

South Plains College: Common Course Syllabus
Department: Behavioral Sciences
Revised August 2023

Department: Behavioral Science

Discipline: Sociology

Course Number: SOCI 1301

Course Title: Introduction to Sociology

Available Formats: conventional and internet

Campuses: Levelland, Reese, Plainview, Lubbock Center, Downtown Lubbock, Dual-Credit.

Prerequisite: No prerequisite for conventional sections; must be TSI compliant in reading for Internet sections including dual credit.

Credit: 3 Lecture: 3 Lab: 0.

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

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

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
- Social Responsibility—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

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Student Learning Outcomes:

Upon successful completion of this course, students will:

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

Student Learning Outcomes Assessment:

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

Course Evaluations:

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

Attendance Policy:

As per 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 work missed. It is the student's responsibility to complete 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 Texan Connect. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

See instructor's course information sheet for additions to the attendance policy.

Academic Integrity:

As per the SPC General Catalog:

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 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 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.

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 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.

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: 1. 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; 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; 4. Missing in-text citations; and 5. Using any form of A.I. to create or write your response

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 (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment; 4. Entering an office or building to obtain unfair advantage; 5. Taking an examination for another; 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, test answers, or someone else's paper.

Student Code of Conduct Policy:

As per the General Catalog:

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development. A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed

by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

In addition to the above policy:

Any successful learning experience requires mutual respect on the part of the student and the 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 class.

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/>.

Course Information Sheet
SOCI 1301 - Introduction to Sociology
Summer I 2026

Instructor Information:

Elaina Fitzgerald

Office: Levelland – AD 147

Phone: 806.716.4656

E-mail: efitzgerald@southplainscollege.edu

Preferred Contact Method:

My preferred contact method is to email me at efitzgerald@southplainscollege.edu or through Blackboard Messages. If you choose to email me, please email me through your official SPC email.

Emails: Every email should include your name, course, and section number so that I can promptly address your question or concern. I will respond to your email within 24 hours. However, please expect a response to emails sent on Saturday or Sunday on the following Monday. Emails sent after normal business hours will receive a response the following workday during normal business hours. If Monday, or any other day, is a public holiday for which SPC is closed, then I will respond to the email the following workday. I will not accept any assignments through email.

Blackboard Messages: An additional way to contact me is through Blackboard Messages. Messages are private, and all correspondence about the course will be connected to your Blackboard account. I will not accept any assignments through Messages.

Phone Calls: If I am not able to answer, please leave a message with your name, course, and section/time, call-back number, and a detailed message. Documentation of your voicemail will also be sent to my email.

Course Sections:

SOCI-1301-451 Online Dual Credit Lecture

Office Hours:

* By appointment only during Summer sessions.

This time is set aside for you. You are not “bugging” or interrupting me when you pop in or set up a time to meet with me during these hours. Rather, you are making good use of a resource! You should feel free to use this time as you need — ask me a question, review notes, brainstorm ideas, consider future plans, etc. I’m also happy to meet in small groups.

How this Course is Conducted:

This course is fully online. All course materials, assignment submissions, and exams will be through Blackboard. You must have continual access to a computer. More information about technology for the course is below.

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 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 user name and password. Simply follow the instructions on the screen.

Other Information concerning Blackboard:

▪ Minimum technology requirements:

- Word Processing Software – Microsoft Word, Google Docs, Pages. (Google Docs and Pages must be saved as PDFs to submit through Blackboard.) **Microsoft Word is available for FREE as an SPC student through your Office 365 account.**
- Web Browser – Firefox or Google Chrome
- Antivirus software

▪ **Open Computer Lab:** There is an Open Computer Lab located on the Levelland campus in the Library. It is available to all students. Computers are also available on the Lubbock Downtown Center, Lubbock CTE Center, and Plainview Center campuses. Check with libraries and labs for hours.

