**COURSE SYLLABUS**

**American National Government**

**POS 2041, Section 251**

**Term: Spring 2023**

**Tuesdays and Thursdays from 10am to 11:15am – LY262**

View [How to be a Successful Student (Syllabus Addendum)](file:///%5C%5Cd2l%5Clor%5Cviewer%5Cview.d2l?ou=103368&loIdentId=2213) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

**WELCOME**

I look forward to working with each of you as we progress together through this course, POS 2041 in American National Government. It is common for students to begin American Government at various points of knowledge with their own perceptions of the United States government, within this course we will have the opportunity to evaluate and potentially expand on those perceptions as well as our knowledge. The framers of the Constitution of the United States provided us the outline for the United States government. That format is our foundation and is the oldest Constitution in the world today.  The United States Constitution provides unique roles for each branch of the government. In addition to the roles of the branches of government we will also explore the role and responsibility of the citizens of the United States.

**FACULTY**

**Name:** Dr. Heather Roberson

**Email:** roberson.heather@spcollege.edu (alternate email to the preferred myCourses email)

**Phone:**727-712-5840

**Student Hours and online availability:**

Mondays and Wednesdays 10am-12:30pm

Tuesdays and Thursdays 7:30am-8:00am and 12:30pm-2:00pm

**Dr. Roberson’s online meeting room:** [**https://spcollege.zoom.us/j/9411950197**](https://spcollege.zoom.us/j/9411950197)

**OR**

**Call in:  Dial by your location  +1 646 558 8656     Meeting ID: 941 195 0197**

**Other times weekly by appointment through Dr. Roberson’s scheduling tool:**

<https://calendly.com/dr-heather-roberson>

**Instructor Web Page:** <https://webapps.spcollege.edu/instructors/id/roberson.heather>

**ACADEMIC DEPARTMENT**

**DEAN**

**Name:** Joseph Smiley

**Office Location:** Tarpon Springs Campus, PS 105

**Office Phone Number:** (727) 712-5851

**Email:** smiley.joseph@spcollege.edu

**WEBSITE**

**URL:** [St. Petersburg College Social and Behavioral Sciences](http://www.spcollege.edu/socialsciences/)

**COURSE INFORMATION**

**Course Description:** This survey course provides a comprehensive examination of the American political system. Through this course, students will become familiar with theory, organization, principles, and function of the American national government, and various elements within the political system that work to shape policy outcomes. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both POS 2041 and POS 2041H. 47 contact hours.

**Course Goals and Course Objectives:**

[**POS2041 Major Learning Outcomes and Learning Objectives**](file:///C%3A%5CUsers%5Croberson.heather%5CAppData%5CLocal%5CTemp%5CTemp1_Syllabus.html.zip%5CPOS2041%20Major%20Learning%20Outcomes%20and%20Learning%20Objectives.html)

**Prerequisites:** (ENC 0020 and REA 000) or EAP 1695 or appropriate determination by SPC advising.

**Availability of Course Content:** Course content will open throughout the semester according to the topic calendar.

**Other Critical Course Expectations:**

A large volume of material is covered in this course and students are expected to come PREPARED each day to discuss the scheduled topic. This includes completing the assigned reading, any additional material as well as staying up on current events.

Students are expected to complete this course in class and online through course resources and assignments, independent of the traditional classroom setting. This allows the student a great deal of flexibility but also requires self-discipline and commitment.

The material covered in this course will be located within modules in myCourses class. Students are required to maintain weekly attendance on campus and online activity throughout the semester. Online activities will include quizzes, discussion forums, written assignments, exams and a directed essay project.

Keep in mind that typically a student must devote approximately at least 9 hours or more a week to the assigned readings and subsequent study for each examination to earn a C grade or better. Less time devoted to this course may result in an unsuccessful experience and a lower course grade than desired. A student’s frequency of in class attendance and weekly online activity is vital to the success of this course.

