

Start Here - Syllabus



Read the syllabus after the Course Home News. Then proceed to the Week 0 and Week 1 Course Content for further preparations.

Your Board of Directors ▾

Board of Directors*

Vice President Dr. Thomas Philippe

President

Vice Chair Professor

Office Phone (727) 341-3109

Office Hours Virtually available for Zoom meetings Mondays, Wednesdays (11:30AM to 1:30PM) and evenings email

me for an appointment.

E-mail philippe.tom@spcollege.edu *Use MyCourses for course emails.*

Location Clearwater Campus BT 119

Chief Operating Officer
Prof. Roni Murphy

Professor

Office Phone (727) 341-4628

Office Hours Monday 11:30 am- 2:30 pm, Tuesday noon pm- 1:30 pm. Please email for an appointment.

E-mail murphy.roni@spcollege.edu *Use MyCourses for course emails.*

Location St. Pete/Gibbs Campus TE Room 107-B

Board Secretary
Dr. Wende Huehn-Brown

Professor

Office Phone (727) 341-3131 (VoIP, any location as available)

Office Hours TBD. Please call or email for an appointment.

Available for both on-campus and virtual meetings. Just call or email to make an appointment that fits our schedules.

E-mail huehnbrown.wende@spcollege.edu *Use MyCourses for course emails.*

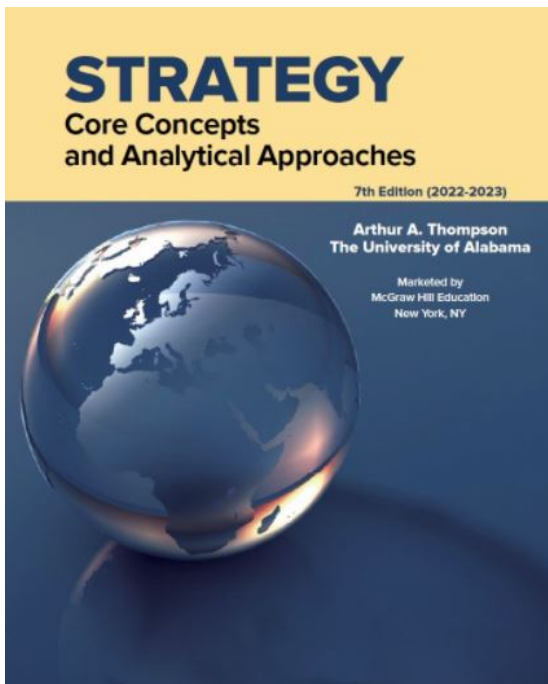
Location St. Pete/Gibbs Campus TE Room 131-A and Zoom

* Capstone is team taught. Students run a simulated corporation reporting to the board of directors (professors). Capstone is student-led and students must finish team self-selection by end of Week 1.

Students should anticipate a response to MyCourses email and voice messages within 24 hours (max. 48 hour). If MyCourses is down or you are unable to upload your assignments, or if you have questions not related to this class, send correspondence directly to main SPC email accounts above.

Students are encouraged to make an appointment for office or other meeting times to assure availability.

Required Text



BSG ValuePak: Includes access for *The Business Strategy Game* (BSG) simulation and *Strategy: Core Concepts and Analytical Approaches* (7th Edition, 2022-2023) etext by Thompson, A. (McGraw-Hill).

See: <http://www.bsg-online.com/> and Week 1 course content **Business Strategy Game (BSG) Registration** for the registration code. Students may purchase access at the SPC bookstore or directly at this BSG website (no mark-up and immediate access). Students with financial aid can use the Book Line of Credit at the campus bookstore 30 days before the class starts.

Note: See **BSG Week 1 Essential Tips** video for important tips on how to use the BSG resources. There are PDF documents. You should **Download the free Adobe Acrobat Reader DC** plug-in for use of the more advanced tools than what is available through your internet browser. Just contact **SPC Technical Support** if you need help setting it up.