▪ **Technical Problems/Support:** If you are having computer problems, you have to let me know. I will try to help you in any way that I can. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your course work due to bad flash drives, Internet service down, computer crash, or your dog ate your homework, there is nothing I can do about it. **THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.**

▪ **IMPORTANT:** Most technical issues are related to using the incorrect internet browser (try using Google Chrome or Firefox instead of Internet Explorer). Please note that I do NOT recommend use of any handheld devices for taking this course. **Cellphones are wonderful but not for course work done on the Internet.**

▪ Reminder - **bookmark** the Blackboard login page on your computer.

▪ SPC Technical Support:

- SPC Help Desk/Information Technology: Call (806) 716-2600 or email helpdesk@southplainscollege.edu
- SPC Blackboard Support: Call (806)716-2180 or email blackboard@southplainscollege.edu for student technical support.
- I am your course work support contact. Only call or e-mail technical support with questions about Blackboard or computer functioning. There is Technical Support information in the Course Resources area of your Blackboard course. It contains links to Student Tutorials for Blackboard. Contact me for any course information.

- **PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN COURSE WORK IN OR YOU MAY HAVE PROBLEMS!** Remember the saying "**TECHNOLOGY HAPPENS!**"
- **Anti-virus Software:** Please make sure that your computer has an up-to-date antivirus software program installed.

Academic Integrity:

In addition to the policy in the Common Course Syllabus, it should be understood that students found guilty of cheating or plagiarism will earn a zero on the work in question for the first offense and will be dropped from the course with an 'F' should a second offense occur. 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.

Artificial Intelligence Tools and Academic Integrity

Artificial intelligence tools, including but not limited to ChatGPT, GrammarlyGO, Microsoft Copilot, Google Gemini, DALL-E, QuillBot, paraphrasing tools, citation generators, translation tools, and other generative or adaptive technologies, are becoming increasingly common. Because these tools can generate, revise, summarize, translate, or restructure written work, students are responsible for understanding when their use is allowed and when it is not allowed. In this course, students are expected to submit work that reflects their own thinking, writing, analysis, and understanding of the course material. Unless I give written permission for a specific assignment, students may **not** use AI tools to generate, rewrite, paraphrase, summarize, or complete any portion of an assignment that is submitted for a grade. Using AI to complete work that is supposed to demonstrate your own learning may be considered a violation of South Plains College's Academic Integrity policy and Student Code of Conduct.

Permitted Uses

The following tools or supports are generally permitted unless an assignment says otherwise:

- basic spellcheck;
- basic grammar correction;
- accessibility tools, including approved speech-to-text or text-to-speech tools;
- approved accommodations through the appropriate college office;
- tutoring, writing center assistance, or instructor-approved feedback;
- technology used only for formatting, typing, or organizing your own original work.

Students are still responsible for the final submitted work. If a tool changes the meaning, structure, wording, or substance of your writing, that use may not be permitted.

Prohibited Uses

Unless I give written permission, students may not:

- submit AI-generated writing as their own;

- use AI to write all or part of a journal, discussion post, essay, project, quiz, exam, reflection, or other graded assignment;
- use AI to rewrite or paraphrase their work so that the wording is no longer their own;
- use AI to create fake citations, fake sources, or inaccurate source information;
- copy AI-generated text into an assignment without disclosure and permission;
- use AI during quizzes, exams, or timed writing assignments unless specifically authorized.

Review of Questionable Work

If a submission raises concerns about unauthorized AI use, I may review the assignment using multiple forms of evidence. This may include, but is not limited to:

- assignment requirements;
- writing quality and consistency with prior work;
- missing drafts, outlines, notes, or required process materials;
- citation and source problems;
- fabricated or inaccurate information;
- version history or document history, when available;
- student explanation of the work;
- AI detection reports, when available.

AI detection tools may be used as one piece of information, but they are **not treated as final proof of misconduct by themselves**. Students will have an opportunity to respond to concerns and may be asked to provide drafts, notes, outlines, source logs, document history, or an explanation of their work.

