



SPN 1120 Syllabus Summer 2024

Course Information

Course Title: Elementary Spanish 1

CRN: 30067

Course number with Section: SPN 1120, Section 1

Course Description:

This course is for the beginning student in Spanish and is a foundation in the language and civilization, stressing the 4 skills: listening, speaking, reading and writing.

This course is open to students with no language background and to those with less than one year of high school Spanish whose language placement test indicates a need for further foundational work.

Course Location: Online

Course Day and Time: Online

Prerequisites: None

Corequisites: None

Instructor Information

Instructor Name: Karen Jones

Office Location: Virtual

Office Hours:

Starting the **second** week of the cour

se, you can schedule a live voice/video chat with screenshare with me by contacting me at least **24 hours in advance** to request it.

Voice/video + screenshare chat is available **by request and by advance notice, Monday through**

Thursday, between 1:30 pm and 6:30 pm.

Instructor Office Hours location: Online via private, encrypted Zoom room, once prior request for voice/video + screenshare chat has been approved.

Phone Number: Please contact via email only

Email: jonesk@nfc.edu

Instructor Response Time for Email:

During the summer workweek (**M-Th**), I will respond to all email messages **within 24 hours**. Emails sent between *6:30 pm Thursday and 11:59 pm Sunday* will be answered by *12:30 pm the following Monday*.

Response Time for Posting Grades on D2L:

For all assignments *originating in D2L*: grades will be visible immediately for all auto-graded items. For any assignments requiring instructor grading, scores will be posted in D2L gradebook within **one week (7 calendar days)** of the due date.

For all **Supersite** assignments: because there is **no deep integration** at this time between Supersite and D2L, the total number of points earned from homework in each Lección will be tallied and entered by hand in the D2L gradebook within **5 calendar days** from the date of the **last homework assignment** in each Lección.

Below are the dates by which total scores for the homework assignments in each Lección will be entered in the D2L gradebook:

- Lección 1: June 11 (last Lección 1 assignments are due on 6/6)
- Lección 2: June 21 (last Lección 2 assignments are due on 6/16)
- Lección 3: July 12 (last Lección 3 assignments are due on 7/7)
- Lección 4: July 20 (last Lección 4 assignments are due on 7/15)

Department Chair: Hillary Ring

Department Chair Email: ringh@nfc.edu

Required Curriculum/Textbook and Course Materials

Required Textbook:

Official name of **NFC coursepack** in the NFC Virtual Bookstore listing:

Panorama 6e Loosleaf text + SSPlus + wSAM (12 months access). And, yes, the NFC Bookstore misspelled the word “loose-leaf” in the descriptor.

ISBN for coursepack: 978-1-54332-681-9

Full name of textbook: **Panorama: Introducción a la lengua española** (Blanco, Donley. Vista Higher Learning 2021, 6th Edition).

Coursepack includes:

1. Hard copy of the textbook *Panorama* (**6th edition**) in a loose-leaf format.
2. Full Supersite **Plus** access (including WebSAM), which is **mandatory** for submitting assignments.
3. Complete online version of the textbook *Panorama* (referred to as "vText" for "virtual textbook")

This coursepack configuration is available both from the [NFC Bookstore](#) and [direct from the publisher](#).

The cost is **\$270.00** if you purchase from the NFC Bookstore.

If you purchase direct from the publisher, the cost is **\$238.80**.

Remember: if you cannot afford to purchase your course materials right away, I can grant you **free grace-period access** to them, which lasts for 2 weeks. ***Instructions for this are provided in our D2L course.***

Because of this, there is *no excuse* for missing any work at the beginning of the semester due to financial hardship.

Everyone in this course must set up their Supersite access *by 11:59 pm on Sunday, May 26*, because your first Supersite assignments are due on Tuesday, May 28 at 11:59 pm. (Monday, May 27 is the Memorial Day holiday.)

There is one other **purchase option** for **even lower-cost course materials**:

If you do not want to buy a physical textbook (or if you believe you can do without one), you can purchase **standalone access to the VHL Supersite (SuperSitePlus with WebSAM)**—the entire *Panorama* textbook is available in Supersite as a vText. *This is not the preferred option*, but it is still acceptable.

