

# Common Course Syllabus for **Statistical Methods in Psychology**, PSYC 2317, Fall 2020

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SPC requires that the information below is included in all syllabi. This information details the characteristics and policies for ALL PSYC2317 classes, regardless of the instructor. For the details of Dr. Barr's class, see the portion of the syllabus titled "Welcome to FLEX Statistical Methods in Psychology (PSYC 2317) with Dr. Barr"

<b>Course Number:</b> PSYC 2317	<b>Department:</b> Behavioral Sciences	<b>Title:</b> Statistical Methods in Psychology
<b>Discipline:</b> Psychology	<b>Campuses:</b> Levelland, Reese	<b>Satisfies Core Curriculum Requirement?</b> Yes
<b>Prerequisites:</b> none	<b>Credit:</b> 3 <b>Lecture:</b> 3 <b>Lab:</b> 1	<b>Available Formats:</b> Face-to-face

**Course Specific Instructions:** For face-to-face classes, each instructor will attach his/her course specific instructions.

**Textbook:** Privitera, G. (2018). *Essential Statistics for the Behavioral Sciences* (2nd ed.). Thousand Oaks, CA: SAGE Publications.

**Course Description:** This course covers descriptive and inferential statistics used in psychological research and assessment. It includes measurement, characteristics of distributions; measures of central tendency and variability; transformed scores; correlation and regression; probability theory; and hypotheses testing and inference. (PSYC 2317 is included in the Psychology Field of Study).

**Course Purpose:** To acquaint students with various statistical research methods used in psychology. In addition, explain how statistics are used to analyze data collected in psychological research, and how statistics contribute to hypothesis testing in psychological research.

**Course Requirements:** To maximize the potential to complete this course, students should attend all class meetings and/or login to internet courses at least twice weekly. In addition, satisfactorily complete all homework assignments and examinations on time, and satisfactorily complete all other projects or papers as assigned in the course instructions.

**Course Evaluation:** See instructor's course information sheet for specific items used in evaluating student performance.

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

1. Compute and interpret empirical and theoretical probabilities.
2. Define and explain the characteristics of data based on their reliability, validity, and scales of measurement.
3. Interpret visual representations of data, such as graphs and tables.
4. Compute and interpret descriptive statistics, such as mean, median, and mode; standard deviation and range; and transformed scores.
5. Compute and interpret inferential statistics and tests, such as z test, t test, ANOVA, and Chi-Square.
6. Calculate, evaluate, and interpret simple linear correlation/regression.
7. Construct and interpret confidence intervals.
8. Examine, analyze, and compare various sampling distributions.
9. Formulate, perform, and interpret hypotheses tests.
10. Identify the appropriate statistical analyses for given research problems, questions, hypotheses, and data sets.
11. Apply statistical knowledge to the interpretation of psychological research.
12. Explain features and purpose of statistical software packages.

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**Core Objectives addressed:**

- **Communication skills-** effective written, oral and visual communication.
- **Critical thinking skills-** creative thinking, innovation, inquiry & analysis, evaluation & synthesis of information.
- **Empirical and Quantitative skills-**the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Social Responsibility-** demonstrating intercultural knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

**Attendance Policy:** Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting. Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

**Student Conduct:** A high standard of conduct is expected of all students. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. Any student who fails to perform according to expected standards may be asked to withdraw. Failure to comply with 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 may result in the student being dropped from that course (See Catalog/Student Guide for full policy).

**Diversity & Equal Rights:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled (See Catalog/Student Guide for full definitions and policies). The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Student Affairs.

**ADA Statement:** 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 806-716-2529; Reese Center (Building 8) and Lubbock Center, 806-716-4675; or Plainview Center Main Office, 806-716-4302 or 806-296-9611.

**Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@southplainscollege.edu) for assistance.

**Academic 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 that offender liable to serious

consequences, possibly suspension. This policy applies to all forms of cheating and plagiarism. See Instructor’s Course Information for additions to the academic integrity policy.

