

# South Plains College: Common Course Syllabus

**Department:** Behavioral Sciences

**Discipline:** Humanities

**Course Number:** HUMA 1305

**Course Title:** Introduction to Mexican American Studies

**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 campus; TSI reading compliance for Internet

## **Available Formats:**

Conventional and Internet

## **Textbook:**

*There is NO textbook for this course. Electronic readings, videos, and other forms of media will be made available to all students in lieu of a textbook. You're welcome.*

**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.

## **Course description:**

This interdisciplinary survey examines the different cultural, artistic, economic, historical, political, and social aspects of the Mexican American/Chicano/a communities. It also covers issues such as dispossession, immigration, transnationalism, and other topics that have shaped the Mexican American experience.

## **Course Purpose/Rationale/Goal:**

The purpose of this course emphasizes the cultural diversity of Mexican Americans. This is an introduction to the field of Mexican American studies from its inception to the present. Interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican American experience.

## **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.

### **Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### **Disabilities Statement:**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. 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.

### **Non-Discrimination Policy:**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **Title IX Statement:**

In accordance with the requirements of the titles of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973 as amended in 1992, South Plains College will not exclude or discriminate against any individual with a disability from the full attainment and access to post-secondary education, and equal enjoyment of its services and facilities. The College does not discriminate on the basis of disability, and will provide reasonable accommodations in its policies, practices, or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless the modifications would fundamentally alter the nature of its services. College policy also assures equal opportunity for all qualified persons in admission or participation in, or employment in the activities through which the College operates.

The College maintains that regulations that prohibit exclusion and discrimination on the basis of disability may necessitate different or special treatment of persons with disabilities. Services and benefits should be equally as effective or equivalent to those provided to others. Services and benefits to persons with disabilities must be in the most integrated setting appropriate to the persons' needs in order to be non-discriminatory. More information is available on the College's Disability Services website at <http://www.southplainscollege.edu/health/disabilityservices.php>.

If you believe that an action or decision made by the Disability Services Office violates your rights, you may initiate a grievance procedure. Your first step should be to address the problem with the Coordinator of Disability Services. If you are still not satisfied, you should contact the Director of Health & Wellness. If your concerns are not resolved at this level, the Vice President of Student Affairs can provide direction on further appeals procedures.

Information on student appeals and the academic appeals procedures () are published in the General Catalog at [http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1361#Student\\_Conduct](http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1361#Student_Conduct) and at [http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1367#Disability\\_Services](http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1367#Disability_Services). Specific procedures, including ADA/504 complaints, are outlined in the Student Guide at <http://catalog.southplainscollege.edu/content.php?catoid=49&navoid=1320>.

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Stan DeMerritt  
Vice President for Student Affairs  
South Plains College  
1401 College Ave., Box 5  
Levelland, Texas 79336  
(806) 716-2360  
[sdemerritt@southplainscollege.edu](mailto:sdemerritt@southplainscollege.edu)

#### **Title IX Pregnancy Statement:**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

#### **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 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

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must 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](mailto: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.

### **Campus Concealed Carry Statement:**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

### **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.

[sdemerritt@southplainscollege.edu](mailto:sdemerritt@southplainscollege.edu)

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. Analyze the developmental history, culture, and struggles for equality of Mexican Americans.
2. Articulate an informed personal response and critically analyze works by Mexican Americans in the arts and humanities.
3. Describe the impact of discrimination on the everyday life of Mexican Americans in the context of social, political, and economic circumstances.
4. Analyze minority group interactions in the United States focusing on immigration and migration patterns.
5. Formulate an understanding of shifting definitions of Mexican American cultural identities.

### **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.

- 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.
- Personal Responsibility-to include the ability to connect choices, actions, and consequences to ethical decision-making.
- Texas Coordinating Board Approval Number..... 45.1101.53 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 on TTU campus on Mondays from 9:15am-11:15am, Levelland office Tuesday and Thursday from 11:00-noon and 1:00-2:00, and Friday from 9:15am-11:15am. See below for specific times. TTU campus location will be listed in Blackboard and well as the virtual office hours link. 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.

MONDAY	TUESDAY	THURSDAY	FRIDAY
TTU campus – 9:15-11:15am	Levelland campus – 11:00-noon; 1:00-2:00	Levelland campus – 11:00-noon; 1:00-2:00	Virtual Office Hours - 9:15-11:15am

### Communication with Instructor via Email

Should you have questions about assignments, personal matters, 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). Email and phone are the preferred methods of contact for this course.

### 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 course materials (readings, videos, and media) will be provided to students in Blackboard instead of an official textbook. Reliable internet access and a computer and Blackboard Ultra is needed.

