**Biology 2402 Course Information/Syllabus**

Human Anatomy and Physiology II

**Spring 2021 Sections 003, 004**

**Instructor: Susan Horn, M.S.**



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**Part 1: Contact Information**

**Instructor: Susan Horn, M.S.**

Email: shorn@southplainscollege.edu Phone: (806) 716-2638 Office: S-147

**Class Times:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 2:30 – 5:00 6:00 – 8:30  | 1:00 – 3:30  | 2:30 – 5:00 6:00 – 8:30 | 1:00 – 3:30  |  |

**Office Hours:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 1:00 – 2:30  | 12:00-1:003:30-4:00 | 1:00 – 2:30  | 12:00-1:003:30-4:00 | 1:00 – 3:00 |

\* If none of these times work for you, send me an email to arrange a different time.

* In-person Office Hours:

\*If you would like to come ask any questions or go over course material during office hours, **let me know if you plan on attending** if possible. This way I can be sure to plan for the correct amount of space for the number of people attending. All students and faculty will be required to wear masks.

* Virtual Office Hours:

\*If you are unable to meet in person, we can plan to meet through Zoom or communicate by phone. Send me an email to arrange a time.

Use of your **SPC email address** (outside of Blackboard) is required for this course. **Email announcements will be sent to the student’s SPC email frequently** during the semester, so it is imperative that students check their SPC email as well as Blackboard for announcements **before class** during the semester. It is the student’s responsibility to contact the instructor regarding any questions or concerns they have related to the course.

**Part 2: Course Information and Course Materials**

**Course Description:**

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: cardiovascular, immune, lymphatic, respiratory, digestive, urinary (including fluid and electrolyte balance), reproductive, and endocrine. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

**Purpose and Objectives:**

To provide a general understanding of human anatomy and physiology for those students in the allied health fields and to meet requirements for an Associate of Arts Degree or Associate in Science Degree.

1. To help the students acquire knowledge of normal development, structures, and functions of the human body

2. To provide a foundation for understanding deviations from the normal in physiological function

3. To provide a foundation for the undergraduate college and university student

**Flex-Class Format:**

Lecture content will be online with lab components face-to-face. This course may be moved online at a future date, in response to COVID-19 safety requirements.

**Students who believe they have been exposed or may be COVID-19 positive,** must contact Health Services, DeEtte Edens, BSN, RN at **(806) 716-2376** or email at dedens@southplainscollege.edu. You can also send me an email so that I know when you will be absent from lab.

**Required Materials:**

* **Computer with reliable internet service and access to Blackboard**

Students are not required to purchase their own computer but **must have access to one** that meets the specifications for this course. Students are expected to log in to Blackboard weekly throughout the course to watch assigned lecture and lab videos, download and/or print off documents such as the review questions and lab handouts, and take lecture exams. **A student that does not have access to a working computer will not be an acceptable excuse for the inability to receive course content or miss an online exam.** Your computer must be equipped with the following operating systems:

* Windows: Windows 7 or higher, 250 MB free disk space, 2 GB free RAM
* Mac: OS X 10.11 or higher, 250 MB free disk space, 2 GB free RAM
* Chromebook: Chrome 58 or higher; 250 MB free disk space, 1 GB free RAM

\*(In the past, some students have been unable to access course materials using a Chromebook)

\*For more information about computer system requirements and additional links to software downloads for your computer, click on the following link on the SPC Instructional Technology webpage:

<http://www.southplainscollege.edu/instructional-technology/students/System.php>

* **Computer Webcam/ Download Chrome and Proctorio Extension**

All lecture exams will be taken online and will be monitored with webcam software from Proctorio. Lab practicals are planned to be given in person, but will be moved to an online format if required. A computer webcam and microphone will be required for all exams. Most computers have an **embedded webcam and microphone** that will work, or you’re welcome to use an **external webcam**, which is one that you will plug into your computer using an USB port. To start each exam, you must have the **Chrome browser installed on your computer** and **download the Proctorio extension**. To download this software, please go to the link posted on Blackboard or go to the website, <https://proctorio.com/support> and follow the steps listed there to install the software. If you run into technical problems, scroll down the page and open a live chat with a 24/7 Proctorio support staff.

