*The following template is intended to serve as a guide to you as you prepare your class syllabus in accordance with St. Petersburg College policies and Quality Matters (QM) standards. The following template includes the components required in course syllabi, a few additional suggestions, and questions for you to consider as you prepare for your course(s). Required portions appear in bold letters for which you must use the exact language. Instructors may vary the wording for other non-bold areas although the bolded general topic area is required. You may add other information but this template includes all required basics. If an item is listed as an option or an additional resource it is not required that you use it, although it may reflect common student concerns/issues that often arise.*

*To Edit this Syllabus:*

1. *Go to the Course Content area of your course and click the BEGIN HERE module on the left. (There is also an editor in the Faculty resources)*
2. *In the list of topics, next to the Syllabus topic, click the context menu (dropdown arrow), and select Edit HTML.*
3. *Make the necessary changes to the file, including deletion of this informational text intended only for faculty, and click the blue Update button at the bottom to save your changes.*

***Note:*** *Your changes to the HTML file in the BEGIN HERE module are automatically shown in the Syllabus module, since they both contain the same file.*



Course Syllabus

Enter course title here (e.g., Studies in Applied Ethics) Enter course number here (e.g., PHI1600), Section # (e.g., 2939)

Online Instruction

Enter semester code (e.g., 0610): Enter semester and year (e.g., Fall 2022)

View [How to Be a Successful Student](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

# Welcome

Enter a learner-friendly welcome statement here.

# Instructor

**Name:** Enter name here

**Email:** Enter email address here (lastname.firstname@spcollege.edu)

**Phone:** Enter phone here

**Office and Online Hours:** Enter office/online hours here (if applicable)

**Office Location:** Enter campus and room number here (if applicable)

**Instructor Webpage:** Copy/Paste Web address here (find yours at the [Faculty by Name](http://webapps.spcollege.edu/instructors/name/A) [site](http://webapps.spcollege.edu/instructors/name/A) )

# Academic Department

## Dean

**Name:** Enter dean name here

**Office Location:** Enter dean campus and room number here **Office Phone Number:** Enter dean phone number here **Email:** Enter dean email address here

## Academic Chair

**Name:** Enter academic chair name here

**Office Location:** Enter academic chair campus and room number here **Office Phone Number:** Enter academic chair phone number here **Email:** Enter academic chair email address here

## Website

Copy/Paste Program Web address here

# Course Information

QM 1.2: Introduce learners to the purpose and structure of the course.

## Course Description

Provide a brief course description/overview. Provide a link to the full course description from C&I/CurricUNET

## Course Goals and Objectives

List the course Goals and Objectives that will lead the student through the learning process to achieve the course goal. Again, this would be in addition to, or a clarification of, the C&I/CurricUNET Approved Course Outline.

QM 2.1: State course learning objectives that describe outcomes that are measurable.

QM 2.2: State module-level learning objectives that describe outcomes that are measurable and consistent with the course-level objectives.

QM 2.3: State learning objectives clearly, write them from the learner's perspective, and be sure they are prominently located in the course.

QM 2.5: Be sure that the learning objectives or competencies are suited to the level of the course.

1. One...
   1. A...
   2. B...
   3. C...
2. Two...
   1. A...
   2. B...
   3. C...
3. Three...
   1. A...
   2. B...
   3. C...
4. Four...
   1. A...
   2. B...
   3. C...
5. Five...
   1. A...
   2. B...
   3. C...
6. Six...
   1. A...
   2. B...
   3. C...
7. Seven...
   1. A...
   2. B...
   3. C...
8. Eight...
   1. A...
   2. B...
   3. C...

## Prerequisites

(Course & Skill Set)

QM 1.7: State any expectations for prerequisite knowledge in the discipline and/or any required competencies.

## Availability of Course Content

(e.g., when segments/components/units of the course will "open," if students will be able to work ahead, or work "behind."

QM 1.4: State or link to course and institutional policies with which the learner is expected to comply.

## Other Critical Course Expectations

(e.g., field study, proctored testing).

## Proctored Testing

(If applicable)

View [Proctored Testing with Honorlock](https://mycoursessupport.spcollege.edu/information-for-online-students/proctored-testing/honorlock/proctored-testing-with-honorlock).

