

MATH for Teachers II – MATH 1351.151

1. Read the entire document very carefully! When you are finished reading, scroll back to this page and reread it!
2. Open the Course Schedule document located in Blackboard under “Start Here”. Read the Assignment List!
3. Print the Assignment List/Course Schedule, and put it in a place where you can refer to it often.
4. Send me an email to my SPC email stating the following: “I read the entire syllabus, and I accept all of its requirements. I printed the Assignment List and watched the Navigation/Welcome video.” Type your name at the bottom of the message. Send it to me by September 1st, by 11:00 pm. This message will count as your first homework grade. If it is late, I will deduct 10 points per day.
5. Register for MyMathLab by clicking on the “Pearson Access” link provided in “Course Content”. I will explain the steps to do this in the navigation video posted in Blackboard. PLEASE make sure to follow the steps given. If you took MATH 1350 last semester, you should be able to use your same username and password. If you purchased the 24 month version last semester, you will not have to repurchase MML.

South Plains College
Department of Mathematics and Engineering
MATH FOR TEACHERS I: 1351.151
Class Policies Spring 2024

Instructor: Kaylan K Thompson
Office: M111
Telephone: (806) 716-4886
Email: kthompson@southplainscollege.edu

- The gradebook for this course is located in Blackboard, not MML.
- **Email Correspondence:** All email correspondence should come from your SPC email address. Please give me up to 24 hours to respond via email. Please do not message me using Blackboard messages. I do not check messages in Blackboard, but I will check my SPC email regularly. If you email about a specific math question, please attach a picture of the question and the work that you have tried.

Office Hours: as listed below or by appointment.

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am – 11:00 am 1:30 pm – 2:30 pm		9:00 am – 11:00 am 1:30 pm – 2:30 pm		9:00 am – 11:00am

How this course is conducted: This is an online course meaning you will access course information and respond to me and/or other students through the use of the Internet. Blackboard and MyMathLab will be used to deliver and manage this course.

Textbook & Materials:

MyMathLab Student Access Kit: A Problem Solving Approach to Mathematics for Elementary School Teachers, 13th edition, by Billstein, Libeskind, & Lott. ISBN: 9780135190050

Supplies: Pencils, erasers, 3-ring binder, notebook paper, ruler, protractor, compass, scientific calculator (when allowed). You will need reliable internet service, a way to print documents, a way to scan and upload documents, a webcam (internal or USB) with a microphone.

Technical Support

I will be glad to help you with MyMathLab (MML) and Blackboard when I can, but please contact the following for any login or technical issues:

Blackboard: Student support is available by emailing blackboard@southplainscollege.edu or calling 716-2180. When emailing a request for help, include your full name, course(s) enrolled in, name of instructor(s) and a phone number where you can be reached. There are also Blackboard video tutorials available at <http://ondemand.blackboard.com/students.htm>. You can also get to these videos by logging into Blackboard and clicking the My Blackboard tab.

Honorlock: <https://honorlock.com/support/>

MyMathLab: <http://pearsonmylabandmastering.com/students/support>

You can email or chat online. The chat online is the fastest way to reach them. The home page for MyMathLab is <http://pearsonmylabandmastering.com>. On this page, you will see a box titled Students. In this box, you will find links for “Getting Registered” and “Support”.

Calculators: You may use a scientific or graphing calculator.

MyMathLab System Requirements: Please follow the link to see the system requirements for MyMathLab.

<http://www.pearsonmylabandmastering.com/northamerica/mymathlab/system-requirements/>

Class Policies

Logging Into Your Course: Under no circumstances are you allowed to give your User ID and/or passwords to anyone (for either Blackboard or MyMathLab). If someone other than you logs into this course, I will withdraw you from the course with an F, regardless of the reason. If you are taking this course with a roommate, sibling, spouse, or significant other, you must inform me of this immediately. Failure to disclose this information could result in your being withdrawn from this course with an X or F.

Academic Integrity: It is the aim of South Plains College to foster a spirit of complete honesty and a high standard of integrity. Please refer to the SPC General Catalog policy under “Academic Integrity” and “Student Conduct” regarding consequences for cheating and plagiarism. This is an online environment, and others will see your responses to discussion posts. Do not post any pictures or data that others may find offensive. You are expected to work alone on all tests and quizzes. You may use your textbook and notes for assistance. If you choose to cheat on any test, you will be withdrawn immediately from this class with a grade of F. Whether you copy someone else’s work or you allow someone to copy your work is immaterial. Cheating of any type is not tolerated.

