use a subject line that describes what you are writing about
- Avoid attachments unless you are sure your recipients can open them
- Be clear, concise, and courteous
- Sign your message with your name
- Use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.

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

Recordings in the classroom:

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

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

When posting to a discussion board, you should:

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

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

How to Be a Successful Student

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

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

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

Academic Honesty Policy

You are expected to be honest in all your academic work. By enrolling at the College, you agree to abide by all the standards of academic honesty and integrity and failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. The academic honesty policy and procedures are available online:

- [Academic Honesty Policies, Honor Code](#)
- [Academic Integrity Policies and Procedures](#)

These documents include details on what is meant by:

- Cheating
- Bribery
- Misrepresentation
- Conspiracy
- Fabrication
- Collusion
- Duplicate submissions

- Academic misconduct
- Improper calculator, computer or online use

Some of your courses may include online material that is protected by copyright. This means that the work is available for you to use in your studies, but you can't copy and share the materials (copyright.gov). Please see [SPC's copyright information](#). It's your responsibility to be academically honest in all of your work.

Generative AI Not Permitted

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

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

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 second week of classes.

If you don't attend during the first two weeks of the term, you will be automatically dropped, and a "W" grade will be assigned. If you receive financial aid, you should contact a financial aid counselor to determine any impact to your award amounts.

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.

Student Survey of Instruction

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

Turnitin

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#) for full details. Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

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

Title IX

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

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

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

Equal Access

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

Safety and Security

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

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

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

Titans Care (Student Assistance Program)

As an SPC student it's vital that you know Titans Care. You can access resources through [SPC's Student Assistance Program \(SAP\)](#), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that

supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

Student Concerns

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

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

SPC Vaccination Policy

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

Instructional Continuity During Emergencies

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to

compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period and is planning ways our operations can continue following such an emergency.

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

Further, in the event of such a disaster, the Instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses (possibly through duration of the course's regularly scheduled end date). We will finish this course in MyCourses, as directed by your Instructor online, and your Instructor will use all graded assignments to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

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

Terms of Instruction

Please note this syllabus is an instructional guide and that the instructor/professor reserves the right to make any changes to it, as needed. This includes changes to the course schedule and assignments, etc., throughout the term. If changes occur, you will be notified as soon as possible via email and/or an announcement in MyCourses. Changes may be necessary for various reasons, including instructor illness, students' progress, weather events, institutional needs, etc. Please approach any changes with flexibility and understanding.

ONLINE COMMUNICATIONS GUIDELINES

Interactions in an online classroom are in written form. Your comfort level with expressing ideas and feelings in writing will add to your success in an online course. The ability to write is necessary, but you also need to understand what is considered appropriate when communicating online. The word "netiquette" is short for "Internet etiquette." Rules of netiquette have grown organically with the growth of the Internet to help users act responsibly when they access or transmit information online. Put a word document stating that you read and understand the complete course outline and schedule in the ECP drop box by the end of the first week and I'll give you ten free points! Don't tell anyone. You earned it! As a student, businessperson or potential entrepreneur you should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines. Of course, you can find a great deal of information on this topic on-line.

Rules of engagement

- Be considerate. Rude or threatening language, inflammatory assertions (often referred to as "flaming"), personal attacks, and other inappropriate communication will not be tolerated.
- Never post a message that is in all capital letters -- it comes across to the reader as shouting!
- Use boldface and italics sparingly, as they can denote sarcasm.
- Keep messages short and to the point.
- Always practice proper spelling, good grammar, punctuation, and composition in all course emails. It is reflection of your student and work ethic.
- Do not write in "text code" when emailing anyone.
- Keep in mind that threaded discussions are meant to be constructive exchanges.
- Remember that your emails are all saved throughout the duration of the course and archived with SPC at the conclusion of the term. Remember, post a short note that you read and understand the syllabus completely in the ECP box. I will give you 10 bonus points. Shhh, don't tell anyone, you deserve them for reading thoroughly.
- Be respectful and treat everyone as you would want to be treated yourself.
- If you receive an upsetting email "cool off" before you respond.
- Spell check!