# Required Textbook & Other Resource Information

Required Textbook Enter textbook here

Publisher Information: Enter publisher information here ISBN: Enter ISBN here

Recommended Text or Other Reading Material: Enter other recommended texts or reading material here

View the textbook sites:

* [Pay for Your Textbooks](https://www.spcollege.edu/financial-aid/receiving-financial-aid/paying-for-your-textbooks)
* [SPC Bookstore](https://spcollege.bncollege.com/shop/spcollege-tarpon-springs/home)
* [Find Course Materials](https://spcollege.bncollege.com/shop/spcollege-tarpon-springs/page/find-textbooks)

If you have any questions regarding the course textbook, contact the SPC bookstore Monday-Thursday, 10am-4pm at 727-940-9019.

## Usage Rights and Permissions

Include here, if applicable, any permissions received for use of materials contained in this course.

For example:

Content pages in this course contain hyperlinks to a number of online resources located on the Internet (i.e., Web pages, videos). These links go directly to the primary online source. Online resources are not copied, downloaded, or embedded in this course, unless otherwise noted. When clicked, these online resources open in a new tab/page of the Web browser so that students are made aware of the primary origin of the particular resource - Web address, author/entity, date, etc.

# Learner Support

Answers to questions regarding accommodations may be found at the [Accessibility](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services) [Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services) site. If you are in need of accommodations, please contact a campus [Accessibility Services Coordinator](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services/accessibility-services-contacts). If you need a Sign Language Interpreter, complete the [Interpreter/Captionist Request Form](https://web.spcollege.edu/survey/664).

## Titans Care

As an SPC student it's vital that you know Titans Care. You can access resources through SPC's [Student Assistance Program (SAP)](https://mycoursessupport.spcollege.edu/student-assistance-program), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge, and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are

considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

View the [Learning Resources](https://www.spcollege.edu/current-students/learning-resources) site.

View the [Learning Center Tutoring Schedules](http://spcollege.libguides.com/c.php?g=609501&p=4230937). View the [Student Services](https://www.spcollege.edu/current-students/student-affairs) site.

Articulate or link to:

QM 7.2: SPC's accessibility policies and services.

QM 7.3: SPC's academic support services and resources that can help learners succeed in the course.

QM 7.4: SPC's student services and resources that can help learners succeed.

# Important Dates

Course Dates: Enter course beginning and ending dates here OR View the [Academic](https://www.spcollege.edu/academic-calendar) [Calendar](https://www.spcollege.edu/academic-calendar).

Drop Date: Enter Drop date here OR View the [Academic Calendar](https://www.spcollege.edu/academic-calendar).

Withdrawal Date: Enter Withdrawal date here OR View the [Academic Calendar](https://www.spcollege.edu/academic-calendar). Proctored Testing Dates: [Proctored Testing with Honorlock](https://mycoursessupport.spcollege.edu/information-for-online-students/proctored-testing/honorlock/proctored-testing-with-honorlock)

Financial Aid Dates: View the [Financial Aid Dates](https://www.spcollege.edu/financial-aid/financial-aid-dates).

# Discipline-Specific Information

In this section, you can provide discipline-specific information as well as program information with links (e.g., disposition, standards, etc.)

# Attendance

View the college-wide attendance policy included in [How to Be a Successful Student](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities).

The policy notes that each instructor is to exercise professional judgment and define "active participation" in class (and therefore "attendance"), and publish that definition in each syllabus.

For this class, attendance is defined as: Enter attendance definition here.

QM 1.4: State or link to course and institutional policies with which the learner is expected to comply.

# Grading

QM 3.1: Be sure that the assessments measure the achievement of the stated learning objectives.

QM 3.2: Be sure that the course grading policy is stated clearly at the beginning of the course.

QM 3.3: Provide specific and descriptive criteria for the evaluation of learners' work, and clearly explain their connection to the course grading policy.

Describe the grading system by which the student's coursework will be assessed. Specify how assignments and other course components are weighted in regard to overall course grade. The grading system should address opportunities for success across different learning styles and examination methods that test higher order cognitive and affective skills. If this is an SPC College Writing Requirement course, you need to demonstrate how this requirement is being accomplished. You will clarify your policy on late assignments as well as extra credit (If applicable).

## How to check your Grades and review feedback:

* [Checking Your Grades](https://mycoursessupport.spcollege.edu/checking-your-grades)
* [Reviewing Dropbox Submissions](https://mycoursessupport.spcollege.edu/reviewing-a-dropbox-submission)
* [Checking Discussion Grades and Feedback](https://mycoursessupport.spcollege.edu/checking-discussion-grades-feedback)
* [Reviewing Quiz Submissions](https://mycoursessupport.spcollege.edu/reviewing-a-quiz)

## Grading Scale

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

# Assignments

In this section, you may list assignments, information on the date due, scope of assignment and relative weight toward the final grade in the course. If applicable create

a separate web page for the list of assignments and place a prominent link to the assignments page on the syllabus page. In this section, you can also add any formatting requirements for assignments (i.e., APA, etc.)

