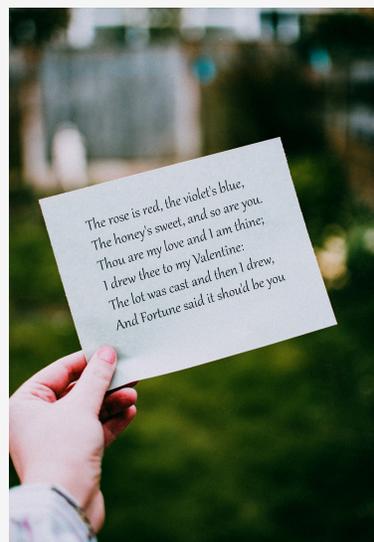


COURSE POLICIES AND PROCEDURES



The rose is red, the violet's blue,
The honey's sweet, and so are you,
Thou are my love and I am thine;
I drew thee to my Valentine:
The lot was cast and then I drew,
And Fortune said it should be you

SPRING 2021

ENGL 1302

South Plains College
Assistant Professor Ashleigh Brewer

Course Website: Blackboard

Office: CM 107

Zoom: <https://zoom.us/j/8270708191>

Email: abrewer@southplainscollege.edu

Phone: 806-716-2441

- Section 006: MW 11:00-12:15 CMI05
- Section 013: TR 9:30-10:45 CMI05
- Section 016: TR 11:00-12:15 CMI05
- Section 018: TR 1:00-2:15 CMI05

Office Hours:
Mondays - Thursdays: 8:30-9:15; 12:15-12:45
Fridays: 8:30-11:30

Schedule an Appointment on Calendly:
<https://calendly.com/abrewer-5/office-hours>

PROFESSIONAL COMMUNICATION

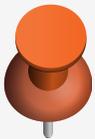
OFFICE HOURS: (CM 107) Office hours are for your use! Please stop by and see me if you are struggling in the course or need clarification, help, or individual instruction, on essays, readings, etc. I am in office hours for your benefit, so please come and take advantage of those as one of your resources in this course. If my office hours do not work for you, we can setup another meeting time outside of normal hours, on Zoom, or via the telephone. But, you must communicate with me; I won't know if you're struggling in my class unless you tell me!

STUDENTS CAN SCHEDULE AN APPOINTMENT DURING OFFICE HOURS, OR THEY MAY WALK-IN ON A FIRST-COME, FIRST-SERVED BASIS.

ZOOM: Students can "meet" with me on Zoom during office hours or schedule an appointment with me for meetings outside of office hours.

PHONE: Students may also contact me via telephone (806-716-2441). If I am available, I will answer the phone. If you receive my voicemail, please leave your first and last name, the course in which you are enrolled (with section number), a call-back number, why you are calling, and a convenient time to return the phone call.

EMAIL: I typically check my email twice a day (Monday-Friday at noon), once in the morning and once again in the afternoon. If students have a question, please feel free to email me; however, please allow at least 48 hours for a response. If I have not responded to your email within 48 hours, please send it again, as it may have been overlooked. Additionally, I do not check my email Friday afternoon - Sunday; any emails sent on those days will be responded to on the following Monday. Students should limit emails to "quick" questions. My office hours or appointments are the best way for us to address more complex questions and concerns about the course. If the answer to your question can be found in the textbooks, course website, or syllabus, please do not email me as I will only refer you to one of these sources.



Please note: if you use the "Email Instructor" function in BlackBoard, you will find my response in your SPC email not your BlackBoard messages.

EMAIL ETIQUETTE: I expect students to use professional language and tone in all communication with me, including email correspondence. "Soooooooooooooooo B4 u snd me a msg. B sure i can read it." Additionally, students should include their first and last name and section number in the "subject" line of the email or in the first line of the email. If the student does not follow these guidelines, I will not respond to his/her email. Students must use proper grammar, spelling, capitalization, and punctuation. Students should never ask that I respond ASAP and should refrain from using ALL CAPS and excessive punctuation in the subject line of the email. Finally, students should only email me from their SPC email address. Emails from Yahoo, Hotmail, etc. are not delivered to my inbox. Students may also send me messages in BlackBoard.

REMIND: I use Remind to send-out notifications. Remind is not two-way communication, so any messages you send me via Remind will not be responded to or seen. Signing-up for Remind is not optional.



