**Biology 2401 Course Information/Syllabus**

Human Anatomy and Physiology I

**Fall 2020 Section 004**

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



**Table of Contents**

**Part 1**: Contact Information (1)

**Part 2**: Course Description and Course Materials (1-2)

**Part 3**: Technology Help (3-5)

**Part 4**: Attendance and Grading Policies (5-8)

**Part 5**: How to be Successful in A&P 2 and Online Classes (9)

**Part 6**: General SPC Syllabus Statements (10)

**Part 1: Contact Information**

**Instructor: Susan Horn**

Email: [shorn@southplainscollege.edu](mailto:shorn@southplainscollege.edu) Phone: (806) 716-7638

**Class Times:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 1:00-3:30 | 1:00-3:30  4:00-6:30 | 1:00-3:30 | 1:00-3:30  4:00-6:30 |  |

**Office Hours:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 12:00-1:00  3:30-4:00 | 12:00-1:00  3:30-4:00 | 12:00-1:00  3:30-4:00 | 12:00-1:00  3:30-4:00 | 11:00-1:00 |

\* 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 I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Completion of CHEM 1406 or an equivalent course is recommended prior to enrolling in this course.

**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.

**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. There are computer labs available for student use on our Levelland, Lubbock, Plainview and Reese Center Campuses. 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 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. Most computers have an **embedded webcam** that will work, as long as you have a hand-held mirror to scan the testing environment. Alternatively, you’re welcome to use an **external webcam**, which is one that you will plug into your computer using an USB port. A **computer microphone** is also required for all exams. Most computers have an embedded microphone. To check on the microphone or webcam settings, you can go to your computer settings or control panel. Students will need to use a computer in a quiet environment during the exams. 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.

**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.

**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, Lubbock Center, Plainview and Reese campuses.

* For general computer or technical Issues: Contact the **Help Desk** by emailing [**helpdesk@southplainscollege.edu**](mailto: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](mailto:blackboard@southplainscollege.edu) or calling **806-716-2180.**

\*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 proper extension installed.

2) If you continue to experience technical issues, **Proctorio offers 24/7 technical support** to students via email [support@proctorio.com](mailto: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.

**Proctorio:**

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>

**Blackboard:**

**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>

Adobe Flash Player installation may be required to run certain features within Blackboard. You can obtain a free download for Adobe at the following website:

<http://get.adobe.com/flashplayer/>

Java installation may be required to run certain features within Blackboard. You can obtain a free download for Java at the following website:

<http://www.java.com/en/download/>

**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 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.
2. **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. Then the images and formatting will be preserved correctly.
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.
4. **Print multiple PowerPoint “slides” per page**. If you would like to print out the lecture notes, you can save paper and money by printing multiple slides per page. The steps to do so will be different for each computer. The settings can be adjusting before clicking “print”.

# Technology Center:

The computer labs at Levelland, Reese, Plainview, and the Lubbock Center are scheduled to be open this semester. The hours at most locations is Mon-Thurs 8:00 am – 4:00pm and Fri 1:00 pm- 3:00 pm. Those hours are subject to change depending on the current coronavirus pandemic situation.

Levelland Campus: Technology Center

Internet reception is very good in the parking lot of the Technology Center

Reese Center: Computer Lab in Building 8

Internet reception is available outside Building 8

Lubbock Center: 3907 Ave. Q, Lubbock, Texas

Computer Lab

Internet reception is available outside the front entrance

Plainview Center: 1920 W. 24th St. in Plainview, Texas

Computer Lab

**Part 4: Attendance and Grading Policies**

**Biol 2401 Attendance Policy- Fall 2020**:

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. 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 consecutive 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.

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 8 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 November 19, 2020.** 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, and video assignments. 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)**.7** + (Lab Practical average)**.25** + (Video Assignments average)**.05**

* **Lecture Exams (70%)-** Four lecture exams will be given throughout the course on. These exams will consist of **multiple-choice, multiple-answer, matching, true-false, and/or sequence types of questions**. The 4th exam (final) is not cumulative and will be taken on the last day of class.
* **Lab (exams) Practicals (25%)-** Three practical exams will be given throughout the course. You will need to identify **structures** using the laboratory models. 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.