* **Access to Visible Body Courseware**

Students will complete **lab quizzes** using this courseware. Within this software, there are multiple resources available to help students **identify** **lab structures and learn lecture material better**. Once students login and create an account, they will be able to access the Visible Body Apps either through the website or their phone or tablet. The main apps that will be used are the Human Anatomy Atlas and Anatomy and Physiology Apps.

Students will access this material through a **web link their instructor provides them** and will have the choice to sign up for a FREE 2 week trial before payment is necessary. **Students can pay** **$49.99 through that link, or the bookstore will also have codes available for purchase**.  Visible Body Courseware will give students access to required assessments and materials which are available only through the instructor linked product. Purchasing direct from the link is the most affordable option and will give you permanent downloads of each app. The bookstore purchase gives the same access.

**Recommended Materials:**

* **Anatomy and Physiology Textbook**

The textbook I will be using for this class is Human Anatomy and Physiology by Elaine Marieb 11th edition. However, any A&P textbook from the last 5-6 years will still work well.

* **Printouts of Lecture and Lab Material**

All content will be available on Blackboard. Students can print out Power Point lecture slides, Review handouts, Lab handouts, etc… All students have printing credit to use each week at one of the Technology Centers. When printing, it can help save paper and money by printing multiple slides per page. The settings can be adjusting before clicking “print”.

**Part 3: Technology Help**

**Computer Problems or Blackboard Server Problems:**

If a student’s internet connection goes down, or a student’s computer crashes or otherwise becomes inoperable for blackboard, **it is the responsibility of the student** to have their internet connection and/or computer repaired as soon as possible in order to avoid getting behind in the class. While the computer and/or internet connection is repaired, the student should seek an alternate computer. There are computer labs on the Levelland, Reese, Plainview and Lubbock Center campuses.

* For general computer or technical Issues: Contact the **Help Desk** by emailing **helpdesk@southplainscollege.edu** or calling **806-716-2600**.
* For any questions or issues concerning Blackboard, you can contact **Blackboard Technical Support** through email at blackboard@southplainscollege.edu or calling **806-716-2180.**
* **Chrome is the preferred browser** for using Blackboard. (Do NOT use Internet Explorer). To learn more information about Blackboard, click on the following link on the SPC Instructional Technology webpage:

<https://www.southplainscollege.edu/instructional-technology/students/students.php>

\*If you encounter technological problems when **starting or while taking an exam**, here are a couple steps to take first:

1) Check to make sure that you are using the [Chrome browser](https://www.google.com/chrome/browser/desktop/) and have the Proctorio extension installed. Sometimes you will need to **remove the Proctorio extension, and re-install** it back onto your computer.

2) If you continue to experience technical issues, **Proctorio offers 24/7 technical support** to students via email support@proctorio.com, or phone at (480) 428-4089 or toll-free (866) 948-9248.

If a problem persists while taking an exam, be sure to email or call me as soon as possible. **Internet problems and/or the crash or inoperability of a computer will not be an acceptable excuse for being late for or missing an exam.** It is the responsibility of the student to have a backup plan in place. If the blackboard server goes down, the appropriate time extensions will be determined and announced by the instructor.

# Computer Labs:

The computer labs at **Levelland (Technology Center), Reese (Building 8), Plainview, and the Lubbock Center** are scheduled to be open this semester. Students can use these computers to access Blackboard & Visible Body, print course materials, and take exams. The hours at most locations is Mon-Thurs 8:00 am – 4:00 pm and Fri 1:00 pm- 3:00 pm. Those hours are subject to change depending on the current coronavirus pandemic situation. The **Technology Center at the Levelland Campus** has extended hours: Mon – Thurs 7:30 am – 9:00 pm & Fri 8:00 am – 4:00 pm.

**Other Helpful Tips:**

1. **Download Office 365** to your computer for free. All SPC students are able to download Microsoft Office programs to their computer using their SPC email address. Click on the following link and follow the instructions:

<https://www.microsoft.com/en-us/education/products/office>

1. **Download Microsoft Office apps** to your phone or tablet, especially **PowerPoint**. Sometimes the formatting of certain images gets distorted when downloading PowerPoints to your phone using the default settings (especially on iPhone). Instead, if you download a PowerPoint document from Blackboard to your phone, choose to open it through the PowerPoint app.
2. **Download the Blackboard app** to your phone or tablet. This can help you see new class announcements and access course materials more easily. However, watching the assigned lecture and lab videos and taking exams will need to be done on a desktop computer or laptop.
3. You can **save any materials** posted on Blackboard **to your computer or device**. This can help save time when accessing the course materials throughout the week. For example, the lecture PowerPoint slides will be a sizable document. It may take a couple minutes to download to your computer initially, but you can save them to your computer so that you can re-access them more easily.

