**HUS 1001 – PRINCIPLES AND STRATEGIES IN HUMAN SERVICES**

**SUMMER 2024**

 **May 20th – July 26th**

**Instructor** [Dr. Angela Mclendon PhD](https://web.spcollege.edu/instructors/id/cutright.angela/COR/)

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| **Phone** | **(727) 348.9995** |
| **Office Address** | Online   |
| **Phone Hours** | **Please feel free to text or call me. I actually prefer this (727.348.9995).** I can respond more quickly to you and support you throughout the course. You are not bothering me. I am happy to support you on your journey. Leave a message and I will return your call***.***  |
| **E-mail** | Please email me within the course under the communications tab. Please include a subject in the subject line for easier tracking.  |
| **Location** | Course format is online |

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| **ATTENDANCE:*****This is not a self-paced course. Lessons are due weekly. If you are requesting an excused absence due to an emergency or extenuating circumstance you must submit the proper documentation to verify the reason for your absence.  The instructor must be notified as soon as possible, preferably before missing the class. The documentation can be sent to the instructor or faxed to the Human Services Program Director at: 727-444-6907.  The instructor has the discretion to determine if the excuse and documentation meet the criteria for an approved excused absence or an extension on an assignment.*****REQUIRED TEXT****An Introduction to Human Services** | 8th Edition Marianne R. Woodside/Tricia McClamISBN: 9781337567176**COURSE DESCRIPTION**This class is an introductory course to the career and professional field of Human Services. Students that are interested in pursuing employment in the human services field will benefit from this course. It is designed to be an overview of the field and lay the groundwork as an introductory course.This course is a 3-credit course and is solely offered in online format.**COURSE OBJECTIVES**1. To familiarize the student with various helping strategies in the Human Services field and their ethical ramifications.2. To help both the student and the instructor explore thoughts and feelings related to themselves and the consumer in the Human Services environment.3. To acquaint the student with the impact of the various principles of Human Service delivery.4. To explore with the student the development of early history of the Human Services to the present and how social trends impact the future of Human Services.5. To demonstrate various communication and listening strategies that will enable us to be more effective humans in our chosen profession.6. To familiarize the student with the roles and functions of Human Service workers and facilities in our geographical area.**LESSONS**\* Lessons consist of a combination of assignments and discussion postings.\* All parts of a project need to be completed before the project is accepted for credit.\* Students should follow the due dates on the Course Calendar.\* Projects should reflect the quality and integrity of college level work.\* Failure to successfully complete any part of a project results in no credit being assigned for that project, which may result in a lower grade at the end of the course.\* Assignments and activities are subject to change at the instructor’s discretion. Pay attention to the message area on the homepage of this course when you first log in and email within the course.**TENTATIVE SCHEDULE & ONLINE COURSE INFORMATION**1)    You will have 1 week to complete all activities that go with a lesson. Our week runs from SUNDAY TO SUNDAY. Extensions will not be allowed except under certain circumstances and will be determined on a case-by-case basis. One circumstance might include Desire2Learn outages or maintenance. Students will not be allowed to make up work unless there is an extenuating circumstance as well. This will be the exception and not the rule. This will be tied to an excused absence. Some examples of excused absences are military duty, extended hospitalization, other. You may be asked to provide documentation to verify your absence. 2)    If your computer goes down, you are expected to find and use an alternative computer. I will also do this myself. We all have technical issues from time to time but we have to make adjustments if we want to continue in the course. Some options for users who are having technical difficulties are the computers at the local libraries or at SPC. Please make sure you have the proper equipment to successfully complete this course. 3)    YOU AS A STUDENT, NO MATTER THE LEARNING MODALITY, SHOULD ALWAYS SAVE YOUR WORK! Should you choose not, we will not be held responsible for any technological problems or lost work. Lessons will NOT be reopened if the work is lost no matter the cause. We want you to be successful and to get credit for your efforts and hard work so make sure you take this extra step. 4)  This course is assignment based. You may work ahead if you wish but please make sure that you return to completed assignments to respond to other students for full credit in our discussions. Students should follow the course calendar, which can be accessed within Desire2Learn. The calendar will indicate due dates for each of the assignments. All assignments must be successfully completed by the calendar due date. Students can check on status of their progress by viewing the student management function within Desire2Learn.**Please check your calendar for important dates.** **COURSE REQUIREMENTS**\*\*\*Instructor reserves right to make modification to syllabus at any time\*\*\* Please note: I will strive to stand by the syllabus and I realize that it may be necessary to make modifications. You are responsible for accessing the course and being aware of assignments and changes. I will also be communicating online with you ongoing during the course. You should use the communication tab to conduct most of your communication with me as well.Required Plug Ins, Other Throughout the course, there may be streaming videos that support our course material and goals. You may need to install flash player or another media device if your computer does not already have a viewer. This may include, but not necessarily, real player, windows media player, etc.**GRADING POLICY**Weekly Activities: There are 2 main activities per learning module. These are typically a discussion board and a reflection/assignment however at times this might not be the case.  Please remember to go in and check your grades on a regular basis. This is your responsibility.Each assignment per module is:\*50 points: i.e. 50 for discussion/other 50 for reflection/other for a total of 100 pts per lesson.\*Quiz: 100 points each\*Final paper: 100 pointsIf you are doing all of your weekly work, you should do well in the course. I have found that most either do really well or fail the courses. Most poor outcomes seem to mostly be connected to a lack of attendance and participation.This is mentioned in the attendance area but I will mention it again. You must complete the discussions for the week in order to be counted present for that week. The point values of each are the same but I use the discussion reports to run the attendance for the course which is required of me.**NETIQUETTE**Helpful Tips REMINDER: I have chosen an open format of communication within this course in effort to support my own values of strengthening communication and building a sense of community. Most courses are now “defaulted” to eliminate communication from student to student within the course. Please keep in mind that whatever you write, even if sent to an individual, can be reviewed by others if called into question. Please do not write things that you don't want others to read. This is good practice for not only class interaction but also as you move into positions within the field of Human Services. Emails can be monitored by agencies that you work for as well as those outside the agency under the Sunshine Law.  <http://myfloridalegal.com/sunshine>. In the virtual classroom, you communicate with your classmates and Instructor primarily in writing through the public course bulletin board, e-mail, and sometimes chat sessions. "Online manners" are generally known as "netiquette." As a general rule, you should adhere to the same classroom conduct that you would "off-line" in a face-to-face course. Some examples of proper netiquette are:* Avoid writing messages in all capital letters. THIS IS GENERALLY UNDERSTOOD AS SHOUTING.
* Be careful what you put in writing. Even if you are writing an e-mail message to one person, assume that anyone could read it. Though you may send an e-mail to a single person, it is very easy to forward your message to hundreds or thousands of people.
* Grammar and spelling matter. Online courses demand the same standard of academic communication and use of grammar as face-to-face courses. Never use profanity in any area of an online course. The transcripts of online course bulletin boards, e-mail, and chat sessions are savable.
* When responding to messages, only use "Reply to All" when you really intend to reply to all.
* Avoid unkindly public criticism of others.
* Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may thus be misinterpreted. In a face-to-face setting, our tone of voice and facial expressions may convey as much of our meaning as the words we use. In a written message, the subtext of your meaning may be confused or misinterpreted.

