**Course Syllabus**
**SLS 1101 - 916**

**The College Experience Fall Term 2025-2026 (0655)**

**This course includes the following section numbers:**

Characters : 51

**\*\*\*NOTE: for MERGED sections only,** use this field to enter each of the section numbers that were merged as the syllabus can only display one section number in the imported data above. If you are NOT using merged sections, click the Visible slider to make the component Invisible.

**Welcome**

Welcome to SLS 1101! You have enrolled in a fun, introspective course that I hope you will enjoy. This face-to-face course is designed to strengthen the student's skill set in a manner that can promote future academic, occupational, and overall life success.

Characters : 259

Use this space to enter your welcome message to your students. **If you do not have a message** please leave the text box blank and it will be removed from your published syllabus.

**Instructor Contact Information**

Jeri-Lyn Jacobs

**Email**

jacobs.jerilyn@spcollege.edu

Phone: N/A

**Office and Online Chat Hours:**

 Weds 5:30p.m. or by appointment.

**Office Location:**

Seminole campus UP-239

**Instructor Web Page:**

http:/web.www.spcollege.edu/instructors/id/jacobs.jerilyn

*Add new instructor*

Enter your information here. If you do not have a phone number or office location to list please write N/A.

**Departmental Contact Information**

Joseph Smiley

Title: Dean, Social and Behavioral Science and Human Services

Email: Smiley.Joseph@spcollege.edu

Phone Number: 727-712-5851

Appointment Information: Call or email to schedule an appointment

Douglas Rivero

Title: Assistant Dean, Social and Behavioral Science and Human Services

Email: Rivero.Douglas@spcollege.edu

Phone Number: 727-394-6948

Appointment Information: Call or email to schedule an appointment

Todd Irvine

Title: Assistant Dean, Social and Behavioral Science and Human Services

Email: Irvine.Todd@SPCollege.edu

Phone Number: 727-341-4421

Appointment Information: Call or email to schedule an appointment

**Course Information**

**Prerequisite(s):** NONE

**Credit Hours:** 3

**Modality:** Lecture discussion

**Meeting Times and Location:** WED 06:00 PM to 08:40 PM - Seminole Campus SE-UP239

**Course Description:** This course is designed to strengthen skills essential to success in college, with further applications to post-college plans. Included are study and test-taking strategies; effective interpersonal skills; time management techniques; creative and critical thinking skills; college services and resources; educational policies, procedures, regulations and terminology; and library resources, research strategies, and information skills for online, blended, and traditional learning environments. Students testing into one or more college prep courses are required to take SLS 1101.

**Course Objectives**

1. The student will explore effective college readiness skills by:

    a. Applying effective test-taking and note-taking strategies.

    b. Examining the writing process for academic writing.

    c. Identifying techniques to reduce anxiety and deliver an effective presentation.

    d. Identifying effective reading strategies for academic texts in a variety of formats.

    e. Investigating personal learning preferences and developing corresponding learning strategies.

    f. Recognizing strategies to engage active learning, motivation, and mindset.

2. The student will explore life management skills critical for actions beyond the classroom by:

    a. Describing mental health fundamentals and strategies for improving mental health.

    b. Discussing the benefits of physical exercise and sleep for both brain and body.

    c. Identifying sources of major and minor expenses necessary for personal budgeting.

    d. Explaining the positive effects of diversity.

    e. Demonstrating effective communication strategies.

3. The student will examine the various facilities and services available to students at St. Petersburg College by:

    a. Constructing an educational plan through collaboration with, and guidance from, an academic advisor.

    b. Explaining how to access individual course and college wide policies.

    c. Explaining how and when to use available college resources such as library databases, tutoring, accessibility services, etc.

4. The student will apply critical thinking capabilities by:

    a. Identifying effective steps for time management and goal setting.

    b. Describing the role that logic and creative thinking play in problem solving.

    c. Explaining how technology skills relate to critical/creative skills.

    d. Discussing civic awareness or civic engagement.

5. The student will outline the components of a career path by:

    a. Determining motivations for attending college and considering what it means to be college and career ready.

    b. Examining how personality tests and skill inventories help to evaluate career paths and identify personal interests to meet educational goals.

**Important Dates**

**Class Dates:** 18-AUG-2025 to 12-DEC-2025
**Drop Date:** 22-AUG-2025

**Withdrawal Date:** Please reference the Academic Calendar below
https://www.spcollege.edu/academic-calendar

**Required Textbook and Other Resources**

COLLEGE SUCCESS

Required or Optional: Required Textbook: You will be required to purchase the Lumen Waymaker Bundle which includes the textbook an the access code. Directions are included to help you install the access code.

