



## Course Syllabus

POS 2041 - 968

**American National Government Fall Term 2024-2025 (0640)**

## Welcome

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Greetings,

Please click the **Begin Here Module** to find the syllabus, textbook information (free e-book) and other important resources.

Welcome to Week 1 of POS 2041. I look forward to an exciting semester. I will be posting bi-weekly (sometimes weekly) helpful announcements & resources that will help supplement the course material. Given the upcoming 2024 elections, I will work to fuse the course content with information regarding some of the things taking place. Also, the book for this class is free. It is embedded within the course!

For now, please do the following:

- Click Syllabus to review the Course Syllabus
- Click Course Content to review the content for the Course
- Click Begin Here and take the Syllabus Quiz
- Review Rubrics and APA writing style
- Review Module 1 Learning Activities & Assessments

Module 1 Assessments: Citizenship Quiz, Discussion 1, Quiz 1

Go ahead and get settled and I will send you an email this week with tips for the assignments in Module 1. **Please note that the Citizenship Quiz will result in everyone getting all of the points.** It is simply a pre-test so that everyone can see where they stand compared with those are attempting to become citizens through the naturalization process. I will give everyone the max grade after it closes.

About the Instructor:

- Born in Havana, Cuba (arrived at 10 months old)
- First in Family to attend college (low-income household as well)
- Served 2 years in AmeriCorps Florida State Parks
- BA in Environmental Science from FIU
- MA, PhD in Political Science from FIU
- MA in Education/College Leadership from UCF
- Research interests are the Cold War, US Foreign Policy, Political Economy
- 2 Years Academic Advisor at FIU
- 6 Years Department Chair at Bethune-Cookman
- 8 Years Department Chair at SPC
- Teach graduate classes at UCF
- Current Assistant Dean for the College of Social & Behavioral Sciences

Have a great semester!

## Instructor Contact Information

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Dr. Douglas Rivero

**Email**

Rivero.Douglas@spcollege.edu

**Phone:** 7273946948

**Office and Online Chat Hours:**

Mondays-Thursdays

**Office Location:**

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## Departmental Contact Information

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Joseph Smiley

**Title:** Dean

**Email:** smiley.joseph@spcollege.edu

**Phone Number:** 7277125851

**Appointment Information:** Call or Email contacts above to schedule an appointment

## Course Information

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**Prerequisite(s):** Prerequisites: (ENC0020, ENC0025, ENC0990, ENC0056 or ENC0055) and (REA0017, REA0002, REA0990 or REA0056); or EAP1695; or appropriate scores on SPC placement test. Cannot be taken with IDS 2103H.

**Credit Hours:** 3

**Modality:** Online

**Course Description:** In this course, students will investigate how the national government is structured and how the American constitutional republic operates. It covers the philosophical and historical foundations of American government, including but not limited to the declaration of independence, the United States Constitution and all its amendments, and the federalist papers. The course examines the branches of government and the government's laws, policies, and programs. It also examines the ways in which citizens participate in their government and ways their government responds to citizens. State Core Course Description (State Rule 6A-14.0303). This course partially satisfies the writing requirements outlined in the general education requirements. Credit is only given for one of the following: POS 2041 or POS 2041H or IDS 2130H.

## Course Objectives

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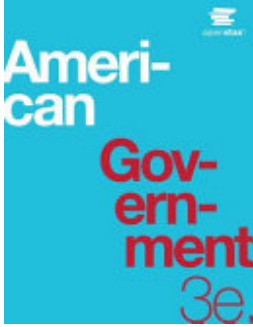
1. \*Students will demonstrate an understanding of the basic principles and practices of America's constitutional republic.
2. \*Students will demonstrate knowledge of the nation's founding documents, including the declaration of independence, the U.S. constitution and its

amendments, and the federalist papers.

3. \*Students will demonstrate knowledge of landmark U.S. supreme court cases, landmark legislation, and landmark executive actions.
4. \*Students will demonstrate knowledge of the history and development of the American federal government and its impact on law and society.
5. \*Students will demonstrate an ability to apply course material to contemporary political issues and debates.
6. \*Students will demonstrate the ability to engage in discussion and civil debate on American politics that are associated with multiple points of view.
7. Students will analyze the continuing evolution of the Constitution in the United States by:
  - a. exploring the evolution of civil liberties, especially as determined by landmark US Supreme Court cases.
  - b. examining the significance of the 14th amendment and the continuing development of civil rights for all citizens.
  - c. identifying landmark legislation and executive actions as well as their impact on political behavior.
8. Students will demonstrate research, writing and critical thinking skills by:
  - a. completing written assignments and/or discussions related to the aforementioned learning outcomes.
  - b. composing a major analytical paper or project that demonstrates mastery of several learning outcomes.

