



**Required Textbooks include one Text and One Photo Atlas, and Computer Simulation Lab**

**You have already paid for access to both eBooks (electronic version of required books)  
Plus access to the Computer Simulated Lab with your tuition & fee payment.**

You do not need to purchase any other textbook or access code for this course. The required McGraw-Hill textbook and lab simulation program Plus the VanDeGraaff Photo Atlas are:

Connect 3P Inclusive Access Online Access for *Integrated Principles of Zoology*,  
180 day access by Hickman, 18<sup>th</sup> ed, McGraw-Hill Publishing  
IA ISBN 180 Day Duration ISBN: 978-1-26430-345-8

*Van De Graaff's Photographic Atlas for the Zoology Laboratory*,  
Adams & Crawley, 8<sup>th</sup> ed., Morton Publishing, ISBN 978-1-61731-767-5.

- An electronic version will work fine for this online course **and is already included, already paid for** with the SPC TexBook Program (see details below).
- You will access both eBooks Plus the Computer Simulated Lab program through the SPC Blackboard Learning System.
- You will gain access to the Computer Simulated Lab program as you begin your first Connect Virtual Lab assignment during Week #1 of Fall Semester.
- If you want to opt-out, receive a book rental and/or program access refund, and purchase or rent the books and access code for the simulated lab program independently or from another vendor for the semester, see instructions below.

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**SPC TexBook Syllabus Statement**

**TexBook Program: *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.***

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: (available 24/7 via chat, email, phone, and text) <https://support.vitalsource.com/hc/en-us/requests/new>
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. **For Fall 2022, the twelfth-class day is Wednesday, September 14, 2022.** The opt-out deadline for shorter terms varies between the second and third class day. ***\*Please consult with your professor before deciding to opt-out.*** If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** (include your first name, last name, student ID, and course you are opting out of) to [tfewell4texasbookcompany@gmail.com](mailto:tfewell4texasbookcompany@gmail.com). Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore: **Email:** [tfewell@texasbook.com](mailto:tfewell@texasbook.com) / **Phone:** 806-716-2399  
**Email:** [agamble@texasbook.com](mailto:agamble@texasbook.com) / **Phone:** 806-716-4610

## Required Course Materials:

- All of the following are required: **regular access (daily or every-other-day) to:**
  - a laptop or desktop computer, or you may use a school computer on SPC campuses
  - reliable high-speed Internet access, or use WiFi on school campus or neighborhood locations
  - Blackboard,
  - **SPC Email (NOT personal email)**
  - Microsoft Office (download from mySPC), Adobe Reader (download from Adobe.com),
  - Audio and video capabilities (for watching and listening to course content and videos),
  - **weekly access to**
    - a **printer** for worksheet assignments, (you may use a school printer on SPC campuses, including one printer in the new Science Building Learning Center)
    - a **Smartphone or other digital camera** (for taking photos of completed worksheets before submission) **or, a Document Scanner** (if no digital camera is available) that can save completed hand-written worksheets for study use.
  - Students should **maintain a file or notebook of completed worksheet assignments** for study and review in preparation for Quizzes and Unit Tests.
- Access to a Smartphone **cannot replace course requirement** for access to computer, reliable Internet, Blackboard and printer.
- **Smartphones or mobile devices cannot be used** for taking Blackboard Quizzes, NOR for submission of tardy assignments.

## Student Learning Outcomes: Upon successful completion of this course, students will:

### Lecture and Lab:

- 1) Know the characteristics of science in a way that will help them distinguish between science and pseudoscience.
- 2) Know the methods scientists use to gain knowledge of the natural world. Describe the reasoning processes applied to scientific investigations and thinking.
- 3) Know the basic units of the metric system.
- 4) Describe the characteristics of life and the basic properties of substances needed for life.
- 5) Know basic chemistry and how it relates to the study of animals, including the importance of water to life.
- 6) Understand how biologists explain the underlying unity of life and how they explain the diversity of life on earth.
- 7) Know scientific explanations for the origin of life.
- 8) Know basic cell biology including cell structure and function. Describe the structure of cell membranes and the movement of molecules across a membrane.
- 9) Know how the reaction for cellular respiration is used to make ATP and why this is important.
- 10) Know how somatic cells divide.
- 11) Know Mendel's Laws of Inheritance. Understand how Punnett squares can be used to illustrate these laws.
- 12) Know the molecular structures and functions of the nucleic acids, DNA and RNA. Know how gametes are produced and their importance to the continuance of life.
- 13) Know and be able to explain the evidence for evolutionary change.

