

FALL 2020

ENGL  
1301  
&  
INRW  
0300

COURSE POLICIES AND PROCEDURES



South Plains College  
*Assistant Professor Ashleigh Brewer*

Course Website: Blackboard

Office: CM 107

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

Email: [abrewer@southplainscollege.edu](mailto:abrewer@southplainscollege.edu)

Phone: 806-716-2441

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>

MTWR

9:30-10:45

CM105

# 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!

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

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**ZOOM:** I will also have my personal meeting room open on Zoom, so 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.



# 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 Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

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 a synchronous online course where you will be required to attend an online live class meeting at 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

**1301 CATALOG COURSE DESCRIPTION:** This course is an intensive study and practice of the composition process from invention and researching to drafting, revising, and editing, both individually and collaboratively. The curriculum includes the teaching of effective rhetorical modes as well as audience, purpose, arrangement, style, and collateral readings. The instructional focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis. **INRW 0300 Course Description:** INRW 0300 serves as a paired support course for students enrolled in ENGL 1301 who are not yet TSI-complete in reading and/or writing. The focus is on teaching students critical reading and academic writing skills to equip them for success in Composition I. Successful completion of this course fulfills TSI requirements for reading and/or writing.

**1301 STUDENT LEARNING OUTCOMES:** Upon successful completion of this course, students will:

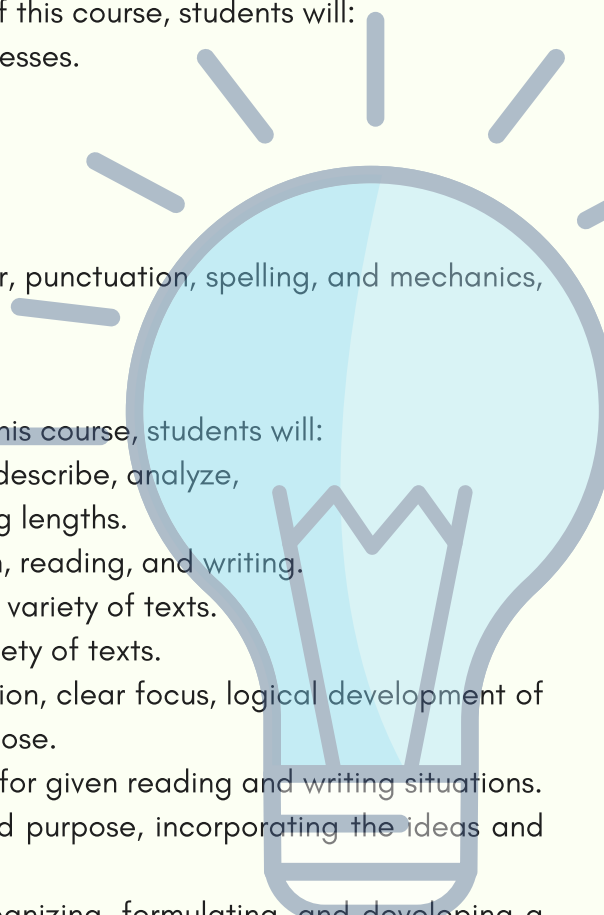
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Exhibit logic, unity, development, and coherence to create essays.
3. Develop ideas with appropriate support and attribution.
4. Write in a style appropriate to audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use edited American English, with an emphasis on correct grammar, punctuation, spelling, and mechanics, in academic essays.
7. Write a minimum of six 500-word essays.

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

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments. Recognize and apply the conventions of Standard English in reading and writing.

## 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:

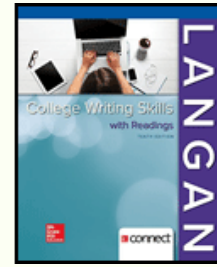
paper (spiral or loose)

a pen/pencil

Langan Textbook (ISBN: 9781260030228)

McGraw Hill Connect Card (ISBN: 9781260030204)

Remind.com (Free) - we will sign-up during class  
(available in app, online, or via text)



## RECOMMENDED

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

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

**VIRTUAL ATTENDANCE**, if needed, 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 make up your total course average. The assignments and weights for those assignments are listed below.

Participation & Attendance	15%
In-Class Assignments	5%
<i>Connect Homework (POP, LSA)</i>	13%
In-Class Diagnostic Essay	2%
Essay 1	5%
Essay 1 Process Work	5%
Essay 2	15%
Essay 2 Process Work	5%
Essay 3	20%
Essay 3 Process Work	5%
Final/Grammar Exam	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 *Connect* 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.

## 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.

**CONNECT & EDPUZZLE HOMEWORK:** Your weekly homework assignments will be accessed through Blackboard and *Connect* and must be completed by the assigned deadline. Chapter Activities, Chapter Quizzes, and EdPuzzle will be due by 8 AM on the day the content is covered in class. All Power of Process and Learn Smart Achieve assignments will be due before Sundays at 11:59 PM. Any Connect assignment submitted late will receive a 20% reduction for each hour that it is late. I will help you register for Connect 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.