## **Required Textbook and Other Resources**

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**American Government 3e**

**ISBN: 9781951693435**

**Authors: Glen Krutz**

**Publication Date: 2021-07-28**

## **Performance Assessment and Grading**

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### **ASSIGNMENTS**

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**Quizzes (250 points) - Twelve (12) quizzes, each worth 25 points, for a total of 250 points or 25% of your final grade. **The two quizzes with the lowest grades will be dropped.****

You will have 10 chapter quizzes, one Citizenship quiz, and a General Education Survey for a total of 250 points, 25% of your final grade.

In each module, you will have a quiz on the assigned chapter(s) in that module. All quizzes will be comprised of multiple choice questions.

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**Discussion Forums (200 points) - Five (5) Discussion Forums, each worth 50 points, for a total of 200 points or 20% of your final grade. The discussion with the lowest grade will be dropped.**

You will have discussion posts in many of your modules. Each Discussion Forum will include a learning assignment with discussion prompts and requires a reply to a classmate's post. The discussion forums provides for the exchange of ideas which is vital to learning. The posts will be graded for content, grammar and spelling. You will not receive any points if you do not post an assignment post (even if you post reply posts). Your posts will partially contribute to the SPC Writing requirement.

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**Writing Assignments (150 points) - Four (4) Writing Assignments, each worth 50 points, for a total of 150 points or 15% of your final grade. The writing assignment with the lowest grade will be dropped.**

You will be asked to apply what you have learned in three different modules with well-written essay submissions. You will receive clear instructions on the specifics. All written work must be submitted to the Dropboxes within the course. The Dropboxes utilize Turnitin in order to detect plagiarism. These submissions will be graded based upon completion of the assignment requirements as well as content, grammar and spelling. Complete all submissions adequately to earn credit. Your written assignments will partially contribute to the SPC Writing Requirement.

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**Civic Engagement Paper (100 points) - One (1) Civic Engagement Paper worth 100 points or 10% of your final grade. See in the *Community Engagement* module for detailed information about the assignment requirements.**

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**Exams (300 points) - This course will include a Mid-term Exam and a Final Exam, each worth 150 points, for a total of 300 points or 30% of your final grade.** Each exam will cover the materials within the modules of POS 2041. This will include the corresponding chapters in your textbook as well as all of the supplemental materials provided up to that point.

## **Late Work Policy**

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### **Late Policy-**

1st Writing assignment that's late-up to 3 days late with no penalty. 2nd and thereafter-1 to 3 days, 10 percent penalty. 3 to 5 days 20 percent penalty. Not graded if more than 5 days late. Medical or major life issue: email me

1st Discussion board that's late- up to 3 days late with no penalty. 2nd and thereafter- 1 to 3 days, 10 percent penalty. 3 to 5 days 20 percent penalty. Not graded if more than 5 days late. Medical or major life issue: email me

Quizzes: Same late policy as papers and discussions.

Tests: Late tests not accepted unless there's a major issue. Email me.

## **Grading Scale**

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Upon successful completion of the course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.

The final numerical grade will be converted to a letter grade according to the following scale

**A = 90 - 100%**

**B = 80 - 89%**

**C = 70 - 79%**

**D = 60 - 69%**

**F = less than 60%**

Note: State policy specifies that students may not repeat a college credit course for which a grade of “C” or higher has been earned except by appeal to the campus Academic Appeals committee. Students may repeat a college credit course one time without penalty. At the third attempt, students will pay the full cost of instruction (out of state tuition rate). In addition, at the third attempt students may NOT receive a grade of “I,” “W,” or “X,” but must receive the letter grade earned. This grade will be averaged into the overall grade point average.

**\*\*Students must achieve a 70% or better to pass the course. \*\***

## **Course Attendance**

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**View the college-wide attendance policy included in [How to be a Successful Student](#).**

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.

**A. Failure to complete any modules in the first week of class will lead to dismissal.**

Instructor will verify that students are in attendance during the first week of class. Students classified as “No Show” will be administratively withdrawn from any class they are not attending. The student’s financial aid will be adjusted based on their updated enrollment status.