### Course Plan Information & Delivery

This class will be following a fully face-to-face where you must be physically present in the classroom to receive the course lectures. Starting at the beginning of the semester, we will meet in a classroom (see your schedule). These sessions are imperative for discussing how to be successful in this course, going over what is expected for the rest of the semester, and attending lectures. Attendance is necessary for the successful completion of this course.

Course information (e.g., syllabus, schedule, assignments, papers, projects, media and potential student handouts) is accessed through the Blackboard website. The student is responsible for reviewing all information posted on this site. If the student has questions/concerns about this information, then she/he should contact the instructor (via SPC email). There will be assignments each week which have to be submitted via Blackboard or in person depending on the assignment.



## Course Requirements

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 buy 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, in-class discussions, a project, 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 Participation Agreement (available in Blackboard) worth **5** extra credit points

Course Evaluation worth **5** extra credit points

Syllabus Quiz (available in Blackboard) worth **5** extra credit points

Piñata project worth 30 pts.

**A = 900 – 1,000**

**B = 800 – 859**

**C = 700 – 759**

**D = 600 – 659**

**F = 0 – 559**

Application Assignments worth 240 pts.

Discussions worth 200 pts.

4 exams worth 100 pts. each

Research project worth 100 pts.

Día de Los Muertos Project worth 30 pts.

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

## Exams & Assignments

### Reading Assignments

It is expected that you read the assigned readings before coming to class. This will facilitate class discussion 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 the assignments. The reading schedule is in the Syllabus and Schedule link in Blackboard.

### 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 be media-based and include questions for students to answer. Assignments must be done independently, must be typed and saved as a Word document, and due according to the schedule. Proper spelling and grammar are necessary for college course writing. If spelling and grammar are not written academically (i.e., in text message format, etc.) point deductions will be incurred. Google docs (cloud word documents) or .pages documents, hand-written and scanned, emailed, or late assignments will NOT be allowed. Students will submit these assignments in Blackboard.

## Discussions

Discussions will be required in this course. For each discussion you must be in class and have added to discussion of the subject matter to earn credit. These discussions can vary depending on subject matter and questions prompted by your instructor. Credit can also be earned by providing a summary of all material in a session with questions you want to pose for others in class, how you reacted to the material, or even additional information you found about either the material, authors, and/or experience that you would like to share (the instructor will provide an outline for this). Late discussions will not be allowed. Please note that you 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 academic writing and verbal communication should be always 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. Anecdotal information (i.e., personal side stories) should also be kept to a minimum. Discussions should not be copy-pasted material from the readings, but a student's analysis and interpretation of the reading. 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.

## Exams

There will be 4 non-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/or a short answer/essay format. All exams will be completed on 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 within the 24-hour time period. 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 day 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.*

*One of the keys to being successful in college is to communicate with your instructor. Feel free to email if I can help you be successful in this course. 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 complete all assignments, exams, and papers/projects on time.*

If you miss a class meeting for any reason, YOU are responsible for all material covered, for announcements made in your absence, and for acquiring any materials that may have been distributed in class. I do NOT give out my notes so you will need to get those from another student.

Class lectures are face to face. During lectures, please silence all background noise like music, laptops, and cell phones. Please consult the instructor if there is a situation where your cell phone must be available. If background noise and distracting behavior occurs during lecture, the student will be asked to leave. Repeated offenses thereafter will result in a course drop. It is imperative that class time strictly be used for learning.

## Late Work

**Late work is not allowed!** Late assignments constitute those which have been initially submitted incorrectly, in a format other than Microsoft Word, or are submitted at any time after the deadline on the

date it is scheduled. After contacting the instructor, upon approval, 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.

### **Attendance**

Attendance in this course is the active submission of coursework before the scheduled due date and time (on-time). Each non-submission of assignments, 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 in advance, within 3 days of missing. If you miss “class” and have an SPC approved excuse (i.e., you are representing SPC at an official school function 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 excuse** from the school. In the case of an excused absence, you are still responsible for all missed readings, work, materials, and assignments.

### **Extra Credit Activities**

There are additional points given for the Course Participation Agreement, Syllabus Quiz, and Course Evaluation and 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. 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.

### **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, 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.

### **Computer Requirements**

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.

- Most tech issues are related to failure to update java, using the incorrect internet browser (try use Google Chrome or Firefox instead of 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 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](http://www.plagiarism.org)

### Civility in the Classroom

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. The student is expected to conduct herself/himself at all times in this classroom in a manner that does not disrupt teaching or learning. In order 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/MP3s/Ipods, 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. The instructor may remove the student for the single class session in which disruptive behavior becomes continuous and/or serious and may begin disciplinary proceedings. (Refer to the *South Plains College Student Conduct Guide*, available on the South Plains College website.) If the student engages in repeated deviations from expected classroom behavior, then he/she may be dropped from the course. Violations of the *Student Conduct Guide* may result in serious sanctions, up to and including expulsion.

### 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.