Course Description ▼



Prerequisite: Student must have completed all major (core) courses in the College of Business Degree Program, with a grade of "C" or better and departmental permission.

Description: This course provides the opportunity for the student to demonstrate that she/he has learned the material from the program and can apply it in the real world. All program core courses must be completed before registering for capstone, and ideally it should be taken during the student's last semester at the college. It provides the student the opportunity to demonstrate proficiency in addressing business issues of today in a dynamic environment.

This is a 16 week course offered in fall and/or spring semesters only. 94 contact hours.

Equity Statement: This course provides various resources to support all students to be successful building upon prior knowledge and experiences that further masters the business acumen. The course guides students through business

policies and best practices. The learning environment is designed to be just, fair, and inclusive for all students assisting each student to further grow their abilities to reach their full potential building competencies to excel in an evolving local and global business environments.

Major Learning Objectives



1. Demonstrate business acumen gained in degree program core courses to identify business strategic issues.
2. Analyze general methods and informed ethical approaches for dealing with business issues.
3. Develop potential solutions to address business strategic issues.
4. Implement detailed solutions to address business strategic issues.

Schedule

Tentative Schedule - subject to change at anytime during the semester.

For Excel file (to view/print with ease): [Spring 2024 Capstone Schedule Excel](#)

For PDF file (to view/print with ease): [Spring 2024 Capstone Schedule PDF](#)

Week #	Week Start Date	Assignment *	Points or percent	Assignment Description *	Date
0	20-Nov	Capstone Opens Early for Preparations		Start Reading MyCourses Course Home News, Syllabus, and Course Content.	ASAP
0	20-Nov	Introduction - Find a Team		Post Video and Company Application in MyCourses (start interviews early and keep availability up-to-date)	ASAP - Before Launch Meeting
1	16-Jan	Launch Meeting		Attend Launch at SP/Gibbs (SU Bldg. Conference Center, SU-236) or Zoom	Tue Jan 16 6-8pm
1	16-Jan	Register Account and Tour BSG		Read MyCourses BSG Registration in MyCourses. Go to BSG for New Students -Create Account. Start Reading BSG Online Textbook and Player Materials after Registration	Thur Jan 18 8pm
1	16-Jan	Corporate Lobby Tour (3-minute video)		Watch BSG Video in Player Materials	Sun Jan 21 8pm
1	16-Jan	Interview Co-Managers	2	Fill out HR Appraisal for Minimum 4 Potential Co-Managers in MyCourses	Sun Jan 21 8pm
1	16-Jan	Team Self-Selection		Review Group Effectiveness and Finalize Company Management Team in MyCourses	Sun Jan 21 8pm
1	16-Jan	Read Chapter 1, 2, and 3		Read BSG Online Textbook (start early)	Sun Jan 21 8pm
1	16-Jan	Chapter 1, 2 and 3 Quiz Homework		Submit in BSG Assignments (self-assess reading)	Sun Jan 21 8pm
2	22-Jan	Introduction to BSG		Review BSG PowerPoint in MyCourses and Name Company in BSG	Sun Jan 28 8pm
2	22-Jan	Read Chapter 4 and 5		Read BSG Online Textbook	Sun Jan 28 8pm
2	22-Jan	Chapter 4 and 5 Quiz Homework		Submit in BSG Assignments (self-assess reading)	Sun Jan 28 8pm
2	22-Jan	Group Assignment	2	Complete Team Charter in MyCourses	Sun Jan 28 8pm
3	29-Jan	Read Chapter 6 and 7		Read BSG Online Textbook	Sun Feb 4 8pm
3	29-Jan	Chapter 6 and 7 Quiz Homework		Submit in BSG Assignments (self-assess reading)	Sun Feb 4 8pm
3	29-Jan	Understanding Exchange Rates		Read/Watch Videos and Links in MyCourses	Sun Feb 4 8pm
3	29-Jan	Read the BSG Player's Materials		Read BSG Player's Manual and Financial Ratios Used in BSG	Sun Feb 4 8pm
3	29-Jan	Quiz 1	7	Submit in BSG Assignments - BSG Player's Guide	Sun Feb 4 8pm
4	5-Feb	Read Chapter 8 and 9		Read BSG Online Textbook	Sun Feb 11 8pm
4	5-Feb	Chapter 8 and 9 Quiz Homework		Submit in BSG Assignments (self-assess reading)	Sun Feb 11 8pm
4	5-Feb	Exam 1 Multi-Chapters (1-7)	9	Submit in BSG Assignments	Sun Feb 11 8pm
4	5-Feb	Simulation Practice 1		Read Help Pages and Watch Video Tutorials in BSG Player Materials. Decision Entries Due.	Sun Feb 11 8pm
5	12-Feb	Simulation Q&A Meeting		Attend Q&A at SP/Gibbs (SU Bldg. Conference Center, SU-236) or Zoom	Tue Feb 13 6-8pm
5	12-Feb	Read Chapter 10, 11, and 12		Read BSG Online Textbook	Sun Feb 18 8pm
5	12-Feb	Chapter 10, 11, and 12 Quiz Homework	4	Submit in BSG Assignments (self-assess reading, highest average all 12 chapters)	Sun Feb 18 8pm
5	12-Feb	Group Assignment	2	Submit Project Management Plan in MyCourses	Sun Feb 18 8pm
5	12-Feb	Group Assignment	2	Complete Mission and Vision Statement in MyCourses	Sun Feb 18 8pm
5	12-Feb	Simulation Practice 2		Read Recommended Decision-Making Procedure and use Help Pages/Tutorials in BSG Player Materials. Decision Entries Due.	Sun Feb 18 8pm
6	19-Feb	Simulation Data Reset		Practice Simulations Erased (review practice reports before reset)	Mon Feb 19 8pm
6	19-Feb	Exam 2 Multi-Chapters (8-12)	9	Submit in BSG Assignments	Sun Feb 25 8pm
6	19-Feb	Simulation 1 (Year 11)		Analyze and Submit BSG Decision Entries	Sun Feb 25 8pm