**REMEMBER!** We are also Human Service workers. If we aren’t right now, we are preparing to work with others. We must start right here, in class, as to how we confront, address, and talk to others. If we cannot do it here, then there may be questions raised about your ability to work with others outside of the course, professionally. Also be aware that there is a record of what you write down. Online communication is different in that we lose facial expressions and tone that is present in a face to face interaction. **Preparation of Assignments:**Students must submit their assignments in Word document or RTF (Rich Text) format - double-spaced with 12-point font. |

**ATTENDANCE/ACTIVE PARTICIPATION/WITHDRAWAL POLICIES**

Students are required to participate in their on-line course each week as verified by activity within the Desire2Learn Learning Management System, such as a discussion board posting, submission of an assignment, messaging your instructor, chat, completion of polls, and quiz/test completion. YOU WILL BE EXPECTED TO LOG IN EVERY WEEK. If you have an excused absence, you will need to provide this instructor with an excuse as to why the week could not be accessed. This will be assessed and approved on a case by case basis.

**Examples of (but not limited to) an excused absence include the following:**

**·        student hospitalization**

**·        military service duties**

**You may be asked to submit verification of absence. Please keep in communication with your instructor. This will all be evaluated on a case by case basis.**

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| **Letter Grade** |  | **Percentage** |
| A |  | 90%–100% |
| B |  | 80%–89% |
| C |  | 70%–79% |
| D |  | 60%–69% |
| F |  | <60% |

**Grading Policy (taken from the Human Services Student Handbook)**

The Human Services Program has the following grading scale:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% or less

**Grading Policy:**

***\* A minimum grade of “C”*** is required for successful completion of this class as well as all other General Education courses, Support courses, and Major courses for the Human Services program.

**HUMAN SERVICES ATTENDANCE POLICY**

Class attendance (both face to face and online) and full participation is ***required*** of all students in all classes. A student may be withdrawn for excessive absences (both unexcused and excused) and/or not actively participating in the course.

An absence may be excused by the instructor only if it is determined to be an extenuating circumstance, some of which could include a death in the family, hospitalization or emergency room visit.  If you are requesting an excused absence due to an extenuating circumstance you must submit the proper documentation to verify the reason for the absence.  The instructor must be notified as soon as possible, preferably before missing the class.

Communication with your instructor is required for any absence.

The documentation must be provided to the Human Services program office via fax (727-444-6097) or email.

The instructor has the discretion to determine if the excuse and documentation meet the criteria for an approved excused absence or an extension on an assignment.

