

SPC
AMERICAN MINORITY STUDIES
COMMON COURSE SYLLABUS

Fall 2020
HUMA_2319_002_003

Department: Behavioral Sciences

Discipline: HUMANITIES

Course Number: HUMA 2319

Course Name: AMERICAN MINORITY STUDIES

Credit: 3 Lecture: 3 Lab: 0

This course satisfies a core curriculum requirement: Yes – Language, Philosophy and Culture

Prerequisites: none for campus; TSI reading for Internet

Available Formats: Conventional and Internet

Textbook: American Ethnicity: The Dynamic and Consequences of Discrimination - [Digital Copy with Connect Access](#), By Adalberto Aguirre Jr. and Jonathan A. Turner - ISBN 9781259403866

Supplies: Computer and Internet access for Internet courses and campus classes.

Course Description: (3:3:0) : This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political, and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability, and religion.

Semester Hours: 3 Lecture Hours: 3 Lab Hours: 0 (This course covers the historical, economic, social, and cultural development of minority groups, including African-American, Mexican-American, Asian-American, and Native-American issues)

Course Purpose/Rationale/Goal: American Minority Studies provides a multidisciplinary analysis of the subordinate/dominant statuses of individuals and groups by recognizing the impact of race/ethnicity, gender, and socioeconomic class of individuals and groups in relationship to American society. The course is designed to foster critical analysis of the issues of difference in our society and to prepare students to understand and interact with people from diverse backgrounds and cultural perspectives throughout their lives. Art, literature, historical analysis, economic analysis, and/or music will be utilized to understand the cultural differences.

Learning Outcomes/Competencies:

Upon the successful completion of this course, students will:

1. Analyze the history, culture, and struggles for equality of American minority groups.
2. Articulate an informed personal response and critically analyze works by minorities in the arts and humanities.
3. Demonstrate awareness of multiple cultural perspectives representative of diverse minority groups.
4. Describe the impact of discrimination on the everyday life of minority groups in the context of social, political, and economic circumstances.
5. Analyze minority group interactions in the United States focusing on immigration and migration patterns, assimilation processes, and adjustments to American life.
6. Formulate an understanding of shifting societal perceptions and self-identifications of minority group cultural identities.

Core Objectives:

- **Communication 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 the demonstrated intercultural knowledge and 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.

Texas Coordinating Board Approval Number..... 45.1101.53 25

Course Requirements: To maximize the potential to complete this course, a student should attend all class session, complete all homework assignments, and complete all examinations. The specific course requirements are listed on the individual instructor’s course information sheet.

Course Evaluation:

Please see the instructor’s course information sheet for specific items used in evaluating student performance.

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.

Academic Appeals Procedure

INFORMAL APPEAL

1. The student should schedule an appointment with the instructor of the course to discuss the final grade or discipline action.
2. If the student is still not satisfied, he/she should schedule an appointment with the appropriate department chairperson to discuss the situation. (The chairperson may request that the instructor also be present.)
3. If the student is still not satisfied, he/she should schedule an appointment with the Divisional Dean to discuss the situation. (The dean may request that the chairperson also be present.)
4. If the student is still not satisfied, he/she should be advised of the formal appeal process.

FORMAL APPEAL

1. If the student is not satisfied with the results of the Informal Appeal, he/she should provide the following information, in writing, to the Vice President for Academic Affairs:
 - a. A request for a formal appeals hearing.
 - b. A brief statement of what is being appealed.
 - c. The basis for the appeal.
 - d. Pertinent facts relating to the appeal.

NOTE: The agenda of the appeals hearing will include only those factors documented in the student's appeal request letter.

2. The Vice President for Academic Affairs of South Plains College, will determine the date, time and place of the hearing, and notify the student accordingly.

THE HEARING

1. Composition of the appeals committee:

a. Vice President for Academic Affairs will preside over the hearing. b. Faculty member of the student's choice. c. Faculty member and student of the Vice President for Academic Affairs. d. President of the Student Body/Student Advisory Council. e. Vice President of Student Affairs.

2. Other persons who should be available at the hearing:

a. The student who requested the hearing. b. The faculty member involved. c. Anyone the student or faculty member wishes to be present to substantiate the case. d. Chairperson and Divisional Dean.