Computer Issues: If your personal computer becomes “disabled”, there are computer labs on the Levelland and Reese campuses, which you may use to access this course. Please remember that it is your responsibility to have a backup plan in place in case your computer goes down. Do not wait until it is a crisis situation! Computer problems, mechanical failures, Internet service issues, etc. do not constitute excuses for late submission of work. Deadlines will NOT be altered. This means that you should not wait until the last minute to work on assignments! All assignments are due at 11:00 pm. I suggest that you try to turn in assignments before the due date, so that if you have technical issues, you will have time to deal with those issues and still get your assignments in on time. If the SPC server is down, you may access MyMathLab directly at <http://pearsonmylabandmastering.com>.

Netiquette: No profanity under any circumstances! Respect and courtesy is required at all times. Even though we are not meeting face to face, I still expect formal/polite classroom decorum, as do your classmates. Students who decide to insult, embarrass, intimidate, or coerce other students or me will be dropped from this course immediately.

Withdrawal: If you are administratively withdrawn from this class, you will receive an F or X at my discretion. If you wish to withdraw from the course for any reason, you must contact the admissions office. If you live in Lubbock or Levelland, you will need to go to the admissions office (Levelland or Reese Campus) to drop the class. If you do **not** live in Lubbock or Levelland, contact the Registrar’s Office (806-716-2371) for further instructions. Please send me an email telling me you are withdrawing

and why. If you drop this class, a W does not become effective until you complete the required steps with the admission's office. Until I receive official notification of your withdrawal, you are still on my class roll and are subject to being dropped with an F.

Grading Policy: SA & Volume Lesson Video	10%
Nearpod Lesson	10%
Homework Average	10%
Quiz Average	10%
Unit Exams	60%

Grading Scale:	A: 90 and above	D: 60 – 69
	B: 80 – 89	F: 59 or below
	C: 70 – 79	

You may access your grades at any time during the course by looking at the gradebook in Blackboard. There is also a gradebook in MyMathLab. The gradebook in MML will **only** give you the average for the assignments completed in MML. Those grades are imported into the gradebook in Blackboard. The gradebook in Blackboard will give you your course grade for all of the assignments completed (MML and Blackboard assignments). If you have an assignment that says past due, that assignment has not been included in calculating the overall average. Once I submit a zero for the assignment, then it will be included in the average. Work hard throughout the semester! I do not curve test grades for any reason. I also do not allow any one student to be a special case. Do not ask for extra points or for me to bump up your grade at the end of the course. You must *earn* all points that you receive.

All assignments completed in MML will be graded instantly as they are submitted. The grades in MML will upload into the gradebook in Blackboard every few hours. For assignments outside of MML, grades and feedback on work from the instructor will be provided within one week after the assignment's due date.

Assignments

Most assignments will be completed in MyMathLab (MML), but a few will be located in Blackboard. Please be aware of deadlines because once deadlines have passed, you will no longer have access to those assignments. You may turn your work in early if you wish. Each test, including the final, will open three days prior to its deadline. Deadlines will not be changed for any reason!

Homework: There will be 20 homework assignments in MML. These homework assignments will include some media problems in which you might have to view videos and PowerPoints or participate in animations or eManipulatives. As long as you complete these media problems, you will receive credit for them. They should be very helpful for learning the material in that section. Homework problems given in MML may be reworked as many times as you wish, before the deadline, to get a 100 on the assignment. I encourage you to take advantage of this opportunity. After watching the videos, if you are still not sure how to work the problems, use the tab that says "Question Help" and click on "Help Me Solve This" or "View an Example". There will also be a few worksheets that will count as homework grades. These are located in Blackboard within the Units folders. These will require that you print the assignment, work them out, scan your work, and email it back to me.

Discussions: There will be 2 discussion topics throughout the semester that are located in Blackboard and will count as homework grades. You can get to these from the Discussions link or from the Units folders. You will have to make one new post, including all the required information, and at least one reply for each discussion. As long as you do so, you will receive a 100.

