

# PSYC2301.288

## COVID-19 POLICIES

Because of the ease with which Covid-19 can be spread in an indoor setting such as a classroom, we will be following strict classroom policies designed to reduce the risk that anyone in our class transmits or contracts Covid-19 while in the room. These rules are in place to keep you, your classmates, and me safe. If you ever have any questions or concerns about these policies, please don't hesitate to reach out to me.

If you violate the classroom Covid-19 policies repeatedly (e.g. not wearing a face-covering, coming in while sick) or you are combative or argumentative when I ask you to comply with a Covid-19 policy, I may ask that you no longer attend the course in person.

If you are unwilling to comply with any of these policies, I suggest you drop this course. SPC has made many online only sections available.

## COURSE ATTENDANCE

You are never required to attend class physically. I will take in class attendance only to have a reference point for starting quarantine in case someone in the class tests positive for Covid-19. All lectures will be available online, and all coursework will be completed via Blackboard.

You are only allowed to attend class physically on your assigned day of the week. You will be assigned an attendance day at the beginning of the semester, and it is your responsibility to remember this day and to ensure that you do not come to class on your non-assigned day. You will not be allowed into the classroom if it is not your assigned day. Should you arrive on the wrong day, you will be asked to leave. There are no exceptions to this rule.

You may not trade days with other classmates, even temporarily. If it is not your day to be in class, you will not be allowed to be in class.

The CDC has a list of medical conditions that make a person higher risk for severe illness from Covid-19. If you have any of the conditions on this list, you are strongly advised (for your own safety) not to attend the class in person. The CDC list of underlying medical conditions can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

## TESTS AND ASSIGNMENTS

You will never need to be in class to complete a test or other assignment. You will always be able to complete all work via Blackboard. I will never give any assignment that requires you to be physically present in the room.

If you are unable to access the class for an extended period of time due to personal illness or Covid-19 related quarantine, we can make arrangements for you to make up any missed work.

## FACE-COVERINGS

You are required to wear a face-covering at all times while in the classroom. Face-coverings must cover your mouth and nostrils at all times. This includes while talking to a classmate, talking to me before or after class, or asking a question during class. There are no exceptions to this rule. If you feel you need to remove your face-

covering for any reason, you may exit the classroom and the building (face-coverings are required at all times while in any SPC building) and return when you are ready to wear your face-covering again. If you remove your face-covering at any time while in the classroom, you will be asked to leave and will not be allowed to return that day.

#### FOOD AND DRINKS

Because neither food nor drinks can be consumed while wearing a face-covering, they will be prohibited in the classroom. If you remove your face-covering to take a drink or to eat, you will be asked to leave for the remainder of that day.

#### PHYSICAL DISTANCING

You must maintain at least six feet of distance between yourself and all other persons while in class. That includes me and your classmates, regardless of any relationship you have outside the classroom. That means that even if you are in the class with friends or family, I always expect you to maintain six feet of distance. I'm obviously not going to use a ruler to measure the distance between you and others in the room, but if I ask you to move away from someone, please do so.

#### ATTENDING WHILE SICK

If you or someone with whom you have close contact (e.g. family member, coworker, roommate) are experiencing ANY symptom associated with Covid-19, please do not come to class. If you are sneezing or coughing excessively in class, you will be asked to leave. As noted above, you are never required to be in class physically, and I will never take attendance in class. Per the CDC, any of the following may be symptoms of Covid-19:

Fever or chills	Cough	Shortness of breath or difficulty breathing	Fatigue	Muscle or body aches	Headache
New loss of taste or smell	Sore throat	Congestion or runny nose	Nausea or vomiting	Diarrhea	

If you or someone you have close contact with are experiencing any of the above symptoms, you are strongly advised to get tested for Covid-19. The Lubbock Health Department maintains a list of Covid-19 testing sites; you can access that list here: <https://ci.lubbock.tx.us/departments/health-department/about-us/covid-19-testing-location>. Please do not return to class until you or the person you had contact with have received a negative result on your Covid-19 test (meaning you don't have the disease).