This option can only be purchased [direct from VHL](#). The ISBN for this option is: 978-1-54331-945-3, and the cost is **\$159.00**.

Very important note about used books:

Please **do not purchase a used textbook** for this course. Used books do *not* come with valid Supersite access codes.

If you do buy a used book, you will end up **still having to purchase your full Supersite** access, and that will cost you **additional money** (beyond whatever you paid for the used book). Please email me directly if you need help doing this.

Required Course Materials/Supplies:

You will need:

1. A *headset with a microphone*, or headphones and an external microphone.
2. Reliable *internet access*.
3. A **Plan B** in place in case of tech problems.

For example:

- using the **campus wifi**, which is available for you to access either from inside the NFC Library (M-Th, from 8:00 am to 4:30 pm), on the library's outdoor patio, or from your car in the parking lot between the NFC Library and Building 7 (every day from 9:00 am to 9:00 pm). You can contact the NFC Help Desk/WiFi Assistance at 850-973-1672 or

computerservices@nfc.edu;

- using **free wifi** that has been made available for all NFC students from any branch of the **Suwannee River Regional Library System** (Live Oak, Branford, Dowling Park, Greenville, Jasper, Jennings, White Springs)—you do not need a library card to use this service and it is available from either inside the branches or from their parking lots;
- checking out a **free portable, mobile wifi hotspot** from the **NFC Library** (hotspot checkout is for 3 weeks);
- using a friend's, family member's or roommate's computer or mobile hotspot.

Technological issues are **not** a valid excuse for lack of participation or lack of course work.

- However, difficulties in submitting work because of **documented illness with Covid-19** will be evaluated and accommodated on a case-by-case basis.

VHL Tech Support information:

If you have a problem with the functioning of the Supersite, you should **contact VHL Tech Support first** at **(800) 248-2813**, and then your professor. (You can also submit tickets for VHL Tech support from the "Help" link at the top of every page in Supersite.)

The contact times for **live phone support** from VHL are as follows:

- **Mon-Fri** 8:00am - 9:00pm EST
- **Sat** 11:30am - 8:00pm EST (School & Semester Start Only)
- **Sun** 11:30am - 9:00pm EST

In general, your professor can do nothing to fix Supersite-based tech problems (which is why you should contact VHL Tech Support first).

Minimum Technological Requirements and Skills:

The student should be able to access and fully use Desire2Learn (D2L) and the Supersite platform.

Also, the student should be able to use whatever forms of electronic communication they might need for contacting the instructor (email, Zoom, etc.)

For textbook questions, please visit:

<https://customersupportcenter.highered.follett.com/hc/en-us>

Grading Policy and Assessment Methods

Course Grading/Student Performance Evaluation:

Rounding statement:

Your grade for this course will be rounded up if it ends in “.50” or higher (your D2L grades are calculated to 2 decimal places). For example, if your final course grade in the D2L Gradebook is 79.50%, it will round to 80%, and your grade will be B.

Grading:

A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: 59% and below

Academic evaluation criteria:

2 Summative Assessments: 32%

- Midterm Exam, covering Lecciones 1-2 (16%)
- Final Exam, covering Lecciones 3-4 (16%)
 - All exams are open-book/open-note and will be delivered via D2L.

4 Formative Assessments (Practice Tests): 16%

- Practice Test for Lección 1 (4%)
- Practice Test for Lección 2 (4%)
- Practice Test for Lección 3 (4%)
- Practice Test for Lección 4 (4%)
 - All Practice Tests are open book/open note and are administered in D2L.
 - All due dates are listed later in this syllabus.

Assigned exercises from Lecciones 1-4 on the Supersite platform: 32%

- Lección 1 assignments (8%)
- Lección 2 assignments (8%)
- Lección 3 assignments (8%)
- Lección 4 assignments (8%)

2 Synchronous Live Sessions (focusing on Spanish grammar and pronunciation): 12%

- Live Session 1 (6%)
 Appointments will be held in Week 5.
- Live Session 2 (6%)
 Appointments will be held during Week 9.

Sessions will be done in **small groups** (of 6 students maximum) and led by me in encrypted NFC Zoom rooms.

- Each session will last approximately 40 minutes
- There is much more information about these sessions later in this syllabus.