**Part 4: Attendance and Grading Policies**

**Biol 2402 Attendance Policy- Spring 2021**:

The **lecture portion** of this class will be presented online. **Lecture video assignments and lecture exams** will be completed through Blackboard. **Lab study and lab practicals** will be completed **in person** for as long as permitted. Students will also complete **online lab quizzes**. Although much of the course content will be administered through an online format, students are still expected to access Blackboard and complete course assignments on a regular basis.

With the online format, you will work at your own pace throughout the weekto learn the information presented within the lecture notes and videos posted to Blackboard for each block. If the course were held with the traditional face-to-face format, you would receive the same information in person. The videos will include **review questions that will be submitted for a grade**. Students need to watch the videos and complete the questions by the assigned dates. If a student does not complete the video assignments for **three due dates,** **a student may be administratively dropped from the class.** If a student is administratively (i.e. instructor initiated) withdrawn from the class for non-attendance, the grade on transcript will be an “X” or “F”. All lecture exams will be given on the dates designated on the class schedule unless otherwise noted. If there is a conflict with the date/time, it is the students’ responsibility to contact the instructor prior to the scheduled date/time of the exam. **Failure of a student to take an exam without contacting the instructor** may result in the student being administratively dropped from the course. If a student cannot attend classes in person because of COVID-19 related reasons, they will still be required to complete online assignments. If the illness is more severe, you must have a note from your doctor or hospital indicating the severity of the illness.

Students will attend **1 lab session each week**. This is a chance to have hands-on time with laboratory models as well as answer any questions or solve problems. The class roster will be divided into groups of 16 students, and each group will be assigned to a time on Monday or Wednesday, so that social distancing will be possible in the classroom. Additional study time can be planned during office hours.  Wearing a mask will be strictly mandatory during the entire time that you are in the classroom. There will be **3 lab practicals** that occur during assigned lab study times. **If you feel ill, or if you think that you may have had COVID-19 exposure, you should NOT attend an in-person lab study session or lab practical.** Let me know if you are experiencing any symptoms or have tested positive for COVID-19. We will arrange a time to make up lab study time and/or the practical.

**The last day to drop a course with a “W” is Thursday April 29, 2021.** If you drop the class before that date, the grade on your transcript will be a “W”. If you decide to stop attending class, it is your responsibility to take the proper action to have this course officially dropped from your schedule immediately, to avoid being administratively dropped (by me for non-attendance) with an “X” or “F”. If you are **receiving financial aid**, it is your responsibility to visit with your financial aid advisor to determine how dropping this course will affect your present and future financial aid eligibility.

**Exams and Grades:**

Grades will be posted throughout the semester on **Blackboard**. Your final grade will be determined from the lecture exams, lab practicals, video assignments, and lab quizzes. The final grade will be determined using the **following scale**:

A= 89.50 – 100.00% B= 79.50 – 89.49% C= 69.50 – 79.49% D= 59.50 – 69.49% F= 0.00 – 59.49%

**Total Grade Calculation**=

(Lecture exam average)**.65** + (Lab Practical average)**.25** + (Video Assignments average)**.05 +** (VB Lab Quiz average)**.05**