COURSE DELIVERY

Face-to-Face: this course will be delivered face-to-face in our classroom. Masks will be required in the classroom, hallways, and during any visit to my office hours; if you do not have a mask, one will be provided to you once, but extra masks will not be available consistently. Bring your mask to class with you as you would a textbook and notes.

MASKS ARE NOT OPTIONAL.

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

Due to the ever-changing situation with COVID-19, the delivery method of this course may change at any point during the semester. Should we need to move to a different delivery method, this course will be taught as asynchronous online course where you will be required to attend an online live class meeting on the same day and time as your scheduled course.

Technology Requirements: Computer or Tablet with a web-camera and microphone, reliable internet.



Should the delivery of the course change, an updated policy statement regarding synchronous online policies will be provided to enrolled students.

This syllabus is subject to change at the instructor's discretion. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies set forth in this syllabus by the instructor.

COURSE DESCRIPTION & OBJECTIVES

CATALOG COURSE DESCRIPTION: This course is a continuation of ENGL 1301 and an intensive study of and practice in the strategies and techniques for developing researched-based expository and persuasive texts, along with being an introduction to literature. The course emphasizes effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of a sampling of literary, verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

STUDENT LEARNING OUTCOMES: Upon successful completion of this course, students will:
Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Apply critical thinking to the study of literature and write essays which demonstrate that critical thinking.
5. Use edited American English to write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
6. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)
7. Read and view videos of works of literature; analyze the use of literary devices (plot, point of view, theme, characterization, setting, symbolism, tone, etc.); participate in class discussions of the readings; and be tested over their understanding of the readings and lectures through quizzes, examinations, and/or written assignments.

CORE OBJECTIVES

- 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
- Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.



REQUIRED COURSE MATERIALS

You are required to have access to the following technologies:

High-speed Internet Connection

Computer/Laptop (something with a keyboard for typing essays)

Google Chrome or Mozilla Firefox Browser

Blackboard account

Microsoft Word (preferable) (free with your SPC email (office.com))

Adobe Reader (Free download online)



REQUIRED IN-CLASS MATERIALS:

paper (spiral or loose)

a pen/pencil

Remind.com (Free) – sign-up in Blackboard

via announcements (available in-app, online, or via text)

Textbook & MindTap Literature 2.0 Access Card/Code

MindTap 2.0 Access Card (9781305969414)

Portable Literature by Kirszner & Mandell (9781305092174)



RECOMMENDED

Folder (Something to put your papers in and keep them organized)

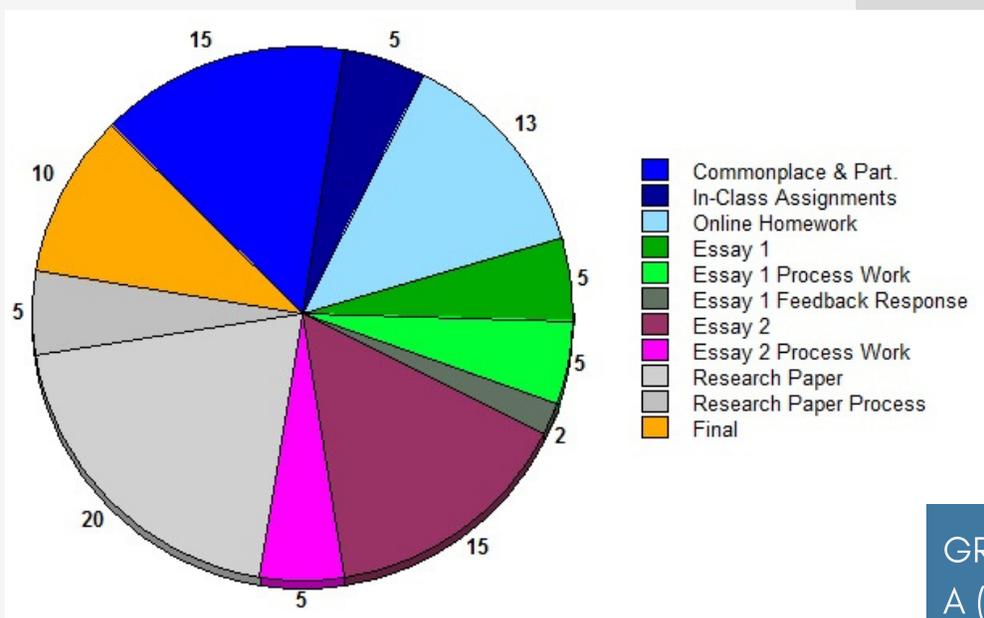
Flash Drive/ Thumb Drive/Google Drive/DropBox/etc. to store each of your typed assignments for this course.