# Students' Expectations and Instructor's Expectations

QM 1.4: State or link to course and institutional policies with which the learner is expected to comply.

## Required Interaction

Required Interaction (e.g., expectations on communication between and among students and the instructor).

QM 5.3: State the plan for interacting with learners during the course. QM 5.4: State the requirements for learner interaction.

## Participation, Conduct, and Netiquette

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to Be a Successful Student](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities).

QM 1.3: State communication expectations for online discussions, email, and other forms of interaction.

## Academic Honesty

View the [Academic Honesty Policy](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know).

## Copyright

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [Copyright.gov](https://www.copyright.gov/).

# Turnitin

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit

review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](https://turnitin.com/agreement.asp). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Reviewing a TurnItIn/Originality Report](https://mycoursessupport.spcollege.edu/reviewing-a-turnitin-report) tutorial.

# Student Survey of Instruction

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

# Technology

## Minimum Technology Requirements

View the [Technical Requirements for MyCourses](https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses).

SPC offers Microsoft Office software to current students at no additional cost. The software is available for both Windows and Mac computers. View the [How to Download](https://mycoursessupport.spcollege.edu/download-office-2016) [Microsoft Office](https://mycoursessupport.spcollege.edu/download-office-2016) tutorial.

QM 1.5: State the minimum technology requirements for the course and information on how to obtain the technologies.

## Minimum Technical Skills

Specify the minimum technical skills expected of the learner: general and course- specific learners must have to succeed in the course.

Students should know how to navigate the course and use the course tools. Dropbox- style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay

assignments.

QM 1.6: State the computer skills and digital information literacy skills expected of the learner.

## Technical Support

Technical support is available via the [SPC Technical Support Center](https://support.spcollege.edu/_layouts/15/start.aspx%23/SitePages/Home.aspx).

QM 7.1: Articulate or link to a clear description of the technical support offered and how to obtain it.

## Accessibility of Technology

* [MyCourses (Brightspace by Desire2Learn) Accessibility](https://www.d2l.com/accessibility/)
* [Turnitin Accessibility](https://www.turnitin.com/about/accessibility)
* [Honorlock Accessibility](https://honorlock.com/accessibility-statement/)
* [Google (YouTube) Accessibility](https://www.google.com/accessibility/)
* [Ensemble Accessibility](https://help.ensemblevideo.com/hc/en-us/articles/360000211806-Accessibility-Solutions)
* [Cengage Accessibility](https://www.cengage.com/accessibility/)
* [McGraw-Hill Accessibility](https://www.mheducation.com/about/accessibility.html)
* [Pearson Accessibility](https://www.pearson.com/us/accessibility.html)
* [Microsoft Accessibility](https://www.microsoft.com/en-us/accessibility/)

QM 8.6: Provide vendor accessibility statements for all technologies required in the course.

## Privacy

* [MyCourses (Brightspace by Desire2Learn) Privacy](https://www.d2l.com/legal/privacy/)
* [Turnitin Privacy](https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm?Highlight=privacy%2Bstatement)
* [Honorlock Privacy](https://honorlock.com/student-privacy-statement/)
* [YouTube Privacy](https://support.google.com/youtube/answer/7671399?p=privacy_guidelines&hl=en&visit_id=636916340919958182-33824501&rd=1)
* [Ensemble Privacy](https://ensemblevideo.com/company/privacy-policy.aspx)
* [Cengage Privacy](https://community.cengage.com/pyejh52637/attachments/pyejh52637/CounselingSocialWorkHelpfulResources/4/2/Privacy%20Statement.pdf)
* [McGraw-Hill Privacy](https://www.mheducation.com/privacy.html)
* [Pearson Privacy](https://www.pearson.com/corporate/privacy-notice.html)
* [Microsoft Privacy](https://privacy.microsoft.com/en-us/privacystatement)

QM 6.4: Provide learners with information on protecting their data and privacy.

## Instructional Continuity Plan

To be prepared in the event of weather or other emergency disruptions, review the

[Emergency Preparedness Procedures for Students](https://mycoursessupport.spcollege.edu/emergency-preparedness-procedures-for-students).