

St. Petersburg College
Department of Applied Ethics
College of Policy, Ethics and Legal Studies

COURSE SYLLABUS

PHI1600 Studies in Applied Ethics (Online EXPRESS) Class# 5423
0520 – Fall 2016

INSTRUCTOR INFORMATION:

Instructor: Deborah Culbert

Email: Culbert.Deborah@spcollege.edu

Phone (Instructor Hotline): 727-394-6003

Office Hours/Instructor Availability: online only

Instructor Web Page: <https://www.spcollege.edu/instructors/admin>

Course Web Page: <https://mycourses.spcollege.edu/d2l/home>

Department Web Page: <http://appliedethicsinstitute.org/index.htm>

ACADEMIC DEPARTMENT INFORMATION:

Dean: Dr. Susan Demers

Office Location: Clearwater Campus – SS 165

Office Phone Number: 727-791-2501

Email: demers.susan@spcollege.edu

Academic Chair: Dr. Adeniji Odutola

Office Location: Tarpon Springs LY 114

Office Phone Number: 727-712-5812

Email: Odutola.Adeniji@spcollege.edu

Web Page: webapps.spcollege.edu/instructors/id/odutola.adeniji

Academic Staff Assistant: Gloria Hobson

Office Location: St. Petersburg College Gibbs Campus - EI 120

Office Number: 727-341-4335

Email: hobson.gloria@spcollege.edu

Ethics Web Page Link: www.appliedethicsinstitute.org

COURSE INFORMATION:

PHI 1600 STUDIES IN APPLIED ETHICS 3 credits <http://www.spcollege.edu/popcourse/PHI-1600>

Prerequisites: REA 0017 and ENC 0025 or EAP 1695 or appropriate score on the SPC placement exam

Course Description:

Course Description: This course is a practical overview of key issues, questions and concepts in applied ethics. Special emphases are placed on the historical development of ethical thinking, a variety of ethical approaches and on multicultural aspects of ethics. Students will also examine a variety of personal, social and professional ethical issues and problems and learn methods of resolving them through the use of critical thinking skills, sound ethical reasoning and legal and professional codes. Students are provided an active learning experience, increased student interaction and opportunities for independent research into ethical issues of personal interest. This course partially satisfies the writing requirements outlined in the General Education Requirements. This course meets the College's general education requirements for applied ethics. 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.

http://www.curricunet.com/stpetersburg/reports/course_outline_pdf.cfm?courses_id=7721

Course Goals:

1. The student will identify historical developments in ethical thinking, comparing ideas from early Greek 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. Students will evaluate codes of ethics in the professional, corporate and government context.
- http://www.curricunet.com/stpetersburg/reports/course_outline_pdf.cfm?courses_id=7721

Course Topics:

General Ethics: This course is a practical overview of key issues, questions and concepts in applied ethics. Special emphases are placed on the historical development of ethical thinking, a variety of ethical approaches and on multicultural aspects of ethics.

Learning Outcomes and Objectives:

1. The student will identify historical developments in ethical thinking, comparing ideas from early Greek 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 societal values.
 - b. differentiating between examples of ethical and unethical behavior within societies.
 - c. evaluating the effect of unethical behavior on the individual and the society.
4. The student will apply critical thinking skills and ethical principles to resolve ethical issues by:
 - a. describing methods of ethical decision-making.
 - b. employing philosophical principles to resolve ethical dilemmas when presented with actual and hypothetical ethical issues found in personal, social and professional life.
 - c. describing the distinguishing characteristics and emphases of a variety of professional codes of ethics (including the Florida Code of Ethics for Public Employees) and relating the codes to ethical issues in contemporary professional life.
5. Students will evaluate codes of ethics in the professional, corporate and government context by:
 - a. identifying and critiquing specific code(s) of ethics relating to their chosen careers.
 - b. applying code(s) of ethics relating to their chosen careers to resolve ethical dilemmas.

http://www.curricunet.com/stpetersburg/reports/course_outline_pdf.cfm?courses_id=7721

Prerequisites:

(REA 0002 and ENC 0020) or EAP 1695 or appropriate score on the SPC placement test. Computer skills and computer access are necessary for online classes.