**Campus Carry Policy:** The 84th Texas legislature passed Senate Bill 11, commonly known as the "campus carry" bill went into effect on August 1, 2017. Individuals holding a licensed to carry (LTC) or concealed handgun license (CHL) holders will have the legal right to carry a concealed handgun onto community college campuses; however, they **cannot** openly carry the handgun. South Plains College's detailed policy required by Senate Bill 11 can be found at this link: [Policy HHC - Concealed Carry of Handgun \(Campus Carry\)](#). **What Concealed Carry Allows:** (1) The law permits only licensed to carry (LTC) holders or concealed handgun license (CHL) holders to carry concealed handguns on campuses. (2) Allows an institution to adopt rules or regulations that prohibit license holders from carrying concealed handguns on certain areas of campus, in a building or portion of a building as long as the rules and regulations do not have the effect of generally prohibiting a license holder from carrying a concealed handgun on campus. Effective notice must be provided with respect to any place where handguns may not be carried. **What Concealed Carry Does Not Allow:** (1) The law does **not** allow “open carry” on college campuses. Open carry means the intentional display of a handgun, including the carry of a partially or wholly visible handgun stored in a shoulder or belt holster. (2) The law does **not** allow the carry of rifles or shotguns on college campuses.

## Welcome to FLEX Statistical Methods in Psychology (PSYC 2317) with Dr. Barr

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Fall 2020, section 271 (Monday/Wednesday 4:00 -5:45, Lubbock Center, room 115)

### CONTACT INFORMATION

**Name:** Dr. Alicia Barr

**Email:** [abarr@southplainscollege.edu](mailto:abarr@southplainscollege.edu)

**Phone:** (806)716-4641

**Office:** Reese campus, Building 4, room 405H

Monday Office Hours	Tuesday Office Hours	Wednesday Office Hours	Thursday Office Hours	Friday Office Hours
1:30-3:30 Virtual Office Hours via Blackboard Collaborate	1:00-3:00 Virtual Office Hours via Blackboard Collaborate	1:30-3:30 Lubbock Center (room location TBD*)	1:00-3:00 Reese Campus, Building 4, room 405H	By appointment only

*\*The location of my Wed office hours at the Lubbock Center is “to be determined.” After the beginning of the semester please check Blackboard or email me for an update on the location.*

### INSTRUCTOR AVAILABILITY—I’m here to help!

I am available to meet with you in person, along with a variety of other ways. Please see below for important details.

#### Face-to-Face (or mask-to-mask) Office Hours

In the table above, you will find my regular office hours. You are welcome to drop in at any of the times listed, however I will prioritize appointments over “drop-ins”. Thus, it would be wise for you to make an appointment at least one day in advance. That said, please drop-in if an issue suddenly arises and you don’t have time to make an appointment. I will do my best to fit

you in. If we have arranged an appointment and I have to cancel, I will do everything I can to notify you in advance and reschedule. Likewise, I expect you to do your best to notify me if you need to cancel an appointment.

## Virtual Office Hours

I am in the process of setting up virtual office hours using Blackboard Collaborate. Once this is completed, students will be able to meet with me online. I will update my syllabus and Blackboard page with the necessary information by the end of our first week back (by Friday August 28<sup>th</sup>) for those of you who are interested in attending virtual office hours.

## Phone

You may reach me during my Reese Campus office hours at (806)716-4641. If you call outside of my Reese Campus office hours, or if you call and I am meeting with another student, then you will reach my voicemail. Please leave a message that includes your full name, your phone number, and a brief reason for your call. I will do my best to return your call in a timely manner.

## Email

You may send me an email message at [abarr@southplainscollege.edu](mailto:abarr@southplainscollege.edu). Please be aware of the “turn around” time for emails: If you send me an email between Monday morning and noon on Friday, I will reply within 24 hours. However, if you send an email during the weekend, the soonest I will be able to reply is the following Monday. *IMPORTANT:* As a college student who is working toward a profession/career, it is imperative (for your success) that you learn to send professional emails. Please follow the “Email Etiquette” guidelines in the next section titled “Tips for Using SPC Student Email.”

## TIPS FOR USING SPC STUDENT EMAIL

South Plains College provides all students with a free SPC Google email account. Because email is one of the main forms of communication in academia, you should check your SPC email regularly. Our email communication may touch on confidential academic matters, like your performance on a quiz or your overall grade, therefore you **must** email me using your official SPC Student email account (NOT your personal email account, e.g., yahoo or gmail).