ISBN: : 9781640870161

Authors: Lumen Inc.

Publisher: Lumen Inc.

*Add new material*

**To use Book Search**, type in the title of the material you are looking for and information will auto populate into the fields.

**If you are manually adding information in,** please fill in the fields below. You can add rich text under the Additional Information field, to utilize this highlight the text in that field.

**First Day Access (Digital Books) Program**

**What is First Day Access: Textbook Savings Program?**

This course is participating in the First Day Access Program. You will be given access to the course materials through the Learning Management System (LMS). You will receive instant access to the required materials and save 20-50% or more off the retail price. **You have the option to opt out of the program within the first 10 days of class** if you want to purchase your materials elsewhere. Opting out of the program is likely to cause you to pay a higher rate. **The opt-out date is 10 days from the first day of class. (View Opt-out deadline dates).**

The materials that are accessed through the LMS are **NOT** included in your tuition. **If you do not click on the button to opt-out, you agree to pay the discounted fee and SPC will bill your student account at the First Day price after the opt-out deadline passes-approximately 2 weeks after your class starts.** This will show as a bookstore charge. Please check your student account. If you have BLOC or are a 3rd Party vendor then the charges will be covered **\*exceptions do appl**y, if you are self-pay, please make those payments to the business office.

**Refund Policy**

If you drop a class within the drop deadline for your course, the refund policy will be the same as SPC's [drop w/refund policy](#). If you withdraw after the drop deadline ([see your schedule for dates](#)), then you will be responsible for those charges on your account (For example, if you receive a "W" you will not be eligible for a refund).

Should you choose to purchase the required materials out of pocket you **MUST** opt out to avoid being charged. If you do not opt out by the deadline, which is 10 days from the start of class, then you must request to be opted out and proof of purchase must be submitted to [tharrison@bncollege.com](mailto:tharrison@bncollege.com) to prevent First Day Fees being added to your account.

**If you are unsure whether this course participates in the First Day program, please contact your instructor for clarification.**

Characters : 1975

If your course **WILL NOT** use First Day Materials, click the slider-bar next to the "Visible" setting to make it "Invisible." If your course is using First Day, **do not edit or delete anything** in this component.

**Performance Assessment and Grading**

This is a traditional classroom course, so you do need to show up on Wednesday at class.time. This is part of your class participation .Due dates for assignments are specified by your instructor. Late work may not be accepted. All work will be graded in a timely manner.

Letter grades for the course will be based on a grading scale. Students must achieve 70% or better to successfully complete this class. Satisfactory performance is based on class attendance and participation and accurate completion of assignments.

| Module 1 | Motivation Success-45 points |
|----------|------------------------------|
| Module 2 | Goals/Time Management-85 points |

| | |
|---|---|
| Module 3 | Career Exploration-50 points |
| Module 4 | Community and Diversity - 55 points |
| Module 5 | Thinking and Analysis-25 points |
| Module 6 | Technology and Online-35 points |
| Module 7 | Learning Strategies- 55 points |
| Module 8 | Study Skills-25 points |
| Module 9 | Testing Strategies- 55 points |
| Module 10 | health Management - 55 points |
| Module 11 | Financial Management- 50 points |

Characters : 934

Please use the text bar provided above to format the text to your liking. You can add tables, numbered lists, images, videos, and links by selecting the icons.

**Grading Scale**

| Letter Grade | Percentage |
|---|---|
| A | 90%–100% |
| B | 80%–89% |
| C | 70%–79% |
| D | 60%–69% |
| F | <60% |

Characters : 60

Please use the text bar provided above to format the text to your liking. You can add tables, numbered lists, images, videos, and links by selecting the icons.

**Late Work Policy**

Assignments are due on the date assigned. Some late work may be accepted due to an extenuating circumstance. Determination will be made on a case by case basis.

Characters : 160

Enter your late work policy for this class.

**Availability of Course Content**

To gain access to the course materials/modules, students must go to the Dashboard.. Click on the course and go to the Navigation bar.and scroll down to Modules. Click on it Scroll down until you find the name of the module we are working on for this week. Click on that module. Specific directions for these modules are given during each class on a weekly basis (both orally and written). As a reminder of what assignments are due, students should take a screen shot of the written directions on the board. Students may have the opportunity to work ahead but must note that specific directions will apply before they are allowed to do so.