Criteria Performance Standard:

The student will demonstrate successful achievement of the above stated objectives at a minimum 70 percent level of accuracy through classroom measures developed by the individual course instructors.

C&I Approval, BOT Approval, Effective Term: Fall 2015 (505)

COURSE MEETING INFORMATION:

Course Location: online

Meeting Days: daily

Class Times: 24/7

This is an **online express** class. **Express classes demand the same amount of learning and course work as a 16-week semester course but completed in a 12-week time frame. Please be aware that this can be a very intense experience.** Keep a calendar with all your due dates. Stay on task. Please contact me immediately if you have problems. This course requires access to a computer with internet connection, Microsoft Office Word or the ability to save on Apple products as a word document. Students should complete all tutorials for D2L learning in mycourses prior to the first day of class and be able to participate in discussion forums, sending faculty email messages, dropping word documents into drop boxes and/or TURNITIN drop boxes, taking online exams, viewing PowerPoint presentations, viewing videos, and other assignments in mycourses. This is an express class with effective dates 9/12 - 12/8/2016. Assignments are due online in mycourses drop boxes and/or TURNITIN drop boxes. Participation in discussion forums is required once per week and is considered attendance. A calendar with assignment due dates is available in mycourses.

Availability of Course Content

Modules will open in accordance with the semester agenda.

Proctored Testing Information:

<https://mycoursesupport.spcollege.edu/proctored-testing-information>

COURSE REQUIRED TEXTBOOK AND OTHER RESOURCES:

Required Textbook:

Ethics Applied 7.5

Publisher Information: Pearson Publishing

Manias, Nicholas, Monroe, Dave & Till, Jane (2016), Ethics Applied, Edition 7.5, Boston MA: Pearson.

ISBN Number: 1323293167

Please Note:

- Previous editions of the Ethics Applied Text cannot be used for this course.
Bookstore: www.spcollege.edu/textbooks
Library: www.spcollege.edu/libraries
- It is the student's responsibility to order the text book in a timely manner so the text is available the first day of class. For emergency situations the first three chapters have been provided online in MyCourses – Course Content.
- Textbooks may be available at St. Petersburg College libraries but must be read at the library.
Library: <http://www.spcollege.edu/central/libonline/>

ACADEMIC HONESTY:

St. Petersburg College has an Academic Honesty policy. It is your responsibility to be familiar with the policies, rules, and the consequences of violations. Read about the policy at:

<http://www.spcollege.edu/webcentral/admit/honesty.htm>.

Online Student Participation and Conduct Guidelines: www.spcollege.edu/addendum/#onlineguide

Academic Honesty: www.spcollege.edu/academichonesty

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.

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.

- To put it plainly, this is an Ethics class- 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 above, 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.

- There is ZERO tolerance for cheating and academic dishonesty. Discipline can range from a zero on that specific assignment to expulsion from the class with a grade of F. Note that copying/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 must cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy and fabrication are defined in Rule 6Hx23-4.461, Student Affairs: Academic Honesty Guidelines, Classroom Behavior.
- This is an ethics class- there is zero tolerance for ANY breach of academic honesty!

AGENDA:

Because different classes are affected differently by holidays and individual class dynamics, this schedule is subject to change.

Week	Begins-	Holidays	Week Assignments:
1	9/12		Chapter 1 Chapter 2 Discussion Forum 1 Syllabus Review and Agreement Statement Pre-Test and Drop Box Submission Truth (Review) Writing Sample Drop Box Submission
2	9/19		Chapter 3 Chapter 4 Discussion Forum 2 Exam #1
3	9/26		Chapter 5 Discussion Forum 3 Critical Thinking Exercises- Identification
4	10/3		Chapter 6 Discussion Forum 4 Critical Thinking Exercises- Research
5	10/10		Chapter 7 Discussion Forum 5 Critical Thinking Exercises- Analysis
6	10/17	All College Day (Tuesday) 10/18/2016	Discussion Forum 6 Critical Thinking Exercises- Application: Consequential Exam #2
7	10/24		Chapter 16 Chapter 17 Discussion Forum 7 Critical Thinking Exercises- Application: Nonconsequential
8	10/31		Chapter 18 Chapter 19 Discussion Forum 8 Critical Thinking Exercises- Decision Making
9	11/7	Veterans Day	Chapter 20