7	26-Feb	Group Assignment		Submit BSG Textbook: End of Chap. Exercises for Co-Managers: Chap. 1, 2, and 3	Sun Mar 3 8pm
7	26-Feb	Mid-Peer Evaluations	5	Submit BSG Assignments: Self and Peer Evaluations	Sun Mar 3 8pm
7	26-Feb	Simulation 2 (Year 12)		Analyze and Submit BSG Decision Entries	Sun Mar 3 8pm
8	4-Mar	Group Assignment	6	Complete SWOT Analysis in MyCourses	Sun Mar 10 8pm
8	4-Mar	Last Day to Fire		Meet with Professor	Sun Mar 10 8pm
8	4-Mar	Simulation 3 (Year 13)		Analyze and Submit BSG Decision Entries	Sun Mar 10 8pm
Spring Break is March 11th to 17th (All campuses closed)					
9	11-Mar	Simulation 4 (Year 14)		Decision Entries Due (extra time due to break)	Mon Mar 18 8pm
10	18-Mar	Group Assignment		Online Textbook: End of Chap. Exercises for Co-Managers: Chapter 4, 5, and 6	Sun Mar 24 8pm
10	18-Mar	Strategic Plan	3	Online Assignments - 3 Year Strategic Plan for Year 14 - 16 (grade posted after Year 16 BSG results)	Sun Mar 24 8pm
10	18-Mar	Simulation 5 (Year 15)		Decision Entries Due	Sun Mar 24 8pm
11	25-Mar	Group Assignment		Online Textbook: End of Chap. Exercises for Co-Managers: Chapter 7, 8, and 9	Sun Mar 31 8pm
11	25-Mar	Simulation 6 (Year 16)		Analyze and Submit BSG Decision Entries	Sun Mar 31 8pm
12	1-Apr	Quiz 2	7	Submit in BSG Assignments - Company Operations and Financial Outcomes	Sun Apr 7 8pm
12	1-Apr	Group Assignment		Submit BSG Textbook: End of Chap. Exercises for Co-Managers: Chapter 10, 11, and 12	Sun Apr 7 8pm
12	1-Apr	Simulation 7 (Year 17)		Analyze and Submit BSG Decision Entries	Sun Apr 7 8pm
13	8-Apr	Simulation 8 (Year 18)	17	Analyze and Submit BSG Decision Entries (Overall GDT)	Sun Apr 14 8pm
13	8-Apr	Presentation Tutorial		Watch Presentation Tips in MyCourses. Prepare and practice for Week 14 BOD Presentation.	Sun Apr 14 8pm
14	15-Apr	Group Assignment	8	Attend BOD Presentation at SP/Gibbs (SU-316). Follow instructions and assessment rubric in MyCourses.	Tue Apr 16 to Thu Apr 18
15	22-Apr	Final-Peer Evaluations	5	Submit BSG Assignments: Self and Peer Evaluations	Sun Apr 28 8pm
16	29-Apr	Comprehensive Exam	12	Submit BSG Assignments: Post-Simulation Comprehensive Exam (encouraged to wait until after company presentation and feedback)	Sun May 5 8pm
*	Color	Individual Assignment	60	Online at BSG	File in Syllabus
	Code	Group Assignment	40	MyCourses	
				Live on Campus or Online	

