

Common Course Syllabus for General Psychology, PSYC 2301, Fall 2020

SPC requires that the information below is included in all syllabi. This information details the characteristics and policies for ALL PSYC2301 classes, regardless of the instructor. For the specific details of Dr. Barr's class, see the portion of the syllabus titled "Welcome to ONLINE General Psychology (PSYC 2301) with Dr. Barr"

Course Number: PSYC 2301	Department: Behavioral Sciences	Campuses: Levelland, RC, LC, PV, INET
Discipline: Psychology	Title: General Psychology	Satisfies Core Curriculum Requirement? Yes
Credit: 3 Lecture: 3 Lab: 0	Formats: Conventional, INET, ITV	Prerequisites: TSI compliance in reading

Textbook: OpenStax *Psychology* **OR** *Noba Textbook Series: Psychology*, as chosen by individual instructors.

Course Description: General Psychology is a survey of the essential subject areas, and major theories and approaches to the scientific study of behavior and mental processes.

Course Evaluation: See specific instructor's part of the syllabus for methods used to assess student performance. However, all General Psychology courses will have multiple exams and a written assignment.

Core Objectives addressed:

- **Communication skills-** includes effective written, oral and visual communication.
- **Critical thinking skills-** includes creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.
- **Empirical and Quantitative skills-** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Social Responsibility-** to include demonstrated intercultural knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

Student Learning Outcomes/Competencies: Upon successful completion of this course, students will:

1. Identify various research methods and their characteristics used in the scientific study of psychology.
2. Describe the historical influences and early schools of thought that shaped the field of psychology.
3. Describe some of the prominent perspectives and approaches used in the study of psychology.
4. Use terminology unique to the study of psychology.
5. Describe accepted approaches and standards in psychological assessment and evaluation.
6. Identify physiological and psychological processes involved in human behavior. CIP # 42.0101.51 25

Student Learning Outcomes Assessment: Dr. Alicia Barr is the faculty member who is responsible for the assessment of student learning outcomes. Faculty teaching PSYC2301 should contact Dr. Barr with questions regarding assessment.

Attendance Policy: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. 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, 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 as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC 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. *Additional attendance information might be included in the specific instructor’s part of the syllabus.*

Academic Integrity: Students are expected to do their own work on all projects, quizzes, assignments, examinations and papers. Failure to comply with this policy (e.g., plagiarism, cheating) 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) copying and pasting together information from books, articles, other papers, or online sites without providing proper documentation or references; 3) using direct quotations (three or more words) from a source without showing them to be direct quotations or citing them; or 4) missing in-text citations.

Cheating violations include, but are not limited to, the following: 1) obtaining an exam by stealing or collusion; 2) discovering the content of an exam before it is given; 3) using an unauthorized source of information (notes, textbook, text messages, internet, apps, etc.) during an exam, quiz, or homework assignment; 4) entering an office or building to obtain an unfair advantage; 5) taking an exam for another student; 6) altering grade records; 7) copying another’s work during an exam, quiz or homework assignment; 8) rewriting another student’s work in Peer Editing so that the writing is no longer the original student’s; or 9) taking pictures of a test, test answers, or someone else’s paper.

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

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 all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

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

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in class should notify the Disability Services Office early in the semester so 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 Center 806-716-2577; Reese Center (Building 8) and Lubbock Center, 806-716-4675; or Plainview Center Main Office, 806-716-4302 or 806-296-9611.

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 Director of Health and Wellness. 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 Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Campus Carry Policy: Texas Senate Bill 11 (Govt. Code 411.2031) authorizes carrying 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 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: <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 SPC Police Department at 806-716-2396 or 9-1-1.

Welcome to ONLINE General Psychology (PSYC 2301) with Dr. Barr

Fall 2020, section 154 and section 453

CONTACT INFORMATION

Name: Dr. Alicia Barr

Email: abarr@southplainscollege.edu

Phone: (806)716-4641

Office: Reese campus, Building 4, room 405H

Monday Office Hours	Tuesday Office Hours	Wednesday Office Hours	Thursday Office Hours	Friday Office Hours
1:30-3:30 Virtual Office Hours via Blackboard Collaborate	1:00-3:00 Virtual Office Hours via Blackboard Collaborate	1:30-3:30 Lubbock Center (room location TBD*)	1:00-3:00 Reese Campus, Building 4, room 405H	By appointment only

**The location of my Wed office hours at the Lubbock Center is "to be determined." After the beginning of the semester please check Blackboard or email me for an update on the location.*

INSTRUCTOR AVAILABILITY—I'm here to help!

