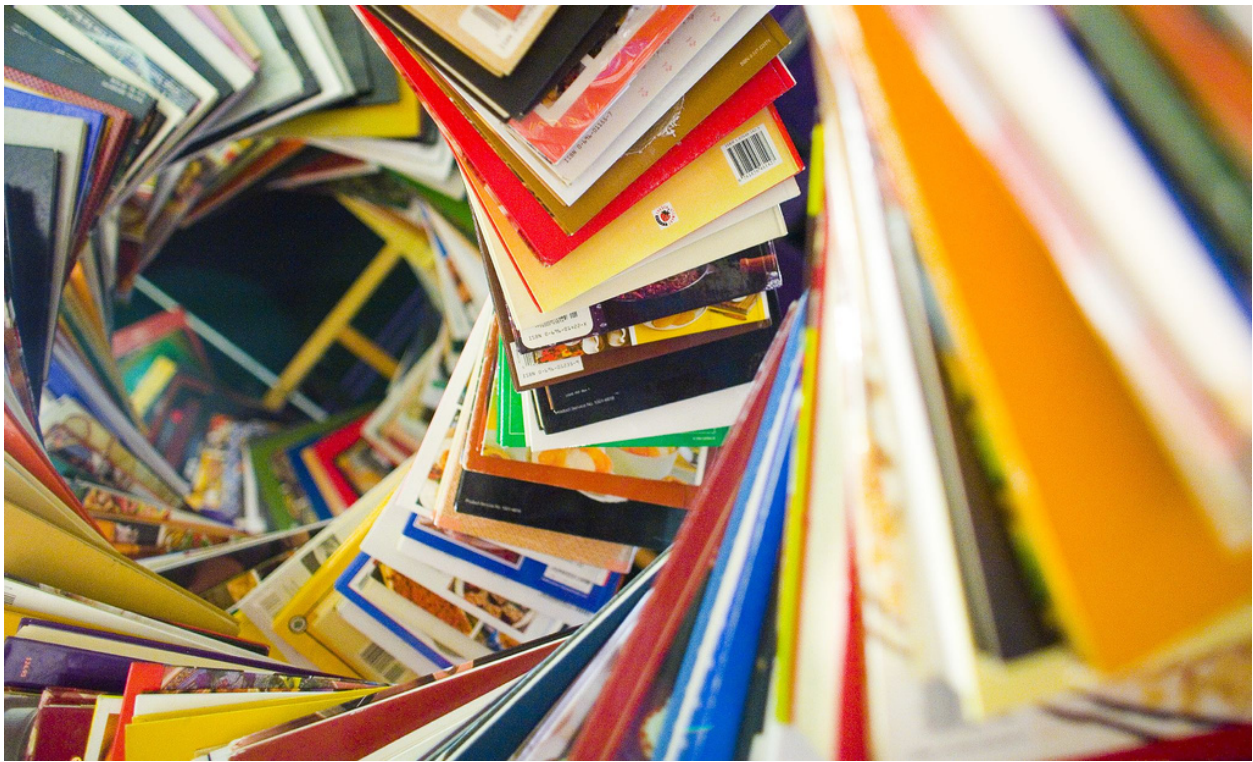**Course Syllabus**
ENC 1102 - 2301

Composition II Fall Term 2024-2025 (0640)

Welcome

Welcome! As a student in this course, you will study the elements of style, compose in a variety of modes, navigate the research process, review citation and documentation conventions, and explore professional writing to help you become a stronger, more versatile writer. You will also read a number of works and engage in literary and film analysis. Critiquing a variety of texts will empower you to become a more critical, insightful thinker. You will start the course by reflecting upon your writing goals and wrap up by submitting a reflective essay about your writing progress. We have a busy

semester ahead of us, so please familiarize yourself with all institutional and course policies. The Syllabus serves as the contract for the course, so please review all requirements. You do not have to purchase a textbook for this course as the required readings and labs can be found online. However, The MLA Handbook, 9th ed., is highly recommended. I have taught College English for more than twenty years and look forward to helping you succeed in this course. Please don't hesitate to contact me should you require assistance. The best way to reach me is through MyCourses. Please check News as I communicate regularly therein. Have a positive and productive term. Best, Dr. White

