

South Plains College
Common Course Syllabus: BIOL 1406-151
Revised 08/24/2022 for Fall Semester 2022

Department: Biology	Instructor: Dr. Harriet L. Strickland
Discipline: General Biology	Campuses: Levelland Office
Course Number: 1406-151	Office: Science Building S86
Course Title: Biology for Science Majors I (lecture + lab)	Office Telephone: 806-716-2306
Format: Completely Online	

Each student is responsible for making sure that her/his intended Transfer School or Professional School will accept credit for online format in Majors Biology 1406 course.

Communicate with Instructor using SPC Email for questions & concerns:

E-mail: hstrickland@southplainscollege.edu

Instructor will respond to student emails throughout the day Monday-Friday, usually within a few hours, certainly within 24 hours or less.

Instructor may respond to student emails during evening, weekend or holiday hours, so please don't hesitate to attempt contact—response time may be quicker than you think.

Do NOT contact Instructor with Blackboard Messaging system. Use SPC E-mail.

Levelland Campus Office Hours, Science Building, Room S86, just knock:

In-person Office Hours: Mondays & Wednesdays: 2:00 pm – 4:30 pm
Tuesdays 10:00 am – 11:00 am
Fridays: 9:00 am – 11:00 am or by appointment

Course Description: This course focuses on fundamental principles of living organisms including the physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratories will allow hands-on investigation of lecture topics. This is the first semester of an integrated course for majors in biological sciences and related studies, including the medical disciplines.

Prerequisite: None. Must be TSI Compliant in Reading, completed prior to taking this course.

Credit: 4:3:3 (4 semester credit hours: 3 lecture contact hours/week: 3 lab contact hours/week)

This course partially satisfies a Core Curriculum Requirement:

Life and Physical Sciences Foundational Component Area (030)

Core Curriculum Objectives addressed:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Required Textbook is delivered as an electronic book, Lab Program is virtual simulation

You have already paid for access to the required Book and Lab Program with tuition/ fee payment.

- You do not need to purchase any other textbook or access code for this course. The required book is: **Campbell Biology**, 12th Ed. By Urry, Reece et.al., Pearson Publishers.
 - An electronic version will work fine for this online course **and is already included, already paid for** with the SPC TexBook Program (see details below).
 - You will access the eBook through the SPC Blackboard Learning System.
 - If you want to opt-out, receive a book rental refund, and purchase or rent the book from another vendor for the semester, see instructions below.
- The required lab Program is:
Connect Virtual Biology Labs from McGraw-Hill, presented as a stand-alone product.
 - This computer simulation program will be accessed through Blackboard and is already included, already paid for with the SPC TexBook Program (see details below).
 - You will gain access to the program as you begin your first Connect Lab assignment during Week #1 of Spring Semester.
 - If you want to opt-out, receive a refund for the program access, and then purchase an access code independently from McGraw-Hill outside of the TexBook Program, see details below.

SPC TexBook Syllabus Statement

TexBook Program: *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: (available 24/7 via chat, email, phone, and text) <https://support.vitalsource.com/hc/en-us/requests/new>
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. **For Fall 2022, the twelfth-class day is Wednesday, September 14, 2022.** The opt-out deadline for shorter terms varies between the second and third class day. ****Please consult with your professor before deciding to opt-out.*** If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** (include your first name, last name, student ID, and course you are opting out of) to **tfewell4texasbookcompany@gmail.com**. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore: **Email:** tfewell@texasbook.com / **Phone:** 806-716-2399
Email: agamble@texasbook.com / **Phone:** 806-716-4610

Required Course Materials:

- All of the following are required: regular access (daily or every-other-day) to:
 - a laptop or desktop computer,
 - reliable high-speed Internet access,
 - Blackboard,
 - SPC Email (NOT personal email)
 - Microsoft Office (download from mySPC), Adobe Reader (download from Adobe.com),
 - Audio and video capabilities (for watching and listening to course content and assigned videos),
 - weekly access to
 - a **printer** for worksheet assignments,
 - a **Smartphone or other digital camera** (for taking photos of completed worksheets, which can then be emailed to student SPC email, then downloaded into student computer, then uploaded into Assignment Function of Blackboard) **or, a Document Scanner** (if no digital camera is available) that can save completed hand-written worksheets as jpg or pdf file,
 - and a Web camera and microphone (if student wishes to video conference office hours using Collaborate in Blackboard) and/or a Smartphone (if student wishes to video conference office hours for using Collaborate via the SPC Blackboard app)
 - Students should **maintain a file or notebook of completed worksheet assignments** for study and review in preparation for Quizzes and Unit Tests.
- Access to a Smartphone cannot replace course requirement for access to computer, reliable Internet, Blackboard and printer.
- Smartphones or mobile devices cannot be used for taking tests, taking quizzes, or for submission of assignments.

Student Learning Outcomes:

Upon successful completion of this course, students will:

- A. Describe the characteristics of life.
- B. Explain the methods of inquiry used by scientists.
- C. Identify the basic requirements of life and the properties of the major molecules needed for life.
- D. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
- E. Describe the structure of cell membranes and the movement of molecules across a membrane.
- F. Identify the substrates, products, and important chemical pathways in metabolism.
- G. Identify the principles of inheritance and solve classical genetic problems.
- H. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
- I. Describe the unity and diversity of life and the evidence for evolution through natural selection.
- J. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
- K. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
- L. Communicate effectively the results of scientific investigations through laboratory activities.

Online Course Content:

Blackboard is the primary source for all course information. **Students need to access Blackboard daily.** Students should take Blackboard Quizzes and Unit Tests using a laptop or desktop computer, not using the Blackboard application (app) on a Smartphone. Specific course materials available on Blackboard will include: announcements from the instructor, official quizzes with deadlines, online tests and assignments with deadlines, changes to the course schedule, study aids, slides and recordings from PowerPoint lectures and laboratory demonstrations, simulated laboratory exercises, grades on assignments and tests, etc.

Collaborate Ultra tool in Blackboard will become available by appointment with the Instructor in the Menu section (left side of screen) in the Blackboard course homepage. This tool will allow students to “collaborate” and discuss materials and assignments with the Instructor by appointment. The tool will be locked (unavailable) during any quiz or testing time window.

SPC E-mail: Each student has an SPC E-mail account and should check it regularly (daily or every-other-day). Instructors and the administration will use this SPC E-mail address to contact the student, not a student’s private, personal E-mail address.

Tutoring Resources:

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

SPC has tutors at each campus and several online. SPC tutors will also be providing online tutoring through a platform called GoBoard (www.goboard.com), and a new App called PENJI. Students will book an appointment and be sent a link for their online session.

Tutor.com

Should a student need tutoring in the evenings, through the early mornings, or on weekends, students have 3 free hours each week on **Tutor.com**. Their hours will be reset every Monday morning. They can access tutor.com by logging into Blackboard and clicking the tutor.com link under the tools tab. For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

Tutor.com hours:

- Monday – Thursday: 8pm-8am AND 6pm Friday – 8am Monday morning

***The last day for a student to drop themselves from this course is

Thursday, December 01, 2022.

Course Evaluation/ Student Performance Assessment:

Student Performance Assessment using Examinations and Blackboard Quizzes:

- **Four major exams (Unit Exams or Tests) will be given during the semester.** The exams will be announced in advance and will be primarily questions covering lecture material and assigned reading materials but will include some questions over the lab exercises covered during that particular unit. Test #1 will cover Unit One material, Test #2 will cover Unit Two Material and Test #3 will cover Unit Three material.
- Test #4 will be the Final Exam (given during finals week) and will cover Unit Four **materials as well as a large comprehensive portion of the exam covering all the material from unit one, two, and three and all laboratories.** Each exam is worth 100 points.
- All Unit Tests in this class (Unit Tests #1, #2, #3 and #4, and the Unit Test #4 is also referred to as the Final Exam) will be taken on Blackboard.
- Unit Tests #1, 2, and 3 will be scheduled throughout the semester. Unit Test #4 (the Final Exam) is scheduled according to the SPC Fall Semester Final Exam Schedule, and will be scheduled online with an assigned due date no later than Tuesday, December 13, 2022. Each test will be worth 100 points. **Students may NOT drop their lowest test score.**
- Unit Tests plus Blackboard Quizzes are weighted in the final Gradebook calculated so that they make up approximately 80% of the Course Grade.
- Each Unit Test will cover material from both lecture and lab. The exam format may include multiple-choice questions, true-false questions, definitions, matching, labeling, short answer questions, and essay questions.
- Students should NOT miss tests or quizzes—due dates will always be provided. Any student who misses a test or quiz will have a zero-score entered for that item (**except for “excused-absence” criteria below, AND correct notification of instructor within 24 hours of due date**).
- To avoid technical issues during testing, students should take each test as early as possible and within normal business hours. If a student has problems at 2AM, there will be no services available for assistance.
- **In order to be considered for eligibility to make-up a missed test or quiz, the student must meet “excused-absence” criteria AND the student (or a representative) must contact the instructor within 24 hours of the exam due date.**
- **“Excused-absence” criteria** include: a serious illness, COVID-19 related Isolation **with illness**, a legitimate emergency, an official college trip, or the death of an immediate family member—in each case, **the appropriate confirmation information** must be provided to the instructor in order for accommodations to be made.
- Because this course will be delivered entirely Online, a student with COVID-19 related Quarantine **without accompanying illness** (exposure without illness, or quarantine during incubation period) **does not count as an automatic excuse** for missing due dates.

(Examinations and Blackboard Quizzes, continued)

- Students who have tested positive for COVID-19 should contact SPC Health Svcs, DeEtte Edens, BSN, RN at (806) 716-2376 dedens@southplainscollege.edu.
- Students who have tested positive **even if they already had COVID last year** should notify SPC Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.
- All quizzes in this class (called Blackboard Quizzes or BB Quizzes) will be taken on Blackboard.
- Blackboard Quizzes will be administered throughout the semester, and due dates will be provided within the corresponding Weekly Learning Materials. Quizzes will be related to pre-assigned readings, lecture material, homework assignments and lab material from the assigned Learning Materials.
- All Unit Tests (Tests #1 through #4) and all Blackboard Quizzes are “open-books” and “open-notes” and “open-web searches”, BUT there is a time limit for completing each exam or quiz, and test questions and answers (if multiple choice) are randomized, so students are advised to have studied before taking the exam or quiz.
- Also, please note that not all “web searches” provide reliable information, nor do all “web searches” match evidence-based scientific knowledge. Students should study materials provided in lecture, reading assignments, laboratory exercises, and any study-aids or additional resources provided within this course when preparing for graded quizzes & tests.
- Internet searches for answers to test questions may not provide the student with correct answers. Some test questions specifically ask student to use material as presented in lecture or lab in order to correctly answer a question.
- Although students are authorized to use their textbooks, notes, lab books & notes, and web searches while taking a Blackboard Quiz or Unit Test, each student must personally take each quiz/test by themselves without the aid of another student, or a former student, or any human or virtual assistant, or a tutor, and this includes without the aid of text-messaging or instant-messaging or using Blackboard Collaborate Ultra, unless a student has received approval for specific Special Accommodations (see Policy below).
- Using the aid of another person or virtual assistant when taking a Blackboard Quiz or Unit Test is considered Cheating (see Policy above), unless a student has received approval for specific Special Accommodations through the SPC Disability Services Office (see Policy below).
- **In order to be considered for eligibility to make-up a Blackboard Quiz, the student must meet “excused-absence” criteria AND the student (or a representative) must contact the instructor within 24 hours of the Quiz due date.**

(Examinations and Blackboard Quizzes, continued)