Characters : 638

Faculty should provide any steps to unlock course content/modules here or insert your own way of work. This may include a completing a syllabus quiz with a specified score, completing prior modules before subsequent modules open, all content being available from day 1 with the ability to work ahead, etc.

If you **DO NOT** want this statement to appear on your syllabus, please remove the language provided in the text box.

**Note for Instructors: Canvas Sync and Course Assignment Schedule**

The calendar below (**Canvas Assignment Schedule**) is on a recurring import with Canvas. Once you add in items they will automatically be generated in the calendar below. Please

make the change in Canvas, and then check back in the Simple Syllabus as your change will be reflected here. Do NOT change cells that have synced over from Canvas.

If you would rather manually input your schedule, please use the **Course Assignment Schedule** in the component below. To remove the Canvas Assignment Schedule, slide the Visible toggle to the left to set it as Invisible.

**Canvas Assignment Schedule**

| Due Date | Name | Type | Points |
|----------|------|------|--------|

*Add new item*

**DO NOT** edit any cells that are syncing over from D2L, make the changes in D2L and the information will automatically sync over.

If you would like this component NOT to appear on your syllabus, please move the visible toggle to invisible.

**Course Assignment Schedule**

Type something

Characters : 0

If you are only using the LMS synced component for your schedule, and DO NOT want this component to appear. Please move the visible toggle to invisible.

**Communication Plan**

I will communicate with students on a weekly basis through face-to-face communication,  Canvas announcements, emails and Sparc. Students may meet me during my office hours prior to class or after class.  Student questions will be answered within 24 hours during the week and within 48 hours on the weekends. Assignments will be graded weekly and grades will be posted at the end of the week.

Characters : 393

The Key Components of a communication plan are: Communication Channels, Response Time, and Communication Schedule.

**Communication Channels**

Specify the communication channels you will use for different purposes. Common channels include email, discussion boards, video conferencing tools, messaging apps, and the learning management system (LMS).

**Example:** I will utilize the following communication channels in this class: LMS announcements, LMS emails, SParC, Virtual Office Hours in Zoom, and feel free to call me using the number in the syllabus.

**Response Time**

Define your expected response time to student inquiries or concerns. This helps manage student expectations regarding when they can expect a response from you.

**Example:** Monday - Friday I will respond to emails and missed phone calls within 24 hours, and 48 hours on the weekends. I will grade assignments and provide feedback within 7 days after the due date.

**Communication Schedule**

Outline when and how often you will communicate with students. Include details about regular announcements, feedback on assignments, and virtual office hours or synchronous class sessions.

**Example:** I will post weekly announcements and send weekly emails via the LMS.


For more information, visit: [Communication Plan](Communication Plan)

**Expectations**

My Expectations for You

1. Log into the class at the beginning of the week and review the material that is to be covered for the week.

2. Do the required assignments by the due dates.

3.Check your email frequently.

4. Actively participate in all class discussions and communicate your questions and concerns to me..


Your Expectations for Me

1. Provide any information regarding changes in the syllabus.

2. Respond to your concerns in a timely manner within 24-48 hours.

3. Provide positive feedback,encouragement and respect.

4.Expect feedback on submitted assignments within one week of the due date.

Characters : 593

Provide students with your expectations of them, and what they can expect from you.

**How to Be a Successful Student**

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

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

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

Characters : 1267

**Course Attendance**

**Please v[iew the college-wide attendance policy](#).**

**This is a face-to-face class. Face-to-face attendance is taken every Weds/. Assignments will be given during this time and expected to be submitted. Not attending classes in the first week of class will lead to dismissal. You will be allowed 1 unexcused absences. Two tardies make up one absence**. **After exceeding the allowed number of absences, at the end of the semester,2 points will be taken off your final grade for each unexcused absence. Students who fail to complete 60% of their assignments with 60% of the course assigned will be identified as no longer active in**

**the course and so they will be removed from the class. Active participation points (2 points per attended class) will be added to the final grade at the end of the semester. )**

Characters : 796

**Attendance Definition**

**"Academic Course Attendance"** at St. Petersburg College is defined around active student participation in a class and aligned to the faculty designated timeline to complete the designated activity **within the first week of class.**

**"Active Participation"** by a student in an instructional activity related to the student's course of study that can include, but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;

- Submitting an academic assignment;

- Completing an exam, an interactive tutorial, webinar, or computer-assisted instruction;

- Participating in a study group, course orientation, group project, or an online discussion that is assigned by the faculty member of the course; or

- Initiating contact with a faculty member to ask a question about the academic subject studied in the course; and any of the above.

