**COURSE SYLLABUS**

Studies in Applied Ethics

PHI1600, Sections # 1075, 1076, 1135

Online Instruction

**0630: Spring 2024**

View [How to Be a Successful Student](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

**WELCOME**

**Welcome to Applied Ethics! This is an exciting class that I love to teach! I hope you find it interesting and inspiring.  I look forward to getting to know you and reading your discussions on the many interesting topics we will cover.  Remember I am here to help you succeed so talk to/email me so I know how I can help you! Be sure to watch the due dates to avoid any unnecessary stress. The goal is to learn and develop critical thinking skills to use throughout your life - and to have fun while you learn!  I wish you all the best! Any questions – just ask.**

**INSTRUCTOR**

**Name: Dr. Nicholas Manias:**

**Email:** manias.nicholas@mycourses.spcollege.edu

**Phone:** 727-791-2730

**Online Virtual Hours: see instructor page**

**Office Location: see instructor page**

**Instructor Webpage:**[**https://web.spcollege.edu/instructors/id/manias.nicholas**](https://web.spcollege.edu/instructors/id/manias.nicholas)

**ACADEMIC DEPARTMENT**

**Dean**

**Name:** Susan Demers

**Office Location:** Clearwater Campus - SS165

**Office Phone Number:** 727-791-2501

**Email:** Demers.Susan@spcollege.edu

**Associate Dean**

**Name:** Dr. Laurie King

**Office Location:** Clearwater campus - ES 213H

**Office Phone Number:** 727-394-6035

**Email:** king.laurie@spcollege.edu

**Instructor Webpage:** <https://web.spcollege.edu/instructors/id/King.Laurie>

**Academic Staff Assistant**

|  |  |
| --- | --- |
| **Minerva Veeser-Bobea*****Administrative Services Specialist*****Applied Ethics InstituteSt. Petersburg College / Gibbs Campus****St. Petersburg, FL  33710****727/341-3222|****veeserbobea.minerva@spcollege.edu**

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**Website**

[Applied Ethics Institute](https://www.spcollege.edu/friends-partners/about/civic-partners/ethics-institute)

**COURSE INFORMATION**

**Course Description**

Studies in Applied Ethics is an opportunity for SPC students to develop valuable critical thinking and moral reasoning skills that will serve them well not only in any future career but also in their daily lives. The class is a practical overview of foundational concepts, questions, and issues in applied ethics. Special emphases are placed on practicing critical thinking and understanding central ethical ideas in both historical and contemporary ethical theories. Students will have the chance to examine a number of personal, social, and professional ethical issues; such issues may include conflicts of interest, academic integrity, ethical issues about the environment, problems in developing or emerging technologies, end-of-life decision-making (e.g., euthanasia), economic inequality, among many others. Some sections of PHI 1600 may have a more focused topic; these sections involve a closer examination of ethical problems in those topic areas. Special topic courses are available in health care, business, public safety, environmental, and sports ethics. Sections with special topics still satisfy the applied ethics general education requirement. Students will enjoy an active learning experience, increased student interaction and opportunities for independent thinking and research into ethical issues of personal interest. This course partially satisfies the writing requirements outlined in the General Education Requirements and meets the College’s general education requirements for applied ethics (Note: Credit is not given for both PHI 1600 and any of the following courses: PHI 1603, PHI 1602H, PHI 1631, PHI 2621, PHI 2622, PHI 2635, or PHI 2649. Study Abroad opportunities may apply to this course).

For more information, see: <http://www.curricunet.com/stpetersburg/reports/course_outline_pdf.cfm?courses_id=9249>

**Course Goals**

1. The student will compare historical developments in ethical thinking, from ancient to contemporary philosophers.

2. The student will identify and analyze a variety of ethical issues when presented with examples.

3. The student will analyze diversity in ethics.

4. The student will apply critical thinking skills and ethical principles to resolve ethical issues.

5. The student will assess academic integrity.

**Course Objectives**

1. The student will compare historical developments in ethical thinking, from ancient to contemporary philosophers by:

a. defining central ethical terms.

b. describing major historical and contemporary theories of ethics.

2. The student will identify and analyze a variety of ethical issues when presented with examples by:

a. distinguishing between moral and non-moral issues.

b. classifying personal, social, and professional ethical issues.

c. evaluating various perspectives regarding personal, social and professional ethical issues.

3. The student will analyze diversity in ethics by:

a. identifying diverse social values.

b. differentiating between examples of ethical and unethical behavior within societies.

c. evaluating the effect of ethical conduct on the individual and society.

4. The student will apply critical thinking skills and ethical principles to resolve ethical issues by:

a. describing and applying methods of ethical decision-making.

b. settling ethical dilemmas found in personal, social, and professional life by using philosophical principles.

c. describing the distinguishing characteristics and emphases of a variety of professional codes of ethics and applying codes of ethics relating to their fields of interest to ethical issues in contemporary professional life.