## How to Access SPC Email

You can access your SPC email (as well as Microsoft Word, Excel, PowerPoint and One Drive) by going to <https://office.com> and using the username and password provided in your acceptance letter to sign in. You may also access your email by logging in to MySPC and finding the email link in the lower right-hand corner. If you encounter any problems, contact the **help desk** immediately at (806)716-2600 or at [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu).

## Email Etiquette

For your success as a student, and your success as a professional, you need to learn email etiquette. All emails should include:

- A brief subject line that explains your reason for emailing (e.g., “Subject: Question about the syllabus”),
- Your full name,
- Your class and section (e.g., PSYC2317, sec.271), and
- The use of standard English skills (e.g., correct spelling, punctuation and grammar).

Here is a link to a useful guide about emailing your professors: <https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay>

## TECHNOLOGY REQUIREMENTS FOR SUCCESS IN THIS FLEX CLASS

### Blackboard

Most course content will be found on Blackboard, and most coursework will be completed on Blackboard. Therefore, you need a computer with internet access in order to log onto Blackboard (see section below titled “Access to working computer with a reliable internet connection”). You can access Blackboard at <https://southplainscollege.blackboard.com>. This address

will take you to the login page, where you type in your username and password. Once logged in, you will see a list of classes in which you are enrolled (including PSYC2317-271). Click on the class whose Blackboard page you want to enter.

## Access to a Working Computer with a Reliable Internet Connection

Because this is a flex class, much of your coursework will be found and completed online (in Blackboard). Thus, you must have regular access to a computer with the following characteristics:

- A modern operating system (Windows 7 or later is recommended; most class content should be compatible with Mac OS and older versions of Windows, down to XP; Linux operating system is *not* recommended)
- A modern web browser. It is recommended that students use Mozilla Firefox or Google Chrome to access Blackboard. Students have reported more problems using Internet Explorer, thus Internet Explorer is *not* recommended.
  - You can download Mozilla Firefox [here](#).
  - You can download Google Chrome [here](#).
- A stable, reliable internet connection. High-speed internet (e.g., Cable, DSL, fiber) is the most reliable.
- It is not required, but it is recommended that you use a computer with a hardwired internet access (e.g., instead of WiFi) especially if we have to move online and you are completing an exam. When using WiFi, there is a greater risk of interrupted service than when using hardwired internet access, and when this happens, your exam might automatically submit, even if you have not answered all the questions.

*\*\*I must give credit for the above information re: computers and internet connection to my colleague, Dr. Crescioni*

## REQUIRED COURSE MATERIALS: TEXTBOOK, SPSS AND CALCULATOR

**TEXTBOOK:** The textbook we will use is Privitera, G. (2018), Essential Statistics for the Behavioral Sciences (2<sup>nd</sup> ed.), Thousand Oaks, CA: SAGE Publications. You have two purchase options for the textbook: 1) You may purchase a paperback version of the textbook from the Reese campus bookstore, or 2) you may purchase an ebook by following this link to the title in VitalSource: <https://www.vitalsource.com/products/essential-statistics-for-the-behavioral-sciences-gregory-j-privitera-v9781506386287>

**SPSS:** In addition to the textbook, everyone needs to purchase the SPSS data analysis program. SPSS stands for “Statistical Package for the Social Sciences.” You will use the SPSS program to complete weekly computer assignments. For students who choose to buy the paperback textbook sold at the bookstore, it will be bundled with a USB drive containing SPSS (the USB is packaged in a folded cardboard “envelope”). For students who choose to buy the ebook, you should buy the USB containing SPSS separately from the bookstore. Once you have the USB, please be aware that the SPSS program can be installed onto a computer **two times only**. One of the installations will be on a lab computer in our classroom, and the other installation will be on your own reliable, personal computer. **CALCULATOR:** You will also need to have a basic calculator, with an exponent function key and a square root key.

