

South Plains College
Common Course Syllabus: BIOL 1413-151
Revised 08/20/2024 for **Fall Semester 2024**

Department: Biology
Discipline: General Biology
Course Numbers: 1413-151
Course Title: General Zoology (lecture + lab)
Format: Completely Online

Instructor: Dr. Harriet L. Strickland
Campus: Levelland Office
Office: Science Building S86
Office Telephone: 806-716-2306

Communicate with Instructor by SPC email or in Science Building:

Levelland Campus Office, New Science Building, Room S86 located near front doors

In-person Office Hours: Mondays & Wednesdays: 1:30-4:00pm
Tuesdays & Thursdays: appointments can be arranged
Fridays: 9:00am-12:00pm

And, You can always Email with questions & concerns:

E-mail: hstrickland@southplainscollege.edu

Instructor will respond to student emails throughout the day Monday-Friday, usually within a few hours, certainly within 24 hours or less.

Instructor may respond to student emails during evening, weekend or holiday hours, so please don't hesitate to attempt contact—response time may be quicker than you think.

Do NOT contact Instructor with Blackboard Messaging system. Use SPC E-mail.

Course Description: In this course, we will study fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. Laboratory activities will reinforce these concepts to ensure comprehension.

Prerequisite: None. Must be TSI Compliant in Reading, completed prior to taking this course.

Credit: 4:3:3 (4 semester credit hours: 3 lecture contact hours/week: 3 lab contact hours/week)

This course partially satisfies a Core Curriculum Requirement:

Life and Physical Sciences Foundational Component Area (030)

Core Curriculum Objectives addressed:

- **Communications 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 competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Required Textbooks include an e-Text, an e-Photo Atlas, and a Computer Simulation Lab

You have already paid for access to both eBooks (electronic version of required books), AND for access to the Computer Simulated Lab with your tuition & fee payment.

The required McGraw-Hill textbook, lab simulation program, and VanDeGraaff Photo Atlas are:

Connect 3P Inclusive Access Online Access for *Zoology Connect*, Text *Zoology* by Miller, 12th ed, 2023, McGraw-Hill Publishing plus *Connect Virtual Labs Simulation Program*, 2023, McGraw-Hill Publishing.
ISBN: 281-85606-426-19

Inclusive Access Online Access for *Van De Graaff's Photographic Atlas for the Zoology Laboratory*, Adams & Crawley, 8th ed., Morton Publishing,
ISBN: 281-85605-358-36

- An electronic version will work fine for this online course **and is already included, already paid for** with the SPC TexBook Program (see details below).
- You will access both eBooks plus the Computer Simulated Lab program through the SPC Blackboard Learning System.
- You will gain access to the Computer Simulated Lab program as you begin your first Connect Virtual Lab assignments during the first week of Fall Semester.
- If you want to opt-out, receive a book rental and/or program access refund, and purchase or rent the books and access code for the simulated lab program independently or from another vendor for the semester, see instructions below.

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SPC TexBook Syllabus Statement

TexBook Program: *This course is in the SPC TexBook program, which means you do not need to purchase a textbook or access code for this course.*

TexBook is the required content (either an eBook or online Courseware) for your course, and is provided for you via the Bibliu platform from Day 1 of class.

· **Cost of TexBook:** this required content is provided as part of a Program called 'Inclusive Access', which means that content is provided for you at the lowest price available from the publisher. The cost for this is included in your tuition.

· **How to access your digital content via Bibliu:** you can access your material via the Bibliu link inside your Blackboard Course, or directly via the Bibliu app. If you have issues with this, please contact your professor, the Bookstore Manager or Bibliu Support (see below).

