

South Plains College: Common Course Syllabus

Department: Behavioral Science

Discipline: Sociology

Course Number: Sociology 1301

Course Title: Introduction to Sociology

Semester Hour Credit: 3 Hours; 3 Lecture Hours; 0 Lab Hours (3:3:0)

This course satisfies a core curriculum requirement: Yes (Behavioral Science)

Prerequisites: none for conventional sections; must be TSI compliant in reading for Internet sections including dual credit.

Available Formats: Conventional and Internet

TexBook Program: *The Real World*, 8th edition, by Kerry Ferris and Jill Stein, Norton Publishing. This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.

How do I access my TexBook? Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.

Help with TexBook issues and support: check with your professor or visit <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)

Opting out of TexBook: Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth-class day. The opt-out deadline for shorter terms varies between the second- and third-class day.

*Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to pwells@texasbook.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: pwells@texasbook.com / Phone: 806-716-2097

Email: agamble@texasbook.com / Phone: 806-716-4610

Supplies: Textbook access, a computer/laptop and Internet access for all course formats and campuses. Note: Cell phones and tablets may be used for accessing some functions in Blackboard but do not work well with all functions.

Course Specific Instructions:

Internet classes access Blackboard from South Plains College homepage on the first day of the semester. Campus classes may use Blackboard for course material, see instructor's course information sheet for specifics.

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit <https://www.southplainscollege.edu/syllabusstatements/>.

Course description:

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Course Purpose/Rationale/Goal:

The purpose of the behavioral science component in the core curriculum is to enable the students to understand and apply sociological theories and concepts as they examine human society. To master sociology, students will be able to identify and apply the concepts and principles in the study of group life, social institutions, and social processes.

Course Requirements:

To maximize the potential to complete this course, students should attend all classes, log into Blackboard multiple times per week, read required textbook/course materials, complete required homework/assignments and/or examinations. See instructor's course information sheet for specifics.

Course Evaluations:

Refer to Instructor's course information sheet for specifics coursework and grading.

Attendance Policy:

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and/or receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through Texan Connect. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

See instructor's Course Information Sheet for additions to the attendance policy.

Academic Integrity Policy:

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating:

Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the text- book or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to assignments and examinations, to daily reports and to term papers.

Plagiarism:

Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identifiable expression of material taken from books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism. See *South Plains College Student Guide* and *South Plains College General Catalog* for more information. Also, see instructor's course information sheet for more information.

More Information About Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

- Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill.
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation.
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
- Missing in-text citations.

Cheating violations include, but are not limited to, the following:

- Obtaining an examination by stealing or collusion.
- Discovering the content of an examination before it is given.
- Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment.
- Entering an office or building to obtain unfair advantage.
- Taking an examination for another.

- Altering grade records.
- Copying another's work during an examination or on a homework assignment.
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's.
- Taking pictures of a test, test answers, or someone else's paper.

Student Conduct Policy:

Classroom Conduct: Failure to follow lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class may result in the student being dropped from that course.

See *South Plains College Student Guide* for full policy covering other areas of conduct including penalties for misconduct and procedures for disciplinary action.

COVID-19 Statement:

If you are experiencing any of the following symptoms, please do not attend class **and** seek medical attention or test for COVID-19. Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

SPC will follow the recommended 5-day isolation period for individuals that test positive. Please note that day 0 is the date of the positive test. Day 1 begins the first full day after the date of positive result. A student is clear to return to class without further assessment if they have completed the 5-day isolation period, symptoms have improved, and they are afebrile for 24 hours without the use of fever-reducing medication. Students must communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation. Please note that exposed individuals will not be required to quarantine and may still attend class. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class and be tested.

To be excused for any COVID-related absence and to receive deadline extensions, proof of a student's positive test is required. A home test is sufficient, but students must submit a photo of the positive result with the date of test written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

Tobacco Products:

South Plains College prohibits the use of any tobacco product, electronic cigarette, or vapor device throughout all indoor areas and within a 25-foot perimeter around all facility entrances, exits and HVAC air intake vents under the control of SPC, including sporting facilities and SPC vehicles. Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). This ban also includes herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes or other types of inhalation devices.

