COURSE SYLLABUS

COURSE TITLE: **POFT 1301-151, Business English - Online**

SEMESTER/YEAR: **Fall 2025, August 25—December 8**
FINAL – Monday, December 8
Available from 12 AM to 11:59 PM

INSTRUCTOR: Pat Dennis

OFFICE LOCATION: Lubbock Center, Room 120F

OFFICE HOURS:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	ROOM
By Appt. Only	1-4 PM	By Appointment	1-4 PM	10 AM-12 PM Other Times by Appointment	Lubbock Center Room 120F

OFFICE PHONE: **806-716-4638**

E-MAIL ADDRESS: pdennis@southplainscollege.edu

A student who enrolls in this class who may need classroom accommodation is strongly encouraged to schedule an intake interview with the special services department before enrolling in this class or prior to the add/drop date for this semester.

COURSE DESCRIPTION: This course provides study of practical application of basic language skills with emphasis on fundamentals of writing and editing for business.

COURSE GOALS: After successfully completing this course, the student should be able to apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and write clear sentences and effective paragraphs.

ONLINE TEXT +MINDTAP
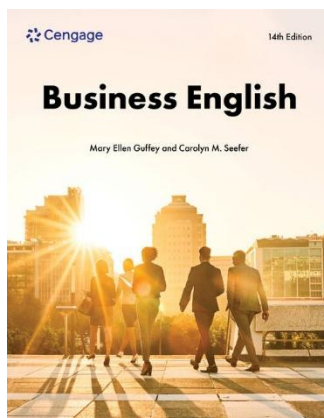
Textbook and Supplies: All that is needed for the course is a **Cengage Unlimited Card** for $149.99 (plus tax). This will get you the access code to this class with E-Book and the access code and E-Book for ALL Cengage textbooks you will use in other classes! If other instructors use a Cengage product in your other classes, you DO NOT need to buy anything else!!

The materials required for this course are included in Cengage Unlimited, a subscription service providing access to ALL Cengage eBooks and digital learning products for $149.99 per semester (extended subscriptions also available). One Cengage Unlimited subscription can be used across all courses where Cengage products are assigned, at no additional cost. You can purchase access to Cengage Unlimited in the bookstore, or through the publisher's website.

To access our course materials and explore Cengage Unlimited, log in to Blackboard and click on the link, Course Content. When prompted, log in with your Cengage account and follow the prompts to complete the registration process.

REMINDERS FOR STUDENTS

- **What to purchase:** You should NOT purchase BOTH individual course materials AND a Cengage Unlimited subscription—only ONE purchase is required. Cengage Unlimited is typically the best value.
- **Start at the bookstore:** Check the bookstore first when purchasing Cengage Unlimited. If it's not sold there, it can be purchased at the Cengage link in my Blackboard course!
- **When digital is required:** You will get free 2-week trial access to both the digital product in use for your course and Cengage Unlimited.

- **Financial aid:** You can purchase Cengage Unlimited with financial aid through the bookstore.
- **Print books:** For every Cengage digital course activation (i.e. MindTap, WebAssign, OWL, SAM, CengageNOWv2, etc.) within Cengage Unlimited, you will be offered a print rental—they are just $15.99 + free shipping. Print rentals can be redeemed only within Cengage Unlimited and ship direct to you. Alternatively, discounted loose-leaf options will be made available if you are enrolled in digital products as well.

Additional Registration/Purchasing Support
Should you need additional guidance, please visit www.cengage.com/start-strong.

Tutoring and Writing Center Information

SPC Tutors: 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

Brainfuse
You also have 180 FREE minutes of tutoring with Brainfuse each week, and your hours reset every Monday morning. Log into Blackboard, and click on the tools option from the left-hand menu bar. Click on the Brainfuse link and you will automatically be logged in for free tutoring. You may access Brainfuse tutors during the following times:
Monday – Thursday: 8 pm-8 am
6pm Friday – 8am Monday morning

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-224

The South Plains College Writing Center (SPC WC) offers FREE writing support to all SPC students, faculty, and staff. Peer tutors offer a welcoming environment in which visitors can gain feedback and assistance with a variety of writing projects, including, but not limited to, essays, short writing assignments, personal statements, scholarship materials, and personal creative works. The staff at SPC WC are trained to help with any stage of the writing process, whether you are drafting, revising, editing, or even just brainstorming. Writing tutoring is valuable beyond remediation; collaboration is a vital part of the writing process, and students of all skill levels are encouraged to visit.

One-on-one sessions ranging from 30 minutes to 1 hour are available both in-person and online Monday through Friday. Appointments are encouraged and can be made through Penji, but drop-ins are also available.