Quizzes: Quizzes will be given in MML. You may submit quizzes two times, and the highest of the two grades will be counted. When you open a quiz, you will have 80 minutes to complete it unless you open a quiz less than 80 minutes before the deadline. For example, if you open a quiz 10 minutes before the deadline, then you only have 10 minutes to complete the quiz. You may use your textbook, homework, and notes. You will be allowed to review quizzes immediately after submitting them.

MML Tests: Exams 2 and 4 will be given in MML.

- Tests are password protected. Each test will have a different password that I will e-mail to you in **Blackboard** the day before the test is released. Those tests will open 3 days prior to their due dates. When you open a test, you will have **two** hours to complete it unless you open an exam less than two hours before the deadline. You may use a hard copy of the textbook, problems that you have written down from homework or quizzes, and notes, but you will not be able to access assignments or the book in MyMathLab during the test. If you click outside of the test, you will be locked out.
- You may not need all the time, but you will want to schedule the full amount of time just in case you do need it. The tests are not printable. You must remain connected to the Internet and logged into **MyMathLab** for the duration of each test. Change the sleep settings on your computer while testing. Do not allow your computer to go to sleep or hibernate during a test.
- It is critical that you use a reliable computer with a trustworthy Internet connection to take tests. You should reboot your computer before beginning a test. All other applications should be closed as you complete a test. If your computer is "glitchy," do not use it to take tests. If your Internet connection is "spotty," do not use it to take tests. Make plans to use a computer in one of the SPC labs if you do not trust either your computer or Internet connection.
- If you are disconnected from your computer or bumped out of a test due to Internet outage, computer malfunction, or program interruption, you will be locked out of your test until I re-enable your test access. I am the only person who can restart your test. Do not contact Pearson. If this occurs, immediately login to **Blackboard** and send me an e-mail telling me the details of your situation.

Blackboard Exams: (monitored using Honorlock) Exams 1 and 3 will be paper exams given in Blackboard monitored using Honorlock.

- Exams will be monitored virtually via the Honorlock software. In order for Honorlock to work correctly, you need to be using the **most up-to-date Chrome internet browser** and add the Honorlock plug in/extension. This extension can be added at <https://app.honorlock.com/install/extension> .
- Enrollment in the course is an agreement to abide by and accept all terms for online testing. Online exams within this course will require online proctoring. **Therefore, students will be required to have a webcam (USB or internal) with a microphone** when taking an exam as well as the **Chrome internet browser**. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must

be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. Students must ensure that any recordings do not invade any third party privacy rights and accept all responsibility and liability for violations of any third party privacy concerns.

- Tests must be completed in the time window given. Once you begin your exam, you must finish it and submit it during that sitting. You are not allowed to stop and come back to it later. You are not allowed to take breaks during the exam so plan accordingly. An exam should not take more than two hours to complete. Therefore, you will pick a window of two hours out of the 24 hour window that the exam is posted.
- **Your PDF of the exam** must be submitted by the due date and time for that exam.
- There will be two links for each exam.
 - a. The first link is the exam I have written and will launch the Honorlock software. To begin an exam, click on that link and a PDF will open. You not allowed to download this PDF to your computer or print the PDF. When you are done taking the exam, you will need to put down your writing utensil and pick your phone to scan your work. Once you are finished scanning, you will type “finished” in the box and then click on Submit.”
 - b. The second exam link is where you will actually submit your PDF of the exam. You will have 10 minutes after submitting the first exam link (which marks the end of your ability to view the exam) to submit your PDF via the second link. If I don’t get your PDF in that 10 minutes, you will receive a zero on the exam.
- You are not allowed to print off the exam. You should do all of your work for the exam on notebook paper. A PDF of the notebook paper that you used to do the questions is what you will submit over Blackboard.
- Audio, video and your computer screen are being recorded during testing. Please make sure your computer’s audio and video are turned on.
- **The webcam/video must show both you and your workspace at all times during the exam.** Your exam workspace should include a writing utensil, blank notebook paper (no spirals) on which to complete the exam, a 3 inch by 5 inch notecard, and your calculator. If I can’t see both you and your workspace throughout the exam, you will receive a zero. See the posted Blackboard video for an example of what I should see when you are testing.
- While taking the exam, your phone (smartwatch, etc.) needs to be placed away from your workspace. If it is too close, Honorlock will detect its presence. Once you finish the exam, you may retrieve your phone to scan your work.
- The exam itself will be posted on Blackboard and you should be able to have it open on your computer screen during the exam. That is all that should be on your computer screen until you are finished with the exam. Surfing the internet during the exam is prohibited and will result in a zero. Remember that the Honorlock software monitors your computer screen during the exam.
- You should find a private place to test where you will not be interrupted. Please sit at a table or desk to complete the exam. You should be the only person in the room where you are testing. If I see or hear other people in the room with you, then you will get a zero on the exam.
- There is no talking during the exam. The computer will be recording both audio and video.
- The Honorlock exam monitoring (audio, video and computer screen) will not be cut off until you submit the first exam link. After you submit that first link, you will have 10 minutes to submit your actual PDF via the second exam link. Please make sure you get a submission confirmation before you close out Blackboard.

