ST. PETERSBURG COLLEGE

 HUMAN SERVICES PROGRAM   341-3736

**HUS 2428 - Treatment and Resources in Substance Abuse**

**Welcome!**

Course Description:  This course is a multi-disciplinary study of various treatment methods for the substance abuser and an examination of the educational materials available to the practitioner. In addition, this course serves as a final preparatory session for those professionals who plan to successfully complete the Board Certification Examination.

47 contact hours.

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| **Textbooks:**There are two required texts for this course:* **Study Guide for the Florida MCAP, CAP, Certification Exam** (2016)

This comprehensive review is published by the [Florida](http://www.fadaa.org) Certification Board (FCB) **Comprehensive Education Services**. It should be available from the St. Petersburg College Health Education Campus (HEC) bookstore. But it may also be ordered directly from FCB.( <https://flcertificationboard.org/products/> )  * **CSAT Technical Assistance Publication (TAP) 21 - Addiction Counseling Competencies: The Knowledge, Skills, and Attitudes of Professional Practice**

The **TAP-21** can be viewed online at <https://store.samhsa.gov/sites/default/files/d7/priv/sma12-4171.pdf> or a hard-copy can be ordered free of charge from the US Dept. of Health and Human Services and SAMHSA's [National Clearinghouse](http://ncadi.samhsa.gov/) for Alcohol & Drug Information * We will be supplementing our reading with additional resources throughout the semester.
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| **About Your Teacher:**    My name is Robert Neri. I will be your instructor for this course***. You can reach me via email within the online course, which is my preferred method of contact.*** I will make everymake every attempt to respond to your emails and phone calls within 24 hours.If you have an emergency, please call the Human Services Program Director, Dr. Latresha Moore : BighemMoore.Latresha@SPCollege.edu..  Dr. Moore will get your urgent message to me.  Office hours are by appointment only, but I am available to respond to your emails and/or phone calls Monday through Friday, regular business hours. |

Major Learning Outcomes:

         1.   The student will demonstrate an understanding of the various treatment methods available to the substance abuser.

         2.   The student will demonstrate an understanding of treatment as applied to special-needs abusers.

         3.   The student will demonstrate an understanding of ways available to support the abuser who has left the treatment facility.

         4.   The student will demonstrate an understanding of educational materials and professional resources available to the abuse counselor.

         5.   The student will demonstrate application of learned knowledge in preparation for certification.

         6.   The student will demonstrate an understanding of the dynamics and major categories of abuse substances.

         7.   The student will demonstrate an understanding of the legal aspects of substance abuse.

Course Objectives Stated in Performance Terms:

         1.   The student will demonstrate an understanding of the various treatment methods available to the substance abuser by:

               a.   determining the similarities and differences among the various treatment approaches including (but not limited to):

                     (1)   Psychotherapy

                     (2)   Behavioral therapy

                     (3)   Pharmacological therapy.

               b.   summarizing approaches to treatment which underlie:

                     (1)   in-patient care

                     (2)   out-patient care

                     (3)   after-care.

2.      The student will demonstrate an understanding of treatment as applied to special-needs abusers by:

               a.   determining the similarities and differences among the various treatment approaches in  #1 above with regard to special-needs groups including, (but not limited to):

                     (1)   the elderly

                     (2)   adolescents

                     (3)   women

                     (4)   poly-abusers

                     (5)   ethnic/racial

                     (6)   gay/lesbian/bisexual/transgender, GLBT.

 b.   summarizing approaches to treatment in #1 above with regard to special-needs groups.

3.      The student will demonstrate an understanding of ways available to support the abuser who has left the treatment facility by:

               a.   determining the similarities and differences among varying approaches to providing support within the community to the abuser.

               b.   examining through critical self-examination such approaches as Alcoholics Anonymous (AA), Narcotics Anonymous (NA), etc.

         4.   The student will demonstrate an understanding of educational materials and professional resources available to the abuse counselor by:

               a.   classifying various materials including books, articles, audiovisual materials, and community resources useful to the practitioner.

               b.   discussing the appropriate use of professional literature by the counselor.

         5.   The student will demonstrate application of learned knowledge in preparation for certification by:

               a.   reviewing salient materials relative to the content of the certification examination.

               b.   using learned skills in practice sessions prior to sitting for the professional examination.