Active participation requires your attendance in face-to-face class meetings and online lessons.

* Face to Face Classes:   Active participation means that you come to class.  Further, you must be on time, participate in face-to-face discussions, group activities, and all learning scenarios.
* You MUST attend class meetings to learn, practice and meet the stated objectives (MLOs) of each course.
* Online Classes:  Active participation in online classes includes completion of all lesson assignments (reflections, discussions, exams, quizzes, research papers, etc.) by the due date.

The program has PLO’s and MLOs for each course. In order to accomplish the PLOs of the program and MLOs of each course, all assignments must be completed.  Zero grades are not acceptable.  All coursework must be completed to remain in the courses and successfully complete them.

**ATTENDANCE/ACTIVE PARTICIPATION/WITHDRAWAL POLICIES**

Students classified as “No Show” for both of the first two weeks will be “administratively” withdrawn from any class which they are not attending. It is the student’s responsibility to know the attendance policy of the class in which they are enrolled.

The student’s financial aid will be adjusted based on their updated enrollment status.

·       Depending on the **modality** of the course, attendance may be **online** , **Live Online,** **Blended, or on-campus.**

·       For ***LiveOnline classes attendance*** will be taken online during the normal class meeting time/days.

·       ***Students who are feeling ill*** for any reason should communicate with their instructor regarding attending online instead of on-campus, and/or the possibility of excused absences. Students are also responsible to discuss completing any missed work with the instructor.

·       Students who are not actively participating in class as defined in an instructor's syllabus 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).

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 from a class.

**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.

**IMPORTANT DATES TO REMEMBER:**

**Last Day to Drop with a Refund:** May 24, 2024

**Last day to withdraw with a grade of “W”:** July 5, 2024

**Last Day to Withdraw with Grade of "WF":** July 25, 2024

**Memorial Day:** May 27, 2024

**Juneteenth:** June 19, 2024

**Independence Day:** July 4, 2024

**Grades due:** July 26

If you completely withdraw from the college anytime on or before the dates of your session, you may incur repayment of Financial Assistance funds. See [financial aid withdraw deadlines](https://www.spcollege.edu/financial-aid/financial-aid-dates).

**\*\* Refer to the course Calendar in MyCourses for due dates for all assignments.**

**\*\* Also refer to the SPC College Academic Calendar for important dates:**

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

**\*\* Please see the Syllabus Addendum for more information: (link included as well as the entire content is copied and pasted below)**

<https://go.spcollege.edu/Addendum/>

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| **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://web.spcollege.edu/botrules/P5/P5_19.doc) 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.**ATTENDANCE/ACTIVE PARTICIPATION/WITHDRAWAL POLICIES**Students classified as "No Show" for both of the first two weeks will be "administratively" withdrawn from any class which they are not attending. It is the student's responsibility to know the attendance policy of the class in which they are enrolled.The student's financial aid will be adjusted based on their updated enrollment status.* 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 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.
* Students who are not actively participating in class as defined in an instructor's syllabus 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).
* Students will be able to [**withdraw**](https://web.spcollege.edu/botrules/P4/P4_31.doc) 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 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](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/advising) to totally withdraw.

**STUDENT 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. We expect you to be **honest** in all of your academic work. By enrolling at the College, you agree to obey all of the standards of **academic honesty and integrity** and you should understand that failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, you also have an ethical obligation to report violations of the SPC academic honesty policies you may witness. The academic honesty policy and procedures are available online:* [Academic Honesty Policies, Honor Code](https://web.spcollege.edu/botrules/R4/4_461.doc)
* [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](http://www.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.**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](https://www.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](https://offender.fdle.state.fl.us/offender/sops/home.jsf). A list of sexual offenders or predators registered for classes at SPC is also available.**TITANS CARE**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.**COMPENSATION FOR RECRUITERS AND ADMISSIONS STAFF**Recruiters and Admissions supervisors or representatives are Administrative and Professional employees on an annual contract similar to other Administrative and Professional employees. We do not have an incentive program, separate salary structure, different compensation package, incentives, profit-sharing package or different evaluation process for these staff members.**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.**OTHER SUPPORT SERVICES:*** [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)
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**SYLLABUS ACKNOWLEDGEMENT**

I have thoroughly read the course syllabus and understand the requirements of this course, I have read the syllabus and carefully reviewed the course calendar. I have made note of the due dates for assignments and will check the calendar tab in the course if I need clarification regarding a due date.

I understand that I must earn my grade in this course and that includes submitting quality and relevant responses regarding the lesson for the week. All submissions (whether in class or online) including discussion question posts, responses/feedback to classmates; reflection assignments, exams and quizzes must demonstrate that I have an understanding of the lesson content. I understand that I will receive the grade that I earn. I will keep in touch with my instructor throughout this course and will advise him/her on a timely basis if I have difficulties in this course.

**Now please go to the lessons tab and complete the brief survey "Syllabus Acknowledgement”**