- **The lowest (1) Blackboard Quiz grade will be dropped before the final course average is calculated at the end of the semester.** If a student misses a Blackboard Quiz and does not meet “excused absence” criteria for make-up opportunity, and does not notify the instructor within 24 hours of the quiz due date, then that grade of zero will become that student’s dropped quiz grade for the semester. No student can drop more than one Blackboard Quiz.
- Please make sure to use a reliable computer on a reliable Internet connection to take Blackboard Quizzes and Unit Tests. Only on rare occurrences will the Instructor reset a student’s quiz or test attempt. If the Instructor resets a student’s testing, that will be “One-Time Only” for the semester.
- **Smartphones or mobile devices cannot be used for taking tests, taking quizzes, or for submission of assignments.**

Student Performance Assessment using Worksheets and Laboratory Exercises:

- Homework assignments, Worksheets and Laboratory Exercises will be assigned throughout the semester (approximately 35-50 graded assessments) related to both laboratory and lecture materials, and may include completing worksheets, performing reading assignments, completing simulated laboratory exercises, working genetics problems, writing and typing short reports, watching specific video clips, etc. and will be worth anywhere from approximately 5 to 20 points each.
- Worksheets, Homework Assignments and Lab Exercises are weighted in the final Gradebook calculated so that they make up approximately 20% of the Course Grade. These assignments will be posted within each corresponding Week of Learning Materials on Blackboard, along with instructions.
- Late Homework or Lab Assignment Worksheets may be accepted for up to one week after the due date (except those assignments and exercises scheduled due beginning the week of testing when worksheet answers might be posted), ***if the student receives permission from the Instructor ahead of the due date and time; however, approved late work loses 25% grade value.***
- When completing any handwritten assignment, the writing needs to be legible and organized.
- When photographs of handwritten assignments are submitted as uploads to Blackboard, they must be formatted in the correct file type in order to be viewed and graded by the instructor (jpg or jpeg file or pdf types, as given in each assignment instructions).

Summary of Grades: **Four major Exams: approx. 60% of Final grade**
Blackboard Quizzes: approx. 20% of Final grade
Worksheets & Lab Simulations: approx. 20% of Final grade

Category	Approx. Available Points	Approximate % of Final Grade
Unit Exams (4) = approx. 60% Final Grade Calculation	4 @ 100 points = 400	
		Weighted to equal
Official Blackboard Quizzes approx. 20% Final Grade Calculation	Best 5 out of 6 @ 20 points = 100	Approximately 80% of Final Grade (Notice that these points are <u>WORTH MORE</u> than Assignment or Lab Points)
Homework Assignments/ Worksheets/ Labs Approx. 20% Final Grade	Approx. 35-50 @ approx. 5-20 pts each = approximately 500	Weighted to equal approximately 20% of Final Grade
	Approx. 1000 total	100%

Final Letter Grade Policy:

*Course Average: Each point earned in Exams & Quizzes is weighted to equal approx. 80% of Final Course Grade, and each point earned in Assignment/ Worksheets/ Labs is weighted to equal approx. 20% of Final Course Grade. If a student’s final course grade is less than one half a percentage point away from the next higher letter grade, the instructor may consider giving the higher letter grade, related to bonus points that may be available on unit

Final Letter Grade	Course Average*
A	90 – 100%
B	80 – 90%
C	70 – 80%
D	60 – 70%
F	0 – 59%

Policies, Procedures, and Rules:

Class Attendance Policy:

- Attendance will be measured by a student’s ability to **consistently log on to Blackboard each week** AND to **COMPLETE the assigned work as scheduled** (assignments, quizzes and unit tests). Failure to participate, complete and submit assignments and testing by due dates will be recorded as an “absence” and “zero grade”, unless and until “excused absence” criteria are met (see below).
- Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class-meeting.
- Students who enroll in a course but have “Never Attended” by the official census date (Wednesday, September 14, 2022 for Fall Semester 2022), as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class and does not officially withdraw from that course by the official census date of the semester, may be withdrawn administratively from that course and receive a grade of “X” as determined by the instructor.