**"Active Participation" does not include**, for example—

- Logging into an online class or tutorial without any further participation; or

- Participating in academic counseling or advisement.

**SPC Policy: Attendance/Participation/Withdrawal**

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

**Attendance**
College policy requires students to attend class prior to the published deadline to drop

with a refund. The instructor is required to report non-attendance and the student will be dropped after the first week of classes.

If you don't attend during the first week of the term, you will be automatically dropped, and the class removed from your schedule. If you receive financial aid, your award amount may be adjusted if the drop changes your enrollment status (e.g. full-time to part-time).

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

- Depending on the modality of the course, attendance may be online, LIVE Online, blended, or on-campus.

- For LIVE Online classes, attendance will be taken online during the normal class meeting time/days.

- Students who are feeling ill for any reason should communicate in a timely manner with their instructor regarding attending online instead of on-campus, and/or the responsibility of excused absences. Students are also responsible to discuss completing any missed work with the instructor.

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

### Student Withdrawals

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

Withdraw requests submitted after the last date to withdraw with a "W" (see academic calendar) will result in a "WF". Students and instructors will automatically receive an email

notification through their SPC email address whenever a withdrawal occurs. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

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

**Technology Requirements & Policy**

View the [Canvas Minimum Technology Requirements](#)

If you need technical assistance, please [Contact the Technical Support Center.](#)

Minimum Technical Skills: Students should know how to navigate the course and use the course tools (email, discussion, gradebook, etc.). Learning Management System (LMS) tutorials are available to students new to this LMS and are located at the beginning of the course. Most features in the LMS are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Students also MUST become proficient with [publisher or other 3rd party tools or platforms here] and the tools contained within the program to be successful in this course.

**Accessibility of Technology**

- [Canvas Accessibility](#)

- [Microsoft Accessibility](#)

- [Google (YouTube) Accessibility](#)

- [Panopto Accessibility](#)

- [Copyleaks Accessibility](#)

- [Cengage Accessibility](#)

- [McGraw-Hill Accessibility](#)

- [Pearson Accessibility](#)

**Privacy**

- [Canvas Privacy](#)

- [Microsoft Privacy](#)

- [YouTube Privacy](#)

- [Panopto Privacy](#)

- [Copyleaks Privacy](#)

- [Cengage Privacy](#)

- [McGraw-Hill Privacy](#)

- [Pearson Privacy](#)

Characters : 1064

If you DO NOT want this statement to appear on your syllabus, please remove the language provided in the text box.

Faculty may customize technology requirements as needed for each course, removing the final sentence if there are no add on tools utilized.

**SPC Policy: Academic Honesty**

St. Petersburg College expects students to be honest in all of their academic work. By enrolling at the College, students agree to adhere to the College's standards of academic honesty and integrity. Failure to comply may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, students also have an ethical obligation to report violations of the SPC academic honesty policies they may witness.

To better understand what academic integrity means and the potential consequences of violating it, please watch the following videos:

- [What is Academic Integrity?](#) (1:29)

  - [Transcript for "What is Academic Integrity?"](#)

- [What Happens When You Violate Academic Integrity?](#) (2:08)

    - [Transcript for "What Happens When You Violate Academic Integrity?"](#)

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

- Plagiarism

- Bribery

- Misrepresentation

- Conspiracy

- Fabrication

- Collusion

- Duplicate submissions

- Academic misconduct

- Improper Use of Any Electronic Device

Cheating - The improper taking or tendering of any information or material submitted for a course.


Examples of cheating, improper use of electronic devices, and improper online course use include, but are not limited to:

- Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including information accessed through a calculator or other electronic devices.

- Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.

- Selling or giving away all or part of the information on an electronic device, which will be used as course work.

- Sharing an electronic device while leaving answers on display or in memory.

- Submitting a duplicate homework or test with only the student's name changed.

- Unauthorized use of an electronic device to search for solutions during an exam.

- Having or providing unauthorized outside help when completing online quizzes or assignments.

- Obtaining access to confidential test materials or questions before quizzes or assignments.

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

**Course Specific Academic Honesty Policy**

Type something

Characters : 0

**Note for Instructors: Generative AI Options**

To help guide your students, share your expectations of how they are to use artificial intelligence tools (which range from simple autocorrect and grammar check tools to novel generation, computer coding, and art) in the completion of their coursework.