Artificial Intelligence Statement:

Purpose of Artificial Intelligence (AI) Applications:

AI applications such as ChatGPT, OpenAI, Bard, Grammarly, WordTune and others are advanced language models designed to aid and engage in meaningful conversations, as well as generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

Academic Integrity:

Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

Collaboration and Consultation:

While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

Critical Thinking and Originality:

AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

Ethical Use and Bias Awareness:

AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

Responsible Engagement:

Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

Compliance with South Plains College Policies:

Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties.

Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Grade and Academic Discipline Appeals:

South Plains College provides two procedures which allow students the opportunity to address grievances of an academic nature.

Appeal Restrictions:

Only final grades or dismissal resulting from academic discipline will be considered. The instructor's teaching ability or expertise will not be considered during the hearing. No grade or disciplinary action can be formally appealed after a period of six (6) months from the date that the student is informed.

Informal Appeal:

1. The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action.
2. If the student is still not satisfied, she should schedule an appointment with the appropriate departmental chairperson to discuss the situation. The chairperson may request that the instructor also be present.
3. If the student is still not satisfied, he she should schedule an appointment with the Divisional Dean to discuss the situation. The dean may request that the chairperson also be present.
4. If the student is still not satisfied, he she should be advised of the formal appeal process.

Formal Appeal:

1. If the student is not satisfied with the results of the informal appeal, s/he should provide the following information, in writing, to the Vice President for Academic Affairs:
2. A request for a formal appeal hearing.
3. A brief statement of what is being appealed.
4. The basis for the appeal.
5. Pertinent facts relating to the appeal.

The agenda of the appeals hearing will include only those factors documented in the student's appeal request letter. The Vice President for Academic Affairs will determine the date, time and place of the hearing, and notify the student accordingly.

The Hearing Composition of the appeals committee:

- Vice President for Academic Affairs will preside over the hearing.
- Faculty member of the student's choice.
- Faculty member and student selected by the Vice President for Academic Affairs.
- President of Student Government Association.
- Dean of Students.
- Other persons who should be available at the hearing:
 - The student who requested the hearing.
 - The faculty member involved.
 - Anyone the student or faculty member wishes to be present to substantiate the case.
 - Chairperson and Divisional Dean.

Hearing procedure:

The committee will hear the student's appeal during which the parties to the controversy and such representatives as desired will present all facts relating to the case. By majority vote, the committee will decide to sustain, amend or reverse the previous decision.

The decision of the committee is final and completes the academic appeals procedure.

See *South Plains College Student Guide* for more information. More information regarding SPC's Title IX policy on Sexual and Gender-based Misconduct can be found at <http://www.southplainscollege.edu/about/campussafety/sah.php>.

Equal Rights Policy:

All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. See *South Plains College Student Guide*.

Student Learning Outcomes/Competencies:

Upon successful completion of this course, students will:

1. Compare and contrast the basic theoretical perspectives of sociology.
2. Identify the various methodological approaches to the collection and analysis of data in sociology.
3. Describe key concepts in sociology.
4. Describe the empirical findings of various subfields of sociology.
5. Explain the complex links between individual experiences and broader institutional forces.

Student Learning Outcomes Assessment: See instructor's course information sheet for information on assessment that may include the following: pretests and posttests, quizzes, discussions, essays and/or other types of assessment tools.

This course partially satisfies a Core Curriculum Requirement: Social and Behavioral Science Foundational Component Area (080)

Core Objectives:

- **Communication skills-** to include effective written, oral and visual communication.
- **Critical thinking skills-** to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.
- **Empirical and Quantitative skills-** to include the ability to apply, analyze, and draw conclusions based on scientific and mathematical concepts.
- **Social Responsibility-** to include the demonstrated intercultural knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
- **Texas Coordinating Board Approval Number**..... 45.1101.51.25

Instructor Syllabus Information

Dr. Sherley Rios
Office: AD 130 (Levelland Campus)
srios@southplainscollege.edu
Phone (806) 716-2256 leave a voice mail

Office Hours

Should you have questions that need immediate and/or private attention I am available periodically on the Levelland campus and at the Lubbock Downtown Center (see room numbers listed in Blackboard). See below for specific days, times, and campus. You may also call my office phone number during these hours or schedule an appointment by phone or email to meet either virtually or in person. Office hours, email, and phone are the preferred method of communication.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9am – 11am Levelland	10am – 11am Levelland 4pm – 5pm Lubbock DTC	9am – 11am Levelland	10am – 11am Levelland 4pm – 5pm Lubbock DTC	*9:00 – 11:00 *Offered virtually or by appointment only

Communication with Instructor via Email

Should you have questions about assignments, personal matters, need feedback on grades, and course material, **please use SPC's official email to contact the instructor. Do not use Blackboard Messages.** SPC email is the official means of communication between professors and students. Be sure that you are using your official SPC email when contacting the instructor. Be advised that although I am available via email any time during the semester, I am not always able to respond to emails quickly, especially if you email during non-business hours (after 5pm or on weekends).