         6.   The student will demonstrate an understanding of the dynamics and major categories of abuse substances by:

               a.   describing the categories and substances peculiar to each.

               b.   discussing the effect of each on individual functioning.

         7.   The student will demonstrate an understanding of the legal aspects of substance abuse by:

               a.   discussing major state laws referring to substance use/abuse.

               b.   reviewing major points of the Marchman Act.

**Guidelines for Weekly Discussion Assignments:**

* Attendance and participation will be evaluated primarily based upon your participation in the posted class discussion. **THIS IS NOT A SELF-PACED COURSE**. You will have a discussion assignment due each week. Due to the interactive nature of the discussion assignments, **it is not acceptable to miss deadlines.**   Participation is worth 20% of your final grade. However, you may not pass the course if you miss more than three of the discussion deadlines throughout the semester.  ***NOTICE:  You may NOT accept a zero for any assignment.  Even if you miss the deadline, you must still complete all the assignments to remain in the class.***
* When you prepare to post in the discussion, imagine we are all gathered around a table together, as professionals, colleagues, coworkers and friends engaging in an energetic and enjoyable conversation. Our goal as a class should be to create a safe environment for discussion, welcoming of the diversity we bring to the table. Each of us comes with our own wealth of personal and professional experience.
* All posts should be respectful and professional. Your ideas should be presented in a respectful and professional manner. It is OK to disagree with another student on a topic, but your thoughts are to be "I" focused and articulated in a professional and respectful tone. Do not make this personal.
* Sometimes other students may disagree with your opinion. Do not make this personal.
* Be careful of tone and attitude in your posts, especially when you feel passionate about a topic. Remember, sometimes written posts can come across as harsher than intended. "Flaming", sarcastic, hostile, or personal attacks absolutely will not be tolerated. Inappropriate posts can affect your grade. Any inappropriate posts should be reported to your teacher immediately.
* Do not use all capital letters in a post. In computer etiquette, using all caps means you are shouting.
* In general, I would discourage "over-disclosure" of personal behaviors in the Discussion Forum.
* In general, if it isn't something you would say if you were sitting in a traditional classroom, face-to-face with the other students and your teacher, then don't post it in the forum.
* Be sensitive that some in the class may be people in recovery from substance addiction and many in the class are in training to be substance counselors.
* Be sensitive that some in the class may not be frequent computer users. Try to avoid computer slang and abbreviations (such as ROTFL, LMAO, etc.) that may be unfamiliar to new computer users.
* Whenever possible, please read the assigned chapter(s) in the text and review the lesson notes BEFORE posting your responses in the discussion. Sometimes, it is obvious that a student has not read the assignment.
* Your initial response to a weekly discussion question should be complete, well-thought and comprehensive. Probably somewhere around one page in length.
* Please post your initial answer, and the two responses to other students as separate posts. This makes it easier for your instructor to track your number of responses. It is OK to respond to more than two students (this is encouraged, actually), but you are only required to respond to two.
* No credit will be given for too short, generic responses, e.g. "John, I agree with your answer. Signed, Jim".

**Midterm and Final Exams**

* The Midterm Exam and the Final Exam (check calendar) will both consist of 50 multiple choice questions which you will answer online.

**Written Assignments**

* For the **Case Study, Problem List & Treatment Planning Assignment**, you will be asked to generate two case studies of hypothetical, typical clients (one female, one male). You will be asked to develop problem/resource lists for these hypothetical clients and you will be asked to develop treatment plans, consisting of specific, objective and measurable goals. The assignment should be written using Microsoft Word. See the **Sample Case Study** in Lesson Ten for an example, but yours should be more comprehensive. The narrative case study should be at least one page. There should be at least 5 identified problems and 5 identified treatment plan goals for each hypothetical client. You are to make-up the information; do not use actual people.
* For the **Counseling Theory Research Paper** you are to use at least five references and write a 7-10 page formal paper on the counseling theory of your choice related to substance abuse, treatment and/or recovery. This paper is to be written double-spaced with one inch margins. The paper should be written using Microsoft Word. The references should be cited using A.P.A. style. For more information about A.P.A. style visit this web page: <http://www.psychwww.com/resource/apacrib.htm>.

**Sample Topics For Counseling Theory Paper:**

These are some suggested topics for your research paper, but you can develop your own topic, if you want (check with your instructor). KEEP IN MIND, this is so you can research and learn something new about theory, not what you already know.