VIRTUAL ATTENDANCE, if needed for COVID-related issues, will require (in addition to the items above): computer/tablet with webcam & microphone.

*Save often to avoid heartache later: "My computer crashed with my assignment on it, so I had to start over, and that's why my paper is late," is not an acceptable excuse. Save your work in numerous places, and save it frequently. *

COURSE AVERAGE

There are numerous assignments this semester that makeup your total course average. The assignments and weights for those assignments are listed below.



Commonplace Entries & Participation **15%**

In-Class Assignments **5%**

Online Homework **13%**

Essay 1 **5%**

Essay 1 Process Work **5%**

Essay 1 Feedback Response **2%**

Essay 2 **15%**

Essay 2 Process Work **5%**

Research Paper **20%**

Research Paper Process Work **5%**

Final **10%**

GRADE TOTAL:

A (Superior): 90-100

B (Good): 80-89

C (Acceptable): 70-79

D (Poor): 60-69

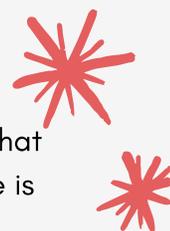
F (Unacceptable): 0-59

GRADING TIME FRAMES: I grade all work as efficiently and quickly as possible. When your assignments are evaluated, you will have them back; please do not inquire as to whether or not your papers/exams are graded. Essay Process Work will typically receive immediate feedback during our class meeting, especially thesis statements and outlines.

Most *Mindtap* Assignments and *EdPuzzle* assignments will provide immediate feedback.

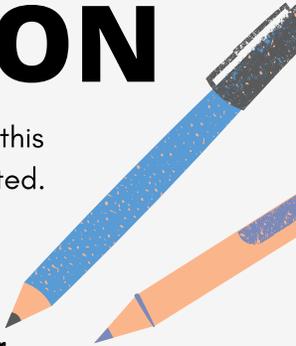


FINAL COURSE AVERAGES: The most efficient and effective way to achieve a desirable grade in this course is to attend each class and be prepared with all materials and readings and submit all course work in a timely manner. If you do what is required of you, you will be successful. Remember: What you put into this course is what you will get out of it.



This syllabus is subject to change at the instructor's discretion. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies set-forth in this syllabus by the instructor.

METHODS OF EVALUATION



All assignments must be completed and turned in at the beginning of the class period identified on this syllabus unless otherwise noted. Major-assignment deadlines are firm. Late work will NOT be accepted. Failure to turn in an assignment on time will result in a grade of 0/F for the assignment. Numerical grades are assigned for convenience in averaging grades only. If you are absent, you are still responsible for turning-in assignments on time, especially essays or essay components. **Failure to attend the final examination at the appointed place and time will result in a failing grade for the course, regardless of the student's grade at the time. Final essays will only be accepted via email with prior instructor approval.**

If you fail to turn in two major assignments, you could be dropped from the course with an F or X, at the instructor's discretion. If you fail to submit the Research Essay, you will receive no higher than a "D" in the course.

ESSAY FEEDBACK

Feedback is an essential and necessary part of the writing process. As such, students are required and expected to view and apply feedback from the instructor. On formal essays, students should view their feedback no more than one week after the post date. After that date, the essay may receive up to a 20-point reduction, at the instructor's discretion.

IN-CLASS ASSIGNMENTS: Announced and unannounced quizzes, assignments, writing, and editing tests will be given throughout the semester. There will be no make-ups for daily quizzes, exercises, or in-class writings. Additionally, if a student is late to class, he/she will not be able to make-up the missed assignment. A student must be present to receive credit for exercises completed during class.

MINDTAP & EDPUZZLE HOMEWORK: Your weekly homework assignments will be accessed through Blackboard and *Connect* and must be completed by the assigned deadline. Reading-Related Quizzes, Essay component videos, and EdPuzzle will be due by 8 AM on the day the content is covered in class. I will help you register for Mindtap during the first two weeks of class. If you do not have a computer at home with reliable internet access, you will need to make plans to use a computer lab in the Technology Center or Library computer lab on campus to complete your homework assignments. Computers and hotspots are also available to be checked out via the SPC Library.