5. The student will assess academic integrity by:

a. articulating the significance of proper academic practices to personal learning and educational value and fairness.

b. identifying different types of academic misconduct.

c. explaining the difference between legitimate academic practices and academic misconduct.

**Prerequisites**

(REA 0017 and ENC 0025) or EAP 1695 or appropriate score on the SPC placement test. Computer skills and computer access are necessary for online classes.

**Availability of Course Content**

When class begins, most learning modules will be available to you with the exception of exams. Normally, one module is due each week in a 16-week course. You should work ahead. See the Calendar for due dates.

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

In order to be successful in this class, you must obtain the required textbook. **Note:** It is the student’s responsibility to have the textbook for the first day of class. For hardship situations contact your professor immediately.

**Required Textbook**

*THE MORAL COMPASS: An Introductory Guide to Critical Thinking and Applied Ethics* ***Second Edition***

Manias, Nicholas & Monroe, Dave. The Moral Compass: An Introductory Guide to Critical Thinking and Applied Ethics. 1st ed. New York: McGraw-Hill, 2022.

ISBN-13: 978-1-265-65353-8

ISBN-10: 1-265-65353-4

**You will need the eTextbook to complete the graded Smartbook Quizzes**

**First Day Access to eTextbook**

This course is part of **the First Day TM Inclusive Access Program. First Day™** is a partnership between Barnes & Noble College, SPC, and the Publisher to bring your course materials to you through MyCourses at the **lowest price** in the marketplace.

**If you purchased the E-Book elsewhere you can opt out (as described below).**

**You will need the E-Book to complete assignments in this class.**

* With First Day™ you are prepared with immediate courtesy access to your required materials on the first day of class.

**First Day TM**course materials are digital versions of the physical textbook that may include additional educational resources such as workbooks, problem sets, tutorials, videos, simulations, and interactive software. Digital textbooks have many features that allow you to interact with your course content like never before.  Depending on the course materials used, features may include highlighting, annotation, search functions, and multimedia links. All First Day™ materials are easy to access through MYCourses.

* **You have the option to opt out of the program within the first week of class if you have or want to purchase the E-textbook elsewhere**. Opting out of the program is likely to cause you to pay a higher rate.  The Opt-out date is 7 days after the first day of class.
* You are prepared with immediate courtesy access to your required materials on the first day of class.
* First Day™ materials are accessible through the internet, so it goes where you go, on whichever device you want.
* SPC will bill your student account at the discounted price **after the opt-out deadline passes**.
* If you are using Book Line of Credit, BLOC will cover your First Day™ charge.
* If you are using a 3rd party vendor for your course materials such as Chapter 31, Vocational Rehabilitation, Dual Enrollment, etc. we will bill the 3rd party vendor for you.”
* **\*Please note that for McGraw Hill Courseware (Connect) you must activate your enrollment in your McGraw Hill courseware section [with your username/password or by creating a new Connect account] within the first week of class. Failure to complete this step may result in hitting a “paywall” in the future – even though you remained in the First Day Program.**

**Student Guide to SPC First Day Program**

**PHI 1600**

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**However, you will need the E-Book to complete assignments in this class.**

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* First Day course materials are digital versions of the physical textbook that may include additional educational resources such as workbooks, problem sets, tutorials, video, simulations, and interactive software. Digital textbooks have many features that allow you to interact with your course content like never before.  Depending on the course materials used, features may include highlighting, annotation, search functions, and multimedia links. All First Day™ materials are easy to access through MYCourses.
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* With First Day, you are prepared with immediate courtesy access to your required materials on the first day of class.
* First Day™ materials are accessible through the internet, so it goes where you go, on whichever device you want.
* With First Day, SPC will bill your student account at the discounted price **after the opt-out deadline passes**.
* If you are using Book Line of Credit, BLOC will cover your First Day™ charge.
* If you are using a 3rd party vendor for your course materials such as Chapter 31, Vocational Rehabilitation, Dual Enrollment, etc. we will bill the 3rd party vendor for you.”
* \*Please note that for McGraw Hill Courseware (Connect) you must activate your enrollment in your McGraw Hill courseware section [with your username/password or by creating a new Connect account] within the first week of class. Failure to complete this step may result in hitting a “paywall” in the future – even though you remained in the First Day Program.

**PRICING:**

This model is easy and convenient for you to use and offers significant savings.

* First Day Price:     $85.00
* Opt-Out Price:      $120.00
* Savings:                $35.00

If you need assistance with your textbook purchase, please see General Manager  [Barnes and Noble Contacts](file:///%5C%5Ccontent%5Cenforced%5C265094-DEV_PHI1600_Hopkins_0580%5CBegin%20Here%5CBarnes%20and%20Noble%20Contacts.docx)

**Note:** You can purchase a print upgrade of the textbook for an additional $20 (plus shipping), but that is all managed through the McGraw-Hill Connect widget where you access the eBook. Print upgrades are mailed directly from the publisher.