		(Friday) 11/11/2016	Chapter 21 Discussion Forum 9 Critical Thinking Exercises- Evaluation
10	11/14		Discussion Forum 10 Personal Code of Ethics Assignment Critical Thinking Exercises- Reflection Exam #3
11	11/21	Thanksgiving (Wednesday- Sunday) 11/23-27	Chapter 8 Discussion Forum 11 Professional Code of Ethics Analysis Paper
12	11/28		Chapter 22 Discussion Forum 12 Final Review
13	12/5-8	FINALS WEEK	FINALS EXAM

ASSIGNMENTS/LEARNING ASSESSMENTS: (750 total points available- does not include extra credit points) **PLEASE NOTE: ALL ASSIGNMENTS ARE DUE BEFORE 11:30 P.M. ON THE DUE DATES.**

•Applied Ethics Student Questionnaire A “Pre-Test” (1 extra credit point): REQUIRED!

Before receiving any grades for this course, students must first visit the pre-course survey. Please follow the link provided in mycourses for the Applied Ethics Institute at Lessons: Welcome: Pre-Test (link) and complete this short survey. EVERY student MUST complete this survey the first week of class. You will receive a confirmation message when you submit your responses to the pre-test. This confirmation message should be copied and pasted into the appropriate drop box at Lessons: Welcome: Pre-Test (drop box). Students who fail to complete this assignment and turn in the confirmation receipt will be withdrawn from the class. If students do not have personal access to the Internet they should use those resources available through the College.

•Syllabus Agreement Statement (1 extra credit point): REQUIRED!

This contract between the instructor and student must be electronically signed and returned to the instructor in the first week of class. Students should carefully review this syllabus as well as the Academic Honesty Policy and Syllabus Addendum for SPC. Links are provided in Course Content: Welcome: Syllabus. Please feel free to ask questions. Once you understand the information, submit the Syllabus Agreement Statement to the appropriate drop box in the same folder. This is accomplished by following the instructions for the drop box at Lessons: Welcome: Syllabus Agreement. Copy the statement in the instructions and paste the statement into the text box and submit.

•Writing Sample (5 extra credit points): REQUIRED!

Write an opinion paper on the topic assigned (200 words).

•End of Chapter Questions (0 points):

End of chapter questions are for your benefit. They are not graded. They are not turned in. Exam questions are often taken directly from the review questions at the end of each chapter and/or the highlighted text within the chapters. It is to your benefit to review these end of chapter questions.

•Exam #1 (100 points):

Exam #1 is a multiple choice online exam and covers Chapters 1-3. Exam questions are directly related to Review Questions in these chapters. It will be available at Lessons: Section 1. Make-up exams are given only in the event of documented medical emergencies.

•Exam #2 (100 points):

Exam #2 is a multiple choice online exam and covers Chapters 4-7. Exam questions are directly related to Review Questions in these chapters. It will be available at Lessons: Section 2. Make-up exams are given only in the event of documented medical emergencies.

•Critical Thinking Exercises (150 points):

Critical Thinking assessments will follow the decision making model in Chapter 4. These assignments are for the purpose of clarification of the various aspects of ethical decision making. The topic will be assigned.

Identification	10
Research: 3 items at 10 points each	30
Analysis: 5 options at 10 points each	50
Applications: 2 applications of theories at 15 points each	30
Decision Making	10
Evaluation: 1 Argument/Defense at 10 points each	10
Reflection	<u>10</u>
Critical Thinking Exercises Total Points (Chapters 4, 5, 6, 7)	150

•Exam #3 (100 points):

Exam #3 is an essay exam and covers Ethics in the Workplace (Chapters 16-25). It will be available at Lessons: Section 3. Make-up exams are given only in the event of documented medical emergencies.

•Discussion Forums/Class Participation/Attendance (50 points):

This class has one required Discussion Forum per week. Discussion Forums close at 11:30 p.m. on Thursdays. Please post your original thread by Tuesday of each week. This allows everyone a chance to respond to two classmates (REQUIRED) before the forum closes. Please review the rubric in the Discussion Forums folder. Forum topics will relate to the Semester Agenda. During the semester, students may be required to actively participate in logic exercises, small group discussions of moral theories, round table discussions of contemporary moral issues and other exercises as assigned. Online polls may also be required. Points remaining in this category at the end of the semester will be awarded for meeting attendance requirements for this class.