* **Cognitive Therapy** and Substance Counseling
* **Rational Emotive Behavioral Therapy** and Substance Counseling
* **Reality Therapy** and/or **Choice Theory** and Substance Counseling
* **Transactional Analysis** and Substance Counseling
* **Gestalt Therapy** and Substance Counseling
* **Strategic Family Therapy** and Substance Counseling
* **Behavioral Therapy** and Substance Counseling
* **Client-Centered Therapy** and Substance Counseling

**Technical Assistance**

If you experience technical problems with this online course, you may contact your instructor, Robert Neri, via email. I will try to help you, if I can. But please be aware my expertise is in counseling, not computer science. I may be unable to resolve many technical problems.  You may also call or email the Human Services Program Director, Dr. Latresha Moore : BighemMoore.Latresha@SPCollege.edu or email within the MYCOURSES course.

If you are having a technical problem, it is probably better to contact the SPC Technical Help Desk.

**SPC Technical Help Desk**
For assistance in technical aspects of online courses, email onlinehelp@spcollege.edu or call (727) 341-4357 (HELP) from 7am to 12 midnight, 7 days a week.

**First Discussion Assignment:**

Please go to the Discussion Forum, where you will find I have set up a topic "Introductions". Please post an introduction of yourself to the class, so that we can get to know you. Feel free to post the info you want, but include your name, your professional goals, and what you hope to get out of the course.

**All discussion postings are due no later than Sunday at 11:55pm unless otherwise noted.  Again, this is not a self-paced course. You have all week to work on your assignments, so plan accordingly.  No zeros are accepted.  All work must be completed.  If you are going to be late, notify instructor immediately within the MYCOURSES class, in advance if possible, to make arrangements.  Communication with instructor is CRITICAL to your success.**

**Please refer to the course Calendar in MYCOURSES for due dates for all assignments.    Remember your Midterm and Final Exams are scheduled for  ONE DAY ONLY.**

**This syllabus is only a guide and may be changed during the course.  The schedule and procedures in this course are subject to change in the event of extenuating circumstances.**

**You are responsible to be aware of and make a note of any changes announced by the instructor.  Please check the MYCOURSES class regularly to stay informed of any changes.**

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Grade Information:

You will be given opportunities to demonstrate your understanding of the course content. These opportunities will help you determine your level of success in completing the course. Late assignments and tests may result in a diminished grade.

**Grade Distribution:**

* 20% = Participation/Discussion Questions
* 20% = Midterm Exam
* 20% = Case Study, Problem List & Treatment Plan Assignment
* 20% = Formal Paper on a counseling theory of your choice
* 20% = Final Exam.
* ***NOTICE:  You may NOT accept a zero for any assignment.  Even if you miss the deadline, you must still complete all the assignments to remain in the class.***

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***GRADE                      RATING         QUALITY POINTS                           POINTS***

    A                           Excellent                    4                                       90 -100

    B                           Good                          3                                       80 - 89

    C                           Average                     2                                       70 - 79

    D                           Below Average          1                                        60 - 69

    F                           Failure                        0                                       50 - 59

    I                            Incomplete

**Grading Policy (taken from the Human Services Student Handbook)**

The Human Services Program has the following grading scale:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% or less

A grade of “C” or better is required for all required courses.

**STUDENT RESPONSIBILITIES:**

**COMMUNICATION:**

E-mail: You may e-mail me in the MYCOURSES course, preferred method of contact.

 Office Hours: By appointment only

 \* I will make every attempt to respond to your emails and phone calls the same day. I will be sure to respond within 48 hours. If you have an emergency, please call the Human Services Program Director, Dr. Latresha Moore : BighemMoore.Latresha@SPCollege.edu. Dr. Moore will get your urgent message to me.

**Grading Policy:**

 \* A minimum grade of “C” is required for successful completion of this class as well as all other General Education courses, Support courses, and Major courses for the Human Services program.

**Human Services Attendance Policy**

Class attendance (both face to face and online) and full participation is ***required*** of all students in all classes. A student may be withdrawn for excessive absences (both unexcused and excused) and/or not actively participating in the course.

An absence may be excused by the instructor only if it is determined to be an extenuating circumstance, some of which could include a death in the family, hospitalization or emergency room visit.  If you are requesting an excused absence due to an extenuating circumstance you must submit the proper documentation to verify the reason for the absence.  The instructor must be notified as soon as possible, preferably before missing the class.