· **The Bibliu platform:** you can use the Bibliu platform to enhance your learning experience, with features including: highlighting, notes and reading text aloud. For more details and support on how to use Bibliu, please visit the Bibliu support pages, or contact Bibliu support via the email: support@bibliu.com

· **Opting out:** you can Opt-Out of the TexBook Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose to Opt-Out you will lose access to this low price option, and will need to purchase the content through a different method. If you opt-Out, the fee will be refunded to your account. **For Fall 2024, the twelfth-class day is Wednesday, September 11, 2024.** **Please consult with your professor before deciding to opt-out.*

Useful contacts: 1. Bookstore Manager: Christian Bruno - christian.bruno@bibliu.com 2. Bookstore Text Coordinator: Trish Wells - patricia.wells@bibliu.com (Phone: 806-716-2097) 3. Bibliu Support: email support@bibliu.com (Phone: 806-716-2397)

Required Course Materials:

- All of the following are required: **regular access (daily or every-other-day) to:**
 - a laptop or desktop computer, or you may use a school computer on SPC campuses
 - reliable high-speed Internet access, or use Wi-Fi on school campus or neighborhood locations
 - Blackboard,
 - **SPC Email (NOT personal email)**
 - Microsoft Office (download from mySPC), Adobe Reader (download from Adobe.com),
 - Audio and video capabilities (for watching and listening to course content and videos),
 - **weekly access to**
 - a **printer** for worksheet assignments, (you may use a school printer on SPC campuses, including one printer in the new Science Building Learning Center)
 - **and a Smartphone or other digital camera** (for taking photos of completed worksheets before submission)
 - **or, a Document Scanner** (if no digital camera is available) that can save completed hand-written worksheets for study use and Blackboard submission,
 - **or a pdf conversion program** (like Adobe Acrobat) to allow conversion, completion, and re-formatting worksheet assignments for online submission.
 - a Web camera and microphone if student wishes to video conference office hours using Collaborate in Blackboard.
 - Students should **maintain a file or notebook of completed worksheet assignments** for study and review in preparation for Quizzes and Unit Tests.
- Access to a Smartphone **cannot replace course requirement** for access to computer, reliable Internet, Blackboard and printer.
- **Smartphones or mobile devices cannot be used** for taking Blackboard Quizzes NOR Unit Tests NOR for reliable submission of worksheet assignments.

Student Learning Outcomes: Upon successful completion of this course, students will:

Lecture and Lab:

- 1) Describe the reasoning processes applied to scientific investigations and thinking.
- 2) Describe the characteristics of life and the basic properties of substances needed for life.
- 3) Identify the substrates, products, and important chemical pathways in respiration.
- 4) Describe the structure of cell membranes and the movement of molecules across a membranes.
- 5) Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
- 6) Identify the principles of inheritance and solve classical genetic problems.
- 7) Describe the unity and diversity of animals and the evidence for evolution through natural selection.
- 8) Describe modern evolutionary synthesis, natural selection population genetics, micro and macroevolution, and speciation.
- 9) Describe phylogenetic relationships and classification schemes.
- 10) Identify the major phyla of life with emphasis on animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.

(Student Learning Outcomes, continued):

Upon successful completion of this course, students will:

- 11) Compare and contrast the structures, reproduction, and characteristics of animals.
- 12) Describe basic animal physiology and homeostasis as maintained by organ systems.

Also in Lab:

- 13) Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
- 14) Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
- 15) Communicate effectively the results of scientific investigations.

Online Course Content included in this Course:

Blackboard is the primary source for all course information. **Students need to access Blackboard daily.** Students should take Blackboard Quizzes and Unit Tests using a laptop or desktop computer, **NOT** using the Blackboard application (app) on a Smartphone. Specific course materials available on Blackboard will include: announcements from the instructor, official Blackboard Quizzes and Unit Tests with deadlines, online assignments with deadlines, changes to the course schedule, study aids, slides and recordings from PowerPoint lectures and laboratory demonstrations, virtual simulated laboratory exercises, grades on assignments and tests, etc.

SPC E-mail: Each student has an SPC E-mail account and should check it regularly (daily or every-other-day). Instructors and the administration will use this SPC E-mail address to contact the student, not a student's private, personal E-mail address.

Tutoring Resources:

SPC Tutors for Biology will be able to help you in this General Zoology course

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

SPC has tutors at each campus *and several online*. SPC tutors will also be providing online tutoring through a platform called GoBoard (www.goboard.com), and a new App called PENJI. Students will book an appointment and be sent a link for their online session.