## ESSAY AND WRITING ASSIGNMENT EVALUATION STANDARDS:

- The "A" essay is perfectly formatted, with three or fewer spelling/wrong word and/or grammatical errors. It also has an excellent title, strong thesis, good transitions, an introduction with a hook, a thoughtful conclusion, and well-supported main points in the body paragraphs. The writing is lively and intelligent; there are no sentence structure errors.
- The "B" essay at the 1301 level contains all of the above with one or two more errors.
- The "C" essay has a thesis, introduction, and conclusion, but lacks support and has multiple errors.
- The "D" essay contains one or more of the following problems: lack of a strong thesis, lack of a strong organizational pattern, weak introduction and/or conclusion, formatting errors, multiple spelling and grammatical errors, and/or sentence structure issues (fragments and run-ons).
- The "F" essay does not meet the minimum requirements for a 1301-level essay assignment. Some examples of "F" essays are 1) those written on a topic that has not been approved; 2) those that do not meet the minimum word count; or 3) those that are not written in the required format.
- o No Essays (0): Any essay or other assignment not submitted at the required time or that does not meet the expected standards of academic integrity will earn a "0," which will be averaged into the student's grade as such.

# 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 in this count. Students are responsible for dropping themselves if they cannot or no longer wish to participate 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. Whenever possible, students should let the instructor know about expected absences as soon as possible and before the class meeting. 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 Related Absences**

Should you contract COVID-19:

1. Please stay home until you can safely be around others, as recommend by a medical professional.
2. Email me documentation ([abrewer@southplainscollege.edu](mailto:abrewer@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 should the student need to miss class meetings due to the virus.



# PARTICIPATION

**ONLINE** Online homework, including, but not limited to, *Connect* Chapter Activities, *Connect* Chapter Quizzes, 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 Chapters 1 and 9 during class, the prepared student will have completed all Chapters 1 & 9 Activities (online) and the Chapters 1 & 9 quizzes (online) along with any additional videos/lectures from EdPuzzle. The score for these assignments will be averaged as the student's attendance and participation grade.

Connect Power of Process and Learn Smart Achieve assignments and Grammar-related EdPuzzle assignments will be due on Sundays by 11:59 PM CST.

**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, editing tests, grammar exercises, 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, Go React 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 the critical reading, rhetorical strategies, and grammar 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, 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 SOME STUDENTS MIGHT FIND DIFFICULT AND/OR CONTROVERSIAL AND/OR MAY DEAL WITH ADULT THEMES.***

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](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](mailto: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](mailto:library@southplainscollege.edu)) or at Reese (806-716-4682 or [referencelub@southplainscollege.edu](mailto: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](mailto:library@southplainscollege.edu)) or at Reese (806-716-4682 or [referencelub@southplainscollege.edu](mailto: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.

### **CONNECT BY MCGRAW HILL**

Visit at: <http://www.connectstudentsuccess.com/> or <http://mpss.mhhe.com/contact.php>  
Or Call: 1-800-331-5094

**TECHNOLOGY  
RESOURCES**









## FALL SEMESTER 2020 FINAL EXAM SCHEDULE

Date	Regular Class Time	Schedule Exam Time
December 7, 2020 (Monday)	MW 8:00 a.m.-9:15 a.m. MW 11:00 a.m.-12:15 p.m. MW 2:30 p.m.-3:45 p.m. MW 5:30 p.m.-6:45 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 1:00 p.m.-3:00 p.m. 5:30 p.m.-7:30 p.m.
December 8, 2020 (Tuesday)	TR 8:00 a.m.-9:15 a.m. TR 11:00 a.m.-12:15 p.m. TR 2:30 p.m.-3:45 p.m. TR 5:30 p.m.-6:45 p.m. TR 7:00 p.m.-8:15 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 1:00 p.m.-3:00 p.m. 5:30 p.m.-7:30 p.m. 7:45 p.m.-9:45 p.m.
December 9, 2020 (Wednesday)	MW 9:30 a.m.-10:45 a.m. MW 1:00 p.m.-2:15 p.m. MW 4:00 p.m.-5:15 p.m. MW 7:00 p.m.-8:15 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 3:15 p.m.-5:15 p.m. 5:30 p.m.-7:30 p.m.
December 10, 2020 (Thursday)	TR 9:30 a.m.-10:45 a.m. TR 1:00 p.m.-2:15 p.m. TR 4:00 p.m.-5:15 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 1:00 p.m.-3:00 p.m.

### 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"/>	
	Fever/Chills		Cough		Difficulty breathing/ Shortness of breath		Sore throat/ Difficulty swallowing
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"/>	
	Runny nose (unrelated to seasonal allergies)		Loss of taste or smell		Not feeling well, headache, unexplained tiredness and muscle aches		Nausea, vomiting, diarrhea, abdominal pain



- In the last 14 days, have you had close physical contact with a person who:
- Yes  - was sick with a respiratory illness (had a new or worsening cough, fever or difficulty breathing)?
  - No  - 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](mailto: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.**