Review the following resources:

* ReadAnywhere App - Download the ReadAnywhere app from the App Store® or Google Play™ to your tablet or smartphone and enter your Connect login/password to access your eBook and SmartBook assignments from your mobile device:
	+ [iOS](https://itunes.apple.com/us/app/readanywhere/id1237370775?mt=8)
	+ [Android](https://play.google.com/store/apps/details?id=com.mheducation.readerShellApp.readAnywhere&hl=en)
* [SmartBook Overview](http://video.mhhe.com/watch/4ywCxRWkYPeKCcnZCWnMhR) (4:07)
* [SmartBook Reports](https://www.youtube.com/watch?v=1Ztlnn1kNh0&feature=youtu.be) (0:58)

*\*\* A note about the book - full disclosure\*\* SPC has published its own ethics textbook since the early 1990s. The reasoning for this was two-fold. First, there was no textbook on critical thinking, ethics, and philosophy that was well-written at a freshman/sophomore level. Second, since the course covers so many wide-ranging topics it most likely would have required the use and purchase of multiple books. By writing and publishing its own textbook SPC was able to solve both issues: the text would be written at the appropriate academic level and it would have everything needed for the course in one book. As a bonus, self-publishing allows SPC to work with and negotiate with publishers to maintain the lowest price and best value for students. Throughout the years, many other colleges and universities have seen the value in the SPC ethics textbook and have adopted it for their courses and students. Since the 1990's SPC faculty have authored and edited the textbook.* ***The authors do not receive royalties*** *and a student's decision to purchase or use the textbook has no economic bearing on any SPC faculty or staff. As part of this arrangement, royalties generated by the SPC ethics textbook have been used to fund student trips, teams, activities, study materials, scholarships, and much more - all for SPC students.*

View the [Textbooks](https://www.spcollege.edu/financial-aid/receiving-financial-aid/paying-for-your-textbooks) site.

**LEARNER SUPPORT**

Answers to questions regarding accommodations may be found at the [Accessibility Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services) site. If you are in need of accommodations, please contact campus [Accessibility Services Contacts](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services/accessibility-services-contacts). If you need a Sign Language Interpreter, complete the form at [web.spcollege.edu/survey/664](https://web.spcollege.edu/survey/664).

**Research Help**

All articles submitted in this course must come from a reliable source to earn credit. If you need help with research, there is assistance available. Review the following resources:

* [Learning Resources Services for Students](https://spcollege.libguides.com/studentsneedtoknow)
* [Ethics Research LibGuide](https://spcollege.libguides.com/phi1600)
* [Ask-a-Librarian](https://v2.libanswers.com/chati.php?hash=b6a35fc7c7a58d9ecdd02bb999da4b6b&referer=https%3A%2F%2Faskalibrarian.org%2Fwidgets%2Fspc%2F2018%2F&referer_title=Ask%20a%20Librarian%3A%20Florida's%20Virtual%20Reference%20Service)
* [Learning Resources](https://www.spcollege.edu/current-students/learning-resources)
* [Learning Resources' Contact Information Guide](https://spcollege.libguides.com/liaisons)

**Titans Care**

As an SPC student, it's vital that you know Titans Care. You can access resources through SPC's [Student Assistance Program (SAP)](https://mycoursessupport.spcollege.edu/student-assistance-program), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness, and more. It is SPC's belief that supporting mental wellness is everyone's charge, and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

View the [Learning Center Tutoring Schedules](http://spcollege.libguides.com/c.php?g=609501&p=4230937).

View the [Student Services](https://www.spcollege.edu/current-students/student-affairs) site.

**IMPORTANT DATES**

View the [Academic Calendar](https://www.spcollege.edu/academic-calendar).

**Official Course Dates: 1/16 - 5/10**

**Drop Date:** See [Academic Calendar](https://www.spcollege.edu/academic-calendar)

**Withdrawal Date:** See [Academic Calendar](https://www.spcollege.edu/academic-calendar)

**Financial Aid Dates:** View the [Financial Aid Dates](https://www.spcollege.edu/financial-aid/financial-aid-dates).

**DISCIPLINE-SPECIFIC INFORMATION**

For Discussions in MyCourses, and other communication/correspondence, all students must be respectful and stay on topic. Personal conversations and off-topic conversations should be conducted through personal email. If conversations go too far off topic, or are disrespectful, they will be deleted. Students who continue to be disrespectful will be dropped from the class.

**Cheating is not tolerated. You will receive a zero for the assignment or an F for the class (depending on the severity of the incident) and it will be reported to the College for Disciplinary Action. This is ethics - no cheating!**

**ATTENDANCE**

View the college-wide attendance policy included in [How to Be a Successful Student](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities).

Active participation or "attendance" in this course is mandatory. For this class, attendance is defined as submitting all assigned work by the due date - see Calendar. Attendance will be taken during the first two weeks and again at the 60% point of the term.