The three next three components represent the three options the college has adopted for Generative AI use. From the three components below, please select your AI option by setting the component of your choice to "visible," and ensuring the other two options remain "invisible."

**Generative AI Not Permitted**

The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in many contexts, but you must be aware of their limitations, as they can produce inaccurate,

fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating [SPC's academic integrity policy](#), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

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

Characters : 1203

## Generative AI Permitted Under Some Circumstances

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

You may only use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, when assignment directions specifically state that it is allowed, and these tools must be used with caution. AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to me.

Characters : 1230

## Generative AI Permitted Within Guidelines

The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in

many contexts, but you must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating [SPC's academic integrity policy](#), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You are welcome to use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in your work for this course. However, AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to me.

Characters : 1166

**Respondus LockDown Browser Proctored Testing Information**

**Proctored Testing Requirement**

This course requires one or more of your quizzes/exams in the Learning Management System (LMS) to be virtually proctored. Proctoring will be conducted using an online proctoring service called LockDown Browser & Respondus Monitor. You DO NOT need to create an account or schedule an appointment. Your quizzes will be accessible on the dates your instructor has set for you to take them. To take a LockDown Browser & Respondus Monitor quiz, you will need the following: a computer, a working webcam/microphone, your ID, and a stable internet connection. Check out [LockDown Browser & Respondus Monitor Support for Test-Takers](#) to learn more or for technical assistance.

**Room Scan & ID Information**

To uphold academic integrity and ensure a fair testing environment for all students, you will be asked to conduct a room scan and show a valid, official ID prior to beginning your examination. Please be aware that this process involves your webcam recording and inspecting your physical testing environment. This includes the surface of your desk, any surrounding walls, and the area under your desk. By participating in this course and its assessments, you acknowledge and consent to these conditions.

Your official ID should include your name, photo, and signature for identity verification purposes. Acceptable forms of ID include a university ID, driver's license, passport, or other government-issued identification. No examination will be permitted to start without a proper ID check.

**What is my responsibility?**

For courses that utilize LockDown Browser & Respondus Monitor, students are required to have a Windows, MAC computer, iPad, or Chromebook, a Web Cam, and download the LockDown Browser. You will be prompted to download the Lockdown Browser when launching the quiz.

For students who don't have access to technical equipment and need to borrow a computer check out the [Respondus Laptop Lending Process](#).

Need help? Contact

[Lockdown Browser/Respondus Monitor Support](#)

Characters : 1997

If your course **WILL NOT** use Respondus for it's assessments, click the slider-bar next to the "Visible" setting to make it "Invisible." If your course is using Respondus, **do not edit or delete anything** in this component.

**Copyleaks**

The instructor of this course may require the use of Copyleaks as a tool to promote learning. The tool identifies similarities and potential issues in written work that merit review. Use of the service enables students and faculty to pinpoint areas that can be improved through enhanced paraphrasing, source integration, or proper citation. Submitted papers are analyzed for originality and remain confidential within the Copyleaks system for this purpose only. Students retain full copyright to their work. Review the [Copyleaks Usage Agreement](#) for full details. Students who do not wish to submit work through Copyleaks must notify their instructor via course email within the first seven days of the course. In lieu of using Copyleaks, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Accessing the Similarity Report](#) tutorial.

Characters : 916

**Learner Support and Other Student Resources**

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

- [Free Tutoring](#)

- [Accessibility Services](#)

- [Academic Support](#)

- [On-Campus and Online Support](#)

- [Student Services](#)


Additional Resources:

- [Academic Calendar](#)

- [Learning Resources](#)

- [Career Services](#)

- [International Student Services](#)

- [Veterans Services](#)

**Course Specific Code of Conduct**

**Code of Conduct**

The behavior of all students in class should reflect a professional, respectful, and compassionate environment. Inappropriate or inconsiderate behavior will result in consequences. Students must be thoughtful of their comments, actions, and decisions, considering how these impact classmates and instructors.


**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.

**Netiquette**

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.

**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

**Recordings in the classroom**

Students may record lecturers in class for personal use (such as studying or documenting complaints to the institution) without explicit permission. However, students may not record non-lecture portions of class (such as skills labs, student group work, individual student instruction, Q/A sessions, recording studio critiques, group/individual production and computer lab time, practicums/internships, or clinical/simulation rotations) or other students without explicit permission, and may not disrupt class in making such recordings (such as trying to use a device with a calculator or calculator app in a class that does not allow calculators, or blocking the view or aisles for others in the class). Having an approved ADA accommodation is considered explicit permission to record from the college.