Instructor Contact Information

Dr. Julia White, Ph. D.
Email
White.Julia@spcollege.edu
Phone: (727) 394-6122
Office and Online Chat Hours:
By Appointment
Office Location:
LA 117 or Library Writing Center
Instructor Web Page:
https://web.spcollege.edu/instructors/id/white.julia/COR/

Departmental Contact Information

Dr. Joseph Leopold
Title: Dean, Communications
Email: Leopold.Joseph@spcollege.edu

Phone Number: (727) 341-3719

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

Course Information

Prerequisite(s): Prerequisites: ENC1101 or equivalent with a minimum grade of C; or appropriate score on the college placement test.

Credit Hours: 3

Modality: Online

Course Description: This course builds upon the skills developed in Composition I. It provides further instruction in the planning, organization, and writing of essays. It stresses methods of library research including information retrieval from electronic sources, and emphasizes writing of the research paper and the paper of literary interpretation. The reading includes selections from at least two forms of literature. This course partially satisfies the writing requirements outlined in the General Education Requirements. (Note: Credit is only given for ENC 1102 or ENC 1122H. Study Abroad opportunities may apply to this course https://blog.spcollege.edu/international/study-abroad/).

Course Objectives

1. The student will effectively plan and write compositions which reinforce the skills established in Composition I by:
   a. writing essays that support and develop a central thesis.
   b. using appropriate rhetorical and language skills in all compositions.

2. The student will comprehend and interpret literary selections by:
   a. understanding and identifying relevant literary elements, such as plot, structure, narration, point of view, setting, character, theme and symbolism.

    b. using textual evidence to interpret and evaluate a given literary selection.

3. The student will use the library effectively by:

    a. locating sources through the the college's online library and other electronic sources.

    b. retrieving sources, either print or electronic.

4. The student will incorporate information from sources appropriately by:

    a. managing and recording information from specified sources.

    b. summarizing, paraphrasing, quoting and combining source information effectively.

    c. writing papers which integrate the student's own words and ideas with those of primary and/or secondary sources.

    d. using parenthetical references within the paper to credit information from primary and secondary sources.

    e. preparing a works cited list of the sources used in the research paper.

5. The student will retrieve information from sources effectively and efficiently by:

    a. selecting the most appropriate investigative methods.

    b. constructing and refining search strategies.

    c. accessing information using a variety of strategies.

6. The student will evaluate sources including electronic sources by:

    a. summarizing the main idea extracted from the information.

    b. articulating and applying basic criteria for evaluating both the information and its sources.

    c. synthesizing main ideas to construct new concepts.

    d. comparing new knowledge with prior knowledge to determine the value added, contradictions, or other unique characteristics of the information.

e. validating understanding and interpretation of the information through discourse with other individuals, subject-area experts, and/or practitioners.

f. deciding whether the initial query should be revised.

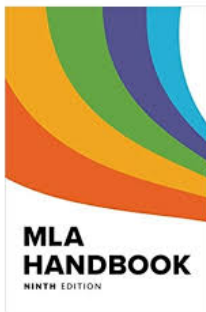## Important Dates

Class Dates: 09-SEP-2024 to 06-DEC-2024
Drop Date: 13-SEP-2024

Withdrawal Date: Please reference the Academic Calendar below
https://www.spcollege.edu/academic-calendar

Required Textbook and Other Resources

MLA Handbook. 9th ed., Modern Language Association of America, 2021.
Subtitle: Check Library Reserve
Required or Optional: RECOMMENDED (OPTIONAL)
ISBN: 9781603293518
Authors: Modern Language Association of America

Performance Assessment and Grading

Performance: This course is divided into modules that build upon each other. Each module contains minor assignments that culminate in major assignments. Review module components before you begin. Read detailed specifications regarding assignments, papers, and projects. Email your professor if you require assistance or clarification. Students must submit original assignments via the correct venue. Students are expected to submit essays RTF. See checklists in each module to verify that you have completed the work. Grades for major assignments are provided within 1-2 weeks if

student work is submitted timely and correctly. The professor reserves the right to deduct points or assign a zero (0) if work is not submitted properly and/or violates published policy. Inaccessible work shall receive a zero (0). The Descriptions of Grade Levels of Writing will be the general standard for assessment with more specific criteria indicated in the professor's assignments and rubric for academic essays.