Possible Consequences

If I determine that an assignment does not meet course requirements because of unauthorized AI use, missing process work, fabricated sources, or work that does not demonstrate the student's own learning, the assignment may receive reduced credit or a grade of zero.

Serious or repeated concerns may be referred through the college's academic integrity or student conduct process. Additional consequences, including course failure or disciplinary action, will be handled according to South Plains College policy and applicable procedures.

Students who are unsure whether a tool is allowed should ask before submitting the assignment.

Grade Review for AI-Related Concerns

If an assignment grade includes a notation, comment, or feedback related to possible AI use, unauthorized assistance, missing process work, or concerns about authorship, students may request a grade review.

This review is for **grading purposes only** and gives students an opportunity to provide additional information about their work. A grade review does not automatically mean that a formal academic misconduct report has been filed.

Timeframe to Request Review

Students must contact me by email within **48 hours of the grade and feedback being posted** in Blackboard.

The email must include:

1. the student's full name;
2. the course and section;

3. the assignment name;
4. a brief explanation of why the student is requesting a review; and
5. any available supporting materials.

Requests submitted after the 48-hour window may not be reviewed unless there are documented extenuating circumstances.

Supporting Materials Students May Submit

Students may be asked to provide evidence showing how the assignment was completed.

Examples may include:

- drafts or outlines;
- handwritten notes;
- source logs or research notes;
- screenshots of document history;
- Google Docs or Microsoft Word version history;
- tutoring or writing center documentation;
- explanation of writing choices;
- explanation of any technology used, including spellcheck, grammar tools, translation tools, speech-to-text, or other accessibility tools.

Students should not edit or recreate the assignment after the grade has been posted and then submit the revised version as proof of original work. The review should focus on materials connected to the original submitted assignment.

Review Process

After receiving the request, I will review the assignment, the original feedback, and any supporting materials provided by the student. I may also ask the student to answer follow-up questions about the assignment, sources, writing process, or course content.

After the review, one of the following may occur:

- the original grade may remain the same;
- the grade may be adjusted;
- the student may be allowed to revise or resubmit, if appropriate and allowed for the assignment;
- the issue may be referred through the college's academic integrity or student conduct process if the concern is serious or repeated.

Submitting a review request does not guarantee a grade change.

Students who have questions about permitted technology use should contact me before submitting an assignment.

Honorlock Proctoring Statement:

To support academic integrity, this course uses Honorlock for proctored exams and assignments. Honorlock requires a browser extension and lockdown browser. If you have not used Honorlock before (or have removed the extension), you will be prompted to install it when you begin your Week 1 activities.

Dual credit students using school-issued devices may need IT approval to install the extension. Extensions to deadlines will be granted as needed during the first week (and beyond, if required) to allow time for installation. For technical help, email ashriver@southplainscollege.edu and notify me of any issues so I can assist with deadlines.

Guidelines for Classroom Behavior:

The following is in addition to the Common Course Syllabus:

I would like to welcome all students into an environment that creates a sense of community, pride, courtesy and respect; we are all here to work cooperatively and to learn together. Disruptive behavior is not tolerated.

***To further classify: Disruptive behavior includes but is not limited to being rude to an instructor or other students, walking out of class before class ends, using an electronic device, making "side comments" to other students, or any other non-adult behavior as defined by the instructor.** For additional information on student misconduct, refer to the *Student Guide*. Failure to abide by policies may result in expulsion from the class and an "X" or "F" for the semester.

Statement from SPC regarding COVID-19:

South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: [COVID Response \(southplainscollege.edu\)](https://southplainscollege.edu/COVID-Response).

Institutional Policies:

South Plains College policies concerning diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, and Campus Concealed Carry Statements can be found here: [Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu/Syllabus-Statements).