**First Two Weeks**

Failure to submit all assigned work by the due date may result in being dropped for non-participation - SPC rule.

**60% Point**

Students who do not fully participate may be dropped from the course. To remain in the class, you must earn a grade of 50% or above on assignments to date, and complete the Midterm Exam by the due date. So, don't fall behind.

**Note:** While the official attendance policy is outlined above, please note that I will be flexible regarding deadlines for students who are experiencing illness or other challenges related to the current COVID-19 pandemic. Please contact me as early as possible if you think you may not be able to complete an assignment or participate in the course due to illness.

**GRADING**

The graded work for most modules include:

* One Discussion post and one reply post (at least one for every topic)
* AND/OR One Dropbox assignment
* AND/OR One Smartbook Quiz

There is additional work (exams, self-assessments, etc.), as you will see below.

This course is NOT self-paced. You are expected to keep up with the class schedule. Modules are due according to the due dates. **Due dates are clearly posted on the Calendar, so watch them carefully.** Students who drop out of the course or fail are almost always the students who get behind early in the semester and then can't catch up.

Your final grade in this class will be based on the points you earn on assignments. Grades are based on a 1000-point scale, and will be determined as follows:

* Dropboxes, and Discussions with Reply posts - 560 points
* Smartbook Quizzes - 120 points
* Midterm Exam - 200 points
* Final Exam - 100 points
* Surveys - 20 points
* **Total = 1,000 points**

**You may see Extra Credit assignments in the course and/or in your emails. Don't miss them.**

**Students who earn 900 points are exempt from the Final Exam. This is NOT the percentage - look at the points earned to date - 900/1000.**

**How to check your Grades and review feedback:**

* [Checking Your Grades](http://mycoursessupport.spcollege.edu/checking-your-grades)
* [Reviewing Dropbox Submissions](http://mycoursessupport.spcollege.edu/reviewing-a-dropbox-submission)
* [Checking Discussion Grades and Feedback](http://mycoursessupport.spcollege.edu/checking-discussion-grades-feedback)
* [Reviewing Quiz Submissions](http://mycoursessupport.spcollege.edu/reviewing-a-quiz)

**Grading Scale**

A 1000-point grading scale will be used in this course, as follows:

A - 900 - 1000+ points (90-100%)

B - 800 - 899 points (80-89%)

C - 700 - 799 points (70-79%)

D - 600 - 699 points (60-69%)

Students must make a "C" or better to pass.

Review the [Checking Your Grades](http://mycoursessupport.spcollege.edu/checking-your-grades) tutorial.

**Communication & Response Time**

Check the **News** items on the Course Home page each time you log in for class announcements.

Use the **Email Faculty** tab via Course Home to send your instructor any questions you may have about the course. Your instructor will attempt to answer your questions within 24-72 hours (excluding holidays).

If you have general comments/questions about the course that you would like to discuss with your fellow classmates, post these to the **General Class Discussion** located in the BEGIN HERE module. Check there from time to time, and respond to your classmates.

**Course Requirement**

Your Dropbox submissions and Discussion posts will be graded for this purpose. This course is a "Gordon Rule Class" (The Gordon Rule originated with the Florida legislature). A Gordon Rule Class requires students to demonstrate college-level writing skills through all assignments. In order to pass PHI1600 and fulfill the general education requirement for ethics, you must (a) successfully complete at least 2,000 words of college-level writing, and (b) achieve a final grade of "C" or better in PHI1600.

**ASSIGNMENTS**

**Midterm Exam**

You will have a Midterm Exam on modules 1 through 7, and all of the supplemental materials provided to that point. This exam will be open book but timed. Once the exam is opened you must finish it in the time allotted. You cannot save and continue later. So, prepare well before opening the exam.

**Final Exam**

You will have a Final Exam on modules 9 through 14, and all of the supplemental materials provided to that point. This will be a multiple-choice exam similar to the quizzes. This exam will be open book but timed. Once the exam is opened you must finish it in the time allotted. You cannot save and continue later. So, prepare well before opening the exam.

**Dropbox Assignments**

You will be asked to apply what you have learned in well-written submissions. You will receive clear instructions on what to submit. These submissions are graded for content, grammar, and spelling. Complete all submissions adequately to earn credit.

Submissions must be in Microsoft Word (.doc, .docx, .rtf) to receive credit. SPC offers Microsoft Office software to current students at no additional cost. The software is available for both Windows and Mac computers. View the [How to Download Microsoft Office](https://mycoursessupport.spcollege.edu/download-office-2016) tutorial.

