**Syllabus for:**

**TERM:**

**CLASS LOCATION/DAY/TIME/MODALITY:**

**Instructor:**

**Office Location and Office hours:**

**Email: Office Phone #:**

**Course description from College Catalog:**

**Required text and other required materials:**

**Course Overview:**

**Course Objectives:**

**Student Learning Outcomes:**

**Student Responsibilities:**

**Instructor Responsibilities/How to Contact Instructor:**

**Assessment (profile of assignments):**

**Grading System:**

**Instructor’s Policy on Late or Make-up Work:**

**Please add anything else specific to your course here:**

**Policy on Late or Make-Up Work**

Equitability and fairness require that students all be held to the same standard when work is turned in late. Your instructor’s policy may be mandated by his or her Division’s policy or may be an individual policy. In either case, the policy will be strictly and evenly enforced.

**Attendance Policy**

**Students are responsible for attending class or regularly accessing the online course, and for the material presented in all classes.** At the beginning of each semester, all instructors will inform students of policies regarding class absences and their policy for making up missed work due to absences.

**Access Statement**

**SGSC Douglas Campus Syllabus Access Statement**

Students planning to request accommodations for a disability must register with the [Office of Disability Services](https://www.sgsc.edu/life-at-sgsc/disability-services) in Room 217, Powell Hall, phone number 912-260-4435 or 912-449-7593. Also, students finding any content in this course inaccessible because of a disability should contact the instructor as soon as possible.

**SGSC Waycross Campus Syllabus Access Statement**

Students planning to request accommodations for a disability must register with the [Office of Disability Services](https://www.sgsc.edu/life-at-sgsc/disability-services) in Room 130, Dye Building, phone number 912-449-7593 or 912-260-4435. Also, students finding any content in this course inaccessible because of a disability should contact the instructor as soon as possible.

**SGSC Entry Program @ VSU Syllabus Access Statement**

Students planning to request accommodations for a disability must register with the [Office of Disability Services](https://www.sgsc.edu/life-at-sgsc/disability-services), phone number 912-449-7593 or 912-260-4435 or contact Stanley Sinkfield at [stanley.sinkfield@sgsc.edu](mailto:stanley.sinkfield@sgsc.edu). Also students finding any content in this course inaccessible because of a disability should contact the instructor as soon as possible.

**Counseling Services**

The University System of Georgia has launched a program for all campuses that helps to expand mental health resources. With so many changes in the world and factors that compromise your health and wellness, we wanted to make sure that you had the support you needed, any time, any place. Whether you are on campus or studying from home, StayWell@SGSC is here for you.

StayWell@SGSC gives you 24/7 access to counselors and mental health resources to help you cope with concerns that vary from minor and manageable to severe.

With StayWell@SGSC here’s what you get:

* A 24/7/365 mental health support line for in-the-moment support and links to next steps, regardless of time of day or your location. Call us any time, any place at 833-855-0079.
* No cost Telehealth and in-person treatment sessions provided by a diverse network of licensed mental health clinicians. To learn about your options just call us at 833-855-0079
* Virtual Psychiatric Clinics to offer assessment and medication management. To learn about your options just call us at 833-855-0079
* Personal Student Navigators to assist with referral coordination and support.
* A Self-directed iCBT program designed exclusively for students. To get access to this program please contact the counseling center at 833-855-0079
* “The Wellness Hub” which includes an App and an online wellness magazine with educational content, self-help tools and resource links. To access the Wellness Hub or find the link to download the App.

Your wellbeing is our top concern. Our goal is to make sure you are happy and healthy as you are studying and preparing for the rest of your lives. If you or a friend is experiencing any mental health concerns, please do not hesitate to use one or more of the options above. We are always here for you. <https://www.sgsc.edu/life-at-sgsc/stay-well-at-sgsc>

**Library**

Assignments may be included requiring students to make use of the resources provided in and through the Library. It may require general library orientation or subject discipline resource instruction presentations to classes.

Library assistance and resources are available to assist students on two campuses: William S. Smith Library, Douglas campus, and the Waycross Campus Library located in the Administrative Building (A) on the Waycross campus. Contact: 912 260-4335 (D), 912 449-7515 (W)

Hours vary by location. Personal research assistance is provided by staff on both campuses to answer reference questions, assist with citation and works cited pages, develop search strategies and more. You can schedule a more in-depth in-person or virtual consultation with a librarian to get you started.

Locate print and more than 500,000 electronic books through the Gil-Find catalog and full-text articles and other content from the GALILEO virtual library from the Libraries’ home page.

**Student Success Tutoring Services**

**SGSC Douglas Campus**

Powell Hall, Room 103

The Student Success Center offers various resources to assist SGSC students with their academic success. These resources are available to SGSC students at no charge and are located in **Powell Hall.**

* Course-specific peer tutoring for STEM and non-STEM courses
* Small and large group study sessions
* Academic skills workshops
* Resources on study skills, time management, note-taking, and learning strategies

Live, online tutoring is also available 24/7 in GeorgiaVIEW through tutor.com. For more information about any of the resources available, contact Andrew Williams, Senior Coordinator for Student Success, at [andrew.williams@sgsc.ed](mailto:andrew.williams@sgsc.ed)u or visit our webpage at <https://www.sgsc.edu/academics/academic-success>

**SGSC Waycross Campus**

Dye Building, 141

The Student Success Center offers various resources to assist SGSC students with their academic success. These resources are available to SGSC students at no charge and are located in **Dye Building.**