## **(Student Learning Outcomes, continued):**

### **Upon successful completion of this course, students will:**

- 14) Know the explanation for evolutionary change, natural selection, and be able to use this knowledge to understand evolutionary relationships among animals.
- 15) Know the classification of humans and how this relates to other animals.
- 16) Know how biologists classify animals based on anatomy, physiology, development and the structure of their DNA.
- 17) Knowledge of the basic structures, evolutionary history, lifestyles, and importance to humans of the invertebrate animals and the animal-like protozoans.
- 18) Knowledge of the basic structures, evolutionary history, and lifestyles of the vertebrate animals.
- 19) Know the basic anatomy of the animals learned through dissections.
- 20) Learn the anatomy and physiology of vertebrate systems, using the fetal pig dissection as a method of learning vertebrate anatomy.

### **Also in Lab:**

- 21) Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
- 22) Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
- 23) Communicate effectively the results of scientific investigations.

## **Online Course Content included in this this Face-to-Face Course:**

**Blackboard** is the primary source for all course information. **Students need to access Blackboard daily.** Students should take Blackboard Quizzes and Unit Tests using a laptop or desktop computer, **NOT** using the Blackboard application (app) on a Smartphone. Specific course materials available on Blackboard will include: announcements from the instructor, online assignments with deadlines, slides and recordings from PowerPoint lectures and laboratory demonstrations, virtual simulated laboratory exercises, official Blackboard Quizzes and Unit Tests with deadlines, changes to the course schedule, study aids, grades on assignments and tests, etc.

**SPC E-mail:** Each student has an SPC E-mail account and should check it regularly (daily or every-other-day). Instructors and the administration will use this SPC E-mail address to contact the student, not a student's private, personal E-mail address.

### **Tutoring Resources:**

#### **SPC Tutors**

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

SPC has tutors at each campus and several online. SPC tutors will also be providing online tutoring through a platform called GoBoard ([www.goboard.com](http://www.goboard.com)), and a new App called PENJI. Students will book an appointment and be sent a link for their online session.

### **(Tutoring Resources, Continued):**

#### **Tutor.com**

Should a student need tutoring in the evenings, through the early mornings, or on weekends, students have 3 free hours each week on **Tutor.com**. Their hours will be reset every Monday morning. They can access tutor.com by logging into Blackboard and clicking the tutor.com link under the tools tab. For questions regarding tutoring, please email [tutoring@southplainscollege.edu](mailto:tutoring@southplainscollege.edu) or call 806-716-2538.