## HOW THIS FLEX COURSE IS STRUCTURED

This is a 14-week course, ending with final exam week during the 15<sup>th</sup> week. On the Blackboard Homepage for this class, you will find a “WEEKLY ASSIGNMENTS” folder. This folder will contain 14-subfolders, one for each week of class. Each weekly subfolder contains an assigned chapter to read, and one or more videos to watch *prior to* our in-class meetings. *Excluding the first week of classes (August 24-August 28) and weeks during which we have an exam, we will only meet once a week, on Wednesdays.* In-class meetings will involve retrieval practice, discussions, activities, Q and A regarding homework, and an SPSS computer demonstration. Weekly subfolders will also contain a homework assignment and an SPSS assignment. Additionally, students will complete an in-class exam at the conclusion of week 4 (Exam #1), at the conclusion of week 7 (Exam #2), and at the conclusion of week 10 (Exam #3). During final exam week, students will complete Exam #4 (which is not comprehensive—this will only cover the material discussed during the last few weeks of class). *If classes are moved entirely online, any exams that have not been completed at that time will also be moved online.*

## REQUIRED COURSEWORK AND GRADES

There are three different ways that your learning in this course will be assessed and graded: 1) weekly homework assignments, 2) weekly SPSS computer assignments, and 3) four exams. Each of these are detailed below.

## Weekly Homework Assignments, Submitted through Blackboard

- For each chapter we cover, students will complete all of the odd numbered questions (unless otherwise noted) at the end of the chapter
- Each homework is worth 10 points. I will calculate the percentage of questions you answered correctly, and then convert that to a 10-point scale. For example, if there are 27 odd-numbered questions at the end of the chapter and a student answers 23 correct, then the percentage correct is  $(23/27) * 100 = 85.19\%$ . I would simply convert this to a 10-point scale as 8.5 points out of 10 possible points.
- **Homework is due each Sunday by 11:59 pm, beginning with Homework #1 due on Sunday September 6<sup>th</sup>**
- For each homework, clearly number each question, write questions in order, and neatly answer each question. For all calculations write out every step leading to your final answer (I need to know where all of your numbers came from in order to ascertain if you understand how to calculate various statistics).
- To submit your hand-written answers through Blackboard, you will be required to scan your homework pages. This can be done using an office scanner, or using a scanning app downloaded to a smart phone (e.g., Office Lens, Scannable, etc.). Once you have scanned your work, you can attach the scanned file to the assignment in Blackboard and submit. We will go over the steps involved in scanning and submitting homework during week 1.
- I will drop your two lowest homework grades.

## Weekly SPSS Assignments, Submitted through Blackboard

- *Almost* every week we will complete an SPSS exercise in class using the classroom computers. To be prepared, students should watch the assigned SPSS screencast prior to class. In our in-class meetings we will walk through the demonstration exercise together. Then students will complete a graded SPSS assignment (extremely similar to the demonstration exercise) outside of class, and submit their work for the assignment through Blackboard.
- Each SPSS assignment is worth 10 points, calculated in the same manner as homework assignments
- SPSS assignments are due each Sunday by 11:59 pm
- I will drop your two lowest SPSS assignment.

## Four Exams

- Each exam is worth 100 points
- Each exam will contain *approximately* 30-40 multiple choice, true/false, and computation questions
- Tentative dates for in-class exams: Exam #1 on Monday 9/28; Exam #2 on Monday 10/19; Exam #3 Monday 11/9
- Exam #4 (the final exam) will be during Final Exam Week, on Wed. 12/9 from 3:15-5:15.
- *If classes are moved online due to COVID, exams will be completed and submitted online through Blackboard.*

## Grade Inquiries

If you have a question or concern about a grade in the Blackboard gradebook, or about a question on a quiz (e.g., you see a zero in the gradebook, but you believe you completed the assignment, or you think your answer to a quiz question was correct, but it was counted as wrong), you must contact me within one week of the assignment due date. If you wait more than one week, then the grade in the gradebook is final.

## POLICIES RE: LATE WORK OR MISSING WORK

It is your responsibility to make sure that you complete homework and SPSS assignments before the due date. I have provided you with all due dates in this syllabus, as well as on Blackboard. Accordingly, you are aware when your assignments are due, and it is up to you to complete them on time. The only computer issues that will be accepted as warranting a make-up are issues that were experienced by *everyone* in the class. Please see the table below for details.