•Service Learning and Department Extra Credit Opportunities (variable extra credit points):

Studies have shown that learning is magnified by participation in service learning projects which may include park clean-ups, teddy bear round up, and other projects as well as participation in Ethics Department events.

•Personal Code of Ethics (50 points):

This is a typed declaration of lifelong personal ethical guidelines. Instructions will be provided.

•Professional Code of Ethics Report (100 points):

This is a typed analysis of a professional code of ethics. Instructions will be provided.

•Applied Ethics Student Questionnaire B “Post-Test” (1 extra credit point):

During the last week of the course, students MUST access and complete the post-course survey and again turn in the confirmation receipt before or on the day of the final in order to receive a grade for the course. The post-course survey will open near the end of the course. It will be available under the Lessons tab. Please follow the link for the Applied Ethics Institute at Lessons: Farewell: Post-Test (link) or <http://appliedethicsinstitute.org/students/index.htm> and complete this short survey. EVERY student MUST complete this survey the last week of class. You will receive a confirmation message when you submit your responses to the post-test. This confirmation message should be copied and pasted into the appropriate drop box at Lessons: Farewell: Post-Test (drop box).

•Student Survey of Instruction (1 extra credit point):

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. This is a requirement of SPC and provides you with an opportunity to express your opinions on this course- and all your courses. You will be notified when the SSI is open by SPC notification on your ANGEL log in page. The SSI link will be available under the Lessons tab. A corresponding drop box will also be available. A point can be earned by typing a statement into the appropriate drop box stating that the student completed the SSI. Your responses to the SSI are anonymous.

•Final Exam (100 points):

This exam is comprehensive and based on textbook reading assignments, homework assignments, and class lecture material. This exam requires critical thinking and use of information learned through the course. It is an online essay format exam. You will be required to ethically justify your answers. It will be available under the Lessons tab.

Policy on Late Work:

I do not accept late work. It is the student’s responsibility to turn in assignments through the online drop boxes (or as instructed) on or before the assigned due dates. This policy applies to all assignments including forums.

Presentation of Assignments: It is preferred that all assignments be typed in 12-point font and double-spaced. Students must include name, course number, instructor’s name, date, and word count on the title page. Word count does not include title page or references. All work must be APA format with proper citations. Assignments are to be submitted to the appropriate drop boxes of our mycourses class. If you have problems, please send you assignment through mycourses email before the deadline. Some assignments may be required to be turned in through a TURNITIN drop box. All work must be submitted as word documents. If using a MAC, please remember to save and submit your work as a word document. If you need assistance, please contact the Tech Help Line. SPC students have access to Microsoft Office products. Please contact Technical Assistance for instructions.

ATTENDANCE:

General Attendance Information:

- For this class, attendance is defined as participating in each Discussion Forum and completion of all assignments.
- Attendance is mandatory. More than 3 unexcused absences in an express class show a lack of participation at the 60% point. Please remember that attendance is active participation in and

completion of all assignments. Since we will meet online it is suggested that you check the course several times a week – mycourses is our online “classroom.”

- The work for most weeks will include:
 - Reading assignments.
 - Discussion Forums including one original thread and two reply posts for your fellow classmates. Please review the rubric at Course Content: Discussion Forums.
 - Additional thinking and writing assignments as required.
- This course is NOT self-paced. You are expected to keep up with the class schedule.

The college-wide attendance policy is included in the Syllabus Addendum:

<http://www.spcollege.edu/central/asa/addendum.htm>.

The policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”) and publish that definition in each syllabus. SPC requires instructors to record student attendance. In an online course, attendance is based on completion of all assigned work for that week. **For the first and second week, to be marked as "Actively Participating," students should adequately complete ALL assignments for that week. Just putting their name in an Introduction post is not adequate.** Students who are no-shows in the first two weeks will automatically receive W’s.

60% Participation:

Students are subject to being dropped at 60% participation if grades are not maintained above 60%.