For information regarding SPC Writing Center locations, hours, appointments, and more, visit the following link: https://www.southplainscollege.edu/writingcenter/

ATTENDANCE POLICY

Instructors will create an attendance policy that is consistent with the "Class Attendance" policies stated below in the SPC General Catalog: [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 the work missed. It is the student's responsibility to complete the work missed within a reasonable period 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 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 MySPC using his or her student online account. 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.

A student who stops attending AND stops completing assignments must take the responsibility of contacting the Registrar's Office to drop the class. **I do not drop students for non-attendance**. It is your responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending and do not complete the coursework will receive an F at the end of the semester.

PLEASE NOTE: The last day to drop this course is Thursday, December 4, 2025. **Be advised – I do not accept late work for any reason.**

The minimum log in for the course is at least three (3) days per week. However, I recommend checking in once a day, if possible, for announcements. I can see how many times you log in!

ASSIGNMENT POLICY

MindTap will be used for assignments. **Reading each chapter is critical if you want to do well on MindTap assignments.** You can set homework reminders on your electronic devices for deadlines. Most a**ssignments will open on Monday morning and will be due on Sunday nights at 11:59 PM. MindTap assignments should be done in the order they are presented**. Your work may be done at any time from home or by using an SPC computer lab. **You should not wait until Sunday to do your work**. It MUST be spread throughout the week**. NOTE: After you finish your MindTap assignments, make sure they flow over to Blackboard. Sometimes this takes a few days.**

EXAMINATION POLICY

Fourteen chapter exams and six unit exams will be given online. NO make-up exams are given. ALL students MUST take the final exam.

CONTACTING YOUR INTRUCTOR

Use the email link provided in BB or simply send an email to me by using <u>pdennis@southplainscollege.edu</u>**. Make sure you include your name and course information in the subject line of all emails to me. Without that, I can't identify who you are and what class you are enrolled in.**

**You can also use the Messaging tool in Blackboard to contact me.**

GRADING POLICY

Course Categories	%	Time Allowed
Mindtap Activities (Other Than Chapter & Unit Quizzes)	60%	Unlimited
Chapter Quizzes (three attempts—take best one)	15%	45 Minutes
Unit Quizzes (two attempts—take best one)	15%	45 Minutes
Final (two attempts—take best one)	10%	60 Minutes
Total	100%	

NOTE: Final grades will be based on the following grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
59 AND BELOW	F

Please review your grades in the Blackboard gradebook, not in the MindTap gradebook. The percentages listed above are calculated in Blackboard.

COURSE LEARNING OUTCOMES (C1,3,5,6,7,8,9,11,13,14,15,18,19)
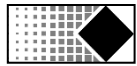
<u>Course Learning Outcomes</u>

Upon successful completion of this course, students using **Business English**, **12e,** should be able to do the following:

- Identify parts of speech and understand how they function in sentences.
- Write complete sentences avoiding fragments, comma splices, and run-ons.
- Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections correctly in oral and written communication.
- Develop proficiency in punctuation, capitalization, and number style skills.
- Demonstrate realistic applications of current usage and style in today's workplace.
- Demonstrate improved vocabulary, spelling, and editing skills.
- Recognize and create professional business messages that demonstrate correct formats and ideas expressed in clear, concise, and correct English.

COURSE OUTLINE
(See page 14 for deadlines)

WEEK 1 – How to Succeed in College & Pretest
      Chapter 1 – *Parts of Speech*

<u>Objectives</u>: After studying this chapter, you should be able to:

1. Understand the relevance, value, and importance of business English to you and your career.
2. Define the eight parts of speech and recognize how they function in sentences.

WEEK 2 - CHAPTER 2: *Sentences*

<u>Objectives</u>: After studying this chapter, you should be able to:

1. Recognize basic sentence elements, independent and dependent clauses, and phrases.
2. Understand how to form simple, compound, complex, and compound-complex sentences.
3. Identify four basic sentence patterns.
4. Punctuate statements, questions, commands, and exclamations.
5. Use techniques to avoid fragments, comma splices, and run-on sentences.

WEEK 3 – CHAPTER 3: *Nouns*

<u>Objectives</u>: After studying this chapter, you should be able to:

1. Distinguish between proper and common nouns.
2. Make regular and irregular nouns plural.
3. Correctly spell the plural forms of nouns ending in y, f, and o; proper nouns; surnames; compound nouns; and numerals, letters, abbreviations, and acronyms.
4. Make nouns possessive with apostrophes.
5. Distinguish between descriptive nouns, company and brand names, names of people, and abbreviations and acronyms.
6. Make challenging nouns plural, including foreign nouns, special nouns, and mass nouns.
7. Construct correct forms for possessives that involve time, money, incomplete

possessives, separate and combined ownership, and academic degrees.