If you test positive for Covid-19, please follow the guidance of your healthcare provider regarding when it is safe to return to class.

If someone you have close contact with tests positive for Covid-19, you will need to quarantine. Current CDC guidelines (as of this writing) are to quarantine for 14 days from the time of last contact with the infected person. The CDC has more information on how and when to quarantine at the following website: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

## AVAILABILITY OF LECTURE MATERIAL OUTSIDE OF CLASS

All lectures (technology permitting) will be live streamed. You will have the option to watch and participate from home. Thus, you are never required to be in class. I will also make recordings of all lectures available after class, so you may watch them at a later time if you prefer.

## QUARANTINE TRIGGERS

I will self-initiate quarantine under the following conditions:

- If I develop any Covid-19 symptom, I will self-quarantine until I receive a negative Covid-19 test. This will likely take at least three to five days.
- If I am exposed to someone who tests positive for Covid-19, I will self-quarantine for at least 14 days from the time I last had contact with that person.
- If I test positive for Covid-19, I will follow the advice of my doctor regarding when it is safe for me to return to class in person.
- If anyone in the class tests positive for Covid-19, I will cancel in person classes until at least 14 days after that student's last date of attendance.

## CONTINGENCY IN CASE OF INSTRUCTOR QUARANTINE

If at any time I am unable to physically attend class, I will make every effort to continue broadcasting lectures at our regularly scheduled class time. I have the necessary hardware and software at home to broadcast and record lectures. If for any reason I am unable to continue live streaming lectures, I or another SPC faculty member will contact you with instructions on how the class will proceed.

## CONTACTING THE INSTRUCTOR

Name Dr. Will Crescioni

Office Location RC405A, Reese Campus

<b>Email</b>	<a href="mailto:wcrescioni@southplainscollege.edu">wcrescioni@southplainscollege.edu</a>				
<b>Office Phone</b>	(806) 716-2468				
<b>Office Hours</b> (All office hours will be held via Collaborate)	Monday 8:30 – 11:00	Tuesday 9:00 – 9:30 and 12:15 – 1:00 (By Appointment)	Wednesday 8:30 – 11:00	Thursday 9:00 – 9:30 and 12:15 – 1:00 (By Appointment)	Friday 8:30 – 10:00

## INSTRUCTOR AVAILABILITY

Although this is an online class, I am still available to discuss any questions or concerns you may have. Please feel free to reach out to me in any of the following ways.

### OFFICE HOURS

Monday, Wednesday, and Friday office hours will be held outdoors on the Reese campus. I will set myself up somewhere outside of building 4. I will have one chair available, which will be set up six feet from my outdoor desk. Both you and I will wear a mask during any meeting. To make physical distancing easier, I will not meet with more than one student at a time.

Tuesday and Thursday office hours will be held immediately before my 9:30 class and immediately after my 11:00 class. These office hours will be held in LC116 (the same room in which those classes meet). You must wear a mask and maintain at least six feet of distance from me during these office hours as well, and I will only meet with one student at a time.

For Tuesday and Thursday office hours, I will only be present in the room if you have made a prior appointment, or if you arrive immediately at 12:15. I will not wait in the room if no one has indicated that they intend to meet with me.

I will also be available for virtual meetings during my office hours. If you are interested in meeting virtually, I encourage you to set up an appointment in advance. Appointments will always take precedence over drop-ins, so it is in your best interest to schedule an appointment before arriving. If I am unable to make our scheduled appointment, I will make every effort to notify you in advance so that we can reschedule.

If you are unable to make my regular office hours, please email me, and we can work together to find a time that works for both of us.

### EMAIL

Many simple matters can be handled over email. My email address is [wcrestioni@southplainscollege.edu](mailto:wcrestioni@southplainscollege.edu). Please be sure to read and adhere to the email rules listed below.

I do not check emails on evenings or weekends. If you send me an email between Monday morning and Friday at noon, I will make every effort to respond within 24 hours. Emails sent after noon on Friday will not receive a response until Monday.