At the 60% point of the term a student must have 60% or above to remain in the class. Students are required to withdraw themselves on or before the 60% point in the course to receive a W. Students who stop participating by the 60% mark, or who self-withdraw after the 60% mark, will automatically receive WF’s.

Veterans’ Attendance Policy:

The Veterans' Administration requires timely reporting of students who are receiving Veterans' benefits and who are no longer attending classes. In order to meet these requirements, a report is completed whenever a student receiving VA benefits misses two consecutive classes.

BE SUCCESSFUL:

- To be successful in an online course, it is necessary to log in numerous times per week (in an express class I suggest a daily check), complete all assignments BEFORE the due dates, check course email regularly, and read all news items. As this is an online class, students should have access to the course through the internet as necessary.
- If you have valid extenuating circumstances why you cannot participate in class, please contact me immediately through mycourses email or call the Instructor Hotline at 727-394-6003. Excused absences require a written explanation by a professional on letterhead- a doctor, a court officer, etc. Please scan any necessary documentation and attach the documents to an email message through mycourses.
- Computer problems will require using college or library computers until your computer issues are resolved. It is the student’s responsibility to notify the instructor of ANY absence and make arrangements for excused absences.* Please review policy on missed/late work.
- The most important concept in this course is RESPECT. We all want to be respected in person as well as online. When dealing with other students, one must remember that their informed and thoughtful opinions are as valid as our own.

- It is your responsibility to contact me immediately if you need assistance with course work. I am always more than willing so please ask- but don't wait until the last minute. Strive for success. Stay on task. Ask for help.

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. www.spcollege.edu/safety

DIFFERENTIATED LEARNING:

The grading system addresses opportunities for success across different learning styles. Assignments involve higher order cognitive and affective skills. This is a SPC College Writing Requirement course; all assignments must demonstrate college-level writing ability in accordance with Florida State law (See Gordon Rule above).

DISCIPLINE SPECIFIC INFORMATION:

Course Requirement:

PHI 1600 is a Gordon Rule Class (the Gordon Rule originated with the Florida legislature). Your assignments and forum posts will be graded for this purpose. A Gordon Rule Class requires students to demonstrate college-level writing skills through all assignments. In order to pass PHI 1600 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 PHI 1600.

- Attendance is mandatory and absences (not completing work on time) will hurt your grade.
- Due dates are clearly posted on the calendar so watch them carefully.
- Failure to adequately complete all work during the first two weeks will result in being dropped for non-participation – SPC RULE.
- Discussion boards/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 an F in the class and be reported to the College for Disciplinary Action. This is ethics – no cheating! PLEASE CITE YOUR WORK!
- Students who do not fully participate: (earn a grade of 60% or above in the class and complete the midterm by the 60% mark) will be dropped from the course. So don't fall behind.

Gordon Rule:

PHI 1600 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 multiple assignments. St. Petersburg College has designated the CTAP (CRITICAL THINKING EXERCISES) as one indicator that the Gordon Rule has been fulfilled. In order to pass PHI 1600 and fulfill the general education requirement for ethics, you must (a) successfully complete the CTAP (CRITICAL THINKING EXERCISES) assignment AND (b) achieve a final grade of "C" or better in PHI 1600.

GORDON RULE: Office of Articulation, Florida Department of Education p. 15

<http://www.fldoe.org/articulation/pdf/statewide-postsecondary-articulation-manual.pdf>

State Board of Education Rule 6A-10.030/BOG Articulation Resolution, establishes mathematics and English requirements for the Associate in Arts and the baccalaureate degrees. Specifically, the "Gordon Rule" requires students to successfully complete six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required

to demonstrate college-level writing skills through multiple assignments. Each undergraduate student must also successfully complete six (6) semester hours of mathematics coursework at the level of college algebra or higher. For purposes of this rule, a grade of C or higher shall be considered successful completion. Students with certain types of disabilities may request test modification. Each institution designates the courses that fulfill the writing requirement of the Gordon Rule and submits them to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated as meeting the writing requirements of the Gordon Rule. In addition, for purposes of completing the requirements for general education, Gordon Rule, or program prerequisites, credit for specific course numbers awarded by exam should be treated no differently from credit earned in the same courses at the receiving institution. The requirement for successful completion of Gordon Rule courses with a grade of C or better applies to any transferable general education course, regardless of whether it is completed as part of an Associate of Arts Degree or an Associate in Science Degree.