**B. Students who are not actively participating in class will be reported to the Administration during the week following the last date to withdraw with a “W” (as posted in the academic calendar on the college’s web site). A grade of “WF” will be assigned to students who are not actively participating during the week following the last day to withdraw with a W grade.**

Students will be able to withdraw themselves at any time during the term. However, requests submitted after the last date to withdraw with a “W” (see academic calendar) will result in a “WF.” Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs.

**Withdrawing after the “Last Date to Withdraw with a Grade of ‘W’” can have serious consequences.** If the student withdraws from a class after the deadline posted in the academic calendar, the student will receive a final grade of ‘WF,’ which has the same impact on the student's GPA as a final grade of “F.” A “WF” grade also could impact the student's financial aid, requiring repayment of financial assistance. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing.

## **Technology Requirements & Policy**

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To succeed, students also **MUST** become proficient with Microsoft Word.

### **Accessibility of Technology**

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Microsoft Accessibility](#)
- [Google \(YouTube\) Accessibility](#)
- [Ensemble Accessibility](#)
- [Panopto Accessibility](#)
- [Turnitin Accessibility](#)
- [Honorlock Accessibility](#)
- [Cengage Accessibility](#)
- [McGraw-Hill Accessibility](#)
- [Pearson Accessibility](#)

### **Privacy**

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Microsoft Privacy](#)
- [YouTube Privacy](#)

- [Ensemble Privacy](#)
- [Panopto Privacy](#)
- [Turnitin Privacy](#)
- [Honorlock Privacy](#) and [SPC's Honorlock Security and Privacy FAQ](#)
- [Cengage Privacy](#)
- [McGraw-Hill Privacy](#)
- [Pearson Privacy](#)

## Important Dates

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**Class Dates:** 12-AUG-2024 to 06-DEC-2024

**Drop Date:** 16-AUG-2024

**Withdrawal Date:** Please reference the Academic Calendar below

<https://www.spcollege.edu/academic-calendar>

## Learner Support and Other Student Resources

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Use the following links to view web sites on SPC's:

- [Free Tutoring](#)
- [Accessibility Services](#)
- [Academic Support](#)
- [On-Campus and Online Support](#)
- [Student Services](#)

Additional Resources:

- [Academic Calendar](#)
- [Learning Resources](#)
- [Career Services](#)

- [International Student Services](#)
- [Veterans Services](#)

## MyCourses Assignment Schedule

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Due Date	Name	Type	Points
	Chapter 1 Quiz - American Government and Civic Engagement	Quiz	25
	Citizenship Pre-Quiz	Quiz	25
	Civic Engagement Paper	Assignment	100
	Discussion 1	Discussion	50
	Discussion 2	Discussion	40
	Discussion 3	Discussion	40
	Discussion 4	Discussion	40
	Discussion 5	Discussion	40
	Extra Credit	Assignment	20
	Final Exam	Quiz	150
	General Class Discussion	Discussion	
	Midterm	Quiz	150
	Quiz 10 - Verification General Education Survey	Quiz	25



<b>Due Date</b>	<b>Name</b>	<b>Type</b>	<b>Points</b>
	Quiz 2 - The Constitution	Quiz	25
	Quiz 3 - American Federalism	Quiz	25
	Quiz 4a - Political Behavior (Public Opinion, Political Parties, Voting & Elections)	Quiz	25
	Quiz 4b - Political Behavior (Interest Groups & Media)	Quiz	25
	Quiz 5 - Congress	Quiz	25
	Quiz 6 - The Presidency	Quiz	25
	Quiz 7 - The Judiciary	Quiz	25
	Quiz 8 - Civil Liberties	Quiz	25
	Quiz 9 - Civil Rights	Quiz	25
	Syllabus, Academic Integrity, & MyCourses Tutorials QUIZ	Quiz	
	Writing Assignment 1	Assignment	50
	Writing Assignment 2	Assignment	50
	Writing Assignment 3	Assignment	50
	Writing Assignment 4	Assignment	50

