**HUMAN SERVICES PROGRAM**

**HUS 1530 – SURVEY OF DEVELOPMENTAL DISABILITIES**

**Class 351 Online Semester is January 16 - May 10 2024**

**3 Credit Hours (47 Contact Hours)**

Instructor:                                        Stefanie C. Silvers

Phone:                                               727-341-3721

E-mail:                                                Please email me in the online course

Office Hours:                                      By appointment

Campus/Building:                               St. Petersburg Gibbs Campus / SA Building

I will make every attempt to respond to your emails and phone calls the same day. I will respond within 48 hours. I am available to respond to your emails and/or phone calls Monday through Friday, after 5:00pm.

**REQUIRED TEXT**

Kirk, Gallagher, and Coleman (2015), Educating Exceptional Children, **14th**Edition, Cengage Learning. ISBN: 978-1-285-45134-3

**COURSE DESCRIPTION**

This course is a survey of the basic characteristics, unique educational and life needs of populations of children and youth who have been determined to differ significantly from their "average" peers in terms of mental, physical, and/or emotional characteristics. It is also a brief introduction to those educational and related programs and services that are collectively known as "special education" in contemporary public schools. This aspect of the course will include programming theories and approaches, legal requirements, and other general topics.

**COURSE OBJECTIVES**

At the conclusion of this course the student will be able to:  
1)  effectively advocate for students with exceptionalities.   
2)  make an appropriate student referral for specialized education services.   
3)  determine the eligibility of a student for specialized education services.   
4)  participate effectively in an IEP meeting.   
5)  make appropriate modifications for students with exceptionalities.

**LESSONS**

* Lessons consist of a combination of assignments and discussion postings.
* All parts of a project need to be completed before the project is accepted for credit.
* Students should follow the due dates on the Course Calendar.
* Projects should reflect the quality and integrity of college level work.
* Failure to successfully complete any part of a project results in no credit being assigned for that project, which may result in a lower grade at the end of the course.
* Assignments and activities are subject to change at the instructor’s discretion. Pay attention to the message area on the homepage of this course when you first log in and email within the course.

**TENTATIVE SCHEDULE & ONLINE COURSE INFORMATION**

1)You will have 1 week to complete all activities that go with a lesson. Our week runs from **Sunday to Sunday 11:59 PM**. Extensions will not be allowed except under certain circumstances and will be determined on a case by case basis. One circumstance might include Desire2Learn outages or maintenance. Students will not be allowed to make up work unless there is an extenuating circumstance as well. In addition, if part of the make-up work includes discussion posts to peers there will be no credit given. This will be the exception and not the rule. This will be tied to an excused absence. Some examples of excused absences are military duty, extended hospitalization, other. You may be asked to provide documentation to verify your absence.

 2) If your computer goes down, you are expected to find and use an alternative computer. I will also do this myself. We all have technical issues from time to time but we have to make adjustments if we want to continue in the course. Some options for users who are having technical difficulties are the computers at the local libraries or at SPC. Please make sure you have the proper equipment to successfully complete this course.

 3)    **You as a student, no matter the learning modality, should always save your work.** Should you choose not, we will not be held responsible for any technological problems or lost work. Lessons will NOT be reopened if the work is lost no matter the cause. We want you to be successful and to get credit for your efforts and hard work so make sure you take this extra step.

4) This course is assignment based. You may work ahead if you wish but please make sure that you return to completed assignments to respond to other students for full credit in our discussions. Students should follow the course calendar. The calendar will indicate due dates for each of the assignments. All assignments must be successfully completed by the calendar due date. Students can check on status of their progress by viewing the student management function within the course.

**PLEASE CHECK YOUR CALENDAR TAB TO SEE WHEN ASSIGNMENTS ARE DUE AND ANY OTHER RELEVANT INFORMATION.**

**COURSE REQUIREMENTS**

\*\*\*Instructor reserves right to make modification to syllabus at any time\*\*\*

 Please note: I will strive to stand by the syllabus and I realize that it may be necessary to make modifications. You are responsible for accessing the course and being aware of assignments and changes. I will also be communicating online with you ongoing during the course. You should use the communication tab to conduct most of your communication with me as well.

**Required Plug Ins, Other** Throughout the course, there may be streaming videos that support our course material and goals. You may need to install flash player or another media device if your computer does not already have a viewer. This may include, but not necessarily, real player, windows media player, etc.

 If you are interested, there is a roadrunner St. Petersburg College discount students and faculty members may request a discount for Road Runner High Speed Online. Restrictions apply. You may certainly use whatever service you currently have.