Content Warning:

Students are advised that difficult or sensitive issues may be represented or discussed in this class. While care will always be taken not to cause distress and to create a welcoming learning environment for everyone, there may be occasions where you will confront images or texts, or where you hear discussions that are uncomfortable for you. I will not issue trigger warnings with respect to potentially challenging or distressing content, for several reasons. I do not presume in advance to know what content or discussions may cause you distress; trauma is a deeply complex and personal experience. Instead, I will provide context for materials that feature content generally found to be challenging and make it clear why I am showing particular images or we are reading particular texts. If you ever feel unable to continue to participate in a particular class, you may leave at any point and will not be challenged. I will follow up to address any concerns and provide additional resources for support. You are also, of course, welcome to share any concerns about the course content you may have at any time during the term, and I promise to listen openly and respectfully.

Basic Needs Statement:

Other factors may also affect your ability to thrive in this class. In particular, students who have difficulty affording groceries or accessing sufficient food to eat every day or who lack a safe and stable place to live may find that their situation affects their performance. I encourage each of you to contact the Dean of Students or the Health and Wellness Office for support. You may also notify me, if you feel comfortable doing so, and I will do my best to help you identify resources, or simply walk with you to the campus offices that have resources set aside and additional information for all students.

SPC's Texan Food Pantry Locations:

- Health & Wellness Center, Levelland Campus
- Health & Wellness Office Lubbock Downtown Center
- Lubbock Career and Technology Center, across from the Learning Center
- Plainview Center: Please contact the Director of the Plainview Center at 806-716-4301.

Course Policy and Requirements

This is what you need to do to **earn** your grade:

Textbook:

The readings for ANY section of SOCI-1301, Introduction to Sociology, with Professor Fitzgerald are Open Educational Resources (OER).

“Open Educational Resources (OER) are learning, teaching and research materials in any format and medium that reside in the public domain or are under copyright that have been released under an open license, that permit no-cost access, re-use, re-purpose, adaptation and redistribution by others.” (<https://www.unesco.org/en/open-educational-resources>).

This means you will NOT HAVE TO PURCHASE any supplemental materials for this class. This is an intentional attempt to reduce the cost of Higher Education in the hopes of making it truly accessible to everyone. **The OER textbook for this course is the primary resource for material on the examinations.**

Please, if you have questions regarding the examination material, or any other questions regarding the course, do not hesitate to email me. Email is the best method of contact for me. I keep every email, from every student, in a file in my South Plains College (SPC) email account (efitzgerald@southplainscollege.edu). This allows me to “track” conversations I have with every student. I cannot “save” voicemails, text messages, or Blackboard messages in this fashion, so please use my and your SPC email. Thank you.

Overview of Assignments:

Exams:

There will be five (5) exams. To avoid scheduling problems, the following exam dates are "set in stone," therefore do not schedule conflicts. ***If there is a conflict with a religious holiday, you must let me know by June 4, 2026 or you will be expected to complete the exam on the scheduled date.***

All exams will be delivered **online through Blackboard**, and you will have one attempt to complete the exam. If you miss an exam, a grade of "0" will be recorded for that exam grade. No exam make-up is allowed.

Chapter Quizzes:

There are 10 ten-question multiple choice and true/false quizzes. The chapter quizzes are 30-minute timed quizzes. Do not click on the link until you are ready to take the test. Practice quizzes and are available to use as study tools and are taken from the same test bank as the chapter quizzes.

Photo Sociology Assignments:

Two photo sociology assignments will be assigned throughout the semester. All instructions for each assignment are included on each submission link within that folder of Blackboard.

Break down of points for the course:

5 Exams @ 100 each =	500 points
2 Photo Assignments @ 50 each =	100 points
10 Weekly Quizzes @ 25 each =	250 points
Total =	850 points

All grades will be posted in Blackboard under the My Grades link.

Grading and Feedback: Weekly quizzes will be uploaded to the Grades tab automatically. I will grade your Journals within two weeks. Exams will be graded automatically.

Total Possible Points 850 points. In addition, grades are NOT automatically rounded up.

Grading scale: A = 765 – 800; B = 680 – 764.99; C = 595 – 679.99; D = 510 – 594.99; F = 0 – 509.99.