* **Lecture Exams (65%)-** Five lecture exams will be given throughout the course on Blackboard. These exams will consist of **multiple-choice, multiple-answer, matching, true-false, and/or sequence types of questions**. The 5th exam (final) is not cumulative and will be taken during finals week.
* **Lab Practicals (25%)-** Three practical exams will be given throughout the course. You will need to identify structures using the **laboratory models** and **printed images** from the Visible Body Courseware. The practicals will consist of **fill-in-the-blank questions**.
* **Lecture Video Assignments (5%)-** Videos for the lecture content will be posted on Blackboard through an application called EdPuzzle. Students will access the videos directly through Blackboard. The videos will include **review questions that will be submitted for a grade**. Students need to watch the videos and complete the questions by the assigned dates by 11:59pm. There will be **1-5 multiple-choice/multiple-answer style questions** for each video. Students must answer questions on their own but are **allowed to use their notes** or other resources to answer the review questions. The use of the proctoring software is not required for the video assignments.
* **Visible Body Lab Quizzes (5%)** - Students will complete **lab quizzes using the Visible Body Courseware**. This is a separate website from Blackboard. In coordination with each practical, there will be graded lab quizzes to complete by the assigned dates by 11:59pm. You will have **2 attempts** for each quiz. Your grade will be based on the score for the **highest attempt**. Each quiz will contain a set of randomized questions from a pool of questions. The questions will ask you to **identify and click on the correct structure** on the 3-D models of the organs. You will be able to practice finding the structures beforehand using the Human Anatomy Atlas app. Students must answer questions on their own but are **allowed to use their notes** or other resources to answer the quiz questions. The use of the proctoring software is not required for the lab quizzes. Note: There will be additional resources provided on the Visible Body Courseware that are optional and will be not be for a grade.

\***The lecture exams and practicals are CLOSED book.** The use of lecture notes, review sheets, the textbook and/or atlas, the internet or working with another student or non-student during the exam constitutes cheating.

**Missed Exams:**

All exams and practicals should be taken on the **scheduled day and class time**. Make-up lecture and lab exams may be given only under extenuating circumstances, i.e. serious illness, death of an immediate family member, etc. Please let me know within 24 hours of the scheduled exam about such emergencies. You must also provide some form of proof to verify the emergency. If the absence is COVID-related, you must have a note from your doctor or hospital indicating the severity of the illness. Internet problems and/or the crash or inoperability of a computer will not be an acceptable excuse for being late for or missing a lecture exam. It is the responsibility of the student to have a backup plan in place. If you experience technical difficulties during an exam, try contacting **Proctorio or Blackboard support** **immediately.** If the issue is taking longer to resolve, send me an email or call me so I know what is happening. If a student misses a lab practical due to illness or family emergency, a makeup practical may be scheduled. The make-up exams must be takenat an agreed-upon time between the student and instructor. All decisions regarding make-up exams are at the discretion of the instructor.

**Academic Dishonesty:**

Students are expected to abide by the code of “Student Conduct” that can be found in the 2020-2021 SPC General Catalog. Students are expected to do their own work on all assignments and examinations. **Cheating in any form is inexcusable** and will result in serious consequences, including, but not limited to being dropped from the class with an “F”. Academic dishonesty will be subject to the maximum penalties allowed by College policy.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination or discovering the content of an examination before it is given
2. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an exam or practical
3. Copying another’s work during an examination or on a homework assignment
4. Taking pictures of a test, test answers, or someone else’s paper

|  |
| --- |
|  |

**Biology 2402 Schedule**

Week Assignment Due Date

1 *Course Information & Syllabus Video / Email Worksheet Sun. Jan 31*

*\*Extra Credit*

 *A&P 1 Review Video/ Complete A&P 1 Review Quiz (Proctorio Practice) Sun. Jan 31*

 The Heart (Ch 18) Lecture Videos Sun. Jan 24

2 The Heart (Ch 18) Lecture Videos Sun. Jan 31

3 Blood Vessels (Ch 19) Lecture Videos Sun. Feb 7

4 **Lecture Exam 1 (Ch 18, 19) Thurs. Feb 11 – Fri. Feb 12 (by 3pm)**

5 Blood & Lymphatic System (Ch 17 & 20) Sun. Feb 21

6 **Practical 1 (Cardiovascular and Lymphatic Systems)**  **Mon. Feb 22 / Wed. Feb 24**

 Visible Body Quizzes (Practical 1) Thurs. Feb 25

 Immune System (Ch 21) Lecture Videos Sun. Feb 28

7 **Lecture Exam 2 (Ch 17, 20, 21) Thurs. Mar 4 – Fri. Mar 5 (by 3pm)**

8 Respiratory System (Ch 22) Lecture Videos Sun. Mar 14

9 Digestive System (Ch 23) Lecture Videos Sun. Mar 28

10 Digestive System (Ch 23) Lecture Videos Tues. Mar 30

 **Lecture Exam 3 (Ch 22, 23) Thurs. Apr 1 – Fri. Apr 2 (by 3pm)**

11 **Practical 2 (Respiratory and Digestive Systems) \*Mon. Apr 5 / Wed. Apr 7**

Visible Body Quizzes (Practical 2) Thurs. Apr 8

 Urinary System (Ch 25) Lecture Videos Sun. Apr 11

12Urinary System & Balance (Ch 25, 26) Lecture Videos Sun. Apr 18

13 Balance (Ch 26) Lecture Videos Tues. Apr 20

 **Lecture Exam 4 (Ch 25, 26) Thurs. Apr 22 – Fri. Apr 23 (by 3pm)**

14 Reproductive System (Ch 27) Lecture Videos Sun. May 2

15 **Practical 3 (Urinary, Reproductive, & Endocrine Systems)**  **Mon. May 3 / Wed. May 5**

