

# South Plains College American Minority Studies Common Course Syllabus

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Revised: Spring 2023

**Department:** Behavioral Sciences

**Discipline:** HUMANITIES

**Course Number:** HUMA 2319

**Course Name:** AMERICAN MINORITY STUDIES

**Available Formats:** Conventional and Internet

**Course Description: (3:3:0)** : This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political, and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability, and religion.

**Credit:** 3 Lecture: 3    Lab: 0

**Prerequisites:** none for campus; TSI reading for Internet

Semester Hours: 3 Lecture Hours: 3 Lab Hours: 0 (This course covers the historical, economic, social, and cultural development of minority groups, including African-American, Mexican-American, Asian-American, and Native-American issues)

**Course Purpose/Rationale/Goal:** American Minority Studies provides a multidisciplinary analysis of the subordinate/dominant statuses of individuals and groups by recognizing the impact of race/ethnicity, gender, and socioeconomic class of individuals and groups in relationship to American society. The course is designed to foster critical analysis of the issues of difference in our society and to prepare students to understand and interact with people from diverse backgrounds and cultural perspectives throughout their lives. Art, literature, historical analysis, economic analysis, and/or music will be utilized to understand the cultural differences.

**Textbook:** The following textbooks are used in the HUMA2319 course: *The Matrix Reader: Examining the Dynamics of Oppression and Privilege* (1<sup>st</sup> ed), Ferber, Jimenez, O'Reilly, Herrera, & Samuels, McGraw-Hill Higher Education, 2009; *American Ethnicity* (7<sup>th</sup> ed), Adalberto Aguirre, Jr., Jonathan Turner, McGraw-Hill, 2009; or *Race, ethnicity, gender, and class: The sociology of group conflict and change* (9<sup>th</sup> ed), Healey, J. F., Stepnick, A., & O'Brien, E., SAGE Publications, 2018.

**\*\*Check with your instructor to see which is required for your section\*\***

**Supplies:** Computer and Internet access for Internet courses and campus classes.

**This course satisfies a core curriculum requirement for:** Language, Philosophy and Culture

**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

### **Learning Outcomes/Competencies:**

Upon the successful completion of this course, students will:

1. Analyze the history, culture, and struggles for equality of American minority groups.
2. Articulate an informed personal response and critically analyze works by minorities in the arts and humanities.
3. Demonstrate awareness of multiple cultural perspectives representative of diverse minority groups.
4. Describe the impact of discrimination on the everyday life of minority groups in the context of social, political, and economic circumstances.
5. Analyze minority group interactions in the United States focusing on immigration and migration patterns, assimilation processes, and adjustments to American life.
6. Formulate an understanding of shifting societal perceptions and self-identifications of minority group cultural identities.

### **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 Requirements:** To maximize the potential to complete this course, a student should attend all class session, complete all homework assignments, and complete all examinations. The specific course requirements are listed on the individual instructor's course information sheet.

### **Course Evaluation:**

Please see the instructor's course information sheet for specific items used in evaluating student performance.

### **Standard Written English REQUIREMENT:**

All written assignments should be presented using the conventions of Standard Written English. South Plains College requires all students to become proficient in "academic English," a form of English that is typically used in academic, professional, and business contexts. While slang, regional idioms, and informal kinds of self-expression are appropriate in some contexts, they are out of place in academic writing. Writing instructors and professors in courses across the campus **expect all students to demonstrate proficiency in using the conventions of academic English in their written work, whether it is in-class exams or take-home essays.** Each instructor may also add additional requirements regarding written assignments that are contained in your syllabus.

### **South Plains College Policies:**

**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 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 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.

### **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 any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

**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 on 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; Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or

### 3. Missing in-text citations.

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 *SPC 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.

**Grade Appeals Procedures and Forms can be found here: [SPC Student Appeal Forms](#)**

*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](http://southplainscollege.edu)).*

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

**Note:** The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

**Course Information Sheet**  
**HUMA 2319 – American Minority Studies**  
**Spring 2026**

**Instructor Information:**

**Elaina Fitzgerald**

**Office:** Levelland – AD 147

**Phone:** 806.716.4656

**E-mail:** [efitzgerald@southplainscollege.edu](mailto:efitzgerald@southplainscollege.edu)

**Preferred Contact Method:**

My preferred contact method is to email me at [efitzgerald@southplainscollege.edu](mailto: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:**

HUMA 2319 151	Online	Online Lecture (non-dual credit)
HUMA 2319 451	Online	Online Dual Credit Lecture

**Office Hours:**

\*\*\*Office Hours are currently by appointment only.\*\*\*

All Office Hours can be available as face-to-face visits, phone calls, or video-chat through Microsoft Teams.