BONUS

POETRY MEMORIZATION: ESSAY 1 BONUS

Throughout the semester, you will have the opportunity to earn bonus points on Essay 1 by memorizing one of the poems in your text book. The last day to recite the poem is April 25. Your poem must be at least 10 lines and cannot be a poem listed on the syllabus. You must recite the whole poem. You have two attempts to recite the poem from memory. You can recite the poem to me during my office hours; poetry recitations will not be accepted during regularly-scheduled class time.

FILM ANALYSIS: ESSAY 2 BONUS

Throughout the semester, you will have the opportunity to earn bonus points on Essay 2 by writing a film analysis. Should you wish to pursue this option, please email me for the specific requirements. The last day to submit the analysis is April 25.

COMMONPLACE BOOK

Assignment: This semester you will be responsible for keeping a commonplace book for each reading. You will compose at least one entry per work using the procedure outlined below. You'll submit these at the beginning of each class meeting to your folder. These entries will take the place of reading quizzes.



ENTRY COMPONENTS

STEP 1: Each entry should include the in-text citation after your quotation.

STEP 2: Find passages and practice marginalia. As the long passage quoted above says, there are two key steps to this practice: the first is "not[ing] down everything worth storing." As you complete your readings, underline or make note of important words and phrases in your reading.

- What is "important"? Those passages that connect to themes and ideas we discuss in class, those that challenge how you view the characters, ideas, culture, time period, genre, etc., or those that you see being part of a pattern—either in this text alone or in other texts from our class.
- Write notes to yourself in the margins of your book (or use post-it notes) to remind yourself why you underlined that particular passage so that you can easily gather it up in step three.

STEP 3: Observations, Assertions, and Connections. Write a brief reflection of 5-10 sentences (or more if you feel so inclined) on each of them. First, SUMMARIZE the quotation or phrase as you understand it. Next COMMENT ON and INTERPRET the passage, making some remark about why it is interesting to you, what you think it means, and/or why you think it is an important passage in this reading and to the work as a whole, thus far. You can also write down questions, reflections, and other thoughts that are related to this particular passage. Finally, you'll spend the last portion of the entry connecting the quotation to something else that you've watched or read (bring in those pop-culture references!) This synthesis will help the literature become more meaningful by tying the knowledge to something else that you already know.

Sample Commonplace Entry Template:

"A QUOTATION YOU'VE CHOSEN FROM THE READING" (CITATION).

1-2 SENTENCES SUMMARIZING THIS QUOTATION

4-8+ SENTENCES REFLECTING ON AND ANALYZING THE QUOTATION.

3-4 SENTENCES CONNECTING THIS QUOTATION OR SPECIFIC IDEA/CHARACTER TO SOMETHING ELSE YOU'VE WATCHED/READ.



ATTENDANCE

FACE-TO-FACE: Students will be expected to attend courses on an SPC campus at a specific time and day. These courses will have reduced enrollments to ensure a safe and responsible learning environment consistent with good social distancing practices. Students should self-evaluate their health before attending class.

ATTENDANCE: Because this is a student-oriented class, regular attendance is crucial to understanding. At the beginning of each class meeting, you should scan the classroom QR code to log your attendance. The code will be on the wall or screen. In accordance with college policy, students may be dropped from classes, at the discretion of the professor, due to excessive absences. All absences, excused and unexcused, are included. Students are responsible for dropping themselves if they cannot or no longer wish to participate in the course. Excessive, in this case, is defined as 4 or more absences, consecutive or not. **After your 4th absence (consecutive or not), you could be dropped from the class with an F or X if it is clear you will be unable to be successful in the course.**

Additionally, a student accrues an absence each time he or she accumulates a total of three tardies. A tardy is defined as being between 1-10 minutes late. If a student is more than 20 minutes late to class, that student will be counted absent. Leaving class excessively or early may also result in an absence. Please take care of personal business before class begins. Tardiness applies to any required online meetings, too. Log in and be prepared for any online class meetings before the start time.

Students without a complete, printed, hard copy of their essay will be counted absent on editing/revising days. **Rough drafts, outlines, and thesis statements will not be accepted via email without prior approval by the instructor.** Failure to appear without prior notification at required conferences will constitute an absence.

If you must be absent, be sure to check with another class member (or Blackboard) for any changes to the syllabus so that you can be prepared for the next class meeting. You will still be responsible for the material you have missed and for the upcoming material for the next class.

COVID-19 & ATTENDANCE

Virtual Attendance: Virtual attendance will only be offered to students who have a documented COVID-19-related absence. It will not be available for any other reason and does not excuse any student from failing to hand-in course work or participate in the classroom meeting that day.