		Total	100		
		Overall BSG Simulation	17		<i>*Every action item included in attendance requirements.</i>
		Team Charter	2		May affect later graded submissions (i.e. chapter quizzes
		Project Management Plan	2		affect exams, chapter exercises affect simulation, etc.)
		SWOT Analysis	6		
		Interview Analysis	2		
		Chapter Quiz Homework (12)	4		
		Quizzes (2)	14		
		Exams (2)	18		
		Mission and Vision	2		
		Strategic Plan	3		

	Presentations	8	
	Peer Evaluations (2)	10	
	Comprehensive Exam	12	

Format and Technology Requirements

Students should have regular access to a computer that is connected to the Internet. It is strongly recommended that students have a broadband (high-speed) internet connection such as DSL or a cable modem. When viewing online videos, attending meetings, or taking online exams, students should have an internet connection that is stable and will not drop their connection. Students without a stable high-speed internet connection should consider making arrangements to complete online requirements with alternative means (i.e. at one of the St. Petersburg College libraries, learning centers, or a similar facility) where a stable high-speed internet connection is available. See MyCourses System Check ([link](#)) for computer requirements for this learning management system. As always students should contact **SPC Technical Support** if having any issues with MyCourses.

A standard file format has been devised to apply to all classes in the College of Business to support file compatibility and sharing needs. Students are required to submit all assignments in Microsoft Office formats (Word, Excel and other Microsoft formats). No other formats (such as .RTF, .WPS, etc.) will be accepted (PM software may provide .PDF format). Students can get access to MS Office (FREE) through MySPC (see how to download at: <https://mycoursesupport.spcollege.edu/download-office-2016>). The college provides free self-paced technology tutorials at <https://mycoursesupport.spcollege.edu/technology-tutorials>.

It is required that all students must have access to a web camera and headset microphone to support video presentation and virtual meeting attendance (if needed). Students should arrange for the necessary equipment if they intend to earn full credit for those submissions. Zoom requires use of a computer, tablet, or smart phone (download mobile app). Recognize when using Zoom for required meetings just calling in on a phone is not accepted for virtual meeting attendance (a webcam is required to be on you for entire meeting to earn attendance). Students that need knowledge of Zoom for remote meetings and presentations should see tutorials at: **Join a Zoom Meeting** and **Zoom controls tutorial**. Recognize all Zoom sessions will be recorded.