3 Opening-week assignments due Sunday, May 26 at 11:59 pm: 8%

- Mandatory Syllabus Quiz for College Attendance (3%)
- Language Background Questionnaire (3%)
- Introductory email to Prof. Jones *that includes scores from online learning readiness assessment* (2%)

Total: 100%

Midterm and Final Exam Information:

For both the Midterm and the Final, you will receive an **Exam Review document** in D2L, which will become available one week before each exam opens.

Both the Midterm and the Final will remain **continuously open for two consecutive days**. You may take each exam at any time you wish during its access window.

- Both the Midterm and the Final are **fully online exams**—no paper version of these tests is available.
- **Final Exam statement:** the online Final Exam will be accessible from 12:01 am on 7/16 to 11:59 pm on 7/17.

Both the Midterm and the Final are *open book and open note*.

- There is **no proctoring requirement** for either exam.

The **Desire 2 Learn LMS (where all your exams for this course will be administered)** allows me to control how many times you can access an exam and how long you can spend taking it.

- You may log on to the exam **only once**. If you attempt to submit an exam without completing it, D2L will warn you that you have not finished. Should you choose to exit the exam anyway, you will **not** be allowed to re-enter it.
- You can take **no more than 120 minutes** to complete any exam in this course. (Time limits for Midterm *and* Final Exam are both 120 minutes.)
- D2L will give you a constant countdown clock, and your access to the test will be **terminated** at the 120-minute mark; whatever you have completed by that point will be submitted automatically.
- **You cannot “back out” of the exam once you have begun it.** If you try to do this, the clock will continue to run, and your time will expire at the 120-minute mark. **Please do not enter the exam until you intend to complete it.**
- If you have a **DRC accommodation** for additional time on exams, it will be built into your personal iteration of the test.

For both the Midterm and the Final, you will have the opportunity to **earn up to 10 extra credit points by successfully completing a separate Extra Credit Culture Test (ECCT)**, which is also administered in D2L and is also open-book/open note.

- Each one is open during the same access window as its respective exam.
- Points earned from each ECCT will be added by hand to your exam grade.

Make-up Exams:

Students who miss an exam for any reason should contact the instructor **within 24 hours** after the exam to find out **if** a make-up will be allowed.

Exam dates: (firm--will not be changed except in case of emergency)

MIDTERM EXAM (covers Lecciones 1-2):

Available from 12:01 am on June 22 (Saturday) to 11:59 pm on June 23 (Sunday)

FINAL EXAM (covers Lecciones 3-4):

Available from 12:01 am on July 16 (Tuesday) to 11:59 pm on July 17 (Wednesday)

Outcomes/Objectives

General Education program learning outcomes

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems, and values specific to time and place.
4. **Technology:** Students will demonstrate competence in the use of technology appropriate to course and/or circumstance.

Course Level Student Learning Outcomes/Goals

General learning outcomes at the **course** level for all Florida foreign language courses are as follows:

1. Students will recall, recite, reorganize, and combine the lexical and grammatical elements of the target language to generate comprehensible, culturally acceptable linguistic output (whether spoken, written, or signed) in the appropriate register of the target language.
2. Students will interpret linguistic input from the target language (heard, read, and viewed).
3. Students will contrast and compare the culture, history, and linguistic structure of the target language with their native language(s), culture(s), and historical background(s).

Table 1--Course Level and General Education Learning Outcomes and Artifacts

Course Level SLO #	Gen Ed/Program Outcome #	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1, 2, 3	1, 2, 3, 4	Midterm & Final Exams, Practice Tests & Supersite Homework
1, 2	1, 2, 4	Live Sessions 1 and 2

Course Content and Schedule

Formative assessments

To help you assess your proficiency with Lección material and prepare for exams, there will be **1 formative assessment** due in D2L for **each** of the 4 lessons we cover in Supersite.

These are your **Practice Tests**, and they are **mandatory, for-credit assignments**. Each one is worth 4% of your final course grade (for a total of 16%).