3. Hearing Procedure: The Committee will hear the student's appeal during which the parties to the controversy, and such representatives as desired, will present all facts relating to the case. Consequently, the committee will recommend appropriate action by majority vote.

4. The termination of the hearing finalizes the academic appeal procedure.

APPEAL RESTRICTIONS

1. Only final grades or dismissal resulting from academic discipline will be considered. 2. The instructor's teaching ability or expertise will not be considered during the hearing. 3. No grade or disciplinary action can be formally appealed after a period of six (6) months from the date that the student is informed.

Standard Written English REQUIREMENT:

All written assignments should be presented using the conventions of Standard Written English. South Plains College requires all students to become proficient in "academic English," a form of English that is typically used in academic, professional, and business contexts. While slang, regional idioms, and informal kinds of self-expression are appropriate in some contexts, they are out of place in academic writing. Writing instructors and professors in courses across the campus **expect all students to demonstrate proficiency in using the conventions of academic English in their written work, whether it is in-class exams or take-home essays.** Each instructor may also add additional requirements regarding written assignments that are contained in your syllabus.

Campus Concealed Carry Policy:

South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law, and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the following.

For a complete list of campus carry exclusions zones by event, please visit

<http://www.southplainscollege.edu/campuscarry.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.

Title IX Pregnancy Accommodations Statement – (806)716-2362 – Crystal Gilchrist cgilchrist@southplainscollege.edu

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.

Equal Opportunity /Non Discrimination Statement – (806)716-2360 – Stan DeMerritt sdemerritt@southplainscollege.edu

South Plains College does not discriminate on the basis of race, color, religion (creed), gender, gender expression, marital status, sexual orientation, military status, national origin, sex, disability or age in its programs and activities. All SPC courses meet federal regulations under Title II of the ADA, Sections 504 of the Rehabilitation Act of 1973.

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.

INSTRUCTOR-SPECIFIC COURSE INFORMATION SHEET

HUMA 2319_002_003
AMERICAN MINORITY STUDIES
Instructor: Morgan Keener
Fall 2020

Instructor: Morgan Keener

Office: Plainview, 101H

Phone: 806.716.4320

Email: mkeener@southplainscollege.edu

Office Hours: Mon/Wed, 8:30-9:30am & 2:15-3:45pm; Tues/Thurs, by appointment; Fri, 8:30am-11:30pm

Required Text: American Ethnicity: The Dynamic and Consequences of Discrimination - **Digital Copy with Connect Access**, By Adalberto Aguirre Jr. and Jonathan A. Turner

*****Connect Access Code is Required*****

ISBN 9781259403866

For financial aid participants - this textbook is available at both the Levelland and Reese bookstores.

For non-financial aid participants - use link below to see purchasing options.

<https://www.mheducation.com/highered/product/american-ethnicity-dynamics-consequences-discrimination-aguirre-turner/M9780078111587.html#interactiveCollapse>

After purchase of digital book/connect code please register for Connect using the instructions found in Blackboard

How this Course is conducted: This course is a hybrid course, which means that you will attend the regular classroom for general instruction once a week (instructor will give your more information) **and** you will access Blackboard for your course work and for your grades.

Diversity Statement: “In this class, the teacher 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” (Faculty Handbook 4.1.1.1) -- How **PERFECT** for this class !!

Disabilities 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. Processing time could take up to 30 days once paperwork has been submitted. 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 Office) 806-7162577, Reese Center (Building 8) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Logging into Blackboard: To access your course, go to <https://southplainscollege.blackboard.com/> or go to the SPC Homepage and click on the "Login to" link in the top right-hand portion of the page and then click on the Blackboard link on the pull-down or you can type or copy the address into the address window of your computer. I recommend that you bookmark Blackboard on your computer for quick access. You can also log into MySPC and there is a Blackboard link there. Once you reach the site you will click "Log In". The log-in screen will come up asking for your username and password. Simply follow the instructions on the screen.

OTHER INFORMATION concerning Blackboard:

Open Computer Lab: There is an Open Computer Lab located on the Levelland campus in the Technology Center. It is available to all students, with priority given to those students enrolled in computer classes. Computers are also available on the Reese Center, Lubbock, and Plainview campuses. Check with libraries and labs for hours.