COVID-19 Related Absences

Should you contract COVID-19:

1. Please stay home until you can safely be around others, as recommended by a medical professional.
2. Email me documentation (abrewer@southplainscollege.edu)
AND DeEtte Edens (dedens@southplainscollege.edu)

**If you contract the virus, you will not be penalized for any absences, provided you've emailed me proper documentation and communicated with me via email, Zoom, or telephone. I'll make every effort to work with students on an individual basis. However, students must contact me.

COVID-19 Self-Assessment

Please complete the following questions **daily** for 14 days before arriving on campus.

Do you have any of the following new or worsening symptoms?

Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	

In the last 14 days, have you had close physical contact with a person who:

Yes <input type="checkbox"/>	- was sick with a respiratory illness (had a new or worsening cough, fever or difficulty breathing)?
No <input type="checkbox"/>	- has returned from COVID-19 "hot spot" in the last 14 days?
	- was a confirmed case of COVID-19?

If you answered **YES** to any of these questions, **you must see a physician and be cleared prior to leaving home for campus.** Medical clearance **MUST BE** forwarded to athletic training staff (athletictraining@southplainscollege.edu) **PRIOR** to leaving home.

DO NOT report to campus if you are currently ill with COVID-19, in the process of being tested for COVID-19 or have had COVID-19 and recovered without having medical documentation indicating you may resume normal athletic activities.

	Wear a mask covering your mouth and nose when outside the home.		Wash your hand or use a hand sanitizer regularly.
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PARTICIPATION

ONLINE Online homework, including, but not limited to, *MindTap* Activities and EdPuzzle lectures must be completed before 8:00 AM on the date the assignment is due, typically the date of the class meeting.

For example, if the calendar states that we will cover "A Rose for Emily" and *Antigone*, the prepared student will have completed all homework (online) and read the works along with any additional videos/lectures from EdPuzzle. The score for these assignments will be averaged as the student's attendance and participation grade.

Some assignments will be due on Sundays by 11:59 PM CST and are noted on the calendar.

IN CLASS: Students are responsible for completing the critical reading, writing, and grammar assignments as identified on the course calendar. In-class assignments included in the participation grade may include, but not be limited to, in-class writings, group discussions, quizzes, etc.

ESSAY PARTICIPATION: Throughout the semester, students will complete numerous steps with pieces of small writing in order to complete the longer, more complex essays.

EACH STEP OF THE WRITING PROCESS IS PURPOSEFUL AND IMPORTANT TO CRAFTING AN ESSAY.

These steps include, but are not limited to, thesis statements, outlines, rough drafts, small group workshops, revision assignments, conferences, and local revisions. The items in each step will receive an individual grade. Failure to turn in an assignment on time will result in a grade of 0/F for the assignment.

As this is a college-level course, students are responsible for their own time and course-management strategies. This being said, the course is designed for critical reading, essay writing and components, and assignments to be completed on the appropriate due date as outlined in the schedule in order for a student to be prepared for the class lecture/meeting.

This syllabus is subject to change at the instructor's discretion. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies set-forth in this syllabus by the instructor.

ACADEMIC INTEGRITY



BE HONEST. Honesty is an important part of integrity. Academic integrity is non-negotiable in a university environment. Students who plagiarize the work of another, whether through outright copying off of the internet or other sources or having another person produce the student's work and then claiming the work as the student's own, will receive a 0/F for that particular assignment and could be dropped from the course with an X or F, at the instructor's discretion.

✘ THERE ARE NO EXTENUATING CIRCUMSTANCES FOR CHEATING OF ANY KIND. ✘

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism.

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. Giving an in-text citation only at the end of a paragraph.

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) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records; or
7. Copying another's work during an examination or on a homework assignment.

Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as his/her own. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.

POLICIES & PROCEDURES

BE PREPARED. Being prepared means that the student has carefully read all required readings and completed any out-of-class writing assignments including the chapter activities, quizzes, and online assignments before attending. It also means that students bring their

***MASK/COVERING, TEXTBOOK, NOTES, COMMONPLACE ENTRY WRITING UTENSIL,
AND ANY ESSAY COMPONENTS***

BE PROFESSIONAL. All actions and words should reflect kindness and respect for both the instructor and all other students. I will not tolerate rude, disrespectful, or unprofessional behavior directed at any member of this class. Disruptive behavior is not restricted to behavioral issues alone; it can include interruptions from cell phones, iPods/mp3 players, sidebar conversations, or beeping watches. None of these behaviors is conducive to the environment we hope to promote this semester.