DUAL ENROLLMENT, EARLY ADMISSIONS, & 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. The Dual Enrollment office can be reached at 727 712-5281 (TS), 727 791-5970 (CL) or 727 394-6000 (SE). www.spcollege.edu/central/de/index.htm

EMERGENCY PREPAREDNESS:

- In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college Web site for an announcement of the College's plan to resume operations.
- Students should familiarize themselves with the emergency procedures and evacuation routes located in the buildings they use frequently.
- Located in each classroom is an Emergency Response Guide (flip-chart) that contains information for proper actions in response to emergencies. Students should be prepared to assess situations quickly and use good judgment in determining a course of action. Students should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by college faculty or staff or emergency services personnel. Students may access additional emergency information by going to www.spcollege.edu/safety. In face to face courses your instructor will review the specific campus plans for emergency events.

EXPECTATIONS:

Students' Expectation:

You can expect me to abide by the syllabus and provide you with any changes.

You can expect to be treated with respect.

You can expect your emails answered within 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 normally expect most grading to be completed within 7 days of the due date. I do my best.

You can expect help. Please ask whenever you need help or have a question.

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 be honest in all 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 need extra assistance. I will do what I can to help you succeed.

GRADING:

Your final grade in this class will be based on the grades you earn throughout the semester. Your final grade in this class will be based on the points you earn on assignments. Grades are based on a 750 point scale.

- You may see extra credit assignments in the course news and/or in your emails. Don't miss them.

The grading scale is as follows:

- A - 90-100%
- B - 80-89%
- C - 70-79% * SPC Policy: Students must make a "C" or better to pass.
- D - 60-69%

- **Late Work: As a rule, late work is not accepted.**
 - If a student expects to be absent on the day an assignment is due, he/she is required to get in touch with the instructor and set up an alternative method of turning in the work **prior to the due date.**
 - If you have problems with a drop box, turn in your work **BEFORE THE DUE DATE AND TIME** through mycourses email message while you continue to try to turn in your work to the appropriate drop box.
 - Late work is accepted under extremely rare circumstances and only with documentation, such as, hospital admission/discharge paperwork or military orders.
- **A grade of "Incomplete" should not be expected. This is only for extreme circumstances and must be approved in advance by the dean. I have never seen approval given.**

IMPORTANT DATES:

Financial Aid Dates: www.spcollege.edu/pages/dynamic.aspx?id=800

Academic Calendar: www.spcollege.edu/calendar/#tab=2

SPRING TERM EXPRESS CLASS 9/12 - 12/8/2016

LAST DAY TO DROP, RECEIVE REFUND, AND/OR CHANGE TO AUDIT

Regular, 1st 8-Week Mod and Online (See [drop with a refund](#)) 9/16/2016

LAST DAY TO WITHDRAW * WITH GRADE OF "W"

Regular, online 10/31/2016

* *FINANCIAL AID RECIPIENTS:* If you completely withdraw from the college anytime on or before the dates of your session, you may incur repayment of financial Assistance funds. See [financial aid withdraw deadlines](#).

NO CLASSES FOR STUDENTS (also see college closed dates below)

All College Day (professional development for faculty/staff) 10/18/2016

Winter break 12/10/2016 - 1/8/2017

EXAMS

Final Exams 12/5 - 12/8/2016

GRADUATION

Name in Program Deadline 10/28/2016

Commencement (final dates dependent on venue)	12/10/2016
COLLEGE CLOSED	
Labor Day	9/5/2016
Veterans Day	11/11/2016
Thanksgiving Break	11/23 - 11/27/2016
Winter Break	12/17/2016 - 1/1/2017

DATES SUBJECT TO CHANGE / Last revised 2/4/2015

LEARNER SUPPORT:

Accessibility: www.spcollege.edu/dr
 Academic Support Services: www.spcollege.edu/support
 On-Campus Support: www.spcollege.edu/tutoring/#tab=2
 Online Support: www.spcollege.edu/tutoring/#tab=3
 Student Services and Resources: www.spcollege.edu/services

LIBRARY SERVICES:

There are libraries at various SPC sites. You may choose the one that is most convenient for you. You also can access library services online. www.spcollege.edu/libraries

NETIQUETTE:

- Course email is for course work 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.
- 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.
- Be respectful in the discussion forums. This course is meant to encourage you to stretch your critical thinking. Remember that if we want to be treated with respect for our thoughtful opinions, we must also give respect to our classmates for their thoughtful opinions.