Visible Body Quizzes (Practical 3) Thurs. May 6

 Endocrine System (Ch 16) Lecture Videos Sun. May 9

**16** **Lecture Exam 5- Final Exam (Ch 27, 16) Wed. May 12 – Thurs. May 13 (by 3pm)**

##### The instructor reserves the right to make changes to this schedule as necessary.

***Other Important Dates:***

February 3 - Last day to withdraw, without it showing on your transcript

March 15-19 – Spring Break (No Classes)

April 2 – Easter Holiday (Campuses Closed)

April 29 - Last day to withdraw with a ‘W’ on your transcript

**Mandatory proctoring of lecture exams:**

All lecture exams will be given online and these exams must be proctored. If necessary, lab practicals will be given online as well. Therefore, students will be required to use webcam software (Proctorio) that records them while taking exams. To learn more information about Proctorio, click on the following link on the SPC Instructional Technology webpage:

<https://www.southplainscollege.edu/instructional-technology/students/Proctoring.php>

Before starting the exam, students will need to **show their testing environment** using their webcam. This can be done using the webcam itself or a hand-held mirror. The room scan must show the following:

* The area you taking the exam is clean- **no notes, class materials, phones, or other technology** is close by. Be sure to show under the desk or flatten out any covers if you are sitting on a bed.
* The walls in the room (including behind the computer) do not contain notes.
* There are no other adults in the room.

To watch examples of a webcam room scan, click on the following YouTube links:

* Using an embedded webcam: <https://youtu.be/LLMRgODWi24>
* Using an external USB webcam: <https://youtu.be/P1euOWRpTzA> (I do not own an external webcam, so here is a video filmed by another SPC A&P instructor.)

After showing the room scan, the webcam needs to be **placed with the student in view** for the duration of the exam. It can be placed either on top of the computer or attached to something else to the side. Once the exam begins, students will **not be able to leave the room**. During the exam, the Proctorio software will **lock-down the web-browser** and prevent any internet tabs from being open. If needed, an electronic form of “scratch paper” will be available to use during the exam.

**Exam testing procedures:**

Thefollowing table lists conduct requirements for online exams, as well as consequences for conduct violations:

|  |  |
| --- | --- |
| **Exam conduct requirement** | **Consequence for violation of exam conduct** |
| Correct placement of webcam  | A 30% penalty will be given for incorrect webcam placement. See the instructional video in the course website for a demonstration of correct webcam placement. |
| Complete environment scan | A 30% penalty will be given for an incomplete or insufficient scan of the testing environment. See the list above and/or instructional video on Blackboard for a demonstration of how to completely scan your testing environment. |
| Microphone turned on and recording | A 30% penalty will be given for an exam taken without the microphone being turned on and recording throughout the entire exam. |
| Sufficient lighting of the testing environment | A 30% penalty will be given for an exam taken without enough lighting for the instructor to assess the testing environment. |
| Student remains in webcam view during exam | A student who leaves the webcam view during an exam for any reason will receive a zero for that exam. |
| No unauthorized materials near desk area | A student who has any unauthorized materials (books, notes, phone, another computer, etc.) near the testing area will receive a zero for that exam. |
| No talking with others during the exam or playing of music or other audio recordings | A student who has any music or audio recordings playing during exams, or who talks with any adult during the exam, will receive a zero for that exam. |
| The exam is taken in an approved proctored environment | Any exam taken without the webcam software will receive a zero. |

**Part 5: How to be Successful in A&P and Online Classes**

Medicine is very detail oriented. Therefore, the **memorization of very detailed information**, as well as **comprehension of that information** is required to establish a basic knowledge of anatomy and physiology. Due to the nature of this class, there will be a large amount of material presented each week. In order to learn the material and be successful in the course, you must be prepared to spend **around 10 - 15 hours each week** learning and studying the course material.