Communication with your instructor is required for any absence.

The documentation must be provided to the Human Services program office via fax (727-444-6097) or email.

The instructor has the discretion to determine if the excuse and documentation meet the criteria for an approved excused absence or an extension on an assignment.

Active participation requires your attendance in face to face class meetings and online lessons.

* Face to Face Classes:   Active participation means that you come to class.  Further, you must be on time, participate in face to face discussions, group activities, and all learning scenarios.
	+ You MUST attend class meetings to learn, practice and meet the stated objectives (MLOs) of each course.
* Online Classes:  Active participation in online classes includes completion of all lesson assignments (reflections, discussions, exams, quizzes, research papers, etc.) by the due date.

The program has PLO’s and MLOs for each course. In order to accomplish the PLOs of the program and MLOs of each course, all assignments must be completed.   Zero grades are not acceptable.   All coursework must be completed to remain in the courses and successfully complete them.

 **ATTENDANCE/ACTIVE PARTICIPATION/WITHDRAWAL POLICIES**

Students classified as “No Show” for both of the first two weeks will be “administratively” withdrawn from any class which they are not attending. It is the student’s responsibility to know the attendance policy of the class in which they are enrolled.

The student’s financial aid will be adjusted based on their updated enrollment status.

* Depending on the **modality** of the course, attendance may be **online** , **Live Online,** **Blended, or on-campus.**
* For ***LiveOnline classes attendance*** will be taken online during the normal class meeting time/days.
* ***Students who are feeling ill*** for any reason should communicate with their instructor regarding attending online instead of on-campus, and/or the possibility of excused absences. Students are also responsible to discuss completing any missed work with the instructor.
* Students who are not actively participating in class as defined in an instructor's syllabus 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).
* 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 from a class.

**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.

**COVID-19 GUIDELINES**

**Personal Safety Precautions**

* Daily requirement to complete the **SPC Self-Assessment Symptom Checker** that uses CDC guidelines.
* **Face coverings are required in all SPC buildings.**
* Any student not abiding by the face covering requirement may be asked to leave the facility and security may be contacted. Repeated non-compliance with face coverings may be referred to the Associate Provost or appropriate Academic Dean.
* **All students should wash and/or sanitize hands** (sanitizer, soap and/or wipes will be made available) upon entering and exiting the building and throughout their time on campus.
* **Maintain social distancing** (at least 6 feet) and wear a mask at all times while inside campus/site buildings
* **Limit your time inside buildings** – be prepared for your visit by making a list of the items you need or tasks you must accomplish while on campus
* **Repeated non-compliance** with face coverings may be referred to the Associate Provost or appropriate Academic Dean.



## **Reporting COVID-19 or Flu-Like Symptoms**

* In addition, completing the **symptom checker self-assessment (link)** each day before you arrive for work or classes, is critical in ensuring that we are able to effectively contract trace.
* If you are experiencing any COVID-19 or flu-like symptoms, **DO NOT come to campus**. Contact your faculty member immediately.
* **You may return to campus according to the guidelines provided below:**

*According to the CDC, the most common symptoms of COVID-19 include fever or chills, coughing, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Symptoms may appear within two days of exposure and vary in severity from person to person. We encourage all students, staff and faculty to complete the daily symptom checker before attending class or work each day, and stay at home, and follow reporting guidelines.*

*Students who are exposed to a person with COVID-19 should stay home and notify St. Petersburg College. In general, close contact involves living in the same household as a sick person, caring for a sick person or being within 6 feet of a sick person for a period of 15 minutes or more. Students in close contact with those exposed are recommended to self-quarantine, which is up to 14 days.*

* Particular campuses or programs may have additional requirements beyond what is below. Please review information provided by your specific program/campus.