(Class Attendance Policy, Continued):

- **“Excused-absence” criteria** include: a serious illness, COVID-19 related Isolation **with illness**, a legitimate emergency, an official college trip, or the death of an immediate family member—in each case, **the appropriate confirmation information** must be provided to the instructor in order for accommodations to be made.
- Because this course will be delivered entirely Online, a student with COVID-19 related Quarantine **without accompanying illness** (exposure without illness, or quarantine during incubation period) **does not count as an automatic excuse** for missing a scheduled test, quiz, assignment or lab exercise.
- When absences (defined by failure to complete assigned work as scheduled or failure to respond to SPC email from the Instructor related to absences or missed assignments or failing grades) become excessive and, in the instructor’s opinion, the minimum course objectives cannot be met, the student may be withdrawn (dropped) from the course.
- Any student who:
 - does not submit assignments/ lab exercises/ blackboard quizzes or tests on schedule, AND
 - who “goes Radio-silent”, meaning that there is no communication from that student which can be verified with acknowledgement receipt from the Instructor during any two-week period (equivalent to 12 hours of traditional class-meeting absences in a row, regardless of the reason), AND
 - who has reached a point where they no longer have a chance for a grade of “D” or better,
THEN such a student will be considered excessively absent, and will be urged to drop the class with a “W”. If that student still does not withdraw from the course voluntarily, the instructor reserves the right to administratively withdraw (drop) that student from the course (with an “X”).
- It is the student’s responsibility to verify administrative drops for excessive absences using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Student Code of Conduct Policy:

- Any successful learning experience requires mutual respect on the part of the student and instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from the virtual classroom or meeting, or administratively withdrawn from the course.

(Student Code of Conduct Policy, Continued):

- As future professionals, students are to communicate with each other in a professional & civil manner. At all times we will treat each other with dignity and respect. That means **no profanity or conversations that the instructor believes are inappropriate**. The instructor has the final say for what may be considered “inappropriate”. If there are problems in this area, a student may be asked to leave the virtual classroom or meeting.

Plagiarism and Cheating:

Students are expected to do their own work on all projects, quizzes, assignments, examinations, & papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

- **Plagiarism violations** include, but are not limited to, the following:
 1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
 2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
 3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
 4. Missing in-text citations.
- **Cheating violations** include, but are not limited to, the following:
 1. Obtaining an examination by stealing or collusion;
 2. Discovering the content of an examination before it is given;
 3. Using an unauthorized source of information during an examination, quiz, or homework assignment;
 4. Entering an office or building to obtain unfair advantage;
 5. Taking an examination for another or assisting another during test taking;
 6. Altering grade records;
 7. Copying another’s work during an examination or on a homework assignment;
 8. Rewriting another student’s work in Peer Editing so that the writing is no longer the original student’s;
 9. Taking pictures of a test, test answers, or someone else’s paper.

- **Technical Difficulties:**

- **Lost/Corrupt/Disappeared Files:**
 - You must keep/save a copy of every project/assignment on a personal computer or external disk.
 - In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, file in wrong format, etc.) or any contradictions/problems, the Instructor may/will request you to resubmit the files.
 - In other words, if you submit a document but it is not received correctly into Blackboard (lost in cyberspace) or cannot be graded due to format error or file corruption, you need to resend it, corrected, with little or no “downtime” in regard to the timeline for submission.
- If you experience technical difficulties, please refer to the Help List (will be provided under Course Information within Blackboard menu for this course) for offices/personnel to call for help with your unique issue(s).
- All SPC campuses are expected to have internet and computer access for students throughout the semester. This link <http://www.southplainscollege.edu/emergency/wifi-resources.php> is also listed in the Help List (under Course Information), indicates where WiFi access is available on SPC Campuses.
- Please notify the instructor immediately of these difficulties. Only on rare occurrences will the Instructor reset a student’s quiz or test attempt. If the Instructor resets a student’s testing, that will be “One-Time Only” for the semester.
- Should issues arise that are out of your control (i.e., SPC’s Blackboard System for the College shuts down during a Quiz or Unit Test, or shuts down indefinitely), then the instructor will adjust availability and due dates as appropriate.
- Higher institutions recommend that students plan to spend 2 hours of outside study for every 1 hour of in class time. For a 4 credit-hour, face-to-face science class (with lab) that means a total time investment of 6 hours per week contact time in lecture/lab plus additional 10 to 12 hours per week of outside study, or 240 to 270 hours per semester, in a 15-week course. Expectations for time investment are no less rigorous for online courses at SPC.
- According to this guideline, you should expect to invest 6 hours per week just to “consume” the information and take notes, plus additional 10 to 12 hours per week working on homework assignments, reading assignments, additional lab reports or study guides, etc., and actual review & study time for quizzes and tests. That averages 2 to 3 hours per day, 6 days per week, in order to be successful in this online course. At the bare minimum, successful students are expected to devote 10 to 12 hours per week just to pass this online, four-credit hour science course. CAUTION: If you save an entire week’s worth of learning material until the last few hours before deadline due-date—you will not succeed in this online course.