Communication with Students

The instructor does not use Blackboard Messages. Communication with students about class assignments, exams, or other information, will be done via Course Announcements. These will populate beneath the course title in Blackboard and a copy of the announcement will be sent to your SPC email. If you see an announcement in Blackboard, simply click on the title of the announcement link and it will reroute you to the specific announcement contents. It is important that you check these announcements when they are sent out, which means frequent logging into Blackboard and your SPC email account.

Required Materials

- All students have access to the textbook and assignment material related to the textbook for this course.
- Textbook: *The Real World: An Introduction to Sociology*; 8th edition, by Ferris and Stein, Norton Publishing
- Reliable internet access and a computer
- Blackboard Ultra website

Course Plan Information & Delivery

This class will be following a traditional online asynchronous model. This asynchronous structure is where assignments have deadlines, but you do not have set dates and times you are

expected/required to be logged in. This class will be using the model Online Asynchronous which includes the following structure:

- Most weeks, a prerecorded lecture(s) will be available covering material listed in the schedule. These lectures may be from another course section.
- There will be reading and writing assignments due each week which will replace traditional attendance. See Attendance Policy for requirements.

Course Requirements

This course is 100% online. You are responsible for viewing and reading all lecture material, assigned readings, and assignments. You are expected to read the syllabus and be familiar with its contents. You are responsible for all material covered in this course including exams and keeping up with the course schedule.

It is essential that you have reliable access to the Internet. It is not necessary to purchase or own your own computer, but you should have a backup plan in place should you encounter computer problems. Firefox is the recommended and supported browser for Blackboard. It is also the student's responsibility to have the required computer skills to complete this course. Should you encounter technical difficulties contact the instructor first, and/or the SPC technical support call (806) 894-9611, ext. 2180. Be sure to include course and section number information when contacting technical support.

Methods for Assessing the Expected Learning Outcomes

The expected learning outcomes for the course will be assessed through application assignments, discussions, quizzes, film assessment, participation, and exams. Grades are based on the quality of the work that has been submitted, not the existence of a submission. This means that grades are earned based on proof of mastery of the major concepts.

Grading: 1,000 Possible Earned Points

Course Agreement (5 extra credit points)
Syllabus Quiz (15 extra credit points)
Course Evaluation (5 extra credit points)

A = 900 – 1,000
B = 800 – 859
C = 700 – 759
D = 600 – 659
F = 0 – 559

4 Exams worth 400 pts. total; 100 pts. each

Inquizitive Assignments worth 300 pts total; 20 points ea.

Assignments & Participation worth 300 pts total; 40 pts ea.

***Please expect a 10-day grading turnaround for all assignments and exams**

Exams & Assignments

Application Assignments

The assignment schedule is in the Syllabus and Schedule link in Blackboard. Throughout the course you will be required to work on various application assignments. These assignments typically will have supplemental material and include questions for students to answer. Students will submit these assignments in Blackboard. Assignments must be done independently, and the use of AI is prohibited. Proper spelling and grammar are necessary for college course writing. If spelling and grammar are not written academically (e.g., in text message format, etc.) point deductions will be incurred. For Blackboard submissions, only Microsoft Word documents or .pdfs are accepted. Google docs (cloud documents) or .pages documents, hand-written and scanned, emailed, or late assignments will NOT be allowed.

Reading, Quizzes, and In-Class Activities

It is expected that you read the assigned chapter readings *each week*. This will help for completing discussions, assignments, and activities. If it is clear to me that students are not completing their reading assignments, I reserve the right to alter the syllabus to add pop quizzes into your final grade. Therefore, it is in your best interest to read and be ready to apply your knowledge in class and in Blackboard. A list of assigned readings and assignments is in the schedule under the Course Schedule link in Blackboard. Activities and quizzes will be accumulated throughout the semester in the form of quizzes, discussion questions, or a meme assignment.