Tobacco, alcohol, and/or drugs will not be tolerated in the classroom; students under the influence of alcohol or drugs will not be abided. Students may bring (quiet) snacks to class, but not full meals – and may consume non-alcoholic beverages in closed containers. Anyone exhibiting disruptive behavior will be asked to leave and counted absent for the day. More than one occurrence may result in other disciplinary actions.

“Failure to comply with the lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class will result in the student being dropped from the course”

(South Plains College Student Guide 11).

BE MENTALLY PRESENT. Unless otherwise instructed: the use of any electronic devices (cell phones, iPhones, iPods, or any other device) will not be tolerated. Your cell phone needs to be set to silent, not vibrate, and it should be placed out of sight; texting underneath the desk/in your lap is not out of sight. Unless otherwise indicated, students will place cell phones at a desk at the front of the classroom before instruction begins. Any student using a cell phone, iPod, or any other electronic device not previously approved by the instructor will not be dismissed for the day but will be counted absent. I will not interrupt class to notify the student of the absence. (However, I understand that sometimes emergencies occur. If you need to have your cell phone in reach during class for an emergency, please discuss it with me before class begins that day.) Laptops/Tablets will be allowed only with prior approval.

Recording the course meeting will only be allowed with prior written approval by the instructor or at the instructor's discretion.

ANNOUNCEMENTS: Any information sent-out via announcements in emails, via REMIND, or posted as an announcement on the course website is important and is, accordingly, an extension of assignment requirements and syllabus policies. Students must read all announcements and will be held responsible for any information posted in the announcements.

STATEMENT OF NONDISCRIMINATION: Neither the instructor nor any student in this class will discriminate or tolerate discrimination on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status. This policy extends to in-class discussions, student essays, and all other forms of communication associated with this course, to include informal conversations within the classroom but outside the parameters of this course.

STATEMENT OF DIVERSITY: By its very design,



THIS COURSE ENGAGES TEXTS, DISCUSSIONS, AND WRITING TOPICS THAT CONTAIN ADULT THEMES.

SOME STUDENTS MAY FIND THOSE DIFFICULT AND/OR CONTROVERSIAL.

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 all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Student Support Services

STUDENTS WITH DISABILITIES: 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 Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. Students should present appropriate verification from Student Disability Services during my instructor's office hours. Please note I am not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided.

Students who need to visit with Disability Services as a continuing session or intake session will have an option to be seen face-to-face or teleconference session via Doxy.me or Zoom platform. Beginning in the fall 2020 term, students and faculty will be able to access accommodation forms through a new online platform which will expedite the accommodations and notifications back to the student and faculty. Visitors to Disability Services will be required to wear a face mask. Students will be escorted to an appropriate office to ensure social distancing.

HEALTH AND WELLNESS: Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call or visit on Levelland Campus 806-716-2529 from 8:00 am - 4:00 pm. Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference session via Doxy.me or Zoom platform. Both students and Health and Wellness employees will wear a mask during face-to-face appointments. The number of people in an office will be limited to allow for safe social distancing. Signs are posted on the front door advising students not enter if they are showing signs of illness. Students will be escorted to an appropriate office to ensure social distancing is maintained.

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, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.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.

ASK SPC:

Students are asked to use the AskSPC email and hotline as much as possible for general questions. Using this system will assist with reducing loads in the specified offices. AskSPC can be reached at (806) 716-2000 or via email at askspc@southplainscollege.edu.

Computers for Checkout

Chromebooks are available for students to checkout. Contact the Library for additional information at Levelland (806-716-2330 or library@southplainscollege.edu) or at Reese (806-716-4682 or referencelub@southplainscollege.edu).

Wireless Internet Hotspots for Checkout

Wireless internet hotspots are available for checkout from the Library on the Levelland campus for students who do not have access to internet while off campus. The hotspots can be turned in either at the library in Levelland or at the Reese Center. More information is available by calling at Levelland (806-716-2330 or library@southplainscollege.edu) or at Reese (806-716-4682 or referencelub@southplainscollege.edu).

Computer Labs

Computer labs usage may be limited due to volume of students, classroom use, and need for sanitation and rotation of machines. Students and employees who need to use a lab should contact the location prior to arrival to ensure there are adequate resources available.

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**TECHNOLOGY
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