Technical Problems/Support: If you are having computer problems, you have to let me know. I will try to help you in any way that I can. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your course work due to bad flash drives, Internet service down, computer crash, or your dog ate your homework, there is nothing I can do about it. **THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.**

- **IMPORTANT:** Most tech issues are related to failure to update java, using the incorrect internet browser (try use Google Chrome or Firefox instead of Internet Explorer), and/or not deleting browsing history files daily. Most issues are related to computer issues, not Blackboard. Please note that this instructor does NOT recommend use of any handheld devices for taking this course. Cellphones are wonderful but not for course work done on the Internet.
- Reminder - **bookmark** the Blackboard login page on your computer.

SPC Technical Support Contact: Call (806) 716-2180 or email at Blackboard@southplainscollege.edu for student technical support. I am your course work support contact. Only call or e-mail technical support with questions about Blackboard or computer functioning. There is Technical Support information in the Start Here area of your Blackboard course. It contains links to Student Tutorials and the Student Orientation Course for Blackboard. Contact me for any course content information.

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN COURSE WORK IN OR YOU MAY HAVE PROBLEMS!
Remember the saying "TECHNOLOGY HAPPENS"!

Anti-virus Software: Please make sure that your computer has an up-to-date antivirus software program installed.

THE RULES:

Pages 11-15 of the South Plains Student Guide highlights topics and procedures of Student Conduct and Penalties for **Misconduct**. I suggest you read this. Here are the highlights as they fit this class:

Academic Integrity: Cheating of any type is a serious matter and will **NOT** be tolerated. This includes cheating in any form on tests, quizzes, homework, and/or assignments (such as copying someone's exam or assignments), and plagiarism. According to the South Plains College website, <http://www.southplainscollege.edu/library/smartstarts/mod6/04-plagiarism.html>, "plagiarism is presenting the words or ideas of someone else as your own without proper acknowledgment of the source. It is okay to use the ideas of other people, but you do need to correctly credit them. When you quote people – or even when you summarize or paraphrase information found in books, articles, or Web pages – you must acknowledge the original author." (If you do not know/understand what constitutes plagiarism, or if you need further clarification ask me or look it up ... **ignorance will not be an excuse.**) Do not even THINK ABOUT cheating in any way.

However, if you do and if you are caught the **following WILL happen ...**

1. You will receive a ZERO on the assignment and we will have a discussion
2. You will be ineligible to receive any extra credit points
3. You may be dropped ONE letter grade at the end of the semester
4. IF you are caught a second time, you be dropped from the class with an F

THIS HOLDS TRUE FOR ANY ASSIGNMENT – EVEN AN EXTRA CREDIT ASSIGNMENT. Penalization because of plagiarism/cheating is the consequence of YOUR choices and YOUR actions. It is not something I am doing to YOU – it is what YOU are doing to YOU.

This is serious. I am serious. DO NOT DO IT!! Take the low grade for not-knowing/doing the material, rather than the above repercussions for cheating.

Student Behavior: This is college, and I view you as an **adult. Please act like one.** Be courteous, be respectful, think before you act. Please turn off your cell phones. **Please do not text message during class.** Please do not read the paper during class. Please do not email or surf the web. Do not disrupt class. Do not sleep!! Please stay seated until class is dismissed. If you are disruptive during class, you will be asked to leave. **If you are continuously disruptive, you will be dropped from the class.**

If you are seen to be sleeping or texting or doing anything disruptive, I may stop the class until you are done. Any information that does not get presented to your classmates and covered because of YOUR choices, will be on YOU.

**** The first time you sleep, text, etc, class will be stopped and you will be addressed. If you are seen to be doing this again, you will be counted absent on every subsequent day you decide to partake in these practices. You may also be asked to leave the classroom and/or you may be dropped from the class ****

Using a LAPTOP for note-taking is permitted under the condition that you are using it to take notes! I will ask to see your notes periodically if not daily. This is one of the conditions you agree to if you decide to use your laptop. If you use your laptop for anything other than class expectations, you are distracting those around you who can see what you are doing; you are denying them and yourself the information you/they need to score well on the test. I have the right to deny you the privilege of opening your laptop in class.

Attendance: Here's how it works in this class:

Students are expected to attend class regularly and attendance will be taken at the beginning of each class meeting. Please try to be here when class begins. Tardiness does not equate to full attendance and you may not be able to sign the roll sheet, take a quiz, take a test, etc. so be here on time.