**Note:** If you are using a Mac OS X and the Pages app, complete the following steps to convert your Pages file to a Word document before submitting to the Dropbox:

1. Open the Pages file you want to convert.

2. From the "File" menu, choose "Export To" then select "Word" from the sub-menu list, and save your document.

3. Then upload the Word document into the Dropbox.

Your Dropbox submissions are checked for originality using TurnItIn. You can review your Originality Report to see the amount of matching content. A lower percentage rating indicates that most of the content is original; a higher percentage rating indicates that much or all of the content matches content found in other sources and may require further investigation. View the [Reviewing a TurnItIn/Originality Report](https://mycoursessupport.spcollege.edu/reviewing-a-turnitin-report) tutorial.

Review the [Reviewing Dropbox Submissions](http://mycoursessupport.spcollege.edu/reviewing-a-dropbox-submission) tutorial.

**Discussions**

You will have Discussions in some modules. Consider these as equivalent to in-class discussion and vital to learning. You will learn from posting and reading others' posts. Also, you can be dropped for non-participation if you do not complete all work including posts.

You will have discussion posts in some modules. **You must submit your work to the dropbox first and check your originality to receive credit.  The dropbox will be graded after you copy and paste your work to the discussion board and complete a reply post.**  This includes assignments and reply posts for each discussion board.

Your posts are graded for content, grammar, and spelling. Complete all posts adequately to earn credit. You will not receive any points if you do not submit an assignment post (even if you post reply posts). For some Discussions, you must post first (start a new thread) before being able to view the posts of your classmates.

Review the [Checking Discussion Grades and Feedback](http://mycoursessupport.spcollege.edu/checking-discussion-grades-feedback) tutorial.

**Quizzes**

In most modules, you will have a Smartbook Quiz on the chapter(s) assigned in that module. To earn credit for answering the quiz questions:

* You may click the link under **Course Content**
	+ Example, Chapter 1 The Foundations of Ethics; The Ethics Environment     **Reading and Quiz**
* Click **Launch**
* **or**you can click on the McGraw Hill Widget on your Course Homepage to access your Smartbook (Textbook)
* As you read the text you will answer quiz questions
* This is not timed, and you can stop and continue at another time
* Keep going to earn 100% on each quiz
* **IMPORTANT:**
	+ **To earn credit submit on or before the quiz due dates set here in MyCourses.  Do NOT use the due dates in the textbook, if they differ, as they are not specific to this class.**
	+ **Spelling Counts on Fill-in-the-blank answers. So, check your spelling before you hit submit.**

**Extensions**

In the world we live it seems that everyone is having a tough time or issues. With this said, all assignments are due on Sunday night as outlined above. However, everyone has an automatic extension until Tuesday morning at 8am. Please do not ask for a second extension.

**COURSE SCHEDULE**

**Note:** See Course Calendar for due dates.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week** | **Module** | **Due** | **Extension Ends 8am** | **Reading** | **Topic** |
| Week 1 | Module 1 | 1/21 | 8am 1/23 | Chapter 1 | The Foundations of Ethics: The Ethics Environment |
| Week 2 | Module 2 | 1/28 | 8am 1/30 | Chapter 2 | Dimensions of Moral Development |
| Week 3 | Module 3 | 2/4 | 8am 2/6 | Chapter 3 | Critical Thinking |
| Week 4 | Module 4 | 2/11 | 8am 2/13 | Chapter 4 | Solving Problems Ethically |
| Week 5 | Module 5 | 2/18 | 8am 2/20 | Chapter 5 | Consequential Ethical Theories |
| Week 6 | Module 6 | 2/25 | 8am 2/27 | Chapters 6 and 7 | Nonconsequential Ethical Theories |
| Week 7 | Module 7 | 3/3 | 8am 3/5 | Chapter 4 | Critical Thinking and Solving Problems Ethically Revisited |
| Week 8 | **Module 8** | **3/10** | **8am 3/12** | **Modules 1-7 and all supplemental materials** | **Midterm Exam** |
|  |  |  |  |  |  |
| Week 9 |  Module 9 | 3/24 | 8am 3/26 | Chapter 18 | Punishment and the Death Penalty |
| Week 10 | Module 10 | 3/31 | 8am 4/2 | Chapter 19 | Matters of Life and Death |
| Week 11 | Module 11 | 4/7 | 8am 4/9 | Chapter 24 | Hot Topics |
| Week 12 | Module 12 | 4/14 | 8am 4/16 | Chapter 10 | The Employment Relationship: Rights and Responsibilities |
| Week 13 | Module 13 | 4/21 | 8am 4/23 | Chapter 12 | Codes of Ethics |
| Week 14 | Module 14 | 4/28 | 8am 4/30 | Chapter 14 | Government Ethics |
| Week 15 | **Module 15** | **5/5** | **8am 5/7** | **Modules 9-14 and all supplemental materials** | **Study and complete the Final Exam** |

**STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS**

Since we will meet online, it is suggested that you check the course several times a week - MyCourses is our online "classroom."