<b>Due Date</b>	<b>Name</b>	<b>Type</b>	<b>Points</b>
8/19	Week 1- American Government and Civic Engagement (Chapter 1)	Event	
8/25	Module 2 - The Constitution and Its Origins (Chapter 2)	Event	
9/8	Module 3 - American Federalism (Chapter 3)	Event	
9/22	Module 4 - Political Behavior (Chapters 6-10)	Event	
10/6	Module 5 - The Congress (Chapter 11)	Event	
10/13	Midterm Exam	Event	
10/27	Module 6 -The Presidency (Chapter 12)	Event	
11/3	Module 7 - The Courts (Chapter 13)	Event	
11/17	Module 8 - Civil Liberties (Chapter 4)	Event	
11/24	Module 9 - Civil Rights (Chapter 5)	Event	
12/3	Civic Engagement Paper	Event	
12/3	Extra Credit	Event	
12/3	Final Exam	Event	

## **Course Assignment Schedule**

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CLASS SCHEDULE: Adjusted as Necessary

Module 1: Due August 19, Citizenship Quiz, Discussion 1, Quiz 1

Module 2: Due August 25, Quiz 2, Discussion 2

Module 3: Due September 8, Quiz 3, Writing Assignment 1,

Module 4: Due September 22, Quiz 4, Writing Assignment 2

Module 5: Due October 6, Quiz 5, Discussion 3

Midterm Exam: Due October 13 (contains content from Module 5)

Module 6: Due October 27, Quiz 6, Paper 3

Module 7: Due November 3, Quiz 7, Discussion 4

Module 8: Due November 17, Written Paper 4

Module 9: Due November 24, Quiz 9, Discussion 5

Civic Engagement Project: December 3

Final Exam: Due December 3

Other Assignments:

Extra Credit: Due December 3

## **Communication Plan**

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Communication Channels: I will communicate with the class through MyCourses News Announcements and/or email. Specific student communication, for those struggling, may occur through either email of SParC.

Response time: 48 to 72 hours

## **Students' and Instructor's Expectations**

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It is important that all of your attention be focused on the content to be learned so when you are in class you shouldn't be using your computer, cell phone, and tablet for casual use, only academic purposes. Any use of these devices (including texting) for non-academic purposes draws your attention away from the course work and is therefore subject to disciplinary action. Whether you are taking a course online, blended, or in the classroom, you may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates online. The learning management system, MyCourses, will be used for this purpose and you should complete the Introduction to MyCourses so that you are comfortable with the system and can complete your assignments. Whether you are in an online class or a physical classroom, certain behaviors are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process. Below are the traits of a successful student. These guidelines pertain whether your course is online or in the classroom. When communicating, you should always:

- Treat everyone with respect in every communication
- Use your professor's proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms.
- Use clear and concise language
- Remember that college level communication should use correct grammar, whether written or spoken. Avoid slang.
- Use correct spelling and avoid texting abbreviations

- Avoid using the caps lock feature as it can be interpreted as yelling online
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and, even when spoken, your message might be misunderstood
- Be cautious with personal information (both yours and others')

### **Online Student Participation and Conduct Guidelines**

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

### **When you send an email to your instructor, department chair, dean, or classmates, you should:**

- Use a subject line that describes what you are writing about
- Avoid attachments unless you are sure your recipients can open them
- Be clear, concise, and courteous
- Sign your message with your name
- Use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.

Your faculty member will include in the syllabus expectations for response times on email.

### **Recordings in the classroom:**

Students may record lecturers in class for personal use (such as studying or documenting complaints to the institution) without explicit permission. However, students may not record non-lecture portions of class (such as skills labs, student group work, individual student instruction, Q/A sessions, recording studio critiques, group/individual production and computer lab time, practicums/internships, or clinical/simulation rotations) or other students without explicit permission, and may not disrupt class in making such recordings (such as trying to use a device with a calculator or calculator app in a class

that does not allow calculators, or blocking the view or aisles for others in the class). Having an approved ADA accommodation is considered explicit permission to record from the college.

Students making such recordings may not share recordings without explicit permission and are personally liable for unauthorized dissemination. If in doubt, please discuss with your professor before class.

**When posting to a discussion board, you should:**

- Write posts that are on-topic and within the scope of the course material
- Take your posts seriously; review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Read all messages in a thread before replying
- Avoid repeating someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions, even when they differ from your own
- Express any differing opinions in a respectful, non-critical way
- Not make personal or insulting remarks
- Be open-minded

The instructor has the **authority** to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues. This ensures that all students in the class have an opportunity to learn.