- **Online Course Netiquette, for emails, group discussions/chats, Collaborate Sessions, etc.:**

- Remember that you are addressing a professor and/or a group, though you may not see them.
- Don't say things that you wouldn't say publicly in a traditional class setting.
- Don't address comments to individuals unless you want all to know what you are telling that person.
- Don't share confidential information.
- Read any messages or comments before sending; once it is out there, you can't change it.
- Because electronic communication does not show smiles or frowns (other than the graphic kind), or employ intonation, any humor or sarcasm might be misunderstood. Use these carefully and employ good word choices so that your meaning is clear.
- Avoid sending unkind messages. Besides angering others and reflecting poorly on you, they may have the effect of shutting down discussion.
- Aim for clarity and readability in any text usage. Paragraph often, avoid using only capital letters, and stay away from character symbols and conventions that get in the way of visual comfort.
- Although electronic communication can be very informal, try for good language usage so that your message comes through rather than your mistakes (many mail programs have spell checkers). Avoid correcting another person's language, however. Try to be clear, indicating what you are talking about fully instead of presuming that others know which message you are responding to, what chapter or assignment you are referencing, etc.
- Use of inappropriate or disrespectful language, cyber bullying, etc. will result in a zero for that assignment and will require that the student attend a meeting with the Instructor and/or any other appropriate faculty to address this issue.

- **Diversity Statement:**

In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate everyone to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, society will be modeled as it can be.

- **Privacy Statement:**

The federal law guaranteeing student privacy is the policy of this professor as well as that of SPC. This means that the instructor will not discuss a student's grade with anyone other than that student (which means that the instructor will NOT discuss a student's grade with parents, guardians, friends, etc.)

- **Disability Statement:**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center(Main Office) 806-716-4302 or 806-296-9611.

- **Special Accommodations:**

Any student with disabilities or special needs should **identify themselves within the first enrollment week in the class**. The instructor will do everything in her power to accommodate any special needs.

- **Nondiscrimination Policy:**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

- **Title IX Pregnancy Accommodations Statement:**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with [specific](#) medical documentation, to the Health and Wellness Center . Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or [email dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

- **Campus Concealed Carry:**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php> Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

ALiCE Active Shooter Response Training Sessions are made available to students each semester.

- **Copyright Notice:**

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- **COVID-19 Statement:**

- All SPC students should engage in safe behaviors to avoid the spread of COVID-19 in the SPC community.
- Consistent with the latest CDC recommendations, SPC has revised its guidance for students, faculty, and staff who have a known exposure or have tested positive.
- Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure.
- If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19.
 - Please contact SPC Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.
- Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.
- Students who test positive **even if they already had COVID last year**, should notify SPC Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.
- Students who have questions about what to do next if they think they have been exposed to a positive COVID-19 case, can notify SPC Health Services for more information. Please contact SPC Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.

Note: The instructor reserves the right to modify the course syllabus and policies, the lecture and laboratory schedules, and the test and quiz dates, as well as notify students of any changes, at any point during the semester.