**Instructor's Expectations**

* **I expect you** to abide by this syllabus, provide positive participation, and submit your best work by the due date. Positive participation adds to the class in a respectful manner and does not detract from the class.
* **I expect you** to be respectful in all communications with me and your classmates.
* **I expect you** to have your **textbook** for the first day of class and use the textbook to complete the assignments.
* **I expect you** to be honest in all your work.
* **I expect you** to come to me for help. I am here to help you.
* **I expect you** to come to me if you cannot keep up or if you need to withdraw from the class. I will do what I can to help you succeed.

**Student Expectations of Instructor**

* **You can expect** me to abide by the syllabus and provide you with any changes.
* **You can expect** positive feedback and respect.
* **You can expect** your emails answered within 24-72 hours (excluding holidays) if you use MyCourses email. If you use SPC email it may go to spam and I may miss your message.
* **You can expect** most grading to be completed within 7 days of the due date or sooner. Most quizzes and exams are computer-graded so the grades are immediate.
* **You can expect** help. Please ask whenever you need help or have a question.

**Participation, Conduct, and Netiquette**

Be courteous when emailing (and speaking with others). State questions clearly. Remember, emotions are not easily conveyed through email. If you are upset - wait. **Do not** email until you have control of your emotions. Always use professional language and college-level writing.

**Course email** is for coursework discussions only. If any student receives SPAM/personal type emails, report this to the instructor immediately. **Do not** send mass emails.

If you have a problem or issue, email the instructor so the problem can be solved. Do not email your fellow students; they cannot fix the problem. Email is not a place to vent.

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to Be a Successful Student](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities).

**Academic Honesty**

**If you are in violation of the academic honesty policy (this includes but is not limited to plagiarism or cheating in any form) you will receive a zero for the assignment or an F for the class depending upon the severity of the incident.  The professor's discretion will determine the severity and the sanction. SPC may have further disciplinary actions.**

**St. Petersburg College has an Academic Honesty Policy**

It is your responsibility to be familiar with the policies, rules, and the consequences of violations. There is no tolerance for cheating and academic dishonesty. Discipline can range from a zero on a specific assignment to expulsion from the class with a grade of F. Note that copy/pasting published information, whether it's from your textbook or the Internet, without citing your source is plagiarism and violates this policy. Even if you change the words slightly, the ideas are someone else's so you still have to cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in Board Rule 6Hx23-4.461. Student Affairs: Academic Honesty Guidelines, Classroom Behavior. View the [Academic Honesty Policies, Honor Code](https://web.spcollege.edu/botrules/R4/4_461.doc).

*St.**Petersburg College has an Academic Honesty policy. It is your responsibility to be familiar with the policies, rules, and the consequences of violations. There is no tolerance for cheating and academic dishonesty. Discipline can range from a zero on a specific assignment to expulsion from the class with a grade of F. Note that copy/pasting published information, whether it's from your textbook or the Internet, without citing your source is plagiarism and violates this policy. Even if you change the words slightly, the ideas are someone else's so you still have to cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in Board Rule 6Hx23-4.461. Student Affairs: Academic Honesty Guidelines, Classroom Behavior.*

*All students are required to abide by the following Academic Honesty Guidelines:*

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

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

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

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

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

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

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

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

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

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

*Honor Code—St. Petersburg College expects students to be honest in all of their academic work.  By enrolling at the College, students agree to adhere to the College’s standards of academic honesty and integrity.  Failure to comply with this pledge may result in academic and disciplinary action, up to and including expulsion from the College.  As members of the College community, students also have an ethical obligation to report violations of the SPC academic honesty policies they may witness.*

*All students have an ethical obligation to adhere to the Honor Code and are required to abide by the following Academic Honesty Policies:*

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

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

1. *Students admitted into certain professional programs of the College may be subject to a code of ethics in accordance with the rules and policies of that program and, therefore, subject to such policies as they may relate to sanctions and discipline for infractions involving unethical behavior and matters of academic honesty.*

1. *The College has developed policies in regard to conduct which constitutes a violation of Academic Honesty.  Those adjudged to have committed such conduct shall be subject to discipline up to expulsion in accordance with the college’s established process and procedures.*

To put it plainly, this is an Ethics class - No cheating!! Cheating of any kind cannot be tolerated. Cheating, whether on quizzes, exams, or any assignments, is an attempt to get a grade without learning or earning. Also, allowing others to cheat by doing their work or allowing them to copy your work is cheating. This includes posting your work on the Internet where others can view and/or download. Any of these violations and those listed in the [Academic Honesty Policies, Honor Code](https://web.spcollege.edu/botrules/R4/4_461.doc) violates the rights of your fellow students who do not cheat. Cheating defeats your purpose for being in school and hurts you in the long run. If a student is caught cheating, including plagiarizing, he/she will receive an F for the course and be reported to the administration.

**If you are retaking this class you must turn in new and original work; new class = new work.  You cannot turn in work from your previous attempt(s) or you will receive a zero for the assignment.**

**Copyright**

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

**TURNITIN**

The instructor of this course may require the use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. The use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](https://turnitin.com/agreement.asp). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Reviewing a TurnItIn/Originality Report](https://mycoursessupport.spcollege.edu/reviewing-a-turnitin-report) tutorial.

