**Syllabus**

**HUS 2302-3834**

**Basic Counseling Skills**

**Fall Term 2023 (0625)**

**(3 Credit Hours)**

**Tuesdays and Thursdays**

**2:00 - 3:45 p.m. (Face-to-face)**

**MT 236**

**Semester is 9/11 - 12/7/23.**

**Welcome to Basic Counseling Skills!**

I am looking forward to introducing you to the amazing field of counseling and to the role of “helper”. Please know that I am here to help every step of the way; your success is a priority to me. I look forward to a great semester! \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor**

Name: ProfessorJanice Kicklighter

Email: [kicklighter.janice@spcollege.edu](mailto:kicklighter.janice@spcollege.edu)

Phone: (727) 497-5050

Office Hours**:** Before and after class and by appointment

Office Locations: Midtown 312, Downtown 122, and St. Pete-Gibbs 307

You are welcome to reach out to me by phone. Email messages are preferred. I will do my very best to respond to your emails and phone calls within 24 hours, Monday through Friday.

**EMAIL:** Please email me within the **MYCOURSES**

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Academic Department

Human Services Program Director

Name: Dr. Latresha Moore

Office Location: St. Pete Gibbs Campus

Office Phone: (727) 497-5015

**Email**: bighemmoore.latresha@spcollege.edu

Dean of Social and Behavioral Sciences

Name: Dr. Joseph Smiley

Office Location: Clearwater Campus

Office Phone number: (727) 712-5851

Email: [smiley.joseph@spcollege.edu](mailto:smiley.joseph@spcollege.edu)

Social and Behavioral Sciences Website

URL: <https://www.spcollege.edu/future-students/degrees-training/social-and-behavioral-sciences-and-human-services>

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**COURSE DESCRIPTION:**

HUS 2302 is an introductory experience in active listening skills. Emphasis will be on enhancing your active listening skills and the viewing and processing of each student’s practice sessions.

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**Textbook:**

***Learning the Art of Healing*: Building Blocks and Techniques,**

**7th edition. Mark E. Young**

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**Other Readings, That You may find to be helpful: (Not required)**

*The Transparent Self,* Sidney M. Jourard

*Counseling for Results*: *Principles and Practices of Helping,*Edward H. Scissors

Esteem: Your Personal Seminar, *The Art of Asking Questions,* Bill McGrane, III

*Elements of Counseling*, Scott T. Meier and Susan C. Davis

*Theory and Practice of Counseling and Psychotherapy,* Gerald Corey

*The Zen of Listening,* Rebecca Shafir

**SKILLS TO BE ACQUIRED/DEMONSTRATED**

1. Ability to demonstrate listening skills through empathetic responses

2. Ability to demonstrate the concept of the here and now through paraphrasing and clarification skills

3. Ability to offer constructive, objective feedback to fellow students.

**MAJOR LEARNING OUTCOMES**:

1. The student will gain a thorough understanding of the basic listening and communication skills.

2. The student will be able to demonstrate their ability to establish and maintain non-physical contact with the client.

3. The student will demonstrate accurate, non-judgmental, empathetic listening ability.

4. The student will learn to display positive regard for the client.

5. The student will recognize interference in the above processes and will deal with the interference appropriately.

**COURSE OBJECTIVES STATED IN PERFORMANCE TERMS:**

**A. The student will demonstrate a thorough understanding of the basic listening and communication skills through the use of**:

(1) self- disclosure

(2) zones of awareness

(3) communication ground rules

(4) responsible confrontation

(5) non-defensive self-exploration

(6) supportive behavior

**B. The student will demonstrate the ability to establish and maintain non-physical, contact with the client by practicing the following active listening techniques**:

(1) maintaining comfortable eye contact

(2) maintaining attentive, relaxed body posture

(3) reflective statements

(4) clarifying statements

**C. The student will demonstrate an accurate, non-judgmental, empathetic listening, ability by practicing the following objective feedback techniques**:

(1) providing accurate reflective statements for client content and process

(2) avoiding providing his/her own values and opinions

**D. The student will demonstrate positive regard for the client by being sensitive to the intrinsic worth of the (individual) client by demonstrating the following attitudes**:

(1) non-judgmental statements

(2) absence of expectations placed upon client

**E. The student will recognize interference in the above processes and will deal, with the interference appropriately by being sensitive to either internal or external obstructions to the counseling process and taking appropriate steps to amend, the situation through the following techniques:**

(1) recognition of zones of awareness

(2) ability to shift zone of awareness

(3) willingness to deal with any interference

(4) criteria performance standard

**Important Reminder**

**Students classified as "No Show" for both of the first two weeks will be administratively withdrawn from the course.**

**Important Dates**

**Important Dates to Remember:**

**Semester is September 11 - December 7, 2023**

**9/11/23         First day of classes**

**9/15/23         Last day to drop with a refund.**

**11/6/23        Last day to withdraw with the grade of “W.”**

**10/31/23       Staff Development Day (The college will be closed)**

**11/10/23       Veteran's Day**

**11/19-11/25/23   Thanksgiving Break**

**12/7/23 Last day to withdraw with a grade of WF**

**Winter Break December 9, 2023 - January 15, 2024**

**Grading Policy**

Grading will be based on practice sessions, student attendance, participation, tests and special projects. Successful completion of this course will be based on the best grade obtained on graded video tapes in which you demonstrate specified active listening skills, along with grades on the two written tests on material taken from the text, the project, and attendance.

**The Human Services Program has the following grading scale:**

A = 90% - 100% (Excellent)

B = 80% - 89% (Good)

C = 70% - 79% (Average)

D = 60% - 69% (Below Average)

F = 59% or less (Failure)

**\*\*A grade of “C” or better 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.

Class components

Attend/Participate 20%

Tests (2 @ 15%) 30%

Tapes Critiqued 40%

Class Project 10%

Total Grade 100%

**Class Project**

There are two options for your Counseling Project. You will choose **ONE** from the following:

1. Write a paper on a counseling theory of your choice **or**

2) Watch the “Gloria Tapes” and respond to the prompts.

**STUDENT RESPONSIBILITIES**

***ATTENDANCE:***Due to the experiential nature of the class, **students must attend class regularly**and may be dropped if consistently failing to attend the full class period, or if absences exceed two (2) absences a reduction in one full letter grade is possible. **STUDENTS MUST COMPLETE ALL VIDEO SESSIONS TO PASS THE CLASS**

**KEEP A RECORD OF THE DAY(S) AND DATE(S) YOU ARE ABSENT FROM CLASS**

It is your responsibility to find out what you missed during your absence. Do not use class time to do this.

**Student Rights and Responsibilities**

**Do’s:**

* Treat others with the same respect with which you expect to be treated.
* Come to class prepared and ready to learn.

**Do’s Continued**

* **Giving and receiving feedback on videotaped practice sessions is a major part of this course. Focus your feedback on the specific skills to be demonstrated.**
* **Turn all assignments in on time.**
* **Contact all your instructors if you are going to be absent for an extended period of time.**
* **Keep all cell phones turned off while you are in class. See instructor for exceptions.**

**Don’ts**:

* **Possess or consume alcoholic beverages or substances during class time. This includes: the use of tobacco/vaping.**
* **Cheat in any form**
* **Behave or act in a way that is disruptive of the normal, peaceable, and orderly operation of the college/classroom.**
* **Use indecent or abusive language.**

**Human Services Attendance Policy**

**Face-to-face and Live-online classes**

If you fail to attend the first two weeks of the semester, you will be considered a “No show”, and will be administratively withdrawn from the course.

If you have enrolled in a face-to-face or Live-online class, you are required to attend your weekly classes. If you miss 2 or more classes, you will be considered **inactive** and are in jeopardy of being administratively withdrawn with an “WF”.

In addition, you are expected to complete the weekly assignments, quizzes, and/or tests, by the assigned due dates. If they are not completed, you will be counted as absent.

**Two or more consecutive absences may result in inactive participation**. Students classified with inactive participation may be administratively withdrawn with a "WF."