#### **Tutor.com hours:**

- Monday – Thursday: 8pm-8am AND 6pm Friday – 8am Monday morning

**\*\*\*The last day for a student to drop themselves from this course is Thursday, December 01, 2022.**

### **Course Evaluation/ Student Performance Assessment:**

#### **Student Performance Assessment using Examinations and Blackboard Quizzes:**

- **Four major exams (Unit Exams or Unit Tests) will be given during the semester (including the Final Exam = Unit Test #4).** These exams will assess student knowledge of the covered material, and will be administered in person in the classroom. Also, **Two Laboratory Practical Exams will be given in the semester**, administered in the laboratory.
- Unit Tests and Lab Practicals (completed in person) are NOT “open-books” NOR “open-notes” NOR “open-web searches”, and will be time-limited. No review sheets, no books or notes, no cell phones, no smart phones, no electronic devices, etc., are allowed.
- Unit Tests #1, 2, and 3 Plus Lab Practical Exam #1 will be scheduled throughout the semester. Unit Test #4 (the Final Exam) Plus Lab Practical Exam #2 are scheduled according to the SPC Fall Semester Final Exam Schedule, and will be scheduled according to SPC Exam Week Schedule. Each Unit Test will be worth 100 points, and each Lab Practical Exam will be worth 50 points. **Students may NOT drop their lowest test or exam score.**
- Unit Tests, Lab Practicals plus Blackboard Quizzes are weighted in the final Gradebook calculated so that they make up approximately 60% of the Course Grade.
- Each Unit Test will cover material from both lecture and lab. The exam format may include multiple-choice questions, true-false questions, definitions, matching, labeling, short answer questions, and essay questions, with laboratory examples and identifications when appropriate.
- The final exam (Unit Test #4) is NOT comprehensive—it only covers material presented since the end of Unit Test #3 material. So, Unit Test #4 is “just another” Unit Test, even though it is also called a Final Exam.
- To avoid technical issues during online Blackboard Quizzes, students should take each quiz as early as possible and within normal business hours. If a student has problems at 2AM, there will be no services available for assistance.

**(Examinations and Blackboard Quizzes, continued):**

- Students should NOT miss a Unit Test, Lab Practical Exam or Blackboard Quiz—due dates will always be provided. Any student who misses a Unit Test, Lab Practical Exam or Blackboard Quiz will have a zero-score entered for that item (**except for “excused-absence” criteria below, AND correct notification of instructor within 24 hours of due date**).
- **In order to be considered for eligibility to make-up a missed Unit Test or Blackboard Quiz, the student must meet “excused-absence” criteria AND the student (or a representative) must contact the instructor within 24 hours of the exam due date.**
- **There are no makeup opportunities for the two Lab Practical Tests;** however, if excused absence criteria are met AND the student (or a representative) contact the instructor within 24 hours of the Lab Practical Test date, then the zero score will be exempted.
- **“Excused-absence” criteria include:**
  - a serious illness,
  - COVID-19 related Isolation with positive COVID-19 test results (see COVID-19 Statement) and, if coincides with “quiz/testing due dates” or “lab or homework due dates”, then must be accompanied **by illness that prevents online work,**
  - a legitimate emergency,
  - an official college trip,
  - or the death of an immediate family member
  - in each of the cases above, **the appropriate confirmation information** must be provided to the instructor.
- Students who have tested positive for COVID-19 should contact SPC Health Svcs, DeEtte Edens, BSN, RN at (806) 716-2376 [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).
- Students testing positive **even if they already had COVID before** should notify SPC Health Svcs, DeEtte Edens, BSN, RN at (806) 716-2376 or [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).
- All quizzes in this courses (called Blackboard Quizzes or BB Quizzes) will be taken online. Blackboard Quizzes will be administered throughout the semester, and due dates will be provided within the corresponding Weekly Learning Materials. Quizzes may be related to pre-assigned readings from the Hickman Text and Van De Graafs Photographic Atlas, lecture material, homework assignments and lab material from the assigned Materials.
- Blackboard Quizzes (which will be administered exclusively online) will use the Blackboard Learning System, will be “open-books” and “open-notes” and “open-web searches”, **BUT there is a time limit for completing each quiz, and quiz questions and answers (if multiple choice) are randomized, so students are advised to have studied beforehand.**
- Also, please note that not all “web searches” provide reliable information, nor do all “web searches” match evidence-based scientific knowledge. Students should study materials provided in lecture, reading assignments, laboratory exercises, and any study-aids or additional resources provided within this course when preparing for graded quizzes.