## **How to Be a Successful Student**

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Attending class is vital to your success, particularly the first few days of class as you are introduced to the requirements and topics you will be covering. Therefore the college limits when you can add classes. Please [check our registration page](#) regarding when classes can be added.

You may drop a course through the [Drop with Refund](#) date listed on your Fee Schedule and be eligible for a refund, although withdrawing may affect your financial aid. If you are thinking of withdrawing, please speak with your instructor, an [Academic Advisor](#) or a [financial aid counselor](#).

Showing up is the first step in ensuring your academic success. Active participation is the next step - whether you are in a classroom or taking classes online. Each of your faculty will give details in the syllabus about their attendance policies. If you are going to miss a session, or be offline for any reason, please let your instructor know in advance. If you don't attend during the first two weeks of a term you will automatically be withdrawn from the class and this can cause serious problems if you receive financial aid. In fact, if you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion.

## **Academic Honesty Policy**

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You are expected to be honest in all your academic work. By enrolling at the College, you agree to abide by all the standards of academic honesty and integrity and failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. The academic honesty policy and procedures are available online:

- [Academic Honesty Policies, Honor Code](#)
- [Academic Integrity Policies and Procedures](#)

These documents include details on what is meant by:

- Cheating
- Bribery

- Misrepresentation
- Conspiracy
- Fabrication
- Collusion
- Duplicate submissions
- Academic misconduct
- Improper calculator, computer or online use

Some of your courses may include online material that is protected by copyright. This means that the work is available for you to use in your studies, but you can't copy and share the materials ( [copyright.gov](http://copyright.gov)). Please see [SPC's copyright information](#). It's your responsibility to be academically honest in all of your work.

## **Generative AI Not Permitted**

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The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in many contexts, but you must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating [SPC's academic integrity policy](#), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You are strictly prohibited from using use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in this course. The work produced by AI writing tools is not your own original work and is therefore unacceptable for the assignments in this course. If you cite AI-generated content, the work will be considered incomplete and receive a zero. If you do not cite, the work will be considered plagiarism and receive a zero. If you have any questions about this, please reach out to me.

## **Policy: Attendance/Participation/Withdrawal**

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Withdrawing from a course with a “W” or “WF” may impact students’ academic standing and financial aid eligibility including placing the student in early repayment. It is the student’s responsibility to understand the consequences of withdrawing.

### **Attendance**

College policy requires students to attend class prior to the published deadline to drop with a refund. The instructor is required to report non-attendance and the student will be dropped after the second week of classes.

If you don’t attend during the first two weeks of the term, you will be automatically dropped, and a “W” grade will be assigned. If you receive financial aid, you should contact a financial aid counselor to determine any impact to your award amounts.

It is the student’s responsibility to know the attendance policy of the class in which they are enrolled.

- Depending on the modality of the course, attendance may be online, LIVE Online, blended, or on-campus.
- For LIVE Online classes, attendance will be taken online during the normal class meeting time/days.
- Students who are feeling ill for any reason should communicate in a timely manner with their instructor regarding attending online instead of on-campus, and/or the responsibility of excused absences. Students are also responsible to discuss completing any missed work with the instructor.

### **Participation**

College policy require the instructor to report any student who is not actively participating at the 60% point of a class. The instructor will report the student by the end of the week immediately following the 60% point of the class and the student will be withdrawn from the course and assigned a “W” grade. It is the student’s responsibility to understand the instructor’s requirements for ‘active participation.’

## **Student Withdrawals**

You may drop a course through the [Drop with Refund](#) date listed on your Fee Schedule and be eligible for a refund, although withdrawing may affect your financial aid. If you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion. If you are thinking of withdrawing, please speak with your instructor, an [Academic Advisor](#) or a [financial aid counselor](#).

Withdraw requests submitted after the last date to withdraw with a "W" (see academic calendar) will result in a "WF". Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

Students who wish to withdraw completely from SPC are not able to totally withdraw from all classes through MySPC. A student must contact an Academic Advisor to totally withdraw.

## **Student Survey of Instruction**

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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.

## **Turnitin**

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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. Review the [Turnitin Usage Agreement](#) for full details. 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](#) tutorial.

## **Title IX**

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At St. Petersburg College, our faculty are dedicated to fostering a secure and open environment conducive to learning for all students. Title IX prohibits gender discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking. If you, or someone you are aware of, has experienced sexual harassment or sexual violence, or any form of sexual misconduct, which includes incidents like sexual assault, relationship violence, or stalking, please know that there are avenues for help and support.