* Course-specific peer tutoring for STEM and non-STEM courses
* Small and large group study sessions
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Live, online tutoring is also available 24/7 in GeorgiaVIEW through tutor.com. For more information about any of the resources available, contact Andrew Williams, Senior Coordinator for Student Success, at [andrew.williams@sgsc.ed](mailto:andrew.williams@sgsc.ed)u or visit our webpage at <https://www.sgsc.edu/academics/academic-success>

**SGSC Valdosta Entry Program at VSU**

Academic Support Center

The Academic Support Center (ASC) offers various resources to assist students with their academic success. These resources are available to VSU and SGSC students and is located in **Odum Library** on the 2nd floor. The ASC offers course-specific peer tutoring, workshops, technology resources, and standardized exam assistance. For more information about any of the resources available through VSU, call 229.333.7570 or visit our webpage at <https://www.valdosta.edu/asc/> .

Live, online tutoring is also available 24/7 in GeorgiaVIEW through tutor.com. For more information about tutor.com, contact Andrew Williams, Senior Coordinator for Student Success, at [andrew.williams@sgsc.ed](mailto:andrew.williams@sgsc.ed)u or visit our webpage at <https://www.sgsc.edu/academics/academic-success>

**Writing Center and Speaking Center**

**SGSC Douglas Campus**

The Writing and Speaking Center offers various resources to assist SGSC students. It is our mission to ensure effective writing and speech making across the curriculum. These resources are available to all SGSC students, faculty, and staff at no charge. The Writing and Speaking Center offers faculty tutors from various disciplines to assist with course-specific writing assignments through every step of the writing process, from brainstorming to polishing the final draft. Additionally, we are available to help students with speech making to help prepare them for class presentations.

The Douglas Campus Writing and Speaking Center is in Room 124 of Collins Hall. For more information about any of the resources we have available, or to make an appointment, contact Writing and Speaking Center Coordinator Mrs. Elisa Johnson at [elisa.johnson@sgsc.edu](mailto:elisa.johnson@sgsc.edu) or (912) 260-4309.

**SGSC Waycross Campus**

The Writing and Speaking Center offers various resources to assist SGSC students. It is our mission to ensure effective writing and speech making across the curriculum. These resources are available to all SGSC students, faculty, and staff at no charge. The Writing and Speaking Center offers faculty tutors from various disciplines to assist with course-specific paper tutoring through every step of the writing process, from brainstorming to polishing the final draft.

The Waycross Campus Writing and Speaking Center is located in room 227 of the Administration Building.  To make an appointment, contact Ms. Paula Fales at [Paula.Fales@sgsc.edu](mailto:Paula.Fales@sgsc.edu)

**Plagiarism**

Intentional plagiarism involves two kinds of wrongdoing. Using another entity's or person's ideas, information, or expressions without acknowledging that entity or person constitutes intellectual theft. Passing off another entity's or person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. Unacknowledged use of content generated by AI with or without the instructor's permission constitutes plagiarism. All sources must be appropriately cited to avoid plagiarism.

The first time a student is determined by the faculty member to have intentionally plagiarized will result in a zero for that assignment. Any other intentional infractions will result in an F for the course.

**GeorgiaVIEW**

GeorgiaVIEW is SGSC’s online classroom portal. It will be used by all faculty. Log in for grades, class updates, and a copy of the syllabus, as well as other information and assignments your professor provides.

* **Username:**is your full email address, e.g. [jdoe@students.sgsc.edu](mailto:jdoe@students.sgsc.edu)
* **Password:**is your current email password.

Having trouble accessing your online courses?  Submit a [GeorgiaVIEW trouble ticket](http://talon.sgsc.edu/help/).

Have a help question about GeorgiaVIEW, the [D2L Help Desk](https://d2lhelp.view.usg.edu/s/) is available to students and faculty 24/7.  If you need assistance anytime, go to <https://d2lhelp.view.usg.edu> 

On the help page, you will have access to a knowledge base.  From the home page under the "Getting Started, Need live phone support?" you will find a phone number. 

Remember, if you cannot access GeorgiaVIEW due the page not being available - do call the [Help Desk](https://d2lhelp.view.usg.edu) and let them know. 

If the South Georgia State College web page is down, you may type in the URL: <http://sgsc.view.usg.edu> and access GeorgiaVIEW.

**Satisfactory Academic Progress (Sap) Standards for Financial Aid**

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for all students enrolled in a degree program, regardless of whether federal aid was received.  Satisfactory academic progress (SAP) means that a student is progressing in a positive manner toward fulfilling the requirements for a degree.  Failure to maintain satisfactory academic progress will result in the loss of all federal and state financial aid and VA Education Benefits.

The SAP requirements include three parts.  The minimum cumulative GPA for a student's academic level, the minimum 67% Pace or Rate of Completion and a Maximum Time Frame to complete equal to 150% of the required hours for a student's academic program.

**Early Alert Service**

This class uses the Early Alert Service. Week four through week six, I will notify the office of Student Success if you are not making adequate progress in your class(es). This warning is not an official grade; it’s a recommendation to use a specific academic support service. If you are contacted about an Early Alert, please respond to those individuals and also reach out to me during my office hours so we can talk about strategies for how you can be successful in the class.

**Midterm Grades**

Midterm grades will be posted for this course.