This scale is the typical: A = 90%-100%; B=80%-89.99%; C=70%-79.99%; D=60%-69.99%; and F=0%-59.99%.

If you have any questions about any of the course work or anything about the course material do not hesitate to speak to me during office hours, before/during/after class, or via e-mail or Blackboard messaging.

Study materials are provided under each module link on your Blackboard menu panel. Study tools include PowerPoints, Course Outlines and Materials, and Practice Quizzes to help students study the materials for the course and prepare for exams. The practice questions come from the same test bank as some of the questions that will be on your exam. You may take each quiz as many times as you want, and they are not timed. The grades you earn on the Practice Quizzes are not counted in your total points earned, so they do not raise or lower your grade for the course. However, taking the Practice Quizzes may help your exam grades.

Course Drop Policy:

Instructor Initiated Drops

In accordance with South Plains College policy, this course is allowed to use **instructor-initiated drops** for students who fail to maintain satisfactory progress or attendance. As your instructor, I reserve the right to drop students from this course under the following circumstances:

Reasons for Instructor-Initiated Drops

A student may be dropped from the course and receive an “X” on their transcript if any of the following apply:

1. **Excessive Absences:** Failure to attend class/participate in the course for **two consecutive weeks** (face-to-face or online) **without communication** with the instructor. Attendance is recorded beginning the first day of class.

2. **Incomplete Online Coursework:** Failure to complete **two consecutive weeks of Blackboard assignments, quizzes, or exams** without approved communication or documentation, or **a total of four quizzes or two individual unit exams**.
3. **Disruptive Behavior:** Behavior that interferes with the learning environment, violates classroom policies, or prevents others from engaging productively may result in an immediate drop. Please refer to the section regarding student conduct and disruptive behavior for further information.
4. **Failure in Concurrent Course (if applicable):** For students enrolled in paired or concurrent courses (e.g., lab or corequisite sections), failure or non-participation in one may result in being dropped from the other.
5. **Other Circumstances:** At the discretion of the instructor, a drop may occur if a student's conduct or inactivity reflects non-participation or abandonment of the course.

Student Responsibility for Grades, Progress, and Attendance

Students are responsible for monitoring their own grades, attendance, and overall progress throughout the semester. Grades are posted regularly in Blackboard, and attendance records are maintained from the first class meeting.

It is each student's responsibility to:

- Check Blackboard and their SPC email regularly for updates, grades, and feedback.
- Track their own attendance and assignment submissions.
- Communicate directly with the instructor if they have questions about their standing or need clarification on missed work.

Students who are still attending or turning in coursework but are not earning a passing grade must take responsibility for initiating a drop or withdrawal if that is the best academic decision. Instructor-initiated drops are typically used for students who have stopped attending or participating. Students should not assume they will be dropped due to poor performance alone.

The instructor is **not required to provide individual grade or attendance notifications** prior to a student being dropped or receiving a final grade. Students are expected to be aware of their academic performance and take initiative to seek assistance, tutoring, or advising as needed before drop deadlines.

Students are also strongly encouraged to speak with the instructor or an academic advisor before deciding to drop or withdraw so they understand the academic and financial-aid impact of dropping a course.

Late Work: I will allow students to complete Photo Assignments and Weekly Quizzes after their due date for full credit. Missed exam policies must be discussed with me directly over email, during office hours, or before or after class. Students must contact me immediately upon missing the exam to schedule this discussion. Late work will not be accepted once Week 15 has begun. Remember that the **official deadlines** are when the work is **due**, but I recommend that you set your **personal deadlines** for when you **do** your work a couple of days before the official **due** date.

Course Amendment Statement: The professor reserves the right to make changes to the course and this syllabus as may be necessary. You will be informed of any changes in the “Announcements” section of this course’s Blackboard page.

Syllabus Agreement: By continuing to complete the course you agree to the terms of this Syllabus. If you do not agree to the terms of the Syllabus you must drop the course.