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

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.

For additional information, review the [SPC Expectations for Student Conduct](#), [Online Student Participation and Conduct Guidelines](#), and the [SPC Netiquette Policy](#). Please strive to uphold these standards to ensure a positive and productive learning environment.

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## Auditing a Class

Auditing a course allows a student to take a class without benefit of a grade or credit for the course. Students do not have to seek special permission to audit a course, but they do need to communicate to their instructor they are auditing. If an auditing student has something specific they are hoping to get from the course, they should discuss that with the faculty member during the first week of classes.

**Once registered as an audit student, one may not change from credit to audit or from audit to credit after the drop/add period.** However, under certain circumstances, a student may appeal to the appropriate Dean and request a change from audit to credit status after the registration period has expired, but have 60 days into the subsequent term to appeal the status change. The Dean will verify with the instructor that the student completed all of the requirements for credit in the course. The Dean's decision is the final decision.

Audit students are required to meet course prerequisites including appropriate scores on the St. Petersburg College Placement Test unless such requirements are waived by obtaining permission through the Dean.

**Please note: Not all courses are eligible for auditing.**

## Student Survey of Instruction

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

## Title IX

At St. Petersburg College, our faculty are dedicated to fostering a secure and open environment conducive to learning for all students. Title IX prohibits gender discrimination,

including sexual harassment, domestic and dating violence, sexual assault, and stalking. If you, or someone you are aware of, has experienced sexual harassment or sexual violence, or any form of sexual misconduct, which includes incidents like sexual assault, relationship violence, or stalking, please know that there are avenues for help and support.

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

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

## Equal Access

St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The College will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the College will not tolerate such conduct. Should you experience such behavior, please contact the Equal Access/Equal Opportunity Office at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at [eaeo_director@spcollege.edu](mailto:eaeo_director@spcollege.edu).

## Accessibility Statement

St. Petersburg College recognizes the importance of equal access for all students. Accessibility Services (AS) is the campus office that supports students with disabilities to approve and coordinate reasonable accommodations. 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 their AS campus coordinator ([Accessibility](#)

Services Contacts) for a confidential discussion. If an accommodation is deemed to potentially alter the nature of the course, it will require a decision by a committee. Therefore, ample time must be provided to evaluate and process such requests. Students who are currently registered with AS are encouraged to request accommodations early in the semester by logging into their AIMS account. Additional information is available at the college-wide Accessibility Services website www.spcollege.edu/accessibility.

**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 (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 the Learning Management System (LMS), as it will be key in communicating with faculty about course materials and assignments. Make sure you are familiar with sending and receiving emails, participating in discussion posts, navigating through course materials, and submitting assignments in the LMS. It is important to be able to use the LMS for learning activities if your campus is closed.

Federal and state law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the college if the person attends, or is employed, by a college or university. You can find out more information by calling the FDLE hotline (1-888-FL-PREDATOR) or by visiting offender.fdle.state.fl.us/offender. A list of sexual offenders or predators registered for classes at SPC is also available.

**Titans Care (Student Assistance Program)**

As an SPC student it's vital that you know Titans Care. You can access resources through SPC's Student Assistance Program (SAP), a collaborative resource for students with mental

health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

## Student Concerns

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

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

## SPC Vaccination Policy

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

## Instructional Continuity During Emergencies

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

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

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

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

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

**Terms of Instruction**

Please note this syllabus is an instructional guide and that the instructor/professor reserves the right to make any changes to it, as needed. This includes changes to the course schedule and assignments, etc., throughout the term. If changes occur, you will be notified as soon as possible via email and/or an announcement in the Learning Management System (LMS). Changes may be necessary for various reasons, including instructor illness, students' progress, weather events, institutional needs, etc. Please approach any changes with flexibility and understanding.

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You may have heard of Generative AI (Artificial Intelligence).  The best-known example is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are

powerful and can be useful in many contexts, but we must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating SPC's academic integrity policy, students must be sure to follow each professor's course policies regarding the use of artificial intelligence in academic work. If you're unsure of a professor's guidelines, reach out to them to discuss further. My policies for this course can be found below.

**Generative AI Permitted Under Some Circumstances or With Explicit Permission**

You may only use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, when assignment directions specifically state that it is allowed, and these tools must be used with caution. AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to me.

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Content component type

Delete component

Add new component

Published by Jeri-Lyn Jacobs on Jun 2, 2025, 11:10 AM

Internal Comment