Time Commitment



This is a 6-credit course conducted over 16 weeks. In order to meet accreditation and learning standards, on average, students should expect to spend a minimum of 20 hours per week on course activities and assignments. Spending less time may be insufficient for success in this course.

Grading Policy



Total	100
Overall BSG Simulation	17
Team Charter	2
Project Management Plan	2
SWOT Analysis	6
Interview Analysis	2
Chapter Quiz Homework (12)	4
Quizzes (2)	14
Exams (2)	18
Mission and Vision	2
Strategic Plan	3
Presentations	8
Peer Evaluations (2)	10
Comprehensive Exam	12

Students must submit all of the assignments for each week by the deadline no later than 8:00 PM (EST) or they will not receive credit for the week. There will be absolutely no rights for exceptions to meeting these deadlines unless students have an official documented excuse (i.e. family death certificate, doctor's note, etc., see **SAP Appeal** process if extending more than one week). In the "business world", if you are late with your bid, you will not get the contract. The very same principal applies here. Please note that computer problems, travel, and lack of planning do not constitute an excuse for not making a deadline (do not procrastinate until the due date or these risks can have major impact on your performance). This may mean you will have to use computers on campus or somewhere other than your home, or submit the assignments or email submissions to the instructor's college e-mail account if MyCourses is down (should the need arise).

After verification of this documented excuse a late submission may be accepted as long as completed with 5 days from the original due date. Advance notice should be given to the board of directors whenever possible to arrange for further alternatives. Be sure to view all of the contents and expectations under each week's module as shown on the syllabus schedule to confirm you can meet them for proper completion and attendance for this course (plan your time accordingly).

Students should review the instructions and grading assessment rubrics included with assignments. Course grading is normally complete within 1 week from submission due date. The grading in this course is A \geq 90%; B=80-89%; C=70-79%; D=60-69%; F \leq 60%.

Incomplete grades require students to complete all group assignments with a minimum of 80% of the course completed (anything less than 80% will result in the appropriate letter grade being recorded). In the event of an “I”, the board of directors will provide the terms for all remaining work to be completed; no later than the end of the sixth week of the next semester. After that time, a grade of “F” (or higher if the work that has been submitted is adequate to justify the higher grade) will be assigned.

Attendance Policy

Participation in the course is essential for learning and avoiding withdrawal for non-attendance. Participation is defined as reading and preparing for weekly lessons, as well as completing and submitting ALL assignments on time as listed on the syllabus schedule. Additionally capstone students are required to have an active team role as a co-manager of their company which will require frequent course communications, meetings, and submissions in a timely manner. The syllabus schedule (which includes spreadsheet to print) aligns to the course calendar, as well as each week's MyCourses lesson provides an overview of all assignments needed by their corresponding due date. ***Each action item is required for active participation and attendance*** in this course.

In this class there are three events that require physical on-campus attendance (put these on your schedule ASAP).

1. **Launch meeting in Week 1 (Tuesday January 16th at 6PM).** This is an important meeting to understand what to expect from capstone and is basically each co-managers orientation to prepare for success. This meeting will be held on the St. Pete/Gibbs campus in the Conference Center (SU-236), in the SU Bldg (2nd floor). Students that live further than 1.0 hour (or 50 miles) from the St. Pete/Gibbs campus via MapQuest may request Zoom authorization (must contact Dr. Huehn-Brown before 3PM the day of the event for approval). Your registered address will be confirmed and Zoom meeting information will be provided. If unable to physically attend this meeting due to other reasons contact Dr. Huehn-Brown in advance to discuss your reason and request authorization (before 3PM the day of the event). See **Launch Meeting Session - 1/16 6PM Week 1 Course Content** for further information on this meeting. Many students come to this event, especially if they have not finalized their team self-selection. Many students elect to travel in for this meeting even if farther away just for this purpose as if you are not on a team by the end of Week 1 you will be unable to continue in the course.