**Special Syllabus Statement:**

**Students are encouraged to employ critical thinking and to rely on data and verifiable sources to interrogate all assigned readings and subject matter in this course as a way of determining whether they agree with their classmates and/or their instructor. No lesson is intended to espouse, promote, advance, inculcate, or compel a particular feeling, perception, viewpoint or belief.**

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

**Required Textbook:**

**Krutz, Glen. (2019). *American Government* (2nd ed.). OpenStax (Licensed under Creative Commons Attribution License v4.0)**

**All textbook reading materials will be provided online via *MyCourses* free of charge as a link in each content module.**

You may also access the textbook via the publisher's website [American Government (2e - OpenStax)](https://openstax.org/details/books/american-government-2e), <https://openstax.org/details/books/american-government-2e>**.**

If you need to have a hard copy of the textbook and do not want to print a 781 page pdf file, you may purchase it via [SPC College Bookstore.](http://www.spcollege.edu/textbooks)

**LEARNER SUPPORT**

View the [Accessibility Services](file:///%5C%5Cd2l%5Clor%5Cviewer%5Cview.d2l?ou=103368&loIdentId=2218) site

View the [Academic Support](file:///%5C%5Cd2l%5Clor%5Cviewer%5Cview.d2l?ou=103368&loIdentId=2219) site

View the [On-Campus and Online Support](file:///%5C%5Cd2l%5Clor%5Cviewer%5Cview.d2l?ou=103368&loIdentId=2220) site

Students who visit our Learning Centers more than four times in a term have better than an 80% chance at success. Tutoring is available on our campuses and online resources are available as well.

View the [Student Services](file:///%5C%5Cd2l%5Clor%5Cviewer%5Cview.d2l?ou=103368&loIdentId=2221) site

**IMPORTANT DATES**

**Withdrawal Date:** March 29, 2023

For a full list of important dates please view the [Academic Calendar](http://www.spcollege.edu/calendar/)

**Financial Aid Dates:** View the [Financial Aid Dates](file:///%5C%5Cd2l%5Clor%5Cviewer%5Cview.d2l?ou=103368&loIdentId=2222) site

**ATTENDANCE**

View the college-wide attendance policy included in [How to be a Successful Student](file:///%5C%5Cd2l%5Clor%5Cviewer%5Cview.d2l?ou=103368&loIdentId=2213).

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

For this class, attendance is defined as completing all of your assigned work online, by the due date. If a student does not submit any assignments for a defined module, the student will be considered "absent." Failure to complete any modules in the first two weeks of class will lead to dismissal. Students who fail to complete 60% of their assignments with 60% of the course assigned will be identified as no longer active in course.

Attendance is mandatory for success in our course. In addition to class attendance, it is suggested that you check the course content online several times a week – MyCourses is an extension of our “classroom.”

Dr. Roberson will verify that students are in attendance during the first two weeks of class. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn from any class which they are not attending. The student’s financial aid will be adjusted based on their updated enrollment status. If a student is administratively withdrawn from a class because they were a “No-Show” during the first two weeks of class, financial aid will not pay for the class and the student will be responsible.

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

Students will be able to withdraw themselves at any time during the term. However, requests submitted after the last date to withdraw with a “W” (see academic calendar) will result in a “WF.” Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs.

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

**GRADING**

Upon successful completion of the course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.

The final numerical grade will be converted to a letter grade according to the following scale

A 900 - 1000

B 800 - 899

C 700 - 799

D 600 - 699

F less than 600

**THIS IS A POINTS BASED GRADING SCALE AND POINTS WILL NOT BE "ROUNDED UP"**

Note: State policy specifies that students may not repeat a college credit course for which a grade of “C” or higher has been earned except by appeal to the campus Academic Appeals committee. Students may repeat a college credit course one time without penalty. At the third attempt, students will pay the full cost of instruction (out of state tuition rate). In addition, at the third attempt students may NOT receive a grade of “I,” “W,” or “X,” but must receive the letter grade earned. This grade will be averaged into the overall grade point average.

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

This is an SPC College Writing Requirement course, which requires the successful completion of 2,000 words.  You will have the opportunity to meet this requirement through, Discussion Forums, Written Assignments and opinion paper.

**GRADED ASSIGNMENTS**

**Exams:**

There will be three (3) multiple choice exams. Exams will total 100 points each and completed online by the due dates posted in the course.

**Writing assignments:**

The **“Take Home” Essay Exam** worth 150 points. Your essay exam is expected to be an in-depth college-level essay project, incorporating APA format and in text citations. This assignment must include critical analysis and thoughtful academic elaboration of the subject matter that it covers.

A series of two (2) **web exploration assignments** worth 100 points each. These are out of class assignments in which students are asked to visit certain web sites that accompany certain subjects in the course, and then either answer a series of analytical questions or write a short essay reporting what they found on their web site expedition. APA in text citations are required for these assignments as well.