Below are the **main points** about your Practice Tests:

1. Each Practice Test will **become available in D2L one week** before it is due (so, for example, your Practice Test for Lección 1 will appear in D2L on Tuesday, May 30).
2. Practice Tests are **not proctored** and have **no time limit**, and you will be allowed **3 attempts** at each Practice Test.
3. Because each one is available to you for an *entire week* before it is due, **there are no make-ups for Practice Tests**.
4. You must **submit** each Practice Test **by 11:59 p.m. Eastern time** on the dates below:
Practice Test 1--covers Lección 1: June 4 (Tuesday)
Practice Test 2--covers Lección 2: June 16 (Sunday)
Practice Test 3--covers Lección 3: July 7 (Sunday)
Practice Test 4--covers Lección 4: July 15 (*Monday*)
5. You are expected to **score 100%** on each Practice Test, which is why you are given **three** attempts at it. If, after 3 attempts, you have **not** scored 100%, you will **not** earn full credit for the Practice Test.

6. This is how each Practice Test works:

You will be able to see all questions on the Practice Test at once.

You will receive **feedback** after each Practice Test attempt.

If you **miss a question**, make a note of it, so you can work on getting it right on your next attempt.

For most questions, you will be given **automatic feedback** about *why* one of the answers is right, and the others are not. *You should read this feedback carefully, even if you get the question right, because it will help you better understand the key concepts in each Lección, which is one of the main goals of these Practice Tests.*

Assigned exercises in Supersite

The guidelines below summarize the most important aspects of completing and submitting your assigned exercises in the **VHL Supersite Platform**.

1. There is **no direct integration** between Supersite and D2L. You will always have to access Supersite externally, by going to www.vhlcentral.com.
2. All assigned exercises for each lesson will become available on the dates below (**always a minimum of 7 days before the first assignment set in each Lección is due**). You can begin working on exercises for Lección 1 on the first day of the semester. You **cannot** work ahead by doing exercises from the next chapter early. Access to assigned exercises is limited by your instructor. Access to all assigned exercises for Lecciones 2-4 will **open** on the following dates:
 - Lección 2: access opens **June 2**

- Lección 3: access opens **June 20**
- Lección 4: access opens **July 2**

3. It is important to **work consistently** with the material on Supersite. Starting Tuesday, May 28, you have sizeable assignment sets due **every Tuesday, Thursday, and Sunday**. (There is one exception: your last set of Supersite assignments will be due on **Monday**, July 15.)

See the **Work Tables** at the end of this syllabus for the dates on which your work is due throughout the entire semester. Note also that these due dates *are fixed*—short of the College being closed because of an emergency, they will not be changed.

Why do you have work due so frequently? It's simple. You are not here just to get a grade. You are here to **learn Spanish**. Second-language acquisition requires regular, significant exposure to that language. Having due dates three times a week obligates you to work with the material in a way that better facilitates your language-learning process.

Please note:

- For each set of assignments, Supersite gives you an estimate of how long it will take you to complete it. Please use this tool to **schedule and manage your study time**.
- Every Supersite assignment set is **due at 11:59 p.m. Eastern Time**.
- It is **never** productive to leave work undone until the last minute and then rush through the assigned exercises. Please do not do this.

4. As a rule, you should log in to **Supersite daily** to ensure that you are keeping up with your assignments and not missing deadlines.

5. **Late work for Supersite assignments is accepted** in this course. However, please note that an automatic grade deduction of **20% per day** will be assessed as a penalty for each day work is late (ie, submitting work 1 day after the deadline will result in a 20% deduction, while submitting work 2 days after the deadline will result in a 40% deduction, etc.).

6. Supersite provides you with a "**Request Instructor Review**" feature.

- You should **request feedback** from me if you are having difficulty understanding why you've missed a question on an assigned Supersite exercise.
- **Click on the review icon** when you want feedback, and I will provide it for you **within 48 hours on weekdays (M-Th)**. Review requests submitted *during the summer weekend* (Fri-Sat-Sun) will be *answered the following Monday*.

Small-group synchronous activities during our Live Sessions:

Twice during the summer semester—in **Week 5 and Week 9**—, you and **up to 5 of your classmates** will meet with me live, via Zoom, at a previously scheduled time.

- During these small-group meetings, we will explore key grammar concepts in-depth together and you will complete activities that focus both on grammatical proficiency and Spanish pronunciation.

How does each **Live Session** work?

- During each Live Session, we will use Zoom in a low-tech way to work together on Spanish grammar and pronunciation. This format began as a response to internet connectivity problems during the Covid-19 quarantine in the Spring 2020 semester, and it has