MAJOR ASSIGNMENTS

• DIAGNOSTIC ESSAY

• RESEARCH PAPER

• ANALYSIS ESSAY

• PROFESSIONAL WRITING PROJECT

• REFLECTIVE ESSAY

SUPPORTING ASSIGNMENTS

• QUIZZES

• DISCUSSIONS

• PROPOSALS

• OUTLINES

• BIBLIOGRAPHIES

• DRAFTS OF PAPERS

• PEER REVIEW

GRADING PERCENTAGES

ESSAYS & ESSAY COMPONENTS = 60%

(RESEARCH, ANALYSIS, REFLECTIVE)

DISCUSSIONS & ACTIVITIES = 30%

PROFESSIONAL WRITING PROJECT = 10%

Grading Scale

GRADING SCALE

A = 90%

B = 80%

C = 70%

D = 60%

F = 50%

Late Work Policy

Late Work: Students are responsible for meeting the course mandated deadlines. Please follow our Schedule and Calendar. Make sure that you submit everything promptly so

that you receive credit. Note that assignments are due on Sunday evening at 11:59 PM unless otherwise noted. Late work is accepted at the discretion of the professor and (if accepted) docked a letter grade. Late work is graded later in the term after prompt work has been evaluated. Students with valid documentation (signed doctor's note) may complete late work without penalty. Late work is excused if there is a documented medical or weather emergency. NB: The last day to submit any assignments for this class is Sunday, December 1st.

Availability of Course Content

LMS: Students will be required to access course materials via MyCourses. Students must be registered for the course which shall be available when it opens for the semester. Access is then 24/7. To log-on, use your student number as your Username and create a Password. Explore all tutorials at the start of the course. Students are expected to navigate the course and use the LMS tools: Calendar, Email, News, Submissions, Dropbox, Discussions, Quizzes, and Grades. Some course features are accessible on mobile devices; however, a computer is recommended. Please contact SPC Technical Support for help with technical and/or file-related problems at (727) 341-HELP. If you encounter a problem with the course, take relevant screenshots and attach to an email to your professor also copying Technical Support regarding the matter so that we can resolve the issue for you.

LABS: Need help with your thesis statement? Essay organization? The research process? MLA? Grammar and sentence structure? Check with the OWLS. We will be working with several famous college-level online writing labs this semester (Purdue, UNC, UW, CCC). Students are expected to use the Labs indicated below throughout the term. The OWLS are linked via LMS but also available online (24/7) as they are open source resources.

The Online Writing Lab (OWL) at Purdue University

MLA Format Guide in the Purdue OWL

The UNC - Chapel Hill Writing Center (OWL)

The UW-Madison Writing Center (OWL)

The CCC Guide to Grammar and Writing (OWL)

The Modern Language Association Style Center (MLA)

Course Assignment Schedule

Schedule: As the Schedule is often updated, it is not attached herein. See the Course Schedule in our LMS (MyCourses).

Calendar: Also see Due Dates in our Course Calendar via LMS (MyCourses).