The **“Opinion Paper**” worth150 points – which will be a methodical analysis of your views on a personally selected political topic. There are no formal sources for this project. However, all essays must meet college-level grammatical standards and expectations of college-level writers.

Four (4) **Discussion Questions** (online and discussed in class) worth 50 points each – questions for each unit will be posted online and students will craft an academic response by the posted deadlines as well as discussing these topics in class as appropriate. In addition to their own post, students will respond to at least two fellow students on the discussion board in order to receive full credit.

**WRITING AND CITATION REQUIREMENTS AND STANDARDS:**

**You must use the APA citation standards for all writing assignments in this course.** You can access APA citation style handouts online through the SPC library online web site. To access a page of links and information on the APA citation style, go to the SPC library online Web site at <http://spcollege.libguides.com/citations> Click on the APA style near the top of the page. Additional resources for APA format are found within the course content area of our course site.

***APA citations are required for all assignments/discussions/exams/papers in which a student is reading information and then reporting on what they have read or researched.***

***Please review the APA citation and plagiarism resources found in our myCourses class site.   WHEN IN DOUBT, CITE!!!***

***Citations are REQUIRED for any portion of your writing that is NOT opinion. Paraphrased, summarized, or other information that is reported/found in a source must be cited within your writing.***

***There are NO QUOTES permitted in papers in this course. You must be paraphrasing then citing WITHOUT DIRECT QUOTES in APA citation form to meet college level academic writing standards with proper in text citations within your writing and a full citation reference list at the end. See the resources in our course content to assist with this requirement.***

***Again, NO DIRECT QUOTES are permitted in assignments or papers in this course.***

***Students that do not CITE in APA with BOTH in text parenthetical references in their writing PLUS full citations at the end as a references section will receive a zero for the assignment and reported as violating SPC academic integrity policies.***

In addition, **students are NOT permitted to use Wikipedia, encyclopedias, dictionaries, blogs, study tools, or any other sources that are considered to be k-12 level sources in this course.**

Your textbook, the SPC library database, and other academic or scholarly websites should be used per the instructions in each activity in this course.

**If you would like to use sources beyond the sources provided and required in the course, said sources MUST BE APPROVED by Dr. Roberson BEFORE you use them in your work.**

**Assignment Breakdown:**

3 Multiple Choice Exams worth 100 points each 300

1 Research Essay Exam worth 150 points 150

2 Web assignments worth 100 points each 200

4 Discussion questions worth 50 points each 200

1 Opinion Paper worth 150 points 150

 1000 Total Possible Points

***Final overall points total is NOT rounded up and is NOT based on percentages. There is no rounding up in this course.***

**STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S EXPECTATIONS**

**Student Responsibilities and Conduct Policies:**

Students are responsible for all assignments due and material covered during the semester. It is the responsibility of the student to remain in contact with the instructor if any problem of concern arises.

If you are having trouble completing the obligations of this course, it is up to you to contact the instructor immediately. If a student neglects to contact the instructor and online activity by the student has ceased, the instructor may drop a student at any time without notice. Students are encouraged to remain in contact with me via email, phone, or by setting up a LIVE online appointment.

Since this course touches on various political subjects and the sometimes-controversial dynamics of Government, it is essential for us to maintain a civil online environment. Whether on the course discussion board, exchanging emails, or during online interactions students are expected to show the utmost respect and courtesy for peers with similar AND differing viewpoints.

If you experience a problem with another student regarding discussion board postings – please contact me immediately.  Each student is expected to respect the views of others without attacking the individual.  You are expected to be diplomatic in every online exchange.  Please proof read each of your messages before you decide to post them, making sure that you are saying what you would like to say in the manner in which you would like it read.

In addition, it is important to remember that on line discussion is quite different from face to face interaction.  There are only the written words and the imagination of the reader as to what was “meant” by certain phrasings – so please be considerate of others to make sure that your messages seek to discuss why you have a certain opinion rather than personal attacks.  Again, this is a course about politics, so there will be many viewpoints that will spark lively discussion in which academic exchange can take place.  Remember to have fun!

**Assignment/ Exam Completion:**

Due to the nature of the testing in this course, **NO MAKE-UP EXAMS or LATE ASSIGNMENTS are permitted without documentation and/or verifiable extenuating circumstances**.