Situation/issue leading to missed work	How it will be resolved
The entire class is unable to access Blackboard at the time a homework assignment or SPSS assignment is due.	As soon as I am alerted regarding the outage, I will extend the due date for the entire class and send the class a notification regarding the extended due date.
A student is sick on the day a homework or SPSS assignments is due, or an exam takes place, or was in the	Contact me as soon as possible, and provide documentation of a doctor's visit on the due date of the assignment or

hospital for more than three days during the week of the missed assignment or exam.	exam, or documentation of the hospital stay of three days or more during the week in which the assignment or exam was due. You must schedule and complete your makeup work within one week of the last day indicated on the medical documentation (e.g., if you saw the doctor, or were released from the hospital on the 1 <sup>st</sup> , you have to complete the makeup no later than the 8 <sup>th</sup> )
A student lost a loved one within one week before an assignment was due or an exam took place.	Contact me as soon as possible and provide documentation in the form of an obituary or funeral program.
A student was caring for a terminally ill loved one during the week an assignment was due, or an exam took place.	Contact me as soon as possible and provide documentation in the form of a doctor's note from the doctor who was caring for the loved one.
A student is unable to access Blackboard at the time the assignment was due, but other students could access Blackboard at that time.	No makeup is given. It is your responsibility to make sure you have reliable internet access for the duration of this course. <i>Please see the "Troubleshooting" section for tips on avoiding this problem before it happens.</i>
Blackboard is unavailable at some point during the week, but not at the time the assignment is due.	No makeup is given. Students should check back regularly during the week as Blackboard outages are not long-lasting.
A student was traveling and did not have access to the internet when an assignment was due.	No makeup is given. It is your responsibility to make sure you have reliable internet access for the duration of this course. If you must travel during the semester, you need to either get your work completed ahead of time (before you leave), or make sure that you will have access to the internet at your travel destination.
A student forgot to submit an assignment by the due date.	No makeup is given. I have provided students with all the due dates in this syllabus and on Blackboard, and it is your responsibility to make sure you get your work done by those dates.

*\*\*I must give credit for the above information re: missed work to my colleague, Dr. Crescioni*

## FINAL GRADE CALCULATION\*

Evaluation Method	Total possible points
11 highest homework grades at 10 points each	110 points
9 highest SPSS assignments at 10 point each	90 points
Four Exams at 100 points each	400 points
	<i>Total possible points in class=500</i>

Grading Scale for Final Course Grade:	90% or more of total possible points (448 points or more):	A
	80-89% of total possible points (398-447 points):	B
	70-79% of total possible points (348-397 points):	C
	60-69% of total possible points (298-347 points):	D
	59% or less of total possible points (297 points or less):	F

*\*This is a tentative grading scheme. It is possible that we may not get through all of the material planned, especially if we have to shift gears and move online. IF that occurs and we have to cut one or more assignments, I will post updated information on how to calculate final grades on Blackboard.*

## COURSE OUTLINE/CALENDAR:

A Course calendar will be added to the syllabus, during the week of August 24<sup>th</sup>.

## Other Important Academic Dates and Holidays:

Monday, September 7<sup>th</sup>—Labor Day Holiday\*

Wednesday, September 9<sup>th</sup>—12<sup>th</sup> Class Day (non-attending students will be dropped)

Friday, October 16<sup>th</sup>—Fall Break Holiday\*

Thursday, November 19<sup>th</sup>—Last day to drop

November 25<sup>th</sup>- 27<sup>th</sup>—Thanksgiving Holiday\*

December 7<sup>th</sup> through 10<sup>th</sup>—Final Exam Week (no regularly held classes, final exams only)

*\*Please be aware that classes do not meet, campus buildings are closed, and professors and faculty are not available on the Holidays noted above*

## TECHNOLOGY PROBLEMS AND RESOURCES/HELP:

There are a several technology problems that are likely to arise for students this semester. Please remember, a computer issue that affects an individual student, but not the entire class, will not merit an extension on homework or SPSS assignments (or exams if we are forced to move all classes online). Thus, it is best to plan ahead and assume that you might experience one or two or all of these problems. If you take the time NOW to review the “Technology Contingency Plan” table below and figure out how you will address these issues if/when they arise this semester, you will not be caught off guard:

TECHNOLOGY CONTINGENCY PLANS	
Problem(s)	Solution
“Argh! My internet is down!” &/or	Free WiFi is available at many area businesses (Starbuck’s, McDonald’s, Chick-fil-A, United Supermarkets), and in the buildings and <i>parking lots</i> of many schools including SPC campuses (also look for “Park and Learn” signs near the LISD schools). ). Click <a href="#">here</a> for WiFi Resources at SPC (at the bottom of the “WiFi Resources at SPC” page you will also find phone carrier assistance plans).
“OMG! My computer is not working!” &/or	Make a list of friends, family members, classmates &/ or even neighbors who might let you borrow their computer, or their WiFi, or their printer in the event yours is not working
“Darn! I need to print [that thing], but my printer is out of ink.” &/or	If you are an SPC student, and within driving distance, we have computer labs with computers, printers and internet access at every campus: <ul style="list-style-type: none"> <li>• SPC Reese Campus computer labs: Building 8 (room 827 and the library), Building 2 (room 207), and Building 4 (adjacent to room 451)</li> <li>• SPC Levelland Campus computer lab: Technology building</li> <li>• SPC Lubbock Center, 39<sup>th</sup> &amp; Avenue Q: Room 109 and Room 138</li> <li>• SPC Plainview Center, 1920 W. 24th St., Plainview, Texas</li> </ul>
“Ugh! I’m out of town, and I don’t have a computer [or access to the internet]”	Public libraries (wherever you live) typically have computers available to the public If your computer breaks down, contact a local computer repair business (e.g., Best Buy, Office Depot, etc.). Or, if possible, buy an inexpensive computer from sites like <a href="#">eddealinfo.com</a> , Amazon marketplace, Newegg or eBay. If you are traveling, find out if the hotel has a computer lab for guests, or if the person you are staying with has a computer with internet access. If not, work ahead and get your quiz and discussion completed before you leave.

This table contains a list of common issues, and possible solutions to help you solve your own technology issue:

TECH TROUBLESHOOTING	
Problem	Possible Solution
I cannot access Blackboard, but I can access other websites	Blackboard might be down. Check your SPC email and MySPC for announcements about Blackboard outages. IF you cannot access these sources of information, or if there are no such announcements, contact Blackboard support (see below).

I cannot access any websites.	Your internet may be down. If you know how, try resetting your modem and/or router. If your internet is still not working, contact your internet provider, or implement one of your contingency plans (see previous section).
I cannot access the textbook website, but I can access other websites.	Use the PDF of the textbook, posted on Blackboard, to complete assigned readings for the week.

## Blackboard and Email Technical Support

If you have technical problems using **Blackboard**, contact the SPC Tech Support staff at 806-716-2180, Mon-Fri, 8 am – 4 pm; or email [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) or go to <https://help.blackboard.com>. You can also call Blackboard Support at (800)424-9299. If you are having problems accessing your **SPC email**, contact the SPC help desk at (806)716-2600 or at [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu).

## OTHER IMPORTANT POLICIES AND INFORMATION:

### Academic Integrity

Students are expected to do their own work on all quizzes, discussions, and exams. Failure to comply with this policy (e.g., plagiarism, cheating) will result in an F for the assignment and can result in an F for the course if circumstances warrant.

*\*\*In the spirit of upholding academic integrity, I want to express my gratitude to my colleagues, Dr. Will Crescioni, Prof. Robyn Inmon, and Dr. Armida Rosiles for sharing their online syllabi with me. These colleagues regularly teach online courses and imparted their insights regarding information to include in an online syllabus. My syllabus is modeled after and draws heavily from Dr. Crescioni's beautifully formatted and worded syllabus, especially the sections on technology and missed work.*

### COVID and Face Coverings

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.

*In addition to the face coverings policy of SPC, I will hand out a COVID-19 Policy for this class that everyone should read in full.*

### Attendance and Drop Policy

Because Fall 2020 classes are taking place during a pandemic, I will take attendance based your completion of homework and SPSS assignments by their due dates, as well as logging into the Blackboard page for this class, but *not* your physical presence in class. I will take roll, but only in case one of us tests positive for COVID and contact tracing needs to occur. A student may be administratively dropped from this course for either of the following reasons:

- The student has not logged on to Blackboard for 14+ consecutive days.
- The student has not logged onto Blackboard or attended class by the 12<sup>th</sup> day of classes (September 9<sup>th</sup>).

### Americans with Disabilities Act Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in class should notify the Disability Services Office early in the semester so 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 (Building 8) and Lubbock Center, 806-716-4675; or Plainview Center Main Office, 806-716-4302 or 806-296-9611.

## Diversity Statement

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.