Tutor.com

Should a student need tutoring in the evenings, through the early mornings, or on weekends, students have 3 free hours each week on **Tutor.com**. Their hours will be reset every Monday morning. They can access tutor.com by logging into Blackboard and clicking the tutor.com link under the tools tab. For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

Course Evaluation/ Student Performance Assessment:

Student Performance Assessment using Examinations and Blackboard Quizzes:

- **Four major exams (Unit Exams or Unit Tests) will be given during the semester (including the Final Exam = Unit Test #4).** These exams will assess student knowledge of the covered material, and will be administered in person in the classroom.
- Unit Tests #1, 2, and 3 will be scheduled throughout the semester. Unit Test #4 (the Final Exam) is scheduled according to the SPC Fall Semester Final Exam Schedule, and will be scheduled according to SPC Exam Week Schedule. Each Unit Test will be worth 100 points. **Students may NOT drop their lowest test or exam score.**
- Unit Tests plus Blackboard Quizzes are weighted in the final Gradebook calculated so that they make up approximately 60% of the Course Grade.
- Each Unit Test will cover material from lecture, lab, and assigned readings/video links/homework assignments. The exam format may include multiple-choice questions, true-false questions, definitions, matching, labeling, short answer questions, and essay questions, with laboratory examples and identifications when appropriate.
- The final exam (Unit Test #4) is NOT comprehensive—it only covers material presented since the end of Unit Test #3 material. So, Unit Test #4 is “just another” Unit Test, even though it is also called a Final Exam.
- Students should NOT miss a Unit Test or Blackboard Quiz—due dates will always be provided. Any student who misses a Unit Test or Blackboard Quiz will have a zero-score entered for that item (**except for “excused-absence” criteria below, AND correct notification of instructor within 24 hours of due date**).
- To avoid technical issues during online Blackboard Unit Tests and Quizzes, students should take each test or quiz as early as possible and within normal business hours. If a student has problems at 2AM, there will be no services available for assistance.
- **In order to be considered for eligibility to make-up a missed Unit Test or Blackboard Quiz, the student must meet “excused-absence” criteria AND the student (or a representative) must contact the instructor within 24 hours of the exam due date.**
- “Excused-absence” criteria include:
 - a serious illness,
 - COVID-19 related Isolation with positive COVID-19 test results (see COVID-19 Statement) and, if coincides with “quiz/testing due dates” or “lab and homework due dates”, then must be accompanied **by illness that prevents online work,**
 - a legitimate emergency,
 - an official college trip,
 - or the death of an immediate family member
 - in each case, **the appropriate confirmation information** must be provided to the instructor.

(Examinations and Blackboard Quizzes, continued):

- All quizzes in this courses (called Blackboard Quizzes or BB Quizzes) will be taken online. Blackboard Quizzes will be administered throughout the semester, and due dates will be provided within the corresponding Weekly Learning Materials. Quizzes may be related to pre-assigned readings from the Miller Text and Van De Graafs Photographic Atlas, lecture material, posted readings in Blackboard, homework assignments and lab material.
- Unit Tests and Blackboard Quizzes (which will be administered exclusively online) will use the Blackboard Learning System, will be “open-books” and “open-notes” and “open-web searches”, **BUT there is a time limit for completing each quiz, and quiz questions are randomized and answers (if multiple choice) are randomized, so students are advised to have studied beforehand.**
- Also, please note that not all “web searches” provide reliable information, nor do all “web searches” match evidence-based scientific knowledge. Students should study materials provided in lecture, reading assignments, laboratory exercises, and any study-aids or additional resources provided within this course when preparing for graded quizzes and tests.
- Internet searches for answers to quiz or test questions may not provide the student with correct answers. Some quiz questions specifically ask a student to use material as presented in lecture or lab in order to correctly answer a question and earn credit for that question.
- Although students are authorized to use their textbooks, notes, lab books & notes, and web searches while taking an online Blackboard Quiz, each student must personally take each quiz/test by themselves without the aid of another student, or a former student, or any human or virtual assistant, or a tutor, and this includes without the aid of text-messaging or instant-messaging or using Blackboard Collaborate Ultra, unless a student has received approval for specific Special Accommodations (see Policy below).
- Using the aid of another person or virtual assistant when taking a Unit Test or Blackboard Quiz is considered Cheating (see Policy above), unless a student has received approval for specific Special Accommodations through the SPC Disability Services Office (see Policy below).
- **In order to be considered for eligibility to make-up a Blackboard Quiz or Unit Test, the student must meet “excused-absence” criteria AND the student (or a representative) must contact the instructor within 24 hours of the Quiz or Testing due date.**
- **The lowest two (2) Blackboard Quiz grades will be dropped before the final course average is calculated at the end of the semester.** If a student misses one or more Blackboard Quiz and does not meet “excused absence” criteria for make-up opportunity, and does not notify the instructor within 24 hours of the quiz due date, then those first two grades of zero will become that student’s dropped quiz grades for the semester. No student can drop more than two Blackboard Quizzes.
- Please make sure to use a reliable computer on a reliable Internet connection to take all Blackboard Quizzes and Unit Tests. Only on rare occurrences will the Instructor reset a student’s quiz or test attempt. If the Instructor resets a student’s testing, it will be “One-Time Only” per semester.