We strongly encourage every member of our college community to be proactive, seek assistance, and report occurrences of sexual misconduct to the Title IX Office. It's important to be aware that under Title IX regulations, faculty members are obligated to report such incidents to the Title IX Office. However, if you prefer to have a conversation with someone who is not required to report, you can consult the [SPC's Counseling Services](#).

St. Petersburg College urges everyone in our community to step forward, seek support, and report any incidents of sexual harassment or gender-based discrimination to the St. Petersburg College Title IX Office. They can be reached via email at [SPCTitleIX@spcollege.edu](mailto:SPCTitleIX@spcollege.edu) or by phone at 727-341-3261. Remember, these resources are here for your support and well-being.

## **Equal Access**

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St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The College will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that

sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the College will not tolerate such conduct. Should you experience such behavior, please contact the Equal Access/Equal Opportunity Office at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at [eaeo\\_director@spcollege.edu](mailto:eaeo_director@spcollege.edu).

## **Safety and Security**

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We want to make sure that you are comfortable on campus and feel secure in your learning environment. The SPC campuses are very safe but you should be aware of your surroundings, just as you are anytime you are in a public space. In each classroom there is an Emergency Response Guide to help you during an emergency. It is also a good idea to be familiar with evacuation routes in buildings that you use frequently. **If you have an emergency, dial 911 immediately.** For information on campus safety and security policies, please call 727-791-2560. More information is also available on the [Campus Safety website](#).

The college website ([spcollege.edu](http://spcollege.edu)) is the best source of information in the event of an emergency. It's possible for something like a hurricane to disrupt classes on campus; if this happens there are plans on how to help you continue your education. You should be comfortable using MyCourses as the learning management system will be key in communicating with faculty about course materials and assignments. Make sure you complete the Introduction to MyCourses so that you are familiar with sending and receiving emails, participating in discussion posts, navigating through course materials, and submitting assignments. It is important to be able to use MyCourses for learning activities if your campus is closed.

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 college if the person attends, or is employed, by a college or university. You can find out more information by calling the FDLE hotline (1-888-FL-PREDATOR) or by visiting [offender.fdle.state.fl.us/offender](http://offender.fdle.state.fl.us/offender). A list of sexual offenders or predators registered for classes at SPC is also available.

## **Titans Care (Student Assistance Program)**

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As an SPC student it's vital that you know Titans Care. You can access resources through [SPC's Student Assistance Program \(SAP\)](#), 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.

## **Student Concerns**

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St. Petersburg College wants to make sure that you are able to receive prompt and fair resolutions to any concerns that you might have. If you feel that you have had a bad experience with a college employee, or you have a concern about college facilities, please bring it to our attention. Begin by speaking directly to the person responsible for the department; direct conflict resolution is an important skill to develop and usually brings about the best results. If you aren't satisfied with the outcome, or are not comfortable approaching the person directly, you may submit the information using an online form: [web.spcollege.edu/survey/13002](http://web.spcollege.edu/survey/13002)

If you're not able to submit the form online yourself, feel free to ask a college employee to submit the form on your behalf.

## **SPC Vaccination Policy**

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SPC is concerned about the health and well-being of all students. We encourage all students to remain current on vaccinations as suggested by appropriate health authorities. SPC does not require vaccinations for general admissions to our degree or certificate programs, with some exceptions for specific programs.

## **Instructional Continuity During Emergencies**

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The St. Petersburg College website at [www.spcollege.edu](http://www.spcollege.edu) is the official source of college information regarding the status of the institution. Other important information will be

communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period and is planning ways our operations can continue following such an emergency.

So, if a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the Instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses (possibly through duration of the course's regularly scheduled end date). We will finish this course in MyCourses, as directed by your Instructor online, and your Instructor will use all graded assignments to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

For all current updates on pandemic conditions or other events, please visit SPC Updates at <https://www.spcollege.edu/spc-updates>

## **Terms of Instruction**

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Please note this syllabus is an instructional guide and that the instructor/professor reserves the right to make any changes to it, as needed. This includes changes to the course schedule and assignments, etc., throughout the term. If changes occur, you will be notified as soon as possible via email and/or an announcement in MyCourses.

Changes may be necessary for various reasons, including instructor illness, students' progress, weather events, institutional needs, etc. Please approach any changes with flexibility and understanding.