- If there is anything questionable that happens during the exam or if you do not follow directions, you will receive a zero on the exam.
- If at any point during your exam you lost internet access, immediately scan the work you have done up to that point and upload it to the turn in link. If you are not able to access the turn in link, email it to me at kthompson@southplainscollege.edu.

Nearpod Lesson Project: The specific instructions for the lesson plan will be posted in Blackboard in the Nearpod Lesson Project folder. You will create a Nearpod lesson covering the vocabulary from section 11-1.

Surface Area & Volume Mini-Lesson Video: Each student will complete a surface area and volume mini-lesson video. The directions will be posted in Blackboard. A grading rubric will also be provided.

Notes: In each unit on blackboard, you will find a set of blank notes for each section covered. There will also be a screencast posted of me teaching each section problem in detail. It is your job to print each set of notes and fill them out by watching the screencast. At the end of each unit, you will have the opportunity to scan and turn in your filled out notes for a 100% homework grade. There is a turn in link at the end of each unit in Blackboard.

Suggestion for Learning the Material in this Course:

1. Look at the Assignment List/Course Schedule to see what section is covered on the homework. For example, you will see that Homework 1 covers section 9-1.
2. Click the Units link in Blackboard and look under Unit 1.
3. Print the notes for section 9-1. Watch the video for section 1-1 and fill out the notes.
4. Read the recommended pages out of the textbook for this section.
5. Attempt the MML Homework 1 assignment. If you have trouble, you may use the "Question Help" option available for each MML homework problem. Remember, you can attempt the homework problems as many times as you would like in order to get this grade to 100%.
6. If there are other assignments related to the 9-1 learning outcomes, complete those assignments.
7. Move to the section listed under Homework 2 and repeat this process.
8. When it comes time for quizzes or tests, you may study the homework by clicking on the assignments in the MML gradebook.

ASSIGNMENTS AND DUE DATES – Fall 2024

Here are the due dates for the semester. Below each date is a list of what assignments must be completed by **11:00 pm** on that date. Do not wait until the last minute to try to do the assignments!!! Late work will not be accepted! The homework assignments and quizzes are open, so you can work ahead if you would like. **MyMathLab Tests will open 3 days prior to their due dates. Proctorio Exams will be open for 24 hours (6PM-6PM).** I suggest that you print this list, refer to it every day, and cross out assignments after you complete them. Homework, quizzes, and 2 tests are located in MyMathLab. The other 2 exams are located in Blackboard and will use Proctorio to monitor them. *You are allowed 80 minutes to complete quizzes and 2 hours to complete tests.* All other assignments are located in Blackboard.