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| **Case Information** | **Can I come to campus?** | **Do I Need to Be Tested?** | **Whom Do I Notify?** |
| **You tested COVID-19 positive** You have been tested and are informed you test positive. | No. You will need to self-quarantine for 14 days and follow CDC guidelines. After the 14 days, use the symptom checker daily to determine if you should return to campus   | If you have already tested positive, you do not need to be tested again. | Contact your faculty member at SPC. Faculty will notify the campus Provost (and specify if the student is a F2F or online student).SPC will initiate a cleaning protocol that may result in specific locations sanitized for 48-72 hours. Contact your faculty instructor for remote learning options or make up work. |
| **A household member tests positive**Someone you live with, a roommate, significant other. | No. You will need to self-quarantine for 14 days and follow CDC guidelines.After the 14 days, use the symptom checker daily to determine if you should return to campus | It is recommended you be tested.Even if you elect to get tested yourself and test negative, please self – quarantine for the full 14 days from the date of the positive test of your household member. Following the 14 days continue to use the symptom checker daily to determine if you should return to campus. | Contact your faculty member at SPC. Faculty will notify the campus Provost (and specify if the student is a F2F or online student).SPC will initiate a cleaning protocol that may result in specific locations sanitized for 48-72 hours.Contact your faculty instructor for remote learning options or make up work. |
| **A close contact tests positive** Someone with whom you spent more than 15 minutes in close contact and were within 6 feet of since the day they developed symptoms and/or tested positive for COVID-19.  | No. You should self-quarantine for 14 days and follow CDC guidelines.After 14 days, you should not come to campus if you feel ill. Use the symptom checker daily to determine if you should return to campus. | It is recommended you be tested.Even if you elect to get tested yourself and test negative, please self – quarantine for the full 14 days from the date of the positive test of your household member. Following the 14 days continue to use the symptom checker daily to determine if you should return to campus. | Contact your faculty member at SPC. Faculty will notify the campus Provost (and specify if the student is a F2F or online student).SPC will initiate a cleaning protocol that may result in specific locations sanitized for 48-72 hours. Contact your faculty instructor for remote learning options or make up work. |
| **Coworker, classmate, friend or casual contact tests positive**Someone you were NOT within 6 feet of for more than 15 minutes or with whom you shared secretions. | You can come to campus as long as you do not have any symptoms and you were not in close contact.You should not come to campus if you feel ill. Use the symptom checker daily to determine if you should return to campus. | If no symptoms occur, you may not need medical care. You should continue to use the symptom checker daily to determine if you should return to campus. | No notification needed unless you become ill. |
| **You feel ill and unsure if you have been exposed to COVID-19**You have been not been tested but feel ill. | You should not come to campus on the day you feel ill. Use the symptom checker daily to determine if you should return to campus.  | If no symptoms occur, you do not need medical care. You should continue to use the symptom checker daily to determine if you should return to campus. If symptoms occur self-quarantine for at least 14 days. It is also recommended you be tested. | Contact your faculty instructor for remote learning options or make up work. |

**Make up work**

Your success is very important to us, and we are here to help you achieve your academic goals. While students are expected to complete the scheduled assignments within their respective due dates, we also understand that given the circumstances surrounding Covid-19, there may be unexpected and/or extenuating circumstances which occur. Therefore, we encourage you to communicate and work closely with the faculty to discuss a mutually agreeable plan to submit any late assignments when those circumstances arise.

Please do not hesitate to reach out to your instructor. They are here to help.

**Academic Support / Life Issues Resources:**

The college has many methods in place to assist students with a myriad of academic and personal challenges. The following is a list of support programs that are available to all students: Accessibility Services, BayCare Student Assistance Program, Student Support Services, Tutoring, and Career Services. The following link contains additional information on all of these programs and more: Student Support Resources

As a SPC student it is vital that you know Titans Care. You can access resources through SPC’s Student Assistance Program (SAP) (<https://link.zixcentral.com/u/bd9ec99e/fsRBcnfX6hGOcHmTUabuwQ?u=https%3A%2F%2Fmycoursessupport.spcollege.edu%2Fstudent-assistance-program> ), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC’s belief that supporting mental wellness is everyone’s charge, and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

**IMPORTANT DATES TO REMEMBER:  Semester is January 16, 2024 – May 10, 2024**

**01/19/2024 - Last day to drop, receive a refund, or change to audit status**

**04/07/2024 – Last day to withdraw with a grade of “W”**

**03/10-03/16/2024 – College Closed – Spring Break**

**03/29-03/31/2024 – College Closed for Spring Holiday**

**05/10/2024 – Final Grades Available in MySPC by 4:00pm**

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](https://www.spcollege.edu/financial-aid/financial-aid-dates).