(Examinations and Blackboard Quizzes, continued):

- **Smartphones or mobile devices cannot be used** for taking tests, quizzes or reliable assignment submission.

Student Performance Assessment using Homework or Lab Assignment Worksheets and Connect Virtual Simulated lab assignments:

- Blackboard Homework and other Worksheets assignments, and Virtual, simulated lab assignments (Connect by McGraw Hill) will be scheduled throughout the semester
- **The lowest (2) scores for Virtual, simulated lab assignments (Connect by McGraw Hill), PLUS the lowest (2) Worksheet scores from other Homework or Lab Worksheet assignments will be dropped when calculations are made at the end of the semester for the final course average grade.** If a student misses one of the above and does not meet “excused absence” criteria **AND** does not contact the instructor within 24 hours of the assignment due date, **then that grade of zero will recorded, and that may become one of the lowest scores for Connect labs or for other Homework or Lab worksheets.**
- Homework and Lab Assignment Worksheets and Connect Virtual Simulated Lab assignments are weighted in the final Gradebook calculated so that they make up approximately 40% of the Course Grade. The homework and virtual, simulated assignments will be posted within each corresponding Week of Materials.
- Late Homework or Lab Assignment worksheets may be accepted for a limited time after the due date (except those assignments and exercises scheduled due beginning the week of testing when worksheet answers might be posted), *if the student receives permission from the Instructor ahead of the due date and time. Permission may or may not be given for late submissions, depending upon documentation for Excused Absence, and pre-approved late work may lose up to 25% grade value depending upon circumstances.*

*****The last day for a student to drop themselves from this course is Monday, December 02, 2024.**

Note: The instructor reserves the right to modify the course syllabus and policies, the lecture and laboratory schedules, the test and quiz dates, and the assignments or due dates, as well as notify students of any changes, at any point during the semester.

(Student Performance Assessment, continued):

Grade Summary:

Category	Approx. Available Points	Approximate % of Final Grade
Unit Exams (4)	4 @ 100 points = 400	Weighted to equal Approximately 60% of Final Grade (Notice that these points are WORTH MORE than Assignment or Lab Points)
Official Blackboard Quizzes	Best 5 out of 7 @ 25 points = 125	
Homework and Lab Worksheet Assignments	Best 16 out of approx. 18 @ approx. 15pt	Weighted to equal approximately 40% of Final Grade
Weekly Virtual Connect Labs	Best 20 out of approx.. 22 @ approx. 10pt	
	Approx. 1000 total	100%

Final Letter Grade Policy:

*Course Average: Each point earned in Exams & Quizzes is weighted to equal approx. 60% of Final Course Grade, and each point earned in Assignment/ Worksheets/ Labs is weighted to equal approx. 40% of Final Course Grade. If a student's final course grade is less than one half a percentage point away from the next higher letter grade, the instructor may consider giving the higher letter grade, related to performance on the Final Exam and bonus points/extra credit that may be gained on unit exams.