Communication Plan

Communication Channels: Please contact me via MyCourses Email if you need help with an assignment, accommodation, course feature, or any matter related to your successful completion of this course. I communicate with students via MyCourses Email, MyCourses News, SPARC, and Office Hours (Campus and/or Virtual). I will post weekly announcements, so please read communications and News items on the Course Homepage each time you log-in. Review instructions for assignments and see my posted schedule for availability updates. If concerned about your performance, I may reach out to you via course email or SPARC. Please contact the Dean or Department (727-394-6119) if you need immediate or administrative assistance. Enrolled students should not use institutional email (Microsoft Outlook) for communications (they shall be referred to our LMS). SPC Voicemail is routed to Microsoft Outlook. As the system identifies the phone number and not necessarily the caller (per se) and voice-text is often unreliable, your professor may not have a clear record of your call or VM. Bottom line: Students are expected to use MyCourses Email as heretofore stated. Pursuant to F.S. § 119, all electronic communications made or received by the college are public records. Unless exempted under Florida Statutes, all public records may be inspected and copied by any person desiring to do so under the supervision of the custodian of the public records.

Response Time: I shall respond to emails in MyCourses within 24-48 hours in most circumstances excluding weather or other emergencies. The professor is not obligated to respond timely to individuals not communicating via MyCourses Email as instructed.

Expectations

Each student's behavior is expected to contribute to a positive teaching and learning environment that supports diversity, scholarship, and student success. No student or other actor has the right to interfere with the teaching and learning process.

Students are expected to

• Enroll to genuinely engage in substantive academic work.

• Read the Syllabus, course information, and assignments.

• Follow directions and email the professor for needed clarifications.

• Note announcements and updates (Syllabus, News, Email, LMS).

• Email the professor promptly if a problem arises that requires attention.

• State their legal name in all communications.

• Be courteous and reasonable.

• Go to Submissions to submit assignments.

• Complete and submit assignments as instructed and on-time.

• Email the professor promptly to discuss completing any missed work.

• Review and comply with the Student Code of Conduct.

• Review and comply with the Academic Honesty policy.

• Do your own academic work.

• Expect academic and/or disciplinary measures for violations of law or policy.

Per standards, policy, and/or the law, do not

• Share course materials with non-class members without the professor's permission.

• Work with other students on examinations.

• Reuse work from other classes or a previous semester.

• Submit material which has been obtained through someone else's efforts.

• Use ChatGPT for any submitted assignment for this class.

• Engage in misrepresentation, fabrication, cheating, and/or plagiarism.

• Participate in conspiracy, collusion, and/or unauthorized access.

• Engage in overt or passive-aggressive harassment in class.

• Engage in cyberharassment which is a crime in Florida (F.S. § 784.048 etc,).

• Help others to violate standards, policy, and/or the law.

MLA Format: Students are expected to use MLA Format (9th) for any and all assignments submitted in any and all form(s) to this class. Put your legal name on all of your assignments. If you quote, summarize, or paraphrase source material, then you must cite it via matching bibliographic and parenthetical citations. Information regarding MLA Format is linked via the Purdue OWL for your convenience. The MLA Handbook is also a helpful and affordable resource for the same conventions (for those who prefer paperback handbooks). Students should be able to locate a copy via Library Reserve.

Academic Support: Students are expected to use the Library for help with reserve materials, research projects, and ILL. Students should contact SPC tutors if tutorial help is needed and/or recommended. Students must provide tutors with assignment

instructions. Tutors should be able to help you with matters of structure and style as well as LEP, ESL, MLA etc. NB: Legally, neither tutors nor other actors should write your papers for you. Instead, you must submit original work. Please allow 72 hours for the tutor to return your essay.

Reading Assignments: Students are not required to buy a textbook for this course because the readings are linked in the course modules (LMS). However, students are expected to be proactive about locating the readings online as needed. Note that many e-texts are not paginated. Students are expected to read enough of the work to respond to the discussion prompts and select favorite readings to research in-depth for major writing assignments. Audio versions are typically provided in each module and/or can be located via LIBRIVOX (directly).

Quizzes: Quizzes are located in Submissions and correspond to the Research Modules and common knowledge. Students may use any course or external resource to complete a quiz. Quizzes may be taken unlimited times for mastery. The highest score is recorded with automatic export to grades. If you have a problem with a quiz, please send your professor related screenshots as soon as possible. Quizzes that are not completed will be assigned a zero (0).