### **(Examinations and Blackboard Quizzes, continued):**

- Internet searches for answers to quiz questions may not provide the student with correct answers. Some quiz questions specifically ask student to use material as presented in lecture or lab in order to correctly answer a question.
- Although students are authorized to use their textbooks, notes, lab books & notes, and web searches while taking an online Blackboard Quiz, each student must personally take each quiz/test by themselves without the aid of another student, or a former student, or any human or virtual assistant, or a tutor, and this includes without the aid of text-messaging or instant-messaging or using Blackboard Collaborate Ultra, unless a student has received approval for specific Special Accommodations (see Policy below).
- Using the aid of another person or virtual assistant when taking a Blackboard Quiz is considered Cheating (see Policy above), unless a student has received approval for specific Special Accommodations through the SPC Disability Services Office (see Policy below).
- All Unit Tests and Lab Practicals will be administered face-to-face in the Classroom and/or Laboratory, and no textbooks, no notes, no lab books, no study aids or electronic devices (including phones) will be allowed during test taking.
- **In order to be considered for eligibility to make-up a Blackboard Quiz or Unit Test, the student must meet “excused-absence” criteria AND the student (or a representative) must contact the instructor within 24 hours of the Quiz or Testing due date.**
- **The lowest (1) Blackboard Quiz grade will be dropped before the final course average is calculated at the end of the semester.** If a student misses a Blackboard Quiz and does not meet “excused absence” criteria for make-up opportunity, and does not notify the instructor within 24 hours of the quiz due date, then that grade of zero will become that student’s dropped quiz grade for the semester. No student can drop more than one Blackboard Quiz.
- Please make sure to use a reliable computer on a reliable Internet connection to take all Blackboard Quizzes. Only on rare occurrences will the Instructor reset a student’s quiz attempt. If the Instructor resets a student’s testing, it will be “One-Time Only” per semester.
- ***Smartphones or mobile devices cannot be used*** for taking quizzes or assignment submission.

### **Student Performance Assessment using Homework Video Worksheets, Connect Virtual Simulated lab assignments, and Face-2-Face Laboratory Worksheets:**

- Blackboard Homework and other Worksheets assignments, Plus virtual, simulated lab assignments (Connect by McGraw Hill), Plus Face-2-Face Lab exercises with worksheets will be scheduled throughout the semester
- Homework Assignment Worksheets, Connect Virtual Simulated Lab assignments, and Face-2-Face Lab Exercises with Worksheets are weighted in the final Gradebook calculated so that they make up approximately 40% of the Course Grade. The homework and virtual, simulated assignments will be posted within each corresponding Week of Materials.

**(Student Performance Assessment using Homework Worksheets, Connect Virtual lab assignments, and Face-2-Face Laboratory Worksheets, continued):**

- Late Homework Video assignment worksheets may be accepted for up to one week after the due date (except those assignments and exercises scheduled due beginning the week of testing when worksheet answers might be posted, or when graded worksheets have already been returned to the class), *if the student receives permission from the Instructor ahead of time; however, approved late work loses 25% grade value.*
- **The lowest (1) score for Homework Video assignment worksheet (1 out of 13 total), PLUS the lowest (2) Worksheet scores from In-person Face-2-Face Lab exercises (2 out of 26) will be dropped before the final course average is calculated at the end of the semester.** If a student misses one of the above and does not meet “excused absence” criteria AND does not contact the instructor within 24 hours of the assignment due date, **then that grade of zero will recorded.** There will be **NO dropped scores for any missed Connect Virtual Simulated Lab assignments** at the end of the semester. **There is NO makeup for Face-2-Face Labs** (excused absences beyond two may be exempted from final grading).