**ALL assignments/exams completed through MYCOURSES must be submitted or completed within the assignment or exam folder by 11:59pm on the date listed as due.**

**Emailed assignments will NOT be graded.**

Again, assignments or other files that are emailed will not be accepted and the student will receive a zero for the task.  If you experience a technical problem and it impedes your ability to submit the assignment/exam properly, it must be documented and verified by the SPC technology helpdesk (727) 341-HELP. You must contact them for help IMMEDIATELY when you are experiencing a technical problem.

In addition, you must contact Dr. Roberson before the due date/time to let me know you are experiencing a technical problem.  Remember, your phone works well if your internet is out.

You will know all due dates and deadlines well in advance (found on our course schedule and course calendar in myCourses), so you should make sure to plan ample time, well in advance of the due dates in order to complete coursework for this class.

Only ONE technical difficulty “mulligan” is permitted only if you contact Dr. Roberson by the due/closing date/time AND with proper documentation and verification of the problem.

**Expectations of students:**

1. Log in into the several times a week.
2. Check your e-mails frequently.
3. Keep up with the material covered every week
4. Complete all quizzes and exams by scheduled due date.
5. Participate timely in all online discussions.
6. Produce written assignments and research project with your own work and submit them on time.
7. Abide by the standards of academic honesty and student code of conduct
8. Communicate your concerns or questions to your instructor through mycourses email.
9. Be courteous in all classroom communication.
10. Approach the subject in a positive manner; enjoy learning about politics and government.

**Expectations of the instructor:**

1. To follow the syllabus and provide you with information regarding any necessary changes.
2. Provide ongoing feedback and respond timely to student concerns.
3. Create assessments and exams that reflect the stated learning expectations for the course.
4. Grade your work fairly and promptly, shorter assignments will be graded within a week of the due date, longer assignments, particularly Research Projects may take up to several weeks.
5. Reply promptly to your emails answered within 24-72 hours (excluding holidays), if you use MyCourses email.( If you use SPC email it may go to spam and I may miss your message.)
6. To provide positive feedback, encouragement and respect
7. To maintain a courteous and safe atmosphere in the online environment.
8. Highlight the importance of the subject matter by using real examples.
9. Do my best to get you to appreciate and enjoy politics!

**REQUIRED INTERACTION and ONLINE CONTENT COMPLETION EXPECTATIONS**

Students are required to complete assignments and communicate with Dr. Roberson when extraneous circumstances present themselves that would impact completion of an assignment or exam by the due date. **Students are strongly encouraged to contact Dr. Roberson before withdrawing from the class.**

Class lectures will be recorded and shared with all students through our MyCourses course site in advance of in person meetings. Students are expected to view the required recorded lectures PRIOR to coming to class. We will be utilizing class time for topic discussions, questions, and assistance with assignments and exam preparations.

Due to the unsure nature of our COVID situation, students should be prepared to adjust quickly if we need to pivot to live online sessions for a period of time. Since the course content and assessments are all done online in our course, it should be relatively seamless to switch to synchronous online instruction and back to face to face in person instruction if needed.

Students are expected to keep Dr. Roberson informed of any COVID exposure or diagnosis throughout the semester so that we can keep each other safe and health. Communication is key and students should NOT feel obligated to attend class in person if they are feeling unwell in any way. We can work through any items that need to completed in a hybrid/online manner so that students can successfully complete the course.

**PARTICIPATION, CONDUCT, & NETIQUETTE**

Be courteous when emailing. State questions clearly and then wait for the response. Confusion can cause frustration, try to be patient while you wait for your response. Always use professional language and college level writing. Discussion forums should help us understand one another, especially those with different viewpoints. Dialogue is essential in a democracy. Within this class all dialogue will be respectful. Negative or confrontational language has no place in this course.

Since this course touches on various political subjects and the sometimes-controversial dynamics of American Government, it is essential for us to maintain a civil classroom and online environment. Whether on the course discussion board, exchanging emails, or during synchronous and asynchronous online interactions students are expected to show the utmost respect and courtesy for peers with similar AND differing viewpoints.

If you experience a problem with another student regarding interactions in live class meetings or discussion board postings online – please contact Dr. Roberson immediately.  Each student is expected to respect the views of others without attacking the individual.  You are expected to be diplomatic in every online exchange.  Please proof read each of your messages before you decide to post them, making sure that you are saying what you would like to say in the manner in which you would like it read.