### PHONE

I will not be using my office this semester, so I am not available to speak on the phone. If you wish to talk you will need to come to office hours or speak with me via virtually.

## THE COURSE AT A GLANCE

### GRADING

- 500 total points
- Four unit tests and one final exam worth 100 points each
  - The lowest of these five tests will be dropped

- One book report worth 100 points
- Grade based on total points earned by the end of the semester
- No individual extra credits assignments
- No artificial grade boosts

## TEST DATES

All tests will be completed via Blackboard. You will use Proctorio to complete your test. Tests will become available at the beginning of the normally scheduled class period and will auto-submit at the end of the normally scheduled class period.

## BOOK REPORT

- Worth 100 points total
  - 10 points for the rough draft, and 90 for the final draft.
- The book report rough draft is due Thursday, October 29<sup>th</sup> by 11:59 PM.
- The book report final draft is due Thursday, November 19<sup>th</sup> by 11:59 PM.
- Based on book from the provided list
- Rough draft: 2 – 3 pages in length
  - Graded for completion
- Final draft: 3 – 5 pages in length
  - Graded for spelling, grammar, and punctuation; following directions; and overall paper quality

## STUDENT EMAIL

SPC has given all students access to a free email account. Email will be the primary means of communication in this course, and I expect you to check it regularly. **ALL EMAIL COMMUNICATION MUST BE CONDUCTED USING YOUR OFFICIAL SPC EMAIL.** We will often be discussing sensitive or confidential issues over email (e.g. grades). As such, I will not respond to any email other than your official SPC email address. Emails from Gmail, Hotmail, Yahoo!, etc. will not receive a response.

You can access your official SPC email account at <https://office.com>. Use your SPC credentials to log in.

## Email Etiquette

It is important in this class, in all classes, and in your professional life to practice good email etiquette. This means, among other things, addressing your instructors professionally, using good spelling and grammar, and practicing good self-reliance before falling back on email. There are many excellent guides to email etiquette, but I recommend this as a starting point:

[http://writingcenter.emory.edu/resources/writing\\_tips\\_resources/email\\_etiquette.html](http://writingcenter.emory.edu/resources/writing_tips_resources/email_etiquette.html)

In addition, all emails must include a meaningful subject line, must include the class and section you are referencing, and must include your full name as it appears on Blackboard. I teach multiple classes at SPC, as well as classes at other colleges in the area. If you do not clearly identify yourself and the class you are asking about, I have no way of answering your question. For example, an email that simply reads “When is the test?” is useless. Which test? For which class? My general class? My lifespan class? The experimental class I teach at LCU?

Therefore, if you do not provide the information I need to help you, you will not get help. Here is an example of a well-composed email:

Hello Dr. Crescioni,

My name is Student McStudentson, and I am in your PSY 2301 MW class at 1:00. I was looking at the syllabus and it said that our second test was next Monday, but I thought I remembered you saying in class that it had been delayed until Wednesday. If you could let me know for sure I'd really appreciate it.

Thanks,  
Student McStudentson

That email will get a quick response.

### STRUCTURE OF CLASS:

The course is divided into four units. Each unit contains five to six topics, with each topic corresponding to a reading in your book. Each day we cover material from at most one topic; some topics may require more than one day. A learning guide for each topic is posted to Blackboard that includes key terms and study questions, and you are expected to fill it out while doing the readings. During class, you will augment this with notes from the lecture. At the end of each unit, you will take a test covering the material from that unit. Tests will be entirely based on the material from the learning guides you completed during the unit.

### TEXTBOOK

We are using a free, custom textbook for this class. See the Blackboard page for access to the textbook.

### LEARNING GUIDES

Each chapter will be accompanied by a learning guide containing keywords, reading study questions, and lecture study questions. Students will be expected to have read the chapter and completed the keywords and reading study questions prior to attending the lecture. Not all material covered in the keywords and reading study questions will be covered in class, so simply coming to class is not a replacement for doing the required readings.

After the lecture, you should be able to answer the lecture study questions. Not all material covered in lecture appears in the book, so simply doing the required readings is not a substitute for coming to class.