<p>Week 1 (Aug 26 – Sept 1) All assignments for this week will be due Sunday, Sept 1 @ 11pm.</p> <ul style="list-style-type: none">• Read the entire syllabus! Send me an email to my SPC email address stating: “I read the entire syllabus, and I accept all of its requirements. I printed the assignment list.” Type your name at the bottom of the message.• Discussion 1 (located in Blackboard) Make one new post containing the required info and at least one reply.• Notes 9-1 and Homework 1: 9-1 (located in MML)
<p>Week 2 (Sept 2 – Sept 8) All assignments for this week will be due Sunday, Sept 8 @ 11pm.</p> <ul style="list-style-type: none">• Notes 9-2 and Homework 2: 9-2 (located in MML)• PRACTICE HONORLOCK EXAM – please refer to the syllabus and directions video for information on how to take an exam in Blackboard using HONORLOCK. This exam will be open for 24 hours and must be completed on paper and uploaded to the turn in link in Blackboard. It will open September 5th at 6 pm and will close on September 6th at 6 pm.• Quiz 1: Sections 9-1, 9-2 (located in MML)
<p>Week 3 (Sept 9 – Sept 15) All assignments for this week will be due Sunday, Sept 15 @ 11pm.</p> <ul style="list-style-type: none">• Notes 9-3 and Homework 3: 9-3 (located in MML)• Notes 9-4 and Homework 4: 9-4 (located in MML)• Quiz 2: Sections 9-3, 9-4 (located in MML)
<p>Week 4 (Sept 16 – Sept 22) All assignments for this week will be due Sunday, Sept 22 @ 11pm.</p> <ul style="list-style-type: none">• Notes 10-2 and Homework 5: 10-2 (located in MML)• Notes 10-3 and Homework 6: 10-3 (located in MML)• Notes 10-4 and Homework 7: 10-4 (located in MML)
<p>Week 5 (Sept 23 – Sept 29) All assignments for this week will be due Sunday, Sept 29 @ 11pm</p> <ul style="list-style-type: none">• Quiz 3: Sections 10-2, 10-3, 10-4 (located in MML)• Review 1 (optional and does not have to be turned in)• Test 1 (Test 1 will be a paper exam located in Blackboard. You will view the exam in Blackboard and write your work on paper to scan and turn in. HONORLOCK will monitor you taking the exam. This exam will be open for 24 hours. Please see the syllabus for policies and directions on taking exams in Blackboard using HONORLOCK.) The exam will open on Tuesday, September 24th at 6pm and will close on Wednesday, September 25th at 6pm• For a free 100% HW grade scan and upload your unit 1 notes into the “Unit 1 Notes Turn in Link” in Blackboard.• Notes 11-1 and Homework 8: 11-1 (located in MML)
<p>Week 6 (Sept 30 – Oct 6) All assignments for this week will be due Sunday, Oct 6 @ 11pm.</p> <ul style="list-style-type: none">• Discussion 2 (located in Blackboard) Make one new post containing the required info and at least one reply.• Notes 11-2 and Homework 9: 11-2 (located in MML)• Quiz 4: Sections 11-1, 11-2 (located in MML)
<p>Week 7 (Oct 7 – Oct 13) All assignments for this week will be due Sunday, Oct 13 @ 11pm.</p> <ul style="list-style-type: none">• Notes 11-3 and Homework 10: 11-3 (located in MML)