Discussions

Discussions will be required in this course. Discussions are released on Wednesdays at 5PM the week they are due. Late discussion submissions will not be allowed. Please note that you will not be able to respond to others' posts until you have created your initial post. Students will not be able to make up a missed discussion unless you have an excused absence.

Discussions are intended for you to discuss the lecture material with your peers in an academic format. Proper netiquette should be used at all times, and it is expected that all students discuss the topics in academic and respectful terms as outlined in the student code of conduct and policies. Should any student not abide by these rules in discussion, the student will receive a '0' (zero) for the assignment for the first offense. Any offense thereafter, the student may be dropped from the course.

Discussions are intended for you to discuss the lecture material with your peers in an academic format. Anecdotal information (i.e., personal side stories) should also be kept to a minimum. Discussions should not be copy-pasted/repeated material from the readings, but a student's analysis and interpretation of the reading. Proper academic writing and verbal communication should always be used, and it is expected that all students discuss the topics in academic and respectful terms as outlined in the student code of conduct and policies. Should any student not abide by these rules of respect in discussion, the student will receive a '0' (zero) for the assignment for the first offense. Any offense thereafter, the student may be dropped from the course.

Exams

Exams are released on Wednesdays at 5PM, the week they are due. There will be 4 semi-cumulative exams during the semester. The exams will cover any material presented in lectures, the textbook, as well as assigned readings or media. Exams may include a multiple-choice format, true/false, and short answer/essay format. All exams will be completed by the due date on the schedule, and you may use your notes and textbooks. The final exam will not be given at any time other than the scheduled final exam day. Make-up exams for the first 3 exams will be given only in extreme situations, may be of a different format than the original tests, and will only be given if you notify the instructor prior to exam day that you will not be able to complete the exam on time. If permitted to take a make-up exam, you will take it at a mutually agreed upon time, as soon after the original exam as possible. Make-up exams will not be given if I have not been notified prior to the exam deadline about your absence. Please plan your travel arrangements accordingly.

General Expectations/Policies for Students

I would like to welcome all students into an environment that creates a sense of community, pride, courtesy, and utmost respect; we are all here to work cooperatively and to learn together. I consider it an honor that you have chosen to be in my course and want to thank you in advance for the time and hard work that you will put into this learning experience. I wish you luck this semester and hope that the grade that you achieve in this course will reflect the effort you put into it. Please make every attempt to keep up with all assignments. This includes keeping up with the fast pace of this course and completing all assignments, exams, and papers/projects on time.

One of the keys to being successful in college is to communicate with your instructor. Feel free to contact me if I can help your success in this course.

Feedback and FAQs Policy

If you would like feedback on any coursework or have a question related to the course and materials, visit the course Discussion Board or office hours. The discussion board is titled, *Feedback and FAQs*, and is in the course Discussion Board link in Blackboard. It is a space where students can post questions and get answers either from the instructor or other students. This is also a way for students to view commonly answered questions. Feedback/answered questions will only be given if requested either in the discussion board or office hours.

Writing Center Help

If you need feedback on written work, please visit the SPC Writing Center. For information about locations at each campus and making an appointment, visit the writing center's website at: <https://www.southplainscollege.edu/exploreprograms/artsandsciences/english/writingcenter.php>

What to bring to your SPC Writing Center appointment:

Bring the instructions for your assignment, two hard copies of your writing draft, a laptop (if you have one), and prepared questions for the writing center staff to help you with specific needs other than "How can I make this better?" Keep in mind that writing is a process, and it takes time to become a proficient writer.

Attendance

Although attendance is not physically required, it is impossible to pass this course with excessive absences due to the number of activities, discussions, quizzes, and assignments. Attendance in this course is the active, on-time, submission of coursework. Each non-submission of assignments, discussions, quizzes, papers, or exams counts as an absence. If you need to miss any portion of the course assignments (although not advised) please let the instructor know within 4 days of missing. If you miss class and have an SPC approved excuse (i.e., you are representing SPC at an official school function, COVID positive, or celebrating a religious holy day) or a notice of absence from the Office of the Dean of Students, it is your responsibility to provide the **written note/excuse** from the school or doctor. In the case of an excused absence, you are still responsible for all missed readings, work, materials, and assignments.