**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.

**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.

**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](https://go.spcollege.edu/pages/dynamic.aspx?id=2147484119)

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

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://go.spcollege.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=793&libID=811).

**\*\* 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>



## SPRING 2024 ACADEMIC CALENDAR

|  | **WINTER SESSION** | **SPRING FULL TERM** | **1ST 8-WEEK SESSION** | **WEEKEND COLLEGE** | **12-WEEK EXPRESS SESSION** | **2ND 8-WEEK SESSION** |
| --- | --- | --- | --- | --- | --- | --- |
| **TERM/SESSION DATES** | | | | | | |
| First day of term/session | Dec. 11, 2023 | Jan. 16 | Jan. 16 | Jan. 19 | Feb. 12 | March 18 |
| Last day of term/session | Jan. 5, 2024 | May 10 | March 8 | May 5 | May 10 | May 10 |
| **ADMISSIONS** | | | | | | |
| Application deadline for non-health programs, including Bachelor's programs | Admission to programs are aligned to students' first term (or session) at SPC and do not observe specific deadlines. | | | | | | |
| Health programs admissions deadlines | [**Dates vary by program. View Health Admissions website for details.**](https://www.spcollege.edu/future-students/admissions/program-requirements/health-programs-admissions) | | | | | |  |
| International students application deadline | Oct. 1, 2023 | Oct. 1, 2023 | Oct. 1, 2023 | Oct. 1, 2023 | Oct. 1, 2023 | Oct. 1, 2023 |  |
| Last day to apply for Study Abroad trips | [**Dates vary by trip. View Study Abroad website for details**](https://blog.spcollege.edu/international/study-abroad/) | | | | |  |  |
| **REGISTRATION** | | | | | | |  |
| View classes | Oct. 9, 2023 | Oct. 9, 2023 | Oct. 9, 2023 | Oct. 9, 2023 | Oct. 9, 2023 | Oct. 9, 2023 |  |
| View textbook and General Education course syllabi | Dec. 2, 2023 | Dec. 2, 2023 | Dec. 2, 2023 | Dec. 2, 2023 | Dec. 2, 2023 | Dec. 2, 2023 |  |
| Special programs registration begins | Oct. 23, 2023 | Oct. 23, 2023 | Oct. 23, 2023 | Oct. 23, 2023 | Oct. 23, 2023 | Oct. 23, 2023 |  |
| Registration for all students begins | Oct. 25, 2023 | Oct. 25, 2023 | Oct. 25, 2023 | Oct. 25, 2023 | Oct. 25, 2023 | Oct. 25, 2023 |  |
| Senior citizens/state employees |  | Jan. 12 | Jan. 12 | Jan. 12 | Jan. 12 | Jan. 12 |  |
| Last day to add a class | Dec. 11, 2023 | Jan. 18 | Jan. 16 | Jan. 24 | Feb. 13 | March 18 |  |
| **TUITION/FINANCIAL AID** | | | | | | |  |
| Tuition/Fee payment due | Dec. 13, 2023 | Dec. 13, 2023 | Dec. 13, 2023 | Dec. 13, 2023 | Feb. 2 | March 8 |  |
| FAFSA priority deadline date | Oct. 1, 2023 | Oct. 1, 2023 | Oct. 1, 2023 | Oct. 1, 2023 | Oct. 1, 2023 | Oct. 1, 2023 |  |
| Many funds are awarded on a first-come, first-serve basis, so the earlier you submit your FAFSA, the more funds you could be awarded. | | | | | | |  |
| Payment Plan enrollment deadlines | [**View all tuition payment plan dates**](https://www.spcollege.edu/financial-aid/other-ways-to-pay-for-college/tuition-payment-plan) | | | | | |  |
| Financial aid deadlines | [**View all financial aid deadlines**](https://www.spcollege.edu/financial-aid/financial-aid-dates) | | | | | |  |
| **LAST DAY TO DROP, RECEIVE REFUND, AND/OR CHANGE TO AUDIT** | | | | | | |  |
| [**Last Day to Drop With A Refund**](https://www.spcollege.edu/financial-aid/receiving-financial-aid/last-day-to-drop-with-a-refund) | Dec. 11, 2023 | Jan. 19 | Jan. 19 | Jan. 26 | Feb. 16 | March 22 |  |
| **LAST DAY TO WITHDRAW/DROP WITH GRADE OF "W"** | | | | | | |  |
| [**Last Day to withdraw/drop with Grade of "W"**](https://www.spcollege.edu/financial-aid/keeping-your-financial-aid/withdrawals) | Dec. 28, 2023 | April 7 | Feb. 21 | April 5 | April 15 | April 23 |  |
| **LAST DAY TO WITHDRAW/DROP WITH GRADE OF "WF"** | | | | | | |  |
| [**Last Day to withdraw/drop with Grade of "WF"**](https://www.spcollege.edu/financial-aid/keeping-your-financial-aid/withdrawals) | Jan. 4, 2024 | May 9 | March 7 | May 5 | May 9 | May 9 |  |
| **EXAMS** | | | | | | |  |
| Mid-term exams (online) |  | March 8-10 |  |  |  |  |  |
| Final exams (online) |  | May 3-5 |  | May 3-5 |  |  |  |
| [**Final exams**](https://www.spcollege.edu/final-exam-schedule) |  | May 6-9 |  |  | May 6-9 |  |  |
| **GRADUATION** | | | | | | |  |
| Name in Program Deadline | TBD | TBA | TBA | TBD | TBA | TBA |  |
| Commencement (final dates dependent on venue) | May 11 | May 11 | May 11 | May 11 | May 11 | May 11 |  |
| **COLLEGE CLOSED** | | | | | | |  |
| Martin Luther King Jr.'s Birthday |  | Jan. 15 | Jan. 15 | Jan. 15 | Jan. 15 | Jan. 15 |  |
| Spring Break |  | March 10-16 | March 10-16 | March 10-16 | March 10-16 | March 10-16 |  |
| Spring Holiday |  | March 29-31 | March 29-31 | March 29-31 | March 29-31 | March 29-31 |  |
| **FACULTY SCHEDULE** | | | | | | |  |
| Report for duty |  | Jan. 12 | Jan. 12 | Jan. 12 | Jan. 12 | Jan. 12 |  |
| Students may access their classes on MyCourses at the latest by the Friday prior to the first day of classes. | | | | | | |  |
| Last working day |  | May 10 | May 10 | May 10 | May 10 | May 10 |  |
| Final grades due in PS by 2 p.m. | Jan. 5 | May 10 | March 8 | May 10 | May 10 | May 10 |  |