2. **Simulation Question & Answer (Q&A) meeting in Week 5 (Tuesday February 13th at 6PM).** This meeting is held in the same location as the launch meeting on the St. Pete/Gibbs campus in the Conference Center (SU-236), in the SU Bldg (2nd floor), and has the same attendance expectations as the launch meeting. If students had confirmed their registered address to Zoom for the launch meeting they will be sent the Zoom meeting information for this meeting too. If unable to physically attend this meeting due to other reasons contact Dr. Huehn-Brown in advance (before 3PM the day of the event for authorization). This meeting is right after the first practice round of the simulation. Many tips for managing your company will be shared, and your questions will be answered. See **Simulation Q&A Session - 2/13 6PM** in Week 5 Course Content for further information on this valuable meeting to help you prepare to successfully manage your company.

3. **Company Presentations to the Board of Directors in Week 14 (April 16th through 18th).** Each company will have a designated day/time (30 minute increments) by Week 5. This will be discussed in more detail at the launch and Q&A meeting. The company presentations will be held on the St. Pete/Gibbs campus in the SU building, Room 316. However the physical in person attendance is more strict. All students that live less than 2.0 hours (or 100 miles) from the St. Pete/Gibbs campus via MapQuest are required to present on-campus. In past semesters most students elect to drive/fly if outside this immediate region for their company presentation.

1. If students live further than 2.0 hours (or 100 miles) from the St. Pete/Gibbs campus via MapQuest, they may request a Zoom link (as interested, must contact Dr. Philippe within one week prior the designated day/time). Your registered address will be confirmed. For entirely remote teams one member is required to physically attend this meeting, at a minimum, to manage the Zoom needs.
2. If students have work or other demands that prevent attendance for the company presentation, they may provide additional documentation to request a Zoom link (i.e. medical note, employer note, travel document, etc.). Contact Dr. Philippe with your documentation within one week prior the designated day/time to get authorization.
3. All requests for Zoom attendance at the company presentations must be processed by the end of Week 13 . Again most students travel in to present with their team so all students wishing to present remotely must communicate their intent before Week 14 presentations begin with Dr. Philippe (see syllabus for contact information).

Plan ahead to avoid missing these events as it will make you absent for that week. Students are required to attend these meetings as scheduled.

Students confirmed to attend meetings via Zoom are required to attend virtually at the same time and must have their webcam on showing themselves for the entire meeting to be in attendance (students will not get Zoom authorization

and information for any event unless their request has been approved in advance).

Students should review the college-wide attendance and financial aid policies included in the **syllabus addendum**. Lack of attendance can result in students being administratively withdrawn from capstone.

In Week 1 and Week 2, students that do not complete each action item on-time in the corresponding Week 0, Week 1, and Week 2 list as instructed on the syllabus schedule will be reported at "no show" for that week. If students are absent in both Week 1 and Week 2 they will be administratively withdrawn.

Follow the syllabus schedule. At the 70% participation reporting point (see date in the **academic calendar**), students missing any action item for any two weeks in the course will be considered not actively participating and receive a grade of W which systematically withdraws you from the course. Please see the student handbook and SPC **Student Right Right to Know** policies further (as needed).

Excused absences, of course, will not count against you. However students must contact the board of directors to make appropriate arrangements ASAP and provide them with supporting documentation accordingly. Advance notice should be given whenever possible to arrange for alternatives (see grading policy for late submissions).

Students need to review the student expectations in the **syllabus addendum** regarding silencing or turning off all electronic devices during meetings (Zoom participants should leave their microphone muted unless called on, remember your webcam must be on you for the entire meeting to be in attendance). All students will be held to the same practices of courtesy and respect as outlined further on the guidelines posted in the syllabus addendum. Students are expected to use professional communications with peers, as well as SPC administration and the board of directors at all times.

Note: College-wide attendance policy changed from 60% to 70%, as well as from WF to W in Spring 2024. Please talk with one of the professors if having issues before you withdraw from the course (if needed).