Late Work

Late work will not be accepted. Late assignments constitute those which are submitted at any time after the deadline on the date it is scheduled. Upon approval after documentation is provided by the student (e.g., doctor's note), a new due date will be given for either the original assignment or an alternative assignment of equal value. If the student fails to meet the revised due date, then a zero (0) for the assignment will be given.

Extra Credit Activities

There are additional points given for the Course Agreement and Syllabus Quiz added to your grade upon completion (See Grading section for breakdown of points). Very rarely will additional extra credit be given. Please note that if extra credit is given, the points may not be significant enough to bump your grade up a letter but will be enough to supplement an assignment's low grade. Do not depend on extra credit to completely "fix" your overall grade.

Class Withdrawal

It is the full responsibility of the student to personally withdraw from the course if needed. A student who has already missed or has had difficulty completing modules, assignments, papers/projects, exams, and/or anticipates difficulty in completing the course to his/her satisfaction is encouraged to give withdrawal all the consideration it is due. Even so, students should discuss progress and grades with the instructor prior to making a withdrawal decision.

Administrative Drop Policy

Per SPC's attendance policies, the instructor reserves the right to drop a student for excessive absences. Absences in this context refer to any missing required coursework. Due to Financial

Aid and South Plains College requirements for participation/attendance, a student who fails to turn in 5 assignments during the semester may be dropped with a grade of "X" from the course.

Open Computer Lab

There is an Open Computer Lab located on the Levelland campus in the Technology Center. It is available to all students, with priority given to those students enrolled in computer classes. Computers are also available on the Reese Center, Lubbock centers, and Plainview campuses. Check with libraries and labs for hours.

Logging into Blackboard

To access your course, go to <https://southplainscollege.blackboard.com/> or go to the SPC Homepage and click on the "Login to" link in the top right-hand portion of the page and then click on the Blackboard link on the pull-down or you can type or copy the address into the address window of your computer. I recommend that you bookmark Blackboard on your computer for quick and efficient access. You can also log into MySPC and there is a Blackboard link there. Once you reach the site you will click "Log In". The log-in screen will come up asking for your username and password. Simply follow the instructions on the screen. Once in Blackboard, click on Courses in the menu and click on the course you are in.

Computer Requirements

It is recommended to use a computer for this course and not a tablet or cell phone. Most Web educational experience will require the use of several additional browser plug-ins. It is very highly recommended that you have an anti-virus program on your computer. You may also need Adobe Acrobat for readings and a multimedia player such as Windows Media Player. Firefox is the supported browser for Blackboard. SPC students are offered Office 365 which includes Microsoft Word, PowerPoint, Excel, and storage on OneDrive. Please download and use it! Since coursework and material is entirely online, participants are expected to have at least an elementary knowledge of their microcomputer operating system and basic knowledge of software and tools such as a word processor, e-mail, an Internet browser, and search engines.

Technical Problems/Support

If you are having computer problems, let the instructor know as soon as possible. I will try to help in any way I can. Please remember that it is **the student's responsibility to have a backup plan for technical issues**. Have a plan in place now and do not wait until a problem or crisis happens since late assignments are not accepted even under these circumstances.

- Most tech issues are related to failure to update java, using the incorrect internet browser (try to use Firefox instead of Google Chrome, Internet Explorer, or Safari), and/or not deleting browsing history files daily. Most issues are related to computer issues, not Blackboard. Make sure that your computer has an up-to-date antivirus software program installed. Please note this instructor does NOT recommend use of any handheld devices like a cell phone or a tablet for taking this course.
- **SPC Blackboard Technical Support Contact:** Call (806) 716-2180 or email at Blackboard@southplainscollege.edu for student technical support. Only call or e-mail technical support with questions about Blackboard or computer functioning. There is Technical Support information in the Course Resources link in your Blackboard course.