Discussions: Discussions are located in Submissions. Students are expected to respond to prompt(s) as instructed and demonstrate an understanding of the topic with reference to the assigned readings. Support assertions via examples, evidence, or related scholarship. Post messages in formal, standard English. Don't lean too heavily on secondary sources. Cite any and all sources (to include internal citations). Students are expected to respond to classmates as required. Please be punctual since your classmates must read and respond to your postings. Please note that the discussion board is a forum for academic work. Keep your comments topical, appropriate, and non-threatening if you desire a good participation grade, Do not attach files to Discussions. The professor may deduct points if work is aberrant or submitted improperly.

Essays: Students are expected to follow the guidelines for written work (Major Assignments) and review the specified tutorials in the Purdue OWL to demonstrate the characteristics of rhetoric set forth in the directions. New paper topics are assigned each term to reduce plagiarism. Answer the essay prompt in your thesis statement and essay. Conform to the scope of the assignment and stay on topic. Strive for a logical flow of ideas supported by relevant and coherent evidence. Use quotation marks when integrating material verbatim. You are expected to write essays using Standard American English. Revise your work (before submission) to catch and correct problems with grammar, sentence structure, punctuation, and diction/spelling. Put your legal name on your submissions which must also be keyboarded. No essay should have a Turnitin.com similarity rate of 35% or higher. Missing any essay assignment will adversely affect your grade.

Research Papers: Research questions shall be posted a month in advance for the MLA Research Paper (Major Assignments). Students are expected to answer the research question (your assertion = your thesis) and develop their work via balanced major topics, subtopics, and supporting details. Include proper parenthetical and bibliographic citations for any and all summaries, paraphrases, and quotations. When in doubt, cite! Show that you have done some quality research. Research Papers should be topical, focused, systematic, empirical, controlled, verifiable, clear, concise, coherent, and documented. Revise your work (before submission) to catch and correct problems with style and format. See the UW OWL for extra help. No MLA Research Paper should have a Turnitin.com similarity rate of 40% or higher. Missing this major assignment will adversely affect your grade.

Examinations: Exam prompts shall be updated every term and posted at least ten (10) days prior to examinations (Major Assignments). Exams do not have a time limit per se but must be submitted by the due date. Preview specifications. Students are expected to select one (1) question and write a focused essay in response. Indicate which question you are addressing (via number). A specific, limited, and unified thesis makes for a strong exam essay. Every paragraph should include a topic sentence (the first sentence) that identifies the main idea of the paragraph and reinforces the thesis statement. Focus on analysis and provide relevant examples from the texts to support your ideas. See the

OWLs to fine tune essay organization, thesis statement, paragraphing, grammar, syntax, and punctuation before formal submission. Missing examinations will adversely affect your grade.

Policy & Netiquette: Students are expected to be familiar with institutional policies; as such, there is no tolerance for disruptive, defamatory, and/or threatening behavior in the classroom and/or online. Questionable actions, posts, and/or submissions may be investigated and reported to the authorities (at any time). The professor has the authority to remove students from the course for policy violations. You are required to read the Student Handbook and conduct yourself accordingly this term:
https://go.spcollege.edu/uploadedFiles/Students/StudentHandbook.pdf

Academic Honesty: Students must practice Academic Honesty as defined by MLA and SPC. You have the ability to do your own work. If you need help at any step, do not hesitate to email me or talk to me after class. Examples of Academic Dishonesty: Using another's work without proper citations thereby presenting such work as your own; submitting work for credit twice without the permission of the instructor; plagiarizing the source material from another student's paper and passing it off as your own research; or engaging in conspiracy whereby you collude with others to violate published policy. This course offers instruction as to how to acknowledge and cite sources. When in doubt, refer to The MLA Handbook or MLA Formatting and Style Guide and ask me for needed clarifications. Some of your courses may also include material protected by copyright. This means that you need permissions to disseminate the material. Nor can you use and share copyrighted material in your academic projects unless you attach permissions to the submission in quo.

https://go.spcollege.edu/uploadedFiles/Students/StudentHandbook.pdf

https://go.spcollege.edu/academichonesty/

https://go.spcollege.edu/Addendum/#onlineguide

https://style.mla.org/plagiarism-and-academic-dishonesty /

http://www.copyright.gov

Disclaimer: The professor reserves the right to make any and all revisions to the

Syllabus and/or the course as needed. This includes changes to the course schedule and assignments, etc., throughout the term. If changes occur, you will be notified via an announcement in MyCourses. Changes may be necessary for various reasons including institutional needs and/or weather events.