**7\*\* 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](https://go.spcollege.edu/register) 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 – [www.spcollege.edu/getfunds](https://go.spcollege.edu/getfunds).

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 – [www.spcollege.edu/getfunds](https://go.spcollege.edu/getfunds).

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](https://web.spcollege.edu/botrules/P4/P4_15.doc).

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.

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**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 is available online ([/academichonesty/](https://go.spcollege.edu/academichonesty/)) and includes 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 ([http://www.copyright.gov](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.copyright.gov%2F&data=02%7C01%7CSilvers.Stefanie%40spcollege.edu%7Ca0eef40a888d47b9360308d715c82931%7C575038c8ac704295810e0df79c005f41%7C0%7C0%7C637001821763538569&sdata=bEidKmtE87zeJaIStMddCQrh7t0%2B5Fg528GfmPRZYqI%3D&reserved=0)).

It’s your responsibility to be academically honest in all of your work.

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**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 - [/safety/](https://go.spcollege.edu/safety/).

The college website ([/](https://go.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 [http://offender.fdle.state.fl.us/offender/](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Foffender.fdle.state.fl.us%2Foffender%2F&data=02%7C01%7CSilvers.Stefanie%40spcollege.edu%7Ca0eef40a888d47b9360308d715c82931%7C575038c8ac704295810e0df79c005f41%7C0%7C0%7C637001821763548580&sdata=CsJ3UMLpqg3yygoxSdJLEfuUdW7JShFd0wX2RvHQA%2FM%3D&reserved=0). A list of sexual offenders or predators registered for classes at SPC is also available - [/pages/pb\_3col.aspx?pageid=6170#tab=5](https://go.spcollege.edu/pages/pb_3col.aspx?pageid=6170#tab=5)

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**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 – <http://webapps.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.

**OTHER SUPPORT SERVICES:**

**COLLEGE CALENDAR** - [www.spcollege.edu/calendar/](https://go.spcollege.edu/calendar/)

**M.M. BENNETT LIBRARIES**- [www.spcollege.edu/libraries/](https://go.spcollege.edu/libraries/)

**CAREER SERVICES**- [www.spcollege.edu/careerservices/](https://go.spcollege.edu/careerservices/)

**INTERNATIONAL STUDENT SERVICES** - [www.spcollege.edu/internationalstudents/](https://go.spcollege.edu/internationalstudents/)

**LEARNING SUPPORT COMMONS (Tutorial Services)** - [www.spcollege.edu/tutoring/](https://go.spcollege.edu/tutoring/)

**SPC VETERAN AFFAIRS** - [www.spcollege.edu/veterans/](https://go.spcollege.edu/veterans/)

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| **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://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services>  **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”**