* Each week, you will spend a couple watching lecture and lab videos.
* Then you will need to spend a couple hours processing and learning that information in way that makes sense to you.
* Finally, the last step is to spend any additional time memorizing the information well enough to take the exams (where you will not be able to check your notes).

**Suggestions for how to do well in A&P 2:**

1. **Attend class (watch lecture/lab videos and attend lab study sessions)**. There is a lot of material to cover in this course. Plan to watch the lecture and lab videos on a couple days throughout the week. Do not wait until Sunday to watch all the lecture videos for one week.
2. Complete coordinating **Visible Body** modules to see a process in action and/or understand the anatomical structures better.
3. As you are watching the lecture and lab videos, **pause the videos**, and see if you can re-explain out loud what was just covered. It we just finished going through a drawing or flowchart, see if you can re-create that drawing as much as you can from memory.
4. **After the watching the lecture or lab videos, write down any questions you have**. If you are unable to find the answers in the notes or textbook, send me an email with your questions or set up a time to call or meet through Zoom or in person. Please don’t feel like you are having to learn this material on your own.
5. Re-watch lecture videos or **listen to the audio**. Find other videos posted on **YouTube** to help explain difficult topics.
6. Complete the **chapter reviews** posted on Blackboard. Try to write the answers **in your own words** (do not just copy the lecture notes). Reviews can be completed before, during, or after each lecture. Or make flash cards with each review question and answer.
7. **Write your own test questions** from the lecture notes. Create a multiple-choice style question for each lecture slide or group of slides.
8. Pretend you are the teacher and **teach the lesson to yourself or fellow classmates**. Go through each slide and be sure you can explain all the information on each slide. Actually **say it out loud**. Research shows that saying things out loud helps transfer information to longer term memory.
9. As you are reviewing your notes, study the **hardest topics first**, and then move to easier ones.
10. If you have extra time, perhaps waiting in line, **practice identifying lab structures** using the PowerPoint apps.

**Suggestions for how to do well in online classes:**

1. Set up a **dedicated workspace**. Create an area where you will go to “attend class” that is **free from distractions**.
2. **Get dressed each morning** to help your brain transition from the relaxation part to the studying part of your day.
3. **Schedule a time** or times throughout the day for this class. Pretend that you are still “attending” class. Perhaps set an alarm for when to start.
4. If it is helpful, **set a timer** for a certain amount of time like 45 minutes. Try to get as much studying done within that time period. Sometimes our **brains work better when we know there is an end-goal in sight**. It can be challenging to start on difficult and long-lasting tasks without a deadline.
5. Set your phone on **“do-not-disturb”.** Or **turn off notifications** for your phone apps. Chances are, you already check those apps throughout the day on a regular basis. When a notification appears, we like to clear that notification away. When doing that, we can become distracted from our current task at hand.
6. **Schedule your time wisely** so that you can take an **afternoon or full day off from this class**. This class will be difficult, and it will take a large amount of self-discipline to complete tasks on a regular schedule. It can help clear your brain and reduce stress to not have to think about this class 1-2 days during the week.

**Part 6: SPC General Syllabus Statements**

**Covid-19 Statement:** It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation. **Students who believe they have been exposed or may be COVID-19 positive,** must contact Health Services, DeEtte Edens, BSN, RN at **(806) 716-2376** or email at dedens@southplainscollege.edu.

**Disabilities Statement:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class **should notify the Disability Services Office early in the semester** so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or **visit the Disability Services Office** at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education.  To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness.  Once approved, notification will be sent to the student and instructors.  It is the student’s responsibility to work with the instructor to arrange accommodations.  Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

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

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

Student Code of Conduct 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.

**Copyright Notice:** All material presented by the instructor in the course is copyright protected. The material presented by the instructor may not be modified or altered in any way. You have permission to print out one copy of any material presented by the instructor in this course (ex. Class information sheet, course orientation, and chapter module PowerPoint Presentations or videos). The one copy must only be used for your personal educational use during this semester. The material may not be altered or modified in any way. The material may not be distributed in any way. You have permission to download the same material to your computer hard drive or other medium in order to print out the material needed. Any material downloaded may not be altered or modified in any way. The downloaded material may not be distributed in any way.

**Final 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.**