Missed classes do not mean excused work. Each student is expected to turn in all assignments on the scheduled dates. **DO NOT EMAIL ME YOUR ASSIGNMENTS** – you must submit them via Blackboard. **You** are also responsible for any lecture notes, hand-outs, etc, given on the day you missed. Do not expect that everything you miss can be made-up... videos and quizzes, for example, may not be offered as a make-up/at a later date.

In addition to the catalog policy on of the General Catalog, roll will be taken at each class session and a record of attendance maintained. **A student may be dropped from the course with an X or an F, if they miss a minimum of 3 weeks of class/BB assignments with no communication and/or is earning an F.** If absences occur after the final drop date you will not be dropped and will receive the grade you have earned. **Roll will be taken every class period beginning the first day of class and will be used to document attendance.**

Signing someone else as “in attendance” will result in an absence for you and them. Don't do it!

Courtesy and Respect: I am your instructor, and though I may joke around with you please don't lose sight of the fact that I am still your instructor. So please do not address me with “hey,” “yo,” etc. This pertains to emails as well. Emails must also abide by Standard Written English. Standard Written English, courtesy and respect is expected in all manners of correspondence, and I will do the same. THANKS!!

THE GRADES:

Introduction Module: The first thing that you will need to complete is the introduction module. This includes your course agreement, syllabus quiz, and introduction post and is worth 25 points. Your course agreement is a contract between you and me that you have read the syllabus and you agree to the terms of the class. If you have not completed the course agreement by the given due date, you may be dropped from his class with an X. The syllabus quiz simply goes over things found within the syllabus. The introduction post requires an original post and 2 replies to classmates for full credit.

Quizzes: You will have 10 chapters quizzes that you must complete using the mheeducation.com website that accompanies the textbook (please see above for more information or log into Blackboard for directions on how to access this website). Each quiz will be worth 100 points and consists of multiple-choice questions. These 10 quizzes combined count as half of your grade for this class – please take them seriously. You only get 1 attempt per quiz. **When taking quizzes, SAVE your answers to each question as you go along. The computer may time-out and you run the risk of losing your work.**

Short Film Series Analysis Modules: You will have 4 separate short film series analysis modules. In each module, you will be asked to watch a series of short films related to a topic, complete a journal entry, answer questions, and complete a small activity. These modules are worth 100 points each.

Reading Conversations: Throughout the semester, you will have 9 reading conversations, which consist of reading a short story of my choosing, and answering specific questions related to the story and the material within this course. These conversations are worth 25 points each.

Term Project: In place of a final exam, you will have a term project in the form of a book review. More details and specifics are in Blackboard. This project is worth 250 points.

In class assignments – various small assignments done within the classroom. Total for all of these assignments will be 100 points.

**** REGARDLESS OF WHAT THE ASSIGNMENT IS... YOU ARE EXPECTED TO WRITE IN FORMAL GRAMMAR. I WILL NOT ACCEPT ANY TEXT MESSAGING ABBREVIATIONS!! THIS IS A CLASS...NOT A PHONE... ****

Your overall, class grade is compiled in the following way:

Introduction Module = 1 @ 25 points =	25 pts
In class assignments =	100 pts
Quizzes = 10 @ 100 points each =	1000pts
Short Film Series Analysis = 4 @ 100 points each =	400pts
Reading Conversations = 9 @ 25 points each =	225pts
Project = 1 @ 250 points each =	250pts

Total Points = 2000pts

Final Grades:

A = 2000 - 1800

B = 1799-1600

C = 1599-1400

D = 1399-1200

F – 1199 and below (F is the only “failing” grade)

THE GOOD NEWS:

I am a strong supporter of extra credits! I believe that in order to learn about other cultures/groups, participation and observation in cultural functions outside of the classroom is necessary. This may come in the

form of attending public presentations, performances, exhibits, events, or watching videos, TV shows, as well as reading articles/books, text book chapter reviews, or **DOING** class presentations.

It needs to pertain to a minority group (or member(s) of) in the United States and set IN the United States.

I will announce eligible events as they come up, BUT you are not solely limited to these events. Check with me if there is something you want to do or watch. – you have free reign for extra credits as long as it fits the class. Find something that interests YOU and allows you to show your knowledge of the class. YOU have control of extra credits; do not wait for me to tell you to do them – you do them as you see fit!