As an online student you may not be able or comfortable to physically come to campus. Nonetheless, I am available to meet with you in person, along with a variety of other ways. Please see below for important details.

Face-to-Face (or mask-to-mask) Office Hours

In the table above, you will find my regular office hours. You are welcome to drop in at any of the times listed, however I will prioritize appointments over "drop-ins". Thus, it would be wise for you to make an appointment at least one day in advance. That said, please drop-in if an issue suddenly arises and you don't have time to make an appointment. I will do my best to fit

you in. If we have arranged an appointment and I have to cancel, I will do everything I can to notify you in advance and reschedule. Likewise, I expect you to do your best to notify me if you need to cancel an appointment.

Virtual Office Hours

I am in the process of setting up virtual office hours using Blackboard Collaborate. Once this is completed, students will be able to meet with me online. I will update my syllabus and Blackboard page with the necessary information by the end of our first week back (by Friday August 28th) for those of you who are interested in attending virtual office hours.

Phone

You may reach me during my Reese Campus office hours at (806)716-4641. If you call outside of my Reese Campus office hours, or if you call and I am meeting with another student, then it is highly likely you will reach my voicemail. Please leave a message that includes your full name, your phone number, and a brief reason for your call. I will do my best to return your call in a timely manner.

Email

You may send me an email message at abarr@southplainscollege.edu. Please be aware of the “turn around” time for emails: If you send me an email between Monday morning and noon on Friday, I will reply within 24 hours. However, if you send an email during the weekend, the soonest I will be able to reply is the following Monday. *IMPORTANT:* As a college student who is working toward a profession/career, it is imperative (for your success) that you learn to send professional emails. Please follow the email guidelines in the next section titled “Tips for Using SPC Student Email.”

TIPS FOR USING SPC STUDENT EMAIL

South Plains College provides all students with a free SPC Google email account. Because email is one of the main forms of communication in academia, you should check your SPC email regularly. Our email communication may touch on confidential academic matters, like your performance on a quiz or your overall grade, therefore you **must** email me using your official SPC Student email account (NOT your personal email account, e.g., yahoo or gmail).

How to access SPC Email

You can access your SPC email (as well as Microsoft Word, Excel, PowerPoint and One Drive) by going to <https://office.com> and using the username and password provided in your acceptance letter to sign in. You may also access your email by logging in to MySPC and finding the email link in the lower right-hand corner. If you encounter any problems, contact the **help desk** immediately at (806)716-2600 or at helpdesk@southplainscollege.edu.

Email Etiquette

For your success as a student, and your success as a professional, you need to learn email etiquette. All emails should include:

- A brief subject line that explains your reason for emailing (e.g., “Subject: Question about the syllabus”),
- Your full name,
- Your class and section (e.g., PSYC2301, sec. 154), and
- The use of standard English skills (e.g., correct spelling, punctuation and grammar).

Here is a link to a useful guide about emailing your professors: <https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay>

TECHNOLOGY REQUIREMENTS FOR ONLINE SUCCESS

Blackboard

All course content will be found on Blackboard, and all coursework will be completed on Blackboard. Therefore, you need a computer with internet access in order to log onto Blackboard (see section below re: computers and internet). You can access Blackboard at <https://southplainscollege.blackboard.com>. This address will take you to the login page, where you type in your

username and password. Once logged in, you will see a list of classes in which you are enrolled (including PSYC2301.154_453). Click on the class whose Blackboard page you want to enter.

Access to a working computer with a reliable internet connection

Because this is an online class, all of your coursework will be found and completed online (in Blackboard). Thus, you must have regular access to a computer with the following characteristics:

- A modern operating system (Windows 7 or later is recommended; most class content should be compatible with Mac OS and older versions of Windows, down to XP; Linux operating system is *not* recommended)
- A modern web browser. It is recommended that students use Mozilla Firefox or Google Chrome to access Blackboard. Students have reported more problems using Internet Explorer, thus Internet Explorer is *not* recommended.
 - You can download Mozilla Firefox [here](#).
 - You can download Google Chrome [here](#).
- A stable, reliable internet connection. High-speed internet (e.g., Cable, DSL, fiber) is the most reliable.
- It is not required, but it is recommended that you use a computer with a hardwired internet access (e.g., instead of WiFi) especially when you are completing weekly quizzes and the final exam. When using WiFi, there is a greater risk of interrupted service than when using hardwired internet access, and when this happens, your quiz might automatically submit, even if you have not answered all the questions.

***I must give credit for the above information re: computers and internet connection to my colleague, Dr. Crescioni*

REQUIRED COURSE MATERIALS:

The textbook we will use is *Noba Textbook Series: Psychology*, R. Biswas-Diener & E. Diener (Eds), Champaign, IL: DEF Publishers. DOI: nobaproject.com. You may access a [free](#), online version of this textbook at: <http://noba.to/tfke7qy2>, or you may access the [free](#) PDF version of the textbook on Blackboard. Additionally, you can download the entire textbook, or individual chapters to your own computer and then print chapters if you wish. If you prefer to have a textbook that you can hold in your hands, you may purchase a print copy of this textbook online. I will provide a purchasing link as soon as the publisher shares the link with me.

HOW THIS COURSE IS STRUCTURED

This is a 14-week course, ending with final exam week during the 15th week. On the Blackboard Homepage for this class, you will find a “WEEKLY ASSIGNMENTS” folder. This folder contains 15-subfolders, one for each week of class, and one for final exam week. Each weekly subfolder contains one or more assigned readings to complete, one or more videos and/or podcasts to watch/listen to, and a quiz over the readings, video(s) and podcast(s) for that week. There will also be two discussions that students will complete. The discussions will be found in the weekly subfolders for week 3, and week 9. The subfolder for final exam week will contain a comprehensive final exam over the material covered in the previous 14 weeks.

REQUIRED COURSEWORK AND GRADES

There are three different ways that your learning in this course will be assessed and graded: 1) weekly quizzes, 2) two discussion posts, and 3) a comprehensive final exam. Each of these are detailed below.

Fourteen Weekly Quizzes

- Each worth 25 points
- 20 multiple choice questions based on the readings and videos for that week
- You get two attempts. Only the highest will count toward your final grade
- 25-minute time limit, per attempt
- **Due each Sunday by 11:59 pm, beginning with Quiz #1 due on Sunday September 6th**
- Only your twelve highest quiz grades (out of the fourteen total) will count toward your final grade.
- Because I drop your lowest two grades and you get two attempts, quizzes cannot be made up if missed and late submissions will not be accepted.

Two Discussion Posts

Discussion posts are written assignments in which students share their analysis of a particular class topic with their classmates. These discussions will focus on specific questions and prompts that I present to you about the topics we have covered up to that point. Discussion assignments will be completed and submitted through Blackboard. **There will be two discussions: one due during week 3, and the other due during week 9.** There are two parts to each discussion that students must complete: 1) submit an original post addressing a specific discussion question and/or prompt, and 2) submit a reply to a classmate's post. Below are some of the details regarding what I expect original posts and replies to contain, and how they will be graded.

- Original posts:
 - Worth 15 points
 - Must be at least 200 words to receive credit
 - Must use standard English skills (e.g., correct spelling, punctuation and grammar)
 - For each discussion, you may only submit one original post (e.g., you may not submit your post, read your classmates' posts, and then try to add to your first submission or try to submit a new post)
 - If you submit an empty post, or submit a post that is only ½ completed, that will count as your post.
- Reply posts:
 - Worth 10 points
 - Must be at least 150 words to receive credit
 - Must use standard English skills (e.g., correct spelling, punctuation and grammar)
 - Refrain from simply agreeing or disagreeing with a classmate's post. *Add something new to the discussion*

Final Exam

- Worth 100 points
- *Approximately* 50-60 multiple choice questions covering all 14 weeks of material
- One attempt
- 75 to 90-minute time limit, depending on the number of questions included on the final exam
- **Due Thursday December 10th by 10:00 pm. IMPORTANT! This due date is different from the typical due date of your quizzes! The due of the final exam is on a THURSDAY (not Sunday), and it is DUE BY 10:00 pm (not 11:59 pm)!**
- Late submissions will not be accepted

Grade Inquiries

If you have a question or concern about a grade in the Blackboard gradebook, or about a question on a quiz (e.g., you see a zero in the gradebook, but you believe you completed the assignment, or you think your answer to a quiz question was correct, but it was counted as wrong), you must contact me within one week of the assignment due date. If you wait more than one week, then the grade in the gradebook is final.

POLICIES RE: LATE WORK OR MISSING WORK

It is your responsibility to make sure you complete your quizzes, discussions and final exam before the due date. I have provided you with all due dates in this syllabus, as well as on Blackboard. Accordingly, you are aware when your quizzes, discussions and exam are due, and it is up to you to complete them on time. The only computer issues that will be accepted as warranting a make-up are issues that were experienced by *everyone* in the class. Please see the table below for details.

Situation/issue leading to missed work	How it will be resolved
The entire class is unable to access Blackboard at the time a quiz or discussion is due.	As soon as I am alerted regarding the outage, I will extend the due date for the entire class and send the class a notification regarding the extended due date.
A student is sick on the day <i>discussion</i> is due, or was in the hospital for more than three days during the week of the missed <i>discussion</i> .	Contact me as soon as possible, and provide documentation of a doctor's visit on the due date of the discussion, or documentation of the hospital stay of three days or more during the week in which the discussion was due. You must make up the discussion within one week of the last day

	indicated on the medical documentation (e.g., if you saw the doctor, or were released from the hospital on the 1 st , you have to complete the makeup no later than the 8 th)
A student lost a loved one within one week before a <i>discussion</i> was due.	Contact me as soon as possible and provide documentation in the form of an obituary or funeral program.
A student was caring for a terminally ill loved one during the week a <i>discussion</i> was due.	Contact me as soon as possible and provide documentation in the form of a doctor's note from the doctor who was caring for the loved one.
A student is sick, or in the hospital, or lost a loved one, or was caring for a terminally ill loved one during the week a <u>quiz</u> is due.	Because <i>I drop everyone's two lowest quiz grades</i> , no makeup is given. I have made this drop policy so that IF a student is in this position, they do not have to worry about getting a zero—it will simply be dropped.
A student is unable to access Blackboard at the time the quiz or discussion was due, but other students could access Blackboard at that time.	No makeup is given. It is your responsibility to make sure you have reliable internet access for the duration of this course. <i>Please see the "Troubleshooting" section for tips on avoiding this problem before it happens.</i>
Blackboard, and/or the textbook for the course, is unavailable at some point during the week, but not at the time the quiz or discussion is due.	No makeup is given. All students are able to download a free PDF copy of the textbook, or single chapters. Thus, students are able to complete readings even if Blackboard or the textbook website is down.
A student was traveling and did not have access to the internet when the quiz or discussion was due.	No makeup is given. It is your responsibility to make sure you have reliable internet access for the duration of this course. If you must travel during the semester, you need to either get your work completed ahead of time (before you leave), or make sure that you will have access to the internet at your travel destination.
A student forgot to submit a quiz or discussion by the due date.	No makeup is given. I have provided students with all the due dates in this syllabus and on Blackboard, and it is your responsibility to make sure you get your work done by those dates.

***I must give credit to my colleague, Dr. Crescioni for sharing his thoughtful missed work policies with me.*

FINAL GRADE CALCULATION

Evaluation Method	Total possible points
12 highest quizzes at 25 points each	300 points
2 discussions at 25 points each	50 points
Final Exam	100 points
	<i>Total possible points in class=450</i>

Grading Scale for Final Course Grade:	90% or more of total possible points (403 points or more):	A
	80-89% of total possible points (358-402 points):	B
	70-79% of total possible points (313-357 points):	C
	60-69% of total possible points (268-312 points):	D
	59% or less of total possible points (267 points or less):	F

COURSE OUTLINE/CALENDAR:

A course calendar will be added to the syllabus during our first week of classes (week of August 24th)

Other Important Academic Dates and Holidays:

Monday, September 7th—Labor Day Holiday*

Wednesday, September 9th—12th Class Day (non-attending students will be dropped)

Friday, October 16th—Fall Break Holiday*

Thursday, November 19th—Last day to drop

November 25th- 27th—Thanksgiving Holiday*

December 7th through 10th—Final Exam Week (no regularly held classes, final exams only)

**Please be aware that classes do not meet, campus buildings are closed, and professors and faculty are not available on the Holidays noted above*

TECHNOLOGY PROBLEMS AND RESOURCES/HELP:

There are a several technology problems that are likely to arise for students this semester. Please remember, a computer issue that affects an individual student, but not the entire class, will not merit an extension on a quiz, discussion, or the final exam. Thus, it is best to plan ahead and assume that you might experience one or two or all of these problems. If you take the time NOW to review the “Technology Contingency Plan” table below and figure out how you will address these issues if/when they arise this semester, you will not be caught off guard.

TECHNOLOGY CONTINGENCY PLANS	
Problem(s)	Solution
“Argh! My internet is down!” &/or	Free WiFi is available at many area businesses (Starbuck’s, McDonald’s, Chick-fil-A, United Supermarkets), and in the buildings and <i>parking lots</i> of many schools including SPC campuses (also look for “Park and Learn” signs near the LISD schools). Click here for WiFi Resources at SPC (at the bottom of the “WiFi Resources at SPC” page you will also find phone carrier assistance plans).
“OMG! My computer is not working!” &/or	Make a list of friends, family members, classmates &/ or even neighbors who might let you borrow their computer, or their WiFi, or their printer in the event yours is not working
“Darn! I need to print [that thing], but my printer is out of ink.” &/or	If you are an SPC student, and within driving distance, we have computer labs with computers, printers and internet access at every campus: <ul style="list-style-type: none"> • SPC Reese Campus computer labs: Building 8 (room 827 and the library), Building 2 (room 207), and Building 4 (adjacent to room 451) • SPC Levelland Campus computer lab: Technology building • SPC Lubbock Center, 39th & Avenue Q: Room 109 and Room 138 • SPC Plainview Center, 1920 W. 24th St., Plainview, Texas: Room XXX
“Ugh! I’m out of town, and I don’t have a computer [or access to the internet]”	Public libraries (wherever you live) typically have computers available to the public If your computer breaks down, contact a local computer repair business (e.g., Best Buy, Office Depot, etc.). Or, if possible, buy an inexpensive computer from sites like edealinfo.com , Amazon marketplace, Newegg or eBay. If you are traveling, find out if the hotel has a computer lab for guests, or if the person you are staying with has a computer with internet access. If not, work ahead and get your quiz and discussion completed before you leave.

This table contains a list of common issues, and possible solutions to help you solve your own technology issue:

TECH TROUBLESHOOTING	
Problem	Possible Solution
I cannot access Blackboard, but I can access other websites	Blackboard might be down. Check your SPC email and MySPC for announcements about Blackboard outages. IF you cannot access these sources of information, or if there are no such announcements, contact Blackboard support (see below).

I cannot access any websites.	Your internet may be down. If you know how, try resetting your modem and/or router. If your internet is still not working, contact your internet provider, or implement one of your contingency plans (see previous section).
I cannot access the textbook website, but I can access other websites.	Use the PDF of the textbook, posted on Blackboard, to complete assigned readings for the week.

Blackboard and Email Technical Support

If you have technical problems using **Blackboard**, contact the SPC Tech Support staff at 806-716-2180, Mon-Fri, 8 am – 4 pm; or email blackboard@southplainscollege.edu or go to <https://help.blackboard.com>. You can also call Blackboard Support at (800)424-9299. If you are having problems accessing your **SPC email**, contact the SPC help desk at (806)716-2600 or at helpdesk@southplainscollege.edu.

OTHER IMPORTANT POLICIES AND INFORMATION:

Academic Integrity

Students are expected to do their own work on all quizzes, discussions, and exams. Failure to comply with this policy (e.g., plagiarism, cheating) will result in an F for the assignment and can result in an F for the course if circumstances warrant.

**In the spirit of upholding academic integrity, I want to express my gratitude to my colleagues, Dr. Will Crescioni, Prof. Robyn Inmon, and Dr. Armida Rosiles for sharing their online syllabi with me. These colleagues regularly teach online courses and imparted their insights regarding information to include in an online syllabus. My syllabus is modeled after and draws heavily from Dr. Crescioni's beautifully formatted and worded syllabus, especially the sections on technology and missed work.

COVID and Face Coverings

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

Attendance and Drop Policy

Because this is a virtual classroom, I will take attendance based on your completion of quizzes by their due dates, completion of discussions by their due dates, and logging into the Blackboard page for this class. A student may be administratively dropped from this course for any of the following reasons:

- The student has not logged on to Blackboard (& thus not completed any work) for 14+ consecutive days.
- The student has not logged onto Blackboard by the 12th day of classes (September 9th).

Americans with Disabilities Act Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in class should notify the Disability Services Office early in the semester so 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 Center 806-716-2577; Reese Center (Building 8) and Lubbock Center, 806-716-4675; or Plainview Center Main Office, 806-716-4302 or 806-296-9611.

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 all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.