I will not collect your learning guides, nor will I check to see that you are completing them. Remember, however, that your tests will be based entirely on these learning guides. If you are not keeping up with your learning guides, it is unlikely that you will pass the class.

### UNIT TESTS (4 @ 100 POINTS)

Each unit will conclude with a unit test. Thus, there will be four unit tests in the course. Each unit test will be 50 multiple choice questions. You will have the entire class period to complete the test. Tests are worth 100 points each. Tests will be based on your keywords, reading study questions, and lecture study questions from the

relevant learning guides. If you are not completing the readings, attending class, and filling out (and studying!) your learning guides, you will likely fail the tests.

## TEST DATES

Test dates will only be changed under the following circumstances:

- South Plains College Reese campus is closed
- I am unable to come to class, and I am unable to find a proctor to administer the test in my absence

Should either of the above occur, I will contact you as soon as possible with a new test date.

Tests will not be canceled or delayed due to failure to keep pace with the scheduled material. Should we fail to cover all scheduled material prior to a test, than that test will cover only the material that we did cover. Any material not covered will be shifted to the next test. It is important that you attend to class regularly to ensure you know what material will be covered on each test.

## TESTS AND TECHNICAL DIFFICULTIES

If you encounter any error while attempting to take a test, please do the following:

- Immediately take a screenshot of any error you receive. You may also choose to take a picture of your computer screen using your phone.
- Email me with a description of your problem. Attach the picture you took of the error message.
- I will review your message when I receive it, and I will decide whether to offer a makeup based on the specifics of your error.

## FINAL EXAM (1 @ 100 POINTS)

The final exam will be taken during finals week at the time designated by South Plains College. It consists of 50 multiple-choice questions. The final exam is cumulative, meaning that material from all previous topics is fair game for the final exam. The final exam is worth 100 points. A study guide will be posted prior the final exam.

## BOOK REPORT (2 @ 10 AND 90 POINTS)

During the course of the semester, you will choose and read one popular-press psychology book from the list provided. After reading this book, you will write a 2 - 3 page, double-spaced rough draft and a 3 – 5 page final draft report according the directions provided on Blackboard. Detailed instructions and an assignment rubric are available on Blackboard.

## MISSED TESTS

At the end of the semester, I will drop your lowest test grade. If you miss any ONE test for any reason (undocumented illness or injury, car trouble, getting called into work, family emergency, Doctor Who marathon, etc.), the resulting zero will be dropped from your grade calculation.

If you take all four of the unit tests, then you may use the drop policy to exempt yourself from the final exam. In other words, if you have taken all four regular semester tests, then you may skip the final.

You may also choose to take all five tests (the four unit tests and the final exam). If you do so, then I will drop the lowest grade from among these five from your final grade calculation. For example, if your five test grades were 78, 67, 84, 89, and a 91 on the final exam, the “67” would not be counted in your final grade calculation.

## MAKEUPS

If you need a makeup, please contact me. Makeup exams may be different than those taken by the rest of the class.

Makeups will be offered at the instructor’s discretion.

## GRADING

Unit Exams (4@100pts/ea.) = 400

Book Report = 100 points

Final exam = 100 points

Lowest exam removed = -100 points

Total Points Possible = 500

I will round to the nearest whole number when computing your final grade. Thus, for example, an 89.5 would be a “90” and an 89.4 would be an “89”. No artificial grade boosts will be offered; the grade you earn is the grade you get.

## GRADING SCALE:

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 0 – 59

## CLASS SCHEDULE

Date	Day	Topic
<b>Unit 1: Foundations of Psychological Science</b>		
25-Aug	Tue	Welcome and Class Orientation
27-Aug	Thu	Thinking Like a Psychological Scientist
1-Sep	Tue	Research Designs
3-Sep	Thu	History of Psychology
8-Sep	Tue	The Nature-Nurture Question part 1
10-Sep	Thu	The Nature-Nurture Question part 2
15-Sep	Tue	The Brain and the Nervous System