CLASS DAYS:

Somedays I will lecture, other days we will watch documentaries, and other days we will hold debates/discussions. Attendance matters. This is a hybrid class, so all of your assignments will be turned in on Blackboard – not in the classroom.

You should check your/our Blackboard page frequently as this is where I will make announcements outside of the classroom, where I may contact you via email, and where you can find your grades.

COMPUTER INFORMATION FOR CLASS:

Blackboard Learn 9.1 is the computer software used to deliver this course. It is essential that you have reliable access to the Internet. It is not necessary to purchase or own your own computer but you should have a backup plan in place should you encounter computer problems. There are open computer labs available to all enrolled SPC students on all campuses. It is also the student's responsibility to have the required computer skills to complete this course. More information on online courses is available at www.southplainscollege.edu/online.

IF YOU SHOULD EVER ENCOUNTER TECHNICAL DIFFICULTIES WITH THE SYSTEM, DO NOT CONTACT ME. YOUR FIRST PHONE CALL SHOULD GO TO 806-716-2180 or email blackboard@southplainscollege.edu. OTHER TECHNICAL ASSISTANCE CAN BE FOUND AT BLACKBOARD.COM, AND THE SPC WEBPAGE (THEY HAVE TUTORIALS). You may email to tell me that someone from SPC Blackboard assistance is helping you, but do not call me for Technical/Computer related questions. I am not the expert on that. I can help you on ASSIGNMENT and COURSE CONTENT questions ... not the "system" questions.

MINIMUM Software requirements:

Microsoft Word, WordPerfect, or another word processing program capable of saving files in RTF (Rich Text Format).

Web Browser – Firefox or Google Chrome is recommended (this is a free downloadable program) - If you plan on using a browser supplied by your Internet service provider (for example, AOL or WebTV) make sure it is the most recent version. We cannot guarantee that all course features will function in all browsers.

Your course may require special (free) plug-ins to access Streaming Media, PDF files, or other web components.

Antivirus software

www.southplainscollege.kanopy.com

Other Software you may need:

- RealNetworks RealOne Player
- Adobe Acrobat Reader
- Apple Quicktime Media Player
- Windows Media Player

More computer requirements:

Since this course are entirely online, participants are expected to have at least an elementary knowledge of their microcomputer operating system and basic knowledge of software and tools such as a word processor, e-mail, an Internet browser, and search engines.

FINAL NOTE:

If EVER you should have any questions, concerns, etc – come and see me or email me. That is what I am here for ... that is what my office hours are for. I cannot help you if you don't come and talk to me! Also get to know your classmates!!

**Course Calendar
Fall 2020**

All assignments modules are due on Sundays by Midnight

Date	Day of the Week	Course Work
Aug 24	Monday	Classes begin
Aug 30	Sunday	Introduction Module
Sept 6	Sunday	Chapter 1 Module Reading Conversation 1
Sept 7	Monday	Labor Day Holiday
Sept 13	Sunday	Chapter 2 Module Reading Conversation 2
Sept 20	Sunday	Short Film Series #1
Sept 27	Sunday	Chapter 3 Module Reading Conversation 3
Oct 4	Sunday	Chapter 4 Module Reading Conversation 4
Oct 11	Sunday	Short Film Series #2
Oct 18	Sunday	Chapter 5 Module Reading Conversation 5 Term Project Preview Due

Oct 25	Sunday	Chapter 6 Module Reading Conversation 6
Nov 1	Sunday	Short Film Series #3
Nov 8	Sunday	Chapter 7 Module Reading Conversation 7
Nov 15	Sunday	Chapter 8 Module Reading Conversation 8
Nov 22	Sunday	Short Film Series #4
Nov 25-27	Wed - Fri	Thanksgiving Break
Nov 29	Sunday	Chapter 9 Module Reading Conversation 9
Dec 6	Sunday	Chapter 10 Module
Dec 7 -10	Mon - Thurs	Final Exams Week (date/time of Term Project TBD)

Other assignments and activities: deadlines will be announced in class. So, **be sure to be in class on time** or you may miss valuable information. If you are late to class, it is your responsibility to see the professor after class and ask if you missed any announcements or assignment. This is important because late work is not accepted, and make-up work is not offered.

This calendar is subject to change. Students will be notified in class and/or through Blackboard of any changes