Capstone is an important class to showcase your degree program knowledge, skills, and abilities. Cheating, plagiarism, misrepresentation, conspiracy, fabrication, collusion, and other forms of academic honesty or misconduct are covered under the **Academic Honesty Guidelines** of the college in the **Student Right to Know Academic Policies**. All students agree to this honor code upon enrollment at SPC in every course. Additionally, students have the ethical obligation to not only comply to this honor code, but further report violations they may witness. As highlighted in the **syllabus addendum** (also linked in the last section of this syllabus), all course materials are copyrighted for use only within the course. Failure to meet the honor code, as well as academic honesty and integrity policies of SPC can result in academic and disciplinary action, up to and including expulsion from the college.

The College of Business has a “0” tolerance policy for academic dishonesty and if a student is in violation, an “F” in the course can be applied. Understand cheating, plagiarizing not properly giving credit to sources not common knowledge used in your work (even when paraphrasing), misrepresenting someone else's work as your own, fabricating submissions (including use of generative artificial intelligence (AI) not representing your work), collusion, and other forms of misconduct for any assignment can result in not only a “0” for that assignment, but an “F” in the course. Furthermore, individual submissions are expected to be completed by the individually registered student unless otherwise instructed (i.e. group assignments). While group submissions are expected to be completed only by the individuals in that team. Use of tutors (other than writing) is not acceptable at capstone (contact professors if you need assistance). All communications, decisions, submissions, and other work in this class must be each student's own work.

Use of 3rd party resources or tutors for the simulation decisions or any assignment submissions, including the use of generative AI (Artificial Intelligence) for any submission in this course, is NOT acceptable. If students use these kinds of resources not only does it violate the academic honor code you agreed to when you registered for the class, but many of

these resources provide poor information that do not meet assessment expectations. Those sources do not clearly understand your company's situation in the simulation to effectively tailor decisions or submission needs. Past use by individuals resulted in the team failing the simulation.

Have confidence in yourself and your co-managers to analyze and solve your company's problems to be more competitive in your industry. Continue to grow your mastery of the business acumen throughout the course. All submissions should be your own original work. Outside resources are NOT a replacement for building your own critical thinking abilities for the requirements in this course. Organizational leaders and managers expect students when they take this kind of course to learn how to apply the objectives for the course. If students cut their learning short violating the academic honesty and integrity policies, they leave themselves at a deficient level for building the knowledge, skills, and abilities needed to support their own business and/or career.

Accessibility Services ▼



Students with a documented disability should follow up with the board of directors on any accommodation needs by the first day of class.

Accessibility Statement:

This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let the board of directors know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let the board of directors know of changes they might be able to pursue to make improvement to the course for future students.

If you have documentation of a disability or feel you may have a disability:

St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, should contact the board of directors by the start of the course. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please go to the college-wide Accessibility Services website: <https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services>

Further Advising, Policies, & Other Information ▼



For Syllabus Addendum (How to Succeed link on every Course Home News): <https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities>

For Career and Academic Advising: <https://www.spcollege.edu/current-students/student-affairs/student-support-resources/advising>

For Campus Security and Emergency Information: <https://www.spcollege.edu/friends-partners/safety-and-security>. For an escort to your car or to report an issue on any campus, call 727-791-2560.

For Career Services (resume and interview help, internships, job board, etc.): <https://www.spcollege.edu/current-students/student-affairs/student-support-resources/career-services>

For Graduation Information and Requirements: <https://www.spcollege.edu/current-students/student-affairs/academic-resources/graduation>

For other student questions and services: <https://www.spcollege.edu/current-students>

Titans Care:

As an SPC student it's vital that you know Titans Care. You can access a variety of resources at <https://www.spcollege.edu/current-students/student-affairs/student-support-resources/student-assistance-programs>. This includes child care assistance, food pantry, bus pass, technology lending, etc. The Student Assistance Programs (SAP) also provides help and education in suicide prevention, mental health, substance abuse awareness, and more. This program includes free counseling sessions. 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.