PROCTORED EXAMS AND EXAM DATE INFORMATION:

The Final Exam for this course may be REQUIRED by SPC to be PROCTORED. For further details on proctored testing information: <http://mycourseessupport.spcollege.edu/proctored-testing-information>
More information to follow in course news.

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 at <http://offender.fdle.state.fl.us/offender/homepage.do>

SPECIAL ACCOMMODATIONS:

If you wish to request accommodations as a student with a documented disability, please make an appointment with the Learning Specialist on campus. If you have a documented hearing loss, please contact the Program for the Deaf/Hard of Hearing at 791-2628. If you need assistance during an emergency classroom evacuation, please contact your campus learning specialist immediately about arrangements for your safety. The Office of Services for Students with Disabilities can be reached at 791-2628 or 791-2710 (CL and EPI), 341-4758 (SP/G), 394-6108 or 34-6289 (SE), 712-5789 (TS), 341-3721 (HEC), 341-4532 (AC), or 341-7965 (DT). www.spcollege.edu/central/ossed

From Student and Educational Services for the Student Accessibility Office: www.spcollege.edu/dr

- If you wish to receive special accommodations as a student with a documented disability, please make an appointment with the Learning Specialist on the Clearwater, Tarpon Springs, or St. Petersburg sites.
- If you have a documented hearing loss, please contact the Program for the Deaf at 791-2628 (V/TDD).
- Clearwater AD 122791-2710
- St. Petersburg/ Gibbs AD 120341-4316
- Tarpon Springs Counseling 712-5789
- Seminole SE 112 394-6108

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.

TECHNICAL ASSISTANCE:

Help Desk: <http://www.web.spcollege.edu/helpdesk>

Email: helpdesk@spcollege.edu

Phone: 727-341-HELP (727-341-4357)

TECHNOLOGY:**Minimum Technology Requirements:**

This is an online course so you must have access to a computer with internet access. 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 for the week 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 best.

Minimum Technical Skills:

This is an online course. You must be able to use MS Word, attach/drag and drop documents and copy and paste documents.

MyCourses:

- You will be using the MyCourses learning management system (LMS). If you are not familiar with this LMS complete the Introduction to MyCourses found under your Home page.
- There is a MyCourses Tutorial in the class with clear instructions on how to use all sections of the course. Also, you will see an Online Help link at the top of your page for help with any technical issues.

Accessibility of Technologies:

MyCourses (Brightspace by D2L) Accessibility Statement: www.brightspace.com/about/accessibility

Privacy: MyCourses (Brightspace by D2L) Privacy Statement: www.brightspace.com/legal/privacy

Technical Support: <http://www.web.spcollege.edu/helpdesk>

You will see an Online Help link at the top of your page for help with any technical issues.

Technical Requirements for MyCourses:

mysuccess.helpdocsonline.com/#technical-requirements-for-mycourses

TURNITIN:

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. The Turnitin Usage Agreement can be reviewed at: 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

TUTORING ASSISTANCE:

Tutoring assistance and academic support is available online and in person at Learning Centers:

www.spcollege.edu/tutoring

On-Campus Support: www.spcollege.edu/tutoring/#tab=2

Online Support: www.spcollege.edu/tutoring/#tab=3

WITHDRAWAL POLICY:

FEDERAL GUIDELINES RELATED TO FINANCIAL AID AND TOTAL WITHDRAWAL FROM THE COLLEGE

www.spcollege.edu/withdrawal

- 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.
- 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 the total withdrawal. For further information regarding this policy and other financial assistance policies we encourage you to visit our website at: www.spcollege.edu/getfunds

This syllabus is subject to change as necessary.