**STUDENT SURVEY OF INSTRUCTION**

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

**TECHNOLOGY**

**Minimum Technology Requirements**

This is an online course, so you must have access to a computer with reliable Internet access. You will also need a webcam and microphone, and a quiet area for you to attend your video conference sessions uninterrupted.

If your computer breaks down, it is your responsibility to get to a computer at a local library, on campus, etc., and complete your work on time. You will be submitting work by use of attachments/drag and drop/copy and paste which must be in .doc, .docx or .rtf format. Microsoft Word is the best.

View the [Technical Requirements for MyCourses](https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses).

SPC offers Microsoft Office software to current students at no additional cost. The software is available for both Windows and Mac computers. View the [How to Download Microsoft Office](https://mycoursessupport.spcollege.edu/download-office-2016) tutorial.

**Minimum Technical Skills**

You will be using the MyCourses learning management system (LMS). If you are not familiar with this LMS, complete the Introduction to MyCourses listed on your MyCourses My Home page.

On your My Home page, there is an area for Student Support that includes links for help with any technical issues.

In the Course Content of this class, there is a MyCourses Tutorials module with clear instructions on how to use all the various tools and functions of MyCourses.

You must be able to use Microsoft Word, attach/drag-and-drop documents, and copy and paste text from documents.

Review the resources available via [MyCourses Support](https://mycoursessupport.spcollege.edu/mycourses-support).

**Accessibility of Technology**

* [MyCourses (Brightspace by Desire2Learn) Accessibility](https://www.d2l.com/accessibility/)
* [Turnitin Accessibility](http://turnitin.com/en_us/about-us/accessibility)
* [Google (YouTube) Accessibility](https://www.google.com/accessibility/)

**Privacy**

* [MyCourses (Brightspace by Desire2Learn) Privacy](https://www.d2l.com/legal/privacy/)
* [Turnitin Privacy](http://turnitin.com/en_us/about-us/privacy)
* [YouTube Privacy](https://www.youtube.com/static?template=privacy_guidelines)

**Technical Support**

Technical support is available via the [Technical Support Desk Call Center](https://mycoursessupport.spcollege.edu/technical-support-desk-call-center).

**Instructional Continuity Plan**

To be prepared in the event of weather or other emergency disruptions, review the [Emergency Preparedness Procedures for Students](https://mycoursessupport.spcollege.edu/emergency-preparedness-procedures-for-students).

**CAMPUS SAFETY AND SECURITY**

For information on campus safety and security policies please contact 727-791-2560. If there are questions or concerns regarding personal safety, please contact the Provost, Associate Provost, Campus Security Officer, or Site Administrator on your campus. For more information, see [Safety and Security](https://www.spcollege.edu/friends-partners/safety-and-security).

**SEXUAL PREDATOR INFORMATION**

Federal and State law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the local law enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the [FDLE website](https://offender.fdle.state.fl.us/offender/sops/home.jsf).

**WITHDRAWAL POLICY**

Students considering a withdrawal from all classes before the published withdrawal date should consult a financial assistance counselor to understand their options and the consequences of total withdrawal. For more information regarding financial assistance policies, see [Financial Aid](https://www.spcollege.edu/financial-aid).

**Federal Guidelines Related to Financial Aid and Total Withdrawal from the College**

The U.S. Department of Education requires students who completely withdraw prior to the 60% point of the term and who receive Federal financial aid i.e., Federal Pell Grant, Federal Academic Competitiveness Grant (ACG), Federal Stafford Loan, and/or Federal Supplemental Educational Opportunity Grant SEOG - to repay a portion of their financial aid. For more information, see [Withdrawals](https://www.spcollege.edu/financial-aid/keeping-your-financial-aid/withdrawals).

**Dual Enrollment, Early Admissions, and Early College Students**

A Dual Enrollment, Early Admissions, or Early College student may not withdraw from any college course without permission from the Early College/Dual Enrollment office. Withdrawal from a course may jeopardize the student's graduation from high school. For more information, see [Dual Enrollment](https://www.spcollege.edu/future-students/admissions/high-school-programs/dual-enrollment).

**Emergency/ Hotline Resources**

* **911 –** For all emergency situations
* National Suicide Prevention Lifeline – 1-800-273-TALK (8255) or <https://suicidepreventionlifeline.org/> Available to anyone who feels suicidal or who is experiencing emotional distress.
* Crisis Text Line – Text HOME to 741741

24/7 texting for people in emotional distress or who are having suicidal thoughts.