**\*\* Refer to the course Calendar in MyCourses for due dates for all assignments.**

**\*\* Also refer to the SPC College Academic Calendar for important dates:**

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

**\*\* Please see the Syllabus Addendum for more information: (link included as well as the entire content is copied and pasted below)**

<https://go.spcollege.edu/Addendum/>

**How to Be A Successful Student - SUCCESS FACTORS**

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 Friday of the first day of class and be eligible for a refund although withdrawing may affect your financial aid. If you are thinking of withdrawing, please speak with your instructor first and then a financial aid counselor: ASK FAS.

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. So if you are thinking of withdrawing, please speak with your instructor or a financial aid counselor ASK FAS.

St. Petersburg College is supported by the state of Florida so it's important for you to know the state rules that affect your academics. A student may repeat a course once for which a grade of "C" or higher has been earned. Retaking the course may be allowed if it is required in certain circumstances. See the college procedure.

Your grade point average is used to determine financial aid eligibility, entrance into certain programs, and warnings, probation, and suspension. If you repeat a course, at SPC or another college, only the last attempt will be used in computing the grade-point average. The Office of Accessibility Services is available to assist you if you have a documented disability or think that you may have a disability. Please make an appointment with the Accessibility Coordinator on your campus or online. Registering with Accessibility Services is especially important if you are on campus and will need assistance during an emergency classroom evacuation. For contact information, please see the Accessibility Services website.

**STUDENT EXPECTATIONS**

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')

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.

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. We expect you to be honest in all of your academic work. By enrolling at the College, you agree to obey all of the standards of academic honesty and integrity and you should understand that failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, you also have an ethical obligation to report violations of the SPC academic honesty policies you may witness. 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 ([www.copyright.gov](https://link.zixcentral.com/u/93689703/8O81cnfX6hGOcHmTUabuwQ?u=http%3A%2F%2Fwww.copyright.gov) ). It's your responsibility to be academically honest in all of your work.

**SAFETY AND SECURITY**

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 (www.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 <https://link.zixcentral.com/u/6465a8d5/-Ps2cnfX6hGOcHmTUabuwQ?u=http%3A%2F%2Foffender.fdle.state.fl.us%2Foffender%2F> . A list of sexual offenders or predators registered for classes at SPC is also available.

**STUDENT CONCERNS**

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: <https://link.zixcentral.com/u/a34bc097/VOk3cnfX6hGOcHmTUabuwQ?u=https%3A%2F%2Fweb.spcollege.edu%2Fsurvey%2F13002%2F>

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.

**OTHER SUPPORT SERVICES:**

• Academic Calendar

• Learning Resources

• Career Services

• International Student Services

• Veterans Services

**ACCESSIBILITY:**

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 me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

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, are encouraged to contact their instructor by the first week of the semester.

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://link.zixcentral.com/u/c402c6b6/aJc5cnfX6hGOcHmTUabuwQ?u=https%3A%2F%2Fwww.spcollege.edu%2Faccessibility>

This syllabus is subject to revision. You are responsible to attend each class and note any changes announced by instructor. This syllabus is only a guide and may be changed during the course. The schedule and procedures in this course are subject to change in the event of extenuating circumstances.

You are responsible to be aware of and make a note of any changes announced by the instructor. Please attend all classes to stay informed of any changes.

 \*\* Please see assignments/due dates in the MyCourses calendar

 \*\* This course is not a self-paced course. It is the expectation that the class will work through each lesson together one week at a time.

 \*\* To successfully complete a weekly lesson you must complete the assignment, post to the discussion forum, respond to one other student's post and complete the weekly journal assignment.

 \*\* Coursework is due by 11:55 pm on Sunday evenings unless otherwise noted in the calendar. \*\* Late work will not be accepted.

**SYLLABUS ACKNOWLEDGEMENT**

I have thoroughly read the course syllabus and understand the requirements of this course, I have read the syllabus and carefully reviewed the course calendar. I have made note of the due dates for assignments and will check the calendar tab in the course if I need clarification regarding a due date.

I understand that I must earn my grade in this course and that includes submitting quality and relevant responses regarding the lesson for the week. All submissions (whether in class or online) including discussion question posts, responses/feedback to classmates; reflection assignments, exams and quizzes must demonstrate that I have an understanding of the lesson content. I understand that I will receive the grade that I earn. I will keep in touch with my instructor throughout this course and will advise him/her on a timely basis if I have difficulties in this course.

Now please go to the lessons tab and complete the brief survey "Syllabus Acknowledgement”