WEEK 4 – CHAPTER 4: *Pronouns*

Objectives: After studying this chapter, you should be able to:

1. Identify subject and object pronouns.
2. Use possessive pronouns properly in your writing.
3. Refer to objects or things using demonstrative pronouns.
4. Emphasize nouns and pronouns using reflexive pronouns.
5. Choose the correct pronoun in compound constructions, with comparatives, with appositives, and following linking verbs.
6. Make pronoun references clear and ensure that pronouns agree with their antecedents in number and gender.
7. Make personal pronouns agree with subjects joined by *or* or *nor*, indefinite pronouns, collective nouns, company and organization names, and the adjectives *each* and *every*.
8. Understand the functions of who, whom, whoever, whomever, whose, and who's and use these words correctly.
9. Recognize subject and object pronouns.
10. Review eight categories of pronouns.

WEEK 5 – CHAPTER 5: *Verbs*

Objectives: After studying this chapter, you should be able to:

1. Identify transitive, intransitive, linking, and helping verbs.
2. Recognize the functions and uses of active- and passive-voice verbs.
3. Use verbs correctly in the present, past, and future tenses.
4. Recognize and use present and past participles correctly.
5. Understand how to use verbals, including gerunds and infinities.
6. Remedy dangling verbal phrases and other misplaced modifiers.
7. Apply the subjunctive mood correctly.
8. Understand and apply the subjunctive mood correctly.
9. Identify frequently misused irregular verbs.
10. Recognize verb forms in the progressive and perfect tenses.

WEEK 6 – *CHAPTER 6: Subject-Verb Agreement*

Objectives: After studying this chapter, you should be able to:

1. Locate the subjects of verbs in sentences.
2. Use the basic subject-verb agreement rules in your writing.
3. Identify special rules for subject-verb agreement.
4. Achieve subject-verb agreement in a variety of challenging situations, phrases and clauses as subjects, and subject complements.

WEEK 7 – CHAPTER 7: *Adjectives and Adverbs*

Objectives: After studying this chapter, you should be able to:

1. Decide whether to use adjectives or adverbs in sentences.
2. Form the comparative and superlative degrees of regular and irregular adjectives and adverbs.
3. Use articles, demonstrative adjectives, possessive adjectives, compound adjectives, and independent adjectives correctly.
4. Master the correct use of commonly confused adjectives and adverbs.

WEEK 8 – CHAPTER 8: *Prepositions*

Objectives: After studying this chapter, you should be able to:

1. Understand the proper use of prepositions in sentences.
2. Use challenging prepositions correctly.
3. Retain necessary prepositions in your writing.
4. Remove unnecessary prepositions from your writing.
5. Distinguish when it is acceptable to end a sentence with a preposition.
6. Use idioms involving prepositions correctly.

WEEK 9 – CHAPTER 9: *Conjunctions and Interjections*

Objectives: After studying this chapter, you should be able to:

1. Connect words, phrases, and clauses using coordinating conjunctions.
2. Punctuate compound sentences using conjunctive adverbs.
3. Join unequal sentence elements using subordinating conjunctions.

4. Use subordinating conjunctions to punctuate sentences that contain introductory and terminal dependent clauses.
5. Punctuate sentences that contain parenthetical and relative clauses.
6. Review how common sentence structures are punctuated.
7. Recognize how correlative conjunctions are used.
8. Add interest to your writing by using different sentences varieties.
9. Use interjections properly and professionally.

WEEK 10 – CHAPTER 10: *Commas*

<u>Objectives</u>: After studying this chapter, you should be able to:

1. Use commas correctly in series, direct address, and parenthetical expressions, dates and time zones, addresses and geographical items, and appositives.
2. Punctuate different types of phrases and clauses using commas.
3. Use commas correctly to punctuate abbreviations, degrees, professional titles, and numerals; to indicate omitted words and contrasting statements; to separate repeated words, for clarity; and with short quotations.

WEEK 11– CHAPTER 11: Semicolons and Colons

1. Use semicolons correctly to punctuate compound sentences and to separate items in a series.
2. Highlight lists, quotations, and explanations using colons.
3. Determine whether to use commas or semicolons to punctuate introductory expressions.
4. Apply the colon to business concepts such as salutations, website addresses, time, ratios, and publication titles.
5. Use additional tips about semicolons to polish your business writing.

WEEK 12--CHAPTER 12: *Other Punctuation*

<u>Objectives</u>: After studying this chapter, you should be able to:

1. Use periods to correctly punctuate statements, commands, indirect questions, polite requests, abbreviations, initials, and numerals.
2. Use question marks correctly.
3. Show strong emotion with the exclamation mark.
4. Form compounds words, words with prefixes, and compound numbers using hyphens.