Academic Integrity

In addition to the policy in the Common Course Syllabus, students found guilty of cheating or plagiarism will earn a zero on the work in question for the first offense and will be documented with South Plains College. Should a second offense occur, the student will be dropped from the course with an 'F.' Any amount of dishonesty is subject to these consequences, whether a lot or a little; this can include but is not limited to: one copied sentence of a written assignment, a missing citation, an entire paper copied from someone/somewhere else, one plagiarized post on a discussion board, one copied exam item, looking at the scantron of another student during an exam or an exam or other coursework completed by someone/Al other than yourself. You have also committed academic dishonesty when sharing course content/items/answers. This includes

sharing course content with classmates or future students as well as sharing course content on websites such as Quizlet, Course Hero, or similar “study applications.” For further information and examples please see the Catalog, Student Guide, or refer to www.plagiarism.org

Artificial Intelligence (AI) Resources:

There are now websites that will generate semi-unique material that somewhat resembles original material. Since technology is available to create this content, technology is also available to detect this content. Make no mistake, this is plagiarism. The instructor is not asking AI to write any written portion of this course’s requirements, but is asking you the student, to create this content.

If the student submits work obtained by using AI or is suspected of utilizing AI, it will be considered plagiarism and receive a grade of zero for the work. This course policy will be provided as feedback for said coursework, letting the student know that AI is suspected, or plagiarism has occurred. It is the student’s responsibility to follow up with the instructor if work has been incorrectly flagged for AI use. The student can discuss the coursework in question with the instructor during office hours or by appointment in order to earn credit. In these cases, the student will need to verbally provide mastery of concepts related to the work in question. Any further attempts at using artificial intelligence as one’s own work will continue to earn zeroes for those attempts or may result in a course drop with an F by the instructor. The incidents will also be detailed to the Dean of Students for disciplinary actions.

Civility in the Classroom

This course is online, so disruptions are highly unlikely. In any case, it is imperative that class time be strictly used for learning. During lectures, please silence and put away cell phones, air pods, or any other listening device. All background noise like music, laptops, and cell phones are a distraction to others. To create and preserve a classroom atmosphere that optimizes teaching and learning, each student shares a responsibility in creating a civil and non-disruptive forum and is expected to conduct herself/himself at all times in a manner that does not disrupt teaching or learning. To assure that all students have an opportunity to gain from time spent in class, each student is prohibited from using cellular phones/beepers/pagers/listening devices like air pods, making offensive remarks, reading newspapers/non-class materials, sleeping, excessive/loud talking, talking during exams, using tobacco products, or engaging in any other form of distraction in the classroom.

The student who engages in such behaviors during course assignments (e.g., exams, papers, group projects) will not be permitted to complete or make-up the assignment and will be given a grade of zero (0) for the assignment. In addition, the instructor has the right to limit classroom discussion to meet the educational objectives of the class session. The instructor is authorized to take such steps as are necessary if the behavior of the student disrupts the normal classroom procedure. **If background noise and distracting behavior or having ear devices in occurs at any point in class, the student will be asked to leave**, and the instructor may begin disciplinary proceedings. If the student engages in repeated deviations from expected classroom behavior, then he/she may be dropped from the course. Please consult the instructor if there is a situation where your cell phone must be available. Violations of the *Student Conduct Guide* may result in serious sanctions, up to and including expulsion. Refer to the *South Plains College Student Conduct Guide*, available on the South Plains College website.

Sensitive Nature of Humanities and Behavioral Science Courses

Given the dynamics of individual, relational, familial, societal, and cultural development and issues, behavioral studies courses address many sensitive issues; this course is no exception. Lifespan and relational issues occur in the context of sexual, racial/ethnic, political, religious/spiritual, economic/social class, and disability/challenge concerns. The discussion of such issues will increase the student’s knowledge of developmental conditions in the modern world, but the information can be emotionally charged. It is also likely that the student will be exposed to diverse viewpoints; some viewpoints might differ from the student’s personal views. If a student chooses to remain in class, then they will be expected to respect the diverse viewpoints represented in course material, as well as the viewpoints of their classmates. If the student is

easily offended by discussion of such issues, then should consider whether to remain enrolled in the course.

Revelation of Personal Information

This course addresses topics that are personal in nature. Students are encouraged to participate in class discussion/presentations but are not required to share personal information with classmates. It is recommended that students use discretion in self-disclosure with classmates and the instructor. While it is expected that fellow classmates will be respectful and not disclose information that is shared in class, the instructor cannot guarantee confidentiality of information. Thus, students are responsible for the information that they share and should not share information they do not want others to know.

Syllabus

The instructor reserves the right to amend the syllabus if necessary. Students will be notified of any changes in advance.