**Grade Summary:**

Category	Approx. Available Points	Approximate % of Final Grade
Unit Exams (4) Lab Practicals (2)	4 @ 100 points = 400 2 @ 50 points = 100	
		<b>Weighted to equal</b>
Official Blackboard Quizzes	Best 6 out of 7 @ 25 points = 150	<b>Approximately 60% of Final Grade (Notice that these points are <u>WORTH MORE</u> than Assignment or Lab Points)</b>
Blackboard Video Assignment Worksheets Weekly Virtual Connect Labs Face-2-Face Lab Worksheets	Approx. Best 12 out of 13 @ 15pt Keep all 14 weeks @ 10pt Best 24 out of 26 @ 15pt	<b>Weighted to equal approximately 40% of Final Grade</b>
	<b>Approx. 1300 total</b>	<b>100%</b>

**Final Letter Grade Policy:**

\*Course Average: Each point earned in Exams & Quizzes is weighted to equal approx. 60% of Final Course Grade, and each point earned in Assignment/ Worksheets/ Labs is weighted to equal approx. 40% of Final Course Grade. If a student’s final course grade is less than one half a percentage point away from the next higher letter grade, the instructor may consider giving the higher letter grade, related to bonus points/extra credit that may be available on unit exams.

Final Letter Grade	Course Average*
A	90 – 100%
B	80 – 90%
C	70 – 80%
D	60 – 70%
F	0 – 59%

## **Policies, Procedures, and Rules:**

### **1) Class Attendance Policy:**

- Attendance will be measured by a student's ability to consistently attend lectures and labs so that she/he submits in-class worksheets, participates in group discussions, and logs on to Blackboard each week and COMPLETES the assigned work as scheduled. Failure to participate and turn in assignments by due dates will be recorded as an "absence" and "zero grade", unless and until "excused absence" criteria are met (see below).
- 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 (Wednesday, September 14, 2022 for Fall Semester 2022), 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 and does not officially withdraw from that course by the official census date of the semester, may be withdrawn administratively from that course and receive a grade of "X" as determined by the instructor.
- "Excused-absence" criteria include:
  - a serious illness,
  - COVID-19 related Isolation with positive COVID-19 test results (see COVID-19 Statement) and, if coincides with "quiz/testing due dates" or "lab or homework due dates", then must be accompanied **by illness that prevents online work,**
  - a legitimate emergency,
  - an official college trip,
  - or the death of an immediate family member
  - in each of the cases above, **the appropriate confirmation information** must be provided to the instructor.
- When absences become excessive and, in the instructor's opinion, the minimum course objectives cannot be met, the student may be withdrawn (dropped) from the course.
- Any student who:
  - does not submit assignments/ lab exercises/ quizzes/ tests on schedule, AND
  - who "goes Radio-silent", meaning that there is no communication from that student which can be verified with acknowledgement receipt from the Instructor during any two-week period (equivalent to 12 hours of traditional class-meeting absences in a row, regardless of the reason), AND
  - who has reached a point where they no longer have a chance for a grade of "D" or better, THEN such a student **will be considered excessively absent, and will be urged to drop the class with a "W". If that student still does not withdraw from the course voluntarily, the instructor reserves the right to administratively withdraw (drop) that student from the course (with an "X").**

### **(Class Attendance Policy, continued):**

- It is the student's responsibility to verify administrative drops for excessive absences 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.

### **2) Student Code of Conduct Policy:**

- Any successful learning experience requires mutual respect on the part of the student and 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 the classroom or virtual meeting, or administratively withdrawn from the course.
- As future professionals, students are to communicate with each other in a professional & civil manner. At all times we will treat each other with dignity and respect. That means **no profanity or conversations that the instructor believes are inappropriate**. The instructor has the final say for what may be considered "inappropriate". If there are problems in this area, a student may be asked to leave the classroom or virtual meeting.

### **3) Plagiarism and Cheating:**

Students are expected to do their own work on all projects, quizzes, assignments, examinations, & 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, copied or downloaded from another student, an online term paper site, or a mail order term paper mill;
  2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
  3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
  4. 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 during an examination, quiz, or homework assignment;
  4. Entering an office or building to obtain unfair advantage;
  5. Taking an examination for another or assisting another during test taking;
  6. Altering grade records;

**(Cheating violations** include, but are not limited to, the following, continued):

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 or quiz, test or quiz answers, or someone else's paper.