<ul style="list-style-type: none"> • Quiz 5: Section 11-3 (located in MML) • Review 2 (optional and does not have to be turned in)
<p>Week 8 (Oct 14 – Oct 20) All assignments for this week will be due Sunday, Oct 20 @ 11pm.</p> <ul style="list-style-type: none"> • Test 2 (located in MML) • For a free 100% HW grade scan and upload your unit 2 notes into the “Unit 2 Notes Turn in Link” in Blackboard. • Nearpod Lesson Project Due (directions located in Blackboard)
<p>Week 9 (Oct 21 – Oct 27) All assignments for this week will be due Sunday, Oct 27 @ 11pm.</p> <ul style="list-style-type: none"> • Notes 12-1 and Homework 11: 12-1 (located in MML) • Construction Practice Assignment (located in Blackboard) • Notes 12-2 and Homework 12: 12-2 (located in MML)
<p>Week 10 (Oct 28 – Nov 3) All assignments for this week will be due Sunday, Nov 3 @ 11pm.</p> <ul style="list-style-type: none"> • Notes 12-4 and Homework 13: 12-4 (located in MML) • Quiz 6: Sections 12-2, 12-2, 12-4 (located in MML) • Notes 14-1 and Homework 14: 14-1 (located in MML)
<p>Week 11 (Nov 4 – Nov 10) All assignments for this week will be due Sunday, Nov 10 @ 11pm.</p> <ul style="list-style-type: none"> • Notes 14-2 and Homework 15: 14-2 (located in MML) • Review 3 (optional and does not have to be turned in) • Test 3 (Test 3 will be a paper exam located in Blackboard. You will view the exam in Blackboard and write your work on paper to scan and turn in. HONORLOCK will monitor you taking the exam. This exam will be open for 24 hours. Please see the syllabus for policies and directions on taking exams in Blackboard using HONORLOCK.) The exam will open on Thursday, November 7th at 6pm and will close on Friday, November 8th at 6pm. • For a free 100% HW grade scan and upload your unit 3 notes into the “Unit 3 Notes Turn in Link” in Blackboard.
<p>Week 12 (Nov 11 – Nov 17) All assignments for this week will be due Sunday, Nov 17 @ 11pm.</p> <ul style="list-style-type: none"> • Notes 13-1 and Homework 16: 13-1 (located in MML) • Notes 13-2 and Homework 17: 13-2 (located in MML)
<p>Week 13 (Nov 18 – Nov 24) All assignments for this week will be due Sunday, Nov 24 @ 11pm.</p> <ul style="list-style-type: none"> • Notes 13-3 and Homework 18:13-3 (located in MML) • Quiz 7: Sections 13-1, 13-2, 13-3 (located in MML) • Notes 13-4 and Homework 19: 13-4 (located in MML)
<p>Week 14 (Nov 25 – Dec 1) All assignments for this week will be due Sunday, Dec 1 @ 11pm.</p> <ul style="list-style-type: none"> • Notes 13-5 and Homework 20: 13-5 (located in MML) • Quiz 8: Sections 13-4, 13-5 (located in MML) • Review 4 (optional and does not have to be turned in) • Test 4 (located in MML) • For a free 100% HW grade scan and upload your unit 4 notes into the “Unit 4 Notes Turn in Link” in Blackboard.
<p>Week 15 (Dec 2 – Dec 8) All assignments for this week will be due Sunday, Dec 8 @ 11pm.</p> <ul style="list-style-type: none"> • Final Project: Surface Area and Volume Mini-Lesson Video Due (Directions located in Blackboard)

South Plains College
Common Course Syllabus: MATH 1351
Revised July 2023

Department: Mathematics, Engineering, and Computer Science

Discipline: Mathematics

Course Number: MATH 1351

Course Title: Fundamentals of Mathematics II

Available Formats: hybrid and internet

Campuses: Levelland

Course Description: This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking.

Prerequisite: Successful completion with a grade of 'C' or better in MATH 1314.

Credit: 3 **Lecture:** 3 **Lab:** 0

Textbook: *A Problem Solving Approach to Mathematics for Elementary School Teachers*, Billstien, Libeskind, and Lott, 2018, 13th Edition, Pearson Education.

Supplies: Please see the instructor's course information sheet for specific supplies.

This course partially satisfies a Core Curriculum Requirement: None

Core Curriculum Objectives addressed:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions

Student Learning Outcomes: Upon completion of this course and receiving a passing grade, the student will be able to:

1. Apply fundamental terms of geometry such as points, lines, and planes to describe two and three dimensional figures.
2. Make and test conjectures about figures and geometric relationships.
3. Use a variety of methods to identify and justify congruency and similarity of geometric objects.
4. Perform geometric transformations.
5. Demonstrate fundamental probability techniques and apply those techniques to solve problems.
6. Explain the use of data collection and statistics as tools to reach reasonable conclusions.

7. Recognize, examine, and utilize the basic principles of describing and presenting data.
8. Perform measurement processes and explain the concept of a unit of measurement.
9. Develop and use formulas for the perimeter, area, and volume for a variety of figures.

Student Learning Outcomes Assessment: A pre- and post-test questions will be used to determine the extent of improvement that the students have gained during the semester

Course Evaluation: There will be departmental final exam questions given by all instructors.

Attendance/Student Engagement Policy: Attendance and engagement are the most critical activities for success in this course. The instructor maintains records of the student's attendance and submission of assignments throughout the semester. The student is expected to attend at least eighty percent (80%) of the **total** class meetings **and** submit at least eighty percent (80%) of the **total** class assignments to have the best chance of success. If the student fails to meet these minimum requirements, the instructor may remove the student from the class with an X, upon their discretion, to help the student from harming their GPA. If the student can not receive an X, the instructor will assign an F.

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

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
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 (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect from the student and the instructor. Neither the instructor nor the student should be subject to others' rude, disruptive, intimidating, aggressive, or demeaning behavior. 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.

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

South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

SPC Bookstore Price Match Guarantee Policy: If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

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.