Syllabus Addendum: Students are expected to review the Syllabus Addendum (see below) which provides the most current version of fluid institutional information:

https://www.spcollege.edu/current-students/student-affairs/student-right□to-know/student-responsibilities

How to Be a Successful Student

Embarking on the journey of higher education can be transformative, and embracing the habits of successful students is a key component of that transformation.

Habits of Successful Students:

- Proactive and disciplined attendance: punctual attendance, active engagement in class activities.
- Actively seek to catch up on missed materials: acquire notes and assignments promptly.
- Engage in continuous study outside class: deepen understanding through self-study.
- Integrate feedback and seek extra credit opportunities.
- Remain fully involved in the educational process.

Mindset and Strategic Approach:

- Set realistic and specific learning goals for focus and direction.

- Recognize the value in each task to sustain effort.

- Maintain a positive attitude and break tasks into manageable parts.

- Regularly monitor progress and understanding.

- Embrace mistakes as learning opportunities for resilience and genuine interest in the subject.

Course Attendance

No Shows: Students classified as "No Show" shall be administratively withdrawn from the class. Students are asked to submit a mandatory Diagnostic regarding their Writing Goals to confirm attendance for Week 1. If you don't attend during the first week of the term, you will be automatically dropped.

Active Participation: This means (1) attending class each week on-time and for the full period (campus classes only); (2) signing-on to the LMS each week (online and campus classes); (3) following the professor's directions; (4) following published policy; and (5) successfully completing and submitting most major assignments by the due dates posted in the Calendar.

Campus Classes: Face-to-Face students are required to attend scheduled classes. Attendance shall be taken every session. Activities shall be posted in MyCourses in advance. Students are responsible for being prepared for class. You must contribute to class activities and discussions in a polite, constructive, timely manner. If you are late to class or leave early, you forfeit the opportunity to complete any in-class assignments. If you have more than three (3) absences or fail to demonstrate active participation, you may be administratively withdrawn.

Online Classes: Students are responsible for regularly attending class by signing into MyCourses every week and completing assignments by the due dates. Timely,

successful completion and submission of assignments shall count toward active participation in online courses. Missed assignments shall count as absence in online courses. If you have neither signed into the course as expected nor completed the required assignments, you may be administratively withdrawn. If you have missed an assignment due to a medical or emergency matter and seek excused absence, please provide appropriate documentation.

60% Point Reporting: The Professor shall verify which students are actively attending and participating in class at the 60% point. Students who are not participating in class as defined in the Syllabus will be reported to the Administration during the week following the voluntary withdrawal date. You are not actively participating in class if you meet at least one of the following criteria: If you miss more than three consecutive classes or four classes total (campus courses); If you fail to complete assignments for three consecutive weeks without contacting me (online and campus courses); If you are disruptive or show consistent inattention to class activities; or If your course GPA is well below 60% by the 60% mark of the course.

Withdrawal: 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." See the Academic Calendar to identify the 60% Point and Withdrawal Dates for the term: http://www.spcollege.edu/calendar/

SPC Policy: Attendance/Participation/Withdrawal

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

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

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

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

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

Participation

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

Student Withdrawals

You may drop a course through the Drop with Refund date listed on your Fee Schedule and be eligible for a refund, although withdrawing may affect your financial aid. If you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion. If you are thinking of withdrawing, please speak with your instructor, an Academic Advisor or a financial aid counselor.

Withdraw requests submitted after the last date to withdraw with a "W" (see academic calendar) will result in a "WF". Students and instructors will automatically receive an email notification

through their SPC email address whenever a withdrawal occurs. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

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

Technology Requirements & Policy

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

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

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

Students also MUST become proficient with [publisher or other 3rd party tools or platforms here] and the tools contained within the program to be successful in this course.