\***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 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 the blackboard server goes down, the appropriate time extensions will be determined and announced by the instructor. 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 2401 Schedule**

Week Assignment Due Date

1 Course Information/ Basic Chemistry Lecture Videos (Practice)

2 Human Body Orientation (Ch 1) Lecture Videos Sun. Sept 6

3 Biochemistry (Ch 2) Lecture Videos Sun. Sept 13

**Basic Chemistry Quiz (Proctorio Practice)** **Sun. Sept 13**

4 Cells Biology (Ch 3) Lecture Videos Sun. Sept 20

5 Epithelial Tissue (Ch 4) Lecture Videos Wed. Sept 23

**Lecture Exam 1 (Ch 1, 2, 3, & 4) Wed. Sept 23 – Fri. Sept 25**

6 **Practical 1 (The Skull)**  **Mon. Sept 28 / Wed. Sept 30**

Connective Tissue and Integumentary System (Ch 4 & 5) Lecture Videos Sun. Oct. 4

7 Skeletal System (Ch 6) Lecture Videos Sun. Oct 11

8 Joints Lecture Videos (Ch 8) Videos Wed. Oct 13

**Lecture Exam 2 (Ch 4, 5, 6, 8) Wed. Oct 14 – Fri. Oct 16**

9 Nervous System (Ch 11) Lecture Videos Sun. Oct 25

10 **Practical 2 (The Skeleton)**  **Mon. Oct 26 / Wed. Oct 28**

Nervous and Muscular System (Ch 11 & 9) Lecture Videos Sun. Nov 1

11 Muscular System (Ch 9) Lecture Videos Sun. Nov 8

12 **Lecture Exam 3 (Ch 9, 11) Mon. Nov 9 – Wed. Nov 11**

Central Nervous System (Ch 12) Lecture Videos Sun. Nov 15

13 Central Nervous System (Ch 12) Lecture Videos Sun. Nov 22

14 Peripheral Nervous System (Ch 13) Sun. Nov 29

15 **Practical 3 (Muscles and Nerves)**  **Mon. Nov 30 / Wed. Dec 2**

Peripheral and Autonomic Nervous Systems Lecture Videos (Ch 13 & 14) Sun. Dec 6

**16** **Lecture Exam 4- Final Exam (Ch 12, 13, 14) Wed. Dec 9 – Thurs. Dec 10**

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

***Other Important Dates:***

September 7 - Labor Day (No Class)

September 9 - Last day to withdraw, without it showing on your transcript

October 16 – Fall Break (SPC Facilities Closed)

November 19 - Last day to withdraw with a ‘W’ on your transcript

November 25-26 - Thanksgiving Break (No Class)

December 9-10 - Final Exam

December 11- Final Grades Due

**Mandatory proctoring of lecture exams:**

All lecture exams will be given online and these exams must be proctored. In 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.

Students will be required to show **official picture identification** prior to the start of the exam. In addition, 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 and embedded webcam: <https://www.youtube.com/watch?v=HAbnOt0cNOs>
* Using an external USB webcam: <https://www.youtube.com/watch?v=P1euOWRpTzA>

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** |
| Valid photo ID shown | A zero will be given for the exam until student identity is confirmed by a valid photo ID. |
| 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 for any reason 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. |

**\*The Basic Chemistry Quiz** is a practice quiz using Proctorio. It will not be submitted for a grade. It offers a chance to become familiar with the Proctorio software and learn how to set up your webcam properly. I will provide feedback based on your webcam settings. If you make any of the mistakes listed in the chart above, **points will not be taken off**.

**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 1:**

1. **Attend class (watch lecture/lab videos and attend lab study sessions)**. There is a lot of material to cover in this course. Even missing one day of class will set you behind. Be sure to have your notes and lab materials ready before coming to class.
2. **Review** **your notes frequently**. Don’t wait until the day before an exam to review everything.
3. As you are watching the lecture and 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.
4. Re-watch lecture videos or **listen to the audio**. Find other videos posted on **YouTube** to help explain difficult topics.
5. 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.
6. **Write your own test questions** from the lecture notes. Create a multiple-choice style question for each lecture slide or group of slides.
7. 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.
8. As you are reviewing your notes, study the **hardest topics first**, and then move to easier ones.
9. 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 hard to start 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 Fall 2020 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.

**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.

**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.

**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.

**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](mailto:cstraface@southplainscollege.edu) for assistance.

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.**