Final Letter Grade	Course Average*
A	90 – 100%
B	80 – 90%
C	70 – 80%
D	60 – 70%
F	0 – 59%

Policies, Procedures, and Rules:

1) Class Attendance Policy:

- Attendance will be measured by a student's ability to **consistently log on to Blackboard each week** AND to **COMPLETE the assigned work as scheduled** (assignments, quizzes and unit tests). Failure to participate, complete and submit assignments and testing by due dates will be recorded as an "absence" and "zero grade", unless and until "excused absence" criteria are met (see below).
- 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.

(Class Attendance Policy, continued):

- Students who enroll in a course but have “Never Attended” by the official census date (**Wednesday, September 11, 2024 for Fall Semester 2024**), 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 and does not officially withdraw from that course by the official census date of the semester, may be withdrawn administratively from that course and receive a grade of “X” as determined by the instructor.
- **CAUTION:** 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.
- **“Excused-absence” criteria** include: a serious illness, COVID-19 related Isolation **with illness**, a legitimate emergency, an official college trip, or the death of an immediate family member— in each case, **the appropriate confirmation information** must be provided.
- **WITHDRAWAL POLICY:** The last day to withdraw/drop with a grade of “W” is **Monday, December 02, 2024**. ***It is the student’s responsibility to withdraw from this course. Otherwise, a student will be assigned their earned letter grade at the end of the course (even if that grade is a D or an F).*** Course averages will be updated frequently, and guidance will be provided upon request to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals please visit: <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>
- **You should expect to spend at least 10-12 hours studying and completing course work each week in order to be successful in this course. That equals at least two hours per day every day. More time will be required if a student is striving for a higher grade (planning to gain admission to professional school or transfer into a competitive program).**

2) Student Code of Conduct Policy:

- Any successful learning experience requires mutual respect on the part of the student and instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from the classroom or virtual meeting, or administratively withdrawn from the course.
- As future professionals, students are to communicate with each other in a professional & civil manner. At all times we will treat each other with dignity and respect. That means no profanity or conversations that the instructor believes are inappropriate. The instructor has the final say for what may be considered “inappropriate”. If there are problems in this area, a student may be asked to leave the classroom or virtual meeting.

3) 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 offence and renders the offender liable to serious consequences, possibly suspension. Each student is expected to abide by absolute honesty. Infractions will result in penalties subject to an assignment of a grade of "F" for the course or expulsion from the College. Students should also regard civility online as a requirement to remain on the roll in class.

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 textbook 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 final examinations, to daily reports and to term papers.

- **Cheating violations** include, but are not limited to, the following:
 1. Obtaining an examination by stealing or collusion;
 2. Discovering the content of an examination before it is given;
 3. Using an unauthorized source of information during an examination, quiz, or homework assignment;
 4. Entering an office or building to obtain unfair advantage;
 5. Taking an examination for another or assisting another during test taking;
 6. Altering grade records;
 7. Copying another's work during an examination or on a homework assignment;
 8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
 9. Taking pictures of a test or quiz, test or quiz answers, or someone else's paper.
 10. Modifying, altering, or distributing any course materials presented by the instructor (see Copyright Notice below).
 11. Violations regarding ChatGPT and other AI (see below).

Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism: therefore, any student who fails to give credit to quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

(3) Academic Integrity Continued):

- **Plagiarism violations** include, but are not limited to, the following:
 1. Submitting a paper that has been purchased, borrowed, copied or downloaded from another student, an online term paper site, or a mail order term paper mill;
 2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
 3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
 4. Missing in-text citations.
 5. Violations regarding ChatGPT and other AI (see below).

Purpose of ChatGPT and other AI:

ChatGPT is an advanced language model designed to provide assistance and engage in meaningful conversations. It is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

Academic Integrity:

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

Collaboration and Consultation:

While ChatGPT 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 ChatGPT for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Using ChatGPT 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:

ChatGPT can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on ChatGPT for answers deprives students of the opportunity to develop their analytical and problem-solving skills. It emphasizes the importance of originality and independent thinking in all academic endeavors as part of the student's learning experience.

Ethical Use and Bias Awareness:

ChatGPT 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 ChatGPT. Students must verify information from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

(3) Academic Integrity Continued):

Responsible Engagement:

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

Compliance with South Plains College Policies:

Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Familiarize yourself with the specific course policies regarding the use of ChatGPT or any other form of plagiarism and adhere to them throughout the semester.