Accessibility of Technology

- [MyCourses (Brightspace by Desire2Learn) Accessibility](#)
- [Microsoft Accessibility](#)
- [Google (YouTube) Accessibility](#)
- [Panopto Accessibility](#)
- [Turnitin Accessibility](#)

- [Cengage Accessibility](#)
- [McGraw-Hill Accessibility](#)
- [Pearson Accessibility](#)

Privacy

- [MyCourses (Brightspace by Desire2Learn) Privacy](#)
- [Microsoft Privacy](#)
- [YouTube Privacy](#)
- [Panopto Privacy](#)
- [Turnitin Privacy](#)
- [Cengage Privacy](#)
- [McGraw-Hill Privacy](#)
- [Pearson Privacy](#)

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.

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.

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](#)

Code of Conduct

Code of Conduct

The behavior of all students in class should reflect a professional, respectful, and compassionate environment. Inappropriate or inconsiderate behavior will result in consequences. Students must be thoughtful of their comments, actions, and decisions, considering how these impact classmates and instructors.

Online Student Participation and Conduct Guidelines

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

Netiquette

Whether you are in an online class or a physical classroom, certain behaviors are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process. Below are the traits of a successful student. These guidelines pertain whether your course is online or in the classroom. When communicating, you should always:

- Treat everyone with respect in every communication

- Use your professor's proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms.

- Use clear and concise language

- Remember that college level communication should use correct grammar, whether written or spoken. Avoid slang.

- Use correct spelling and avoid texting abbreviations

- Avoid using the caps lock feature as it can be interpreted as yelling online

- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and, even when spoken, your message might be misunderstood

- Be cautious with personal information (both yours and others')

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

- Use a subject line that describes what you are writing about

- Avoid attachments unless you are sure your recipients can open them

- Be clear, concise, and courteous

- Sign your message with your name

- Use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.

When posting to a discussion board, you should:

- Write posts that are on-topic and within the scope of the course material

- Take your posts seriously; review and edit your posts before sending

- Be as brief as possible while still making a thorough comment

- Always give proper credit when referencing or quoting another source

- Read all messages in a thread before replying

- Avoid repeating someone else's post without adding something of your own to it

- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point

- Always be respectful of others' opinions, even when they differ from your own

- Express any differing opinions in a respectful, non-critical way

- Not make personal or insulting remarks
- Be open-minded

Recordings in the classroom

Students may record lecturers in class for personal use (such as studying or documenting complaints to the institution) without explicit permission. However, students may not record non-lecture portions of class (such as skills labs, student group work, individual student instruction, Q/A sessions, recording studio critiques, group/individual

production and computer lab time, practicums/internships, or clinical/simulation rotations) or other students without explicit permission, and may not disrupt class in making such recordings (such as trying to use a device with a calculator or calculator app in a class that does not allow calculators, or blocking the view or aisles for others in the class). Having an approved ADA accommodation is considered explicit permission to record from the college.

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

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

For additional information, review the SPC Expectations for Student Conduct, Online Student Participation and Conduct Guidelines, and the SPC Netiquette Policy. Please strive to uphold these standards to ensure a positive and productive learning environment.

Student Survey of Instruction

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

Title IX

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

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

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.

Accessibility Statement

St. Petersburg College recognizes the importance of equal access for all students. Accessibility Services (AS) is the campus office that supports students with disabilities to approve and coordinate reasonable accommodations. Students who have, or think they may have, a disability (e.g., learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing) are invited to contact their AS campus coordinator ([Accessibility Services Contacts](#)) for a confidential discussion. If an accommodation is deemed to potentially alter the nature of the course, it will require a decision by a committee. Therefore, ample time must be provided to evaluate and process such requests. Students who are currently registered with AS are encouraged to request accommodations early in the semester by logging into their AIMS account. Additional information is available at the college-wide Accessibility Services website www.spcollege.edu/accessibility.

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.