5. Recognize acceptable applications for dashes.
6. Identify proper uses of parentheses, and correctly punctuate material set off by parentheses.
7. Use double and single quotation marks properly and correctly punctuate around quotation marks.
8. Highlight titles, short expressions, words being defined, and special words using italics.
9. Identify inserted remarks in quotations with brackets.
10. Use the apostrophe to form possessive and contractions, to take the place of omitted letters and figures, and to serve as a symbol for feet.
11. Apply the ampersand correctly in business documents.
12. Identify uses of the at symbol in business writing.
13. Recognize acceptable uses of the number symbol. italics, brackets, and apostrophes appropriately.

WEEK 13 – *CHAPTER 13: Capitalization*

Objectives: After studying this chapter, you should be able to:

1. Apply basic capitalization rules when writing.
2. Identify the special rules of capitalization that apply to business writing.
3. Recognize additional capitalization rules used in academic and professional materials.

WEEK 14 – CHAPTER 14: *Numbers*

Objectives: After studying this chapter, you should be able to:

1. Differentiate between figure and word forms to express numbers.
2. Use the correct form in writing a variety of business-related numbers.
3. Express correctly numbers used in mathematical concepts.

WEEK15 – Unit 6 Review & Exam

WEEK 16—Final Exam

POFT 1301-151, Business English
MindTap Assignment Schedule
Fall 2025

	Assignment	Due Date
Week 1	• **How to Succeed in College** • **Pretest** • **Chapter 1**	**Tuesday, September 2, 11:59 PM**
<td colspan="3" style="text-align:center">**Labor Day Holiday = Monday, September 1, 2025**</td>
Week 2	Chapter 2	Sunday, September 7, 11:59 PM
Week 2	**Unit 1 Exam**	**Sunday, September 7, 11:59 PM**
Week 3	Chapter 3	Sunday, September 14, 11:59 PM
Week 4	Chapter 4	Sunday, September 21, 11:59 PM
Week 4	**Unit 2 Exam**	**Sunday, September 21, 11:59 PM**
Week 5	Chapter 5	Sunday, September 28, 11:59 PM
Week 6	Chapter 6	Sunday, October 5, 11:59 PM
Week 6	**Unit 3 Exam**	**Sunday, October 5, 11:59 PM**
Week 7	Chapter 7	Sunday, October 12, 11:59 PM
<td colspan="3" style="text-align:center">**Fall Break – Friday, October 17**</td>
Week 8	Chapter 8	Sunday, October 19, 11:59 PM
Week 9	Chapter 9	Sunday, October 26, 11:59 PM
Week 9	**Unit 4 Exam**	**Sunday, October 26, 11:59 PM**
Week 10	Chapter 10	Sunday, November 2, 11:59 PM
Week 11	Chapter 11	Sunday, November 9, 11:59 PM
Week 12	Chapter 12	Sunday, November 16, 11:59 PM
Week 12	**Unit 5 Exam**	**Sunday, November 16, 11:59 PM**
Week 13	Chapter 13	Sunday, November 23, 11:59 PM
<td colspan="3" style="text-align:center">**Thanksgiving Holiday – November 26-28**</td>
Week 14	Chapter 14	Monday, December 1, 11:59 PM
<td colspan="3" style="text-align:center">**Last Day to drop a course at SPC = Thursday, December 4**</td>
Week 15	**Unit 6 Exam**	**Sunday, December 7, 11:59 PM**
Week 16	**FINAL**	**Monday, December 8 (open from 12:00 AM to 11:59 PM)**

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 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 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.

ADDITIONAL INFORMATION

What is expected from the students: Students are expected to complete all work by the shown in the syllabus to be successful in a course. When an unavoidable reason for missing a deadline arises, such as illness, an official trip authorized by the college or an official activity, the professor may permit the student to make up work missed. It is the student's responsibility to complete the work missed within a reasonable period as determined by the professor. 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 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 receive a grade of "X" or "F" as determined by the professor. It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. 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.

COVID 19 INFORMATION

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested 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** or 806-716-2376

 SPC will follow the recommended 5-day isolation period for individuals that test positive.

Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.

COVID Reporting

Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.

The home tests are sufficient, but students need to submit a photo of the positive result. The date of the 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. 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.

Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.

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 class or work and be tested.

CAMPUS GUIDELINES

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns about the safety of children on campus and provide for an environment conducive to learning:

1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.

2. **Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.

3. **Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

Students can find the Diversity Statement, Disabilities Statement, Non-Discrimination Statement, Title IX Pregnancy Accommodations Statement, and Campus Concealed Carry Statement here:

https://www.southplainscollege.edu/syllabusstatements/

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of people and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:
894-9611, ext. 2338 - Levelland Campus   747-0576, ext. 4677 – Lubbock Center   885-3048, ext. 2923 - Reese Center (mobile 893-5705)