* **2-1-1 Tampa Bay Cares – dial 211 or text zip code to 898211.** [**www.211tampabay.org**](http://www.211tampabay.org)Crisis intervention and connection to local providers of health and human service programs.
* Veterans Crisis Line – 1-800-273-8255 press 1 or send a text to 838255
* **Domestic Abuse Hotline – 1-800-799-7233 / 1-800-787-3224 (TTY)**
* **Rape/ Sexual Assault – 727-530-7273 or** [**www.suncoastcenter.org/sexual-assault-services**](https://www.suncoastcenter.org/sexual-assault-services)
* **Mobile Crisis Response Team – 727-362-4424 or** [**https://pemhs.org/mobile-crisis-response-team-mcrt/**](https://pemhs.org/mobile-crisis-response-team-mcrt/) – crisis mental health services for individuals 25 and younger.

**Behavioral Health/ Counseling/ Alcohol and Substance Abuse Treatment**

* **Pinellas Wellness Connection –** 727-791-3131 or[**pinellaswellnessconnection.org**](https://pinellaswellnessconnection.org/)

        Connects you to an alliance of organizations ready to help.

* **Community Health Centers of Pinellas, INC.** - 727-824-8181 or [**www.CHCPinellas.org**](http://www.chcpinellas.org/)

        Affordable medical health and behavioral health care for Pinellas County residents.

* **MANTRA Health –** [**www.mantrahealth.com**](http://www.mantrahealth.com)

Online mental health services for SPC students.

* **Windmoor Health –** 727-541-2646 or [**https://windmoor.com**](https://windmoor.com)

No cost mental health assessments, full-service mental health care.

* **Psychology Today –** [**https://psychologytoday.com**](https://psychologytoday.com)Private therapist finder by zip code or city. Provides therapist’s bio and lists treatment information.

•   **Central Florida Behavioral Health Network –** [**www.cfbhn.org**](http://www.cfbhn.org/)

Resource finder for mental health and substance abuse treatment.

•   **Directions for Living – 727-524-4464 or** [**https://directionsforliving.org**](https://directionsforliving.org)

Adult and child psychiatry, therapy, peer recovery, support, and homeless services.

•   **NAMI of Pinellas County – 727-791-3434 or** [**nami-pinellas.org**](https://nami-pinellas.org/)

Mental health helpline for people, family members, caregivers, and the public.

•   **Operation PAR 888-727-6398 –** [**www.operationpar.org**](http://www.operationpar.org/)

Addiction and mental health services.

•   **Suncoast Center – 727-388-1220 –** [**www.suncoastcenter.org**](http://www.suncoastcenter.org/)

Comprehensive emotional wellness and trauma services for adults, children, and families.

•   **SAMHSA Mental Health Service Locator –** [**https://findtreatment.samhsa.gov**](https://findtreatment.samhsa.gov/)

Online resource to find local assistance with mental health and/or substance abuse issues.

**Domestic Violence**

•   **CASA – 727-895-4912 or** [**https://www.casapinellas.org/**](https://www.casapinellas.org/)

Domestic Violence Center provides shelter, treatment, legal, educational, and other services.

•   **Hope Villages of America– 727-584-3528 or** [**hopevillagesofamerica.org**](file:///C%3A%5CUsers%5CManias.Nicholas%5CAppData%5CLocal%5CTemp%5C37ccc7cd-d1cf-45b7-b903-bd803c947a43_Syllabus.html%284%29.zip.a43%5Chopevillagesofamerica.org)

Domestic violence, homelessness, hunger, and basic needs.

**Housing and Homeless Services**

* **2-1-1 Tampa Bay Cares – dial 211 or text your zip code to 898211 or** [**www.211tampabay.org**](http://www.211tampabay.org/) - Provides crisis intervention and connects people to local providers of health and human service programs.
* **Homeless Shelter and Services Directory** [**https://homelessshelterdirectory.org**](https://homelessshelterdirectory.org) Online shelter locator.

**LGBTQ**

* **Metro Wellness – 727-321-3854 or** [**www.metrotampabay.org/** –](http://www.metrotampabay.org/) Behavioral, medical, and support services including classes, groups, individual counseling, HIV testing and treatment.
* **The Trevor Project – 1-866-488-7386 or** [**www.thetrevorproject.org** –](http://www.thetrevorproject.org/) For LBGTQ who are experiencing crisis and/or emotional distress.

**Veterans**

* **Bay Pines VA Healthcare System –** [**https://www.baypines.va.gov/**](http://www.baypines.va.gov/)
* **VA General Information Hotline – 800-827-1000**
* **SPC Veterans Services 727-341-7990**

**Other**

* **SPC Food Pantry –** [**http://stpe.co/foodpantry**](http://stpe.co/foodpantry)
* **Transportation –** SPC has an agreement with PSTA to allow all SPC students, faculty, and staff free, any time, all routes, universal UPASS.

**Community Resources for anxiety, depression, etc**.

<https://www.spcollege.edu/current-students/student-affairs/student-support-resources/student-assistance-programs/resources-for-life-issues>

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**Note:** **This syllabus is a guide and can be changed by the professor as needed.**