Remember, ChatGPT is a tool to support your learning, but it cannot replace the critical thinking, creativity, and independent work that are integral to your academic growth.

4) Copyright Notice Policy:

All material presented by the instructor in this course is copyright protected. **The material presented by the instructor may not be modified or altered in any way. You have permission to print out one copy of any material presented by the instructor for this course** (ex. course information sheet, contact information, weekly checklists, worksheet assignments, posted reading assignments). The one copy must only be used for your personal educational use during this semester. The material may not be altered or modified in any way. **The material may not be distributed in any way.** You have permission to download the same material to your computer hard drive or other medium in order to print out the material needed. Any material downloaded may not be altered or modified in any way. **The downloaded material may not be distributed in any way. If any course material is found on other websites, this becomes *an act of academic misconduct* and will be dealt with appropriately following the guidelines of the college concerning academic integrity.**

5) Technical Difficulties Policy and Procedures:

Lost/Corrupt/Disappeared Files:

- You should keep/save a copy of each Homework or Lab Worksheet assignment (take a photo or scan) that you will submit (NOT the Connect virtual, simulated exercises), on a personal computer, smartphone or external disk. Use this copy for study purposes in case your original file or hardcopy worksheet is lost or corrupted.
- In the event of any kind of failure (e.g., Blackboard server crash or virus infection, student's own computer crashes, loss of files in cyberspace, file in wrong format, etc.) or any contradictions/problems, the Instructor may/will request you to resubmit the file into Blackboard.

(5) Technical Difficulties Policy and Procedures, continued):

- In other words, if you submit a document but it is not received correctly into Blackboard (lost in cyberspace) or cannot be graded due to format error or file corruption, you need to resend it, corrected, with little or no “downtime” in regard to the timeline for submission.
- If you experience technical difficulties, please refer to the Class Resources section in Blackboard or use Help with Blackboard or Help with Connect Virtual Labs and contact the instructor.
- All SPC campuses are expected to have internet and computer access for students throughout the semester. This link <http://www.southplainscollege.edu/emergency/wifi-resources.php> indicates where Wi-Fi access is available on SPC Campuses.
- Please notify the instructor immediately of these difficulties. Only on rare occurrences will the Instructor reset a student’s quiz or test attempt. If the Instructor resets a student’s testing, that will be “One-Time Only” for the semester.

6) Privacy Statement:

The federal law guaranteeing student privacy is the policy of this professor as well as that of SPC. This means that the instructor will not discuss a student’s grade with anyone other than that student (which means that the instructor will NOT discuss a student’s grade with parents, guardians, friends, etc.)

7) Special Accommodations:

Any student with disabilities or special needs should **identify themselves within the first enrollment week in the class**. The instructor will do everything in her power to accommodate any special needs. ****Special Accommodations that you may have taken for granted at your previous school do NOT automatically transfer to SPC. Please contact the Offices below for help.**

For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

8) COVID-19 Statement:

- If you are experiencing any of the following symptoms, please **do NOT attend class (not lecture and not lab)** and either seek medical attention or test for COVID-19.
 - Cough, shortness of breath, difficulty breathing
 - Fever or chills
 - Muscles or body aches
 - Vomiting or diarrhea
 - New loss of taste and smell

(8) COVID-19 Statement continued):

- Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376
 1. SPC will follow the recommended 3-day isolation period for individuals that test positive.
 - a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
 2. COVID reporting
 - a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to in-person class or work.
 - b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be 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
 - c. A student is clear to return to in-person class without further assessment if they have completed:

The 3-day isolation period, symptoms have improved and they are afebrile (no fever) for 24 hours without the use of fever-reducing medication.
 3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date **if still symptomatic** at the end of the 3-day isolation.
 4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. **If an individual does become symptomatic, please do not attend in-person classes or work, and be tested.**
- Students who test positive **even if they already had COVID before**, should notify SPC Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.

9) Additional Syllabus Statements:

For information regarding official South Plains College statements about Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, please use the following link: <https://www.southplainscollege.edu/syllabusstatements/>