**Online Classes**

You must access the course, to avoid being dropped from the course. If you fail to attend the first two weeks of the semester, you will be considered a “No show”, and will be administratively withdrawn from the course.

**Active Participation**

Active participation is defined as completing the weekly activity or activities assigned each week. The attendance activity or activities may be an online discussion, written assignments, quizzes, and/or tests. **If you do not complete the attendance activity or activities by the weekly due date, you will be counted as absent**. **Two or more consecutive absences may result in inactive participation**. Students classified with inactive participation may be administratively withdrawn with a "WF."

If illness or other emergencies prevent your active participation, please notify the instructor immediately to determine an academic plan.

**Students will be able to withdraw themselves at any time during the semester. However, requests submitted after the 60 percent deadline will result in a "WF."** Students and the instructor will automatically receive an email notification to SPC email whenever a withdrawal occurs.

Excused absences that have been communicated with the instructor and documented accordingly will not count against you.  Frequent communication with the instructor is highly recommended.

**Important reminders**

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.**

Documentation must be provided. 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.

**Academic Support / Life Issues Resources:**

St Petersburg College offers learning resources which can be found here: <https://www.spcollege.edu/current-students/learning-resources>

 St Petersburg College partners with Mantra Health, a tele mental health service, to make sure you have access to mental health care through the school.

https://www.spcollege.edu/current-students/student-affairs/student-support-resources/student-assistance-programs/counseling-services

By enrolling in Mantra, you can connect to licensed, masters-level therapists to address your specific needs through video and messaging, at your convenience. Your therapist will work with you to establish a personalized treatment plan, which may include lifestyle changes, evidence-based therapy, and tools to track your progress.

The college will cover the first five sessions for free **each academic year** *if you are in the state of Florida*. *NOTE: No shows will count toward your five allotted sessions.*

**Important: Mantra Health is not an emergency or crisis resource. If you are experiencing a crisis, please call one of the local emergency resources below for immediate assistance -**

* **Go to your local emergency department or dial 911 for urgent situations.**
* **Students ages 15-25 years can also contact The Mobile Crisis Response Team of Pinellas at**[**(727) 362-4424**](tel:727-362-4424)**.**
* **Dial 211 for urgent mental health situations and for social service resources.**

The college has many methods in place to assist students with a myriad of academic and personal challenges.  The following is a list of support programs that are available to all students:  Accessibility Services, BayCare Student Assistance Program, Student Support Services, Tutoring, and Career Services.  The following link contains additional information on all of these programs and more:  [Student Support Resources](https://go.spcollege.edu/pages/dynamic.aspx?id=2147484119)

 As an SPC student it is vital that you know **Titans Care**.  You can access resources through SPC’s Student Assistance Program (SAP) (<https://mycoursessupport.spcollege.edu/student-assistance-program>), 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.

**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 to 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). 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.

**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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| **ACCESSIBILITY:**  This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning.  Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.  If you have documentation of a disability or feel you may have a disability:  St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, are encouraged to contact their instructor by the first week of the semester.  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 the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please go to the college-wide Accessibility Services website: [**https://www.spcollege.edu/accessibility**](https://www.spcollege.edu/accessibility)  **This syllabus is subject to revision. You are responsible to attend each class and note any changes announced by the instructor.  This syllabus is only a guide and may be changed during the course.  The schedule and procedures in this course are subject to change in the event of extenuating circumstances.**  **You are responsible to be aware of and make note of any changes announced by the instructor.  Please attend all classes to stay informed of any changes.**  **\*\* This course is not a self-paced course.  It is the expectation that the class will work through each lesson together one week at a time.**  **\*\* To successfully complete a weekly lesson, you must complete the assignment, post to the discussion forum, respond to one other student's post and complete the weekly drop box assignment.**  **\*\* *Coursework is due by 11:55 pm on Sunday* evenings unless otherwise noted in the calendar.   \*\* Late work will be accepted.** |  |
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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. I have made note of the due dates for assignments and will check the assignments tab under course content 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 her in a timely basis if I have difficulties in this course.

**Now please send me an email letting me know that you have read and understand the syllabus.**

**Have an amazing semester!**

**Professor Kicklighter**