**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:**

**Course-Specific Policies:**

**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 to expand mental health resources. South Georgia State College has joined with them to offer its students access to the help and support needed while trying to navigate the changes and challenges many face. Uwill gives students free immediate access to telecounseling, a direct crisis connection, and wellness programming through its easy to use online [platform](http://app.uwill.com/).

**Telecounseling:**

* Students can schedule up to (4) teletherapy [appointment](https://app.uwill.com/) with a licensed counselor based on needs and preferences.
  + Choose a therapist based on immediacy, gender, language, focus area
  + Select a time that works best, with day, evening and weekend appointments.
* Create your [profile](http://app.uwill.com/) and get started in minutes.
* Counselors can refer students to Upsych for psychiatric services, if needed.

**Crisis Support:**

* If a student is experiencing a mental health crisis, Uwill provides a direct connection to a licensed counselor trained in trauma
* Help is available 24/7/365 by calling**833.646.1526**
* If you need to list international number, do so here
* If you are having a medical emergency, please call 911.

**Wellness:**

* Students can access free on-demand [wellness](http://app.uwill.com/) programming on the will platform.
* Select wellness from the left navigation.
* Relax & recharge your mind and body with yoga, meditation, mindfulness, and more!

Your well-being 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 online 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.**

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**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>

**Douglas Campus Writing and Speaking Center**

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 212 of Engram 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.

**Waycross Campus Advising Center**

The Waycross Campus Advising Center is dedicated to supporting students in their academic journey by providing personalized guidance in course selection, degree planning, understanding disciplinary and/or program requirements, and connecting with resources specific to students’ academic and career goals. The Advising Center is located in room 227 of the Administration Building.

Led by faculty, the Advising Center operates on a walk-in basis to accommodate students' needs.  Hours vary each term but generally fall between 9 AM and 4 PM, Monday through Thursday.  For the most up-to-date schedule, please refer to the current term's hours posted on the Advising Center door.

**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. Midterm grades will be submitted to Banner Web between 3 and 4 business days before the midterm date. You will have 2 days prior to the midterm date to withdraw without penalty should you decide to do so.