\*\*\*Face-to-face visit availability to begin March 23, 2026.\*\*\*

If you would like to set up an appointment, please email me!

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.

### Technology Use Policy:

Students are required to use a laptop or desktop computer for all coursework and online exams in this course. Tablets, iPads, and cell phones are not acceptable devices for completing exams or assignments because they do not meet the system requirements for Honorlock proctoring. Chromebooks may be an exception, depending on the system compatibility requirements. You may contact Honorlock Support for further information (<https://honorlock.com/support/>).

All students are responsible for ensuring that their device meets Honorlock's hardware and internet connection requirements before attempting any graded activity. (Please see the Honorlock section for more information.)

Students may use campus computer labs or library computers if personal technology does not meet these standards. Failure to use an approved device may result in incomplete or invalid submissions that cannot be reopened or regraded.

### 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, WordPerfect. **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 Access:** There is computer access located on the Levelland campus in the Technology Center and the Library. It is available to all students. Computers are also available at 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](mailto:helpdesk@southplainscollege.edu)
- SPC Blackboard Support: Call (806) 716-2180 or email [blackboard@southplainscollege.edu](mailto: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 content 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](http://www.plagiarism.org).

### **Artificial Intelligence (AI) Resources:**

There are now websites that will generate semi-unique material that somewhat resembles original written content. Since the technology is available to create this content, technology is also available to detect this content. Make no mistake, this is plagiarism. The use of generative or adaptive AI tools (such as ChatGPT, DALL-E, Quillbot, etc.) are not permitted in this class; therefore, any use of AI tools for work in this class may be considered a violation of South Plains College's Academic Integrity policy and Student Code of Conduct, since the work is not your own. The use of unauthorized AI tools will result in a grade of '0' on the first attempt. A second attempt will result in a course drop with an F by the instructor and the student will be reported to the Dean of Students for disciplinary actions.

### **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 Assignment 1 or Exam 1.

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](mailto:ashriver@southplainscollege.edu) and notify me of any issues so I can assist with deadlines.

### **Guidelines for Classroom Behavior:**

Student Conduct & Online Behavior: In conjunction with the Student Conduct policy stated in the Common Course Syllabus, one must uphold proper and respectful communication with the instructor and fellow classmates at all times. All interactions will remain civil just as they would in a traditional classroom. Repeated violations of this policy may result in the student being dropped from the course with an 'X' or 'F.'

### **Statement from SPC regarding COVID-19:**

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](mailto:dedens@southplainscollege.edu) or 806-716-2376.

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

### **Institutional Policies:**

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

### **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 textbook for ANY section of HUMA-2319, American Minority Studies, with Mrs. Fitzgerald is an Open Educational Resource (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. Since the OER text for this section does not match up perfectly to the course material, information that students will be held accountable for on examinations will come from the PowerPoints made accessible on Blackboard. The OER textbook is a supplemental resource, not the primary resource for material on the examinations. The OER textbook has excellent information contained within its pages, but I want to make it crystal clear that the primary source should be the PowerPoints, just to make sure there is no confusion.

Please, if you have questions regarding the examination material, or any other questions regarding the course, do not hesitate to email me.

### Overview of Assignments:

#### Essays:

You will write three essays for this course. Details regarding these assignments will be provided in Blackboard within the weekly module in which they will be submitted.

#### Quizzes:

There will be 10 quizzes throughout the semester for this course. All information for these quizzes will be found within the content and materials provided for each week that a quiz is assigned.

#### Unit Exams:

- There will be four (4) unit 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 January 28th, 2026 or you will be expected to complete the exam on the scheduled date.
- All unit exams will be delivered **via 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.

#### Break down of points for the course:

4 Exams @ 100 each =	400 points
3 Essays @ 50 each =	150 points
<u>10 quizzes @ 15 each =</u>	<u>150 points</u>
Total =	700 points

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

**Feedback:** I will reply to all messages or emails within 24 hours during the week; 48 hours on the weekend. I will grade your Journals and Essays within two weeks. Quizzes and Exams will be graded automatically.

Total Possible Points 700 points. In addition, grades are NOT automatically rounded up.

**Grading scale:** A = 630 – 700; B = 560 – 629.99; C = 490 – 559.99; D = 420 – 589.99; F = 0 – 419.99.

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.

## **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 Essays 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.