17-Sep	Thu	Unit 1 Spillover
Unit 2: Cognitive Psychology		
22-Sep	Tue	Sensation and Perception
24-Sep	Thu	Attention
29-Sep	Tue	Conditioning and Learning
1-Oct	Thu	Memory (Encoding, Storage, Retrieval)
6-Oct	Tue	Memory Biases
8-Oct	Thu	Judgment and Decision Making
13-Oct	Tue	Unit 2 Spillover
Unit 3: Social Psychology		
15-Oct	Thu	Personality Traits
20-Oct	Tue	Helping and Prosocial Behavior
22-Oct	Thu	Conformity and Obedience, Day 1
27-Oct	Tue	Conformity and Obedience, Day 2
29-Oct	Thu	Functions of Emotions; Book Report Due
3-Nov	Tue	Prejudice, Stereotyping, and Discrimination, Day 1
5-Nov	Thu	Prejudice, Stereotyping, and Discrimination, Day 2
10-Nov	Tue	History of Mental Illness
12-Nov	Thu	Unit 3 Spillover
Unit 4: Abnormal Psychology		
17-Nov	Tue	Mood Disorders
19-Nov	Thu	Anxiety and Related Disorders
24-Nov	Tue	Schizophrenia Spectrum Disorders
26-Nov	Thu	No Class - Thanksgiving
1-Dec	Tue	Therapeutic Orientations
3-Dec	Thu	Unit 4 Spillover

Note: This schedule is subject to change.

## COURSE EXPECTATIONS

### REQUIRED TECHNOLOGY

#### BLACKBOARD

All work in this course will be completed using Blackboard. All necessary readings are also found on Blackboard.

As such, it is essential that you maintain regular access to a working computer with a reliable internet connection throughout the semester. All lectures will be livestreamed via Collaborate, and recordings will be posted to Blackboard after the lecture is over.

You can access South Plains College's main Blackboard page at <https://southplainscollege.blackboard.com/>. From there, you can see a list of all courses in which you are enrolled, including this one.

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## WORD PROCESSOR

The book report must be typed using a word processor. All SPC students have access to Microsoft Office 365, an online platform that includes Microsoft Word. You are strongly encouraged to use Microsoft Word when composing your written assignments. If you choose to use a different word processor (e.g. Google Docs or Pages), it is your responsibility to convert your file to the appropriate format before submitting. Assignments submitted in the wrong file format will not be accepted.

You can access Office 365 at <https://office.com>. Use your SPC credentials to log in. If you have any difficulty, contact the SPC help desk at <https://www.southplainscollege.edu/instructional-technology/Help.php>

## CLASSROOM BEHAVIOR

I have the following expectations for your behavior while you are in this classroom:

- Cell phones will be put away completely out of sight.
- No conversations will occur among classmates. The only talking you should be doing is to ask me a question or to respond to a question I have asked.
- If you are using a laptop, it will only be used to take notes.
- You will not read a book, the newspaper, work on crossword puzzles, or otherwise engage in activities not related to the class.
- You will not sleep.

## VIRTUAL CLASSROOM BEHAVIOR

If you are attending the class virtually (i.e. participating in the livestream), please keep the following guidelines in mind:

- Unless you are actively asking a question, please mute your microphone. This will ensure that any background noise (e.g. pets, children, partners) does not disturb your classmates.
- You are not required to use your video, but if you choose to do so, please ensure that you are not doing anything distracting.

## A NOTE ON RECORDED LECTURES

Because I will be recording all lectures, please be aware that anything you say during the class will be included in the recording. I do not have the ability to edit anything out of the recording.

## TECHNOLOGY IN THE CLASSROOM

- Laptops and tablets are allowed for note-taking purposes only. You may not use your laptop or tablet for any other purpose. If I catch you doing anything other than taking notes on your laptop or tablet during class, you will no longer be allowed to use a laptop or tablet for the remainder of the semester.
- Cell phone use in the classroom is strictly prohibited. If you are waiting for an important call, you may leave your phone on vibrate and keep it in your pocket. If you receive a call, you may step out of class to take it and return when you are done. This should be done only in the event of extremely important calls.
- NO SMART WATCHES, SMART GLASSES, OR SMART ANYTHING ELSE. If it can send text messages, put it away.