#### **4) Technical Difficulties:**

##### Lost/Corrupt/Disappeared Files:

- You should keep/save a copy of each Homework Video assignment worksheet (take a photo or scan) that you will turn-in (NOT the Connect virtual, simulated exercises), on a personal computer, smartphone or external disk. Use this copy for study purposes if your original homework worksheet is not returned before testing or is lost.
- If you must submit a worksheet under "tardy" circumstances, using online submission instructions, then you should save a copy of your worksheet to your own personal computer before submission.
- In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, file in wrong format, etc.) or any contradictions/problems, the Instructor may/will request you to resubmit the file.
- In other words, if you submit a tardy document online through Blackboard, but it is not received correctly into Blackboard or by SPC email attachment (lost in cyberspace) or cannot be graded due to format error or file corruption, you need to resend it, corrected, with little or no "downtime" in regard to the timeline for submission.
- If you experience technical difficulties, please refer to the Help List (will be provided under Course Information within Blackboard menu for this course) for offices/personnel to call for help with your unique issue(s).
- All SPC campuses are expected to have internet and computer access for students throughout the semester. This link <http://www.southplainscollege.edu/emergency/wifi-resources.php> is also listed in the Help List (under Course Information), indicates where Wi-Fi access is available on SPC Campuses.
- Please notify the instructor immediately of these difficulties. Only on rare occurrences will the Instructor reset a student's quiz attempt. If the Instructor resets a student's testing, that will be "One-Time Only" for the semester.
- **A minimum of 6-7 hours of outside work will be required in order to pass in this course. More time will be required if a student is striving for a higher grade (planning to transfer credits and/or gain admission to professional school).**

### **5) Diversity Statement:**

In this class, the instructor 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 everyone to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, society will be modeled as it can be.

### **6) Privacy Statement:**

The federal law guaranteeing student privacy is the policy of this professor as well as that of SPC. This means that the instructor will not discuss a student's grade with anyone other than that student (which means that the instructor will NOT discuss a student's grade with parents, guardians, friends, etc.)

### **7) Disability 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, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### **8) Special Accommodations:**

Any student with disabilities or special needs should **identify themselves within the first enrollment week in the class**. The instructor will do everything in her power to accommodate any special needs.

### **9) Nondiscrimination Policy:**

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.

### **10) 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 Health and Wellness Center. 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 the Health and Wellness Center at 806-716-2529 or [email dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **11) Campus Concealed Carry:**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php> Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**ALiCE Active Shooter Response Training Sessions** are made available to students each semester.

### **12) Copyright Notice:**

All material presented by the instructor in this 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 for this course (ex. course information sheet, contact information, weekly checklists, worksheet assignments, posted reading assignments). 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. If any course material is found on other websites, this becomes an act of academic misconduct and will be dealt with appropriately following the guidelines of the college concerning academic integrity.**

### **13) COVID-19 Statement:**

- All SPC students should engage in safe behaviors to avoid the spread of COVID-19 in the SPC community.
- If you are experiencing any of the following symptoms, please **do NOT attend class (not lecture and not lab)** and either seek medical attention or test 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
- SPC will follow the recommended 5-day isolation period for individuals who test positive.

**(COVID-19 Statement, continued):**

- COVID reporting for Positive Test
  - Students should notify DeEtte Edens, BSN, RN, Associate Director of Health and Wellness, if they have tested positive. Please contact SPC Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu)
  - The home tests are sufficient but students need to submit a photo of the positive result. **The date of test must be written on the test result and an ID included in the photo.** If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu)
  - A student is clear to return to class without further assessment from DeEtte Edens if they have completed:
    - the 5-day isolation period, symptoms have improved and they are without fever for 24 hours without the use of fever-reducing medication
    - Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive test result.
  - Students must communicate with DeEtte Edens **prior to their return date if still symptomatic at the end of the 5-day isolation.**
- Students who test positive **even if they already had COVID before**, should notify SPC Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

**Note: The instructor reserves the right to modify the course syllabus and policies, the lecture and laboratory schedules, the test and quiz dates, and the assignments or due dates, as well as notify students of any changes, at any point during the semester.**