In addition, it is important to remember that online discussion and web conferencing is quite different from face to face interaction.  There are only the written words or spoken phrases with or without video and the imagination of the reader or listener as to what was “meant” by certain phrasings can vary significantly from what you meant to express. So, please be considerate of others to make sure that your messages seek to discuss why you have a certain opinion rather than personal attacks.  Again, this is a course about politics, so there will be many viewpoints that will spark lively discussion in which academic exchange can take place.  Remember to have fun. 

For additional information, SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to be a Successful Student](file:///%5C%5Cd2l%5Clor%5Cviewer%5Cview.d2l?ou=103368&loIdentId=2213).

**ACADEMIC HONESTY**

St. Petersburg College has an Academic Honesty Policy. All students are required to abide by the following Academic Honesty Guidelines:

Each student is required to subscribe to the Guidelines upon registration each semester by signing the following pledge which is contained on the Registration and Drop/Add Form:

Understand that SPC expects its students to be honest in all of their academic work. Agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the College.

A copy of this form can be obtained at the Office of the Registrar.

II. The conduct set forth hereinafter constitutes a violation of the Academic Honesty Guidelines. Those adjudged to have committed such conduct shall be subject to discipline up to dismissal.

A. **Cheating** - the improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying graded homework assignments from another student; working together with another individual(s) on a take-home test or homework when not specifically permitted by the instructor; looking or attempting to look at another student’s paper during an examination and; looking or attempting to look at text or notes during an examination when not permitted. Tendering of information includes, but is not limited to, giving your work to another student to be used or copied; giving someone answers to exam questions either when the exam is being given or after having taken an exam; giving or selling a term paper or other written materials to another student; sharing information on a graded assignment.

B. **Plagiarism** - The attempt to represent the work of another as the product of one’s own thought, whether the other’s work is published or unpublished, or simply the work of a fellow student. Plagiarism includes, but is not limited to, quoting oral or written materials without citation on an exam, term paper, homework, or other written materials or oral presentations for an academic requirement; submitting a paper which was purchased from a term paper service as your own work; submitting anyone else’s paper as your own work.

C. **Bribery** - The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another.

D. **Misrepresentation** - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

E. **Conspiracy** - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

F. **Fabrication** - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage.

Cheating of any kind is not acceptable. Cheating, whether on quizzes, exams or any assignments, is an attempt to get a grade without learning or earning. **This includes posting your work on the internet where others can view and/or download**. Any of these violations and those listed above, violates the rights of your fellow students who do not cheat. I**f a student is caught cheating, including plagiarizing, he/she will receive an F for the course and be reported to the administration.**

View the [Academic Honesty Policy](file:///%5C%5Cd2l%5Clor%5Cviewer%5Cview.d2l?ou=103368&loIdentId=2224)

**COPYRIGHT**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [www.copyright.gov](http://www.copyright.gov).

**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](http://turnitin.com/agreement.asp). 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.

**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.

**TECHNOLOGY**

**MINIMUM REQUIREMENTS**

View the [MyCourses Minimum Technology Requirements](file:///%5C%5Cd2l%5Clor%5Cviewer%5Cview.d2l?ou=103368&loIdentId=2211)

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

**Minimum Technical Skills:** Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

**ACCESSIBILITY OF TECHNOLOGY**

* [MyCourses (Brightspace by Desire2Learn) Accessibility](http://www.brightspace.com/about/accessibility)
* [Turnitin Accessibility](http://turnitin.com/en_us/about-us/accessibility)
* [Google (YouTube) Accessibility](http://www.google.com/accessibility/)
* [Films on Demand](http://films.com/captioncert.aspx)

**PRIVACY**

* [MyCourses (Brightspace by Desire2Learn) Privacy](http://www.brightspace.com/legal/privacy)
* [Turnitin Privacy](http://turnitin.com/en_us/about-us/privacy)
* [YouTube Privacy](https://www.youtube.com/static?template=privacy_guidelines)

**TECHNICAL SUPPORT**

Technical support is available via the [Technical Support Desk](file:///%5C%5Cd2l%5Clor%5Cviewer%5Cview.d2l?ou=103368&loIdentId=2225).

The phone number for the St. Petersburg College Help desk is 727-341-HELP (4357). Please place the phone number in your cell phone and on your computer. Do not hesitate to call this number should you encounter a technical obstacle.

**INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY**

The St. Petersburg College website at [www.spcollege.edu](http://www.spcollege.edu/) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, 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, in order 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 in lieu of meeting in a classroom—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—both online and formerly on-campus—to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

**SPC’s STUDENT ASSISTANCE PROGRAM SAP**

As a SPC student its 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.