- If you are removed from class for a technology violation, you will be marked absent for the day. If this occurs on a test day, you will receive a zero for that test.

## READINGS

Tests will be based both on material covered in lecture and on material covered in the readings. These two sources of information – lecture and the readings – are meant to be complementary rather than redundant. Some information may only appear in the book, whereas other information will appear only in lecture. Completing all assigned readings is essential to doing well in this class.

## PLAGIARISM

It is expected that all work completed in this class will be original. Copying and pasting work from any source, resubmitting assignments you have submitted in the past or in other classes, or referencing the work of others without proper citation are all considered plagiarism. If you have any doubts about whether something is plagiarism, ask me. If I catch you plagiarizing, you will receive a zero on the assignment in question and WILL NOT be given the chance to resubmit. Appropriate disciplinary action may also be taken in accord with college policy.

## BLACKBOARD TECHNICAL SUPPORT

Support for issues relating to Blackboard can be obtained via the “Blackboard Support” link in the course Blackboard page, by visiting [https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Student](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student), or by calling (800) 424-9299. Issues for which you should use this route include, but are not limited to:

- Inability to access Blackboard page (e.g. page will not load)
- Inability to access specific content within the Blackboard page (e.g. assignments, lecture videos)

## ADA 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 Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

For More information Contact

*Levelland*

Linda Young

Disability Accommodations Specialist

1401 S. College Ave.

*Reese*

Dawn Valles

Coordinator of Disability Services Reese

819 Gilbert Drive

Levelland, TX 79336 Phone: 806-716-2577

Lubbock, TX 79416

Fax: 806-897-0371

Phone: 806-716-4675

lyoung@southplainscollege.edu

dvalles@southplainscollege.edu

## DIVERSITY STATEMENT

In this class, the teacher 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.

## COMMON COURSE SYLLABUS

**SPC requires that the following information be included in all syllabi.**

**South Plains College**

**Common Course Syllabus: PSYC 2301**

Revised December 2019

**Spring 2020**

**Department:** Behavioral Sciences

**Discipline:** Psychology

**Course Number:** PSYC 2301

**Course Title:** General Psychology

**Available Formats:** Conventional, INET, ITV

**Campuses:** Levelland, Reese, Lubbock Center, Plainview, and Dual Credit Campuses

**Course Description:** Survey of the essential subject areas, major theories and approaches to the scientific study of behavior and mental processes.

**Prerequisites:** TSI compliance in Reading

**Credit:** 3 **Lecture:** 3 **Lab:** 0

**Textbook:** Open Stax Psychology Text or Noba Psychology

**Supplies:** none unless specified in the specific instructor information

**This course partially satisfies a Core Curriculum Requirement:**

Social and Behavioral Science Foundational Component Area (080)

**Core Objectives addressed:**

**Communication 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 skills-** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

**Social Responsibility-** to include the demonstrated intercultural knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

**Student Learning Outcomes (SLOs)/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 thoughts 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 factors in physiological and psychological processes involved in human behavior.

**Student Learning Outcomes Assessment:**

Dr. Alicia Barr is the faculty member who is responsible for the assessment of the student learning outcomes. She will be sending a list of which SLOs will be assessed for each semester. There are 6 outcomes and these are rotated. Dr. Barr is also the person responsible to entry of the data into Task Stream for documentation.

**Course Evaluation:** See the instructor's course information sheet for specific items used in evaluating student performance. However, all courses will have multiple exams and a written assignment that is designated by the instructor.

**Attendance Policy:**

Instructors will create an attendance policy that is consistent with the "Class Attendance" policies stated below in the *SPC General Catalog*:

*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.

**Plagiarism and Cheating:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and 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 (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
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.

**Student Code of Conduct Policy:** 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' 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 class.

**Diversity Statement:** In this class, the teacher 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.

**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, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**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 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](mailto:cgilster@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.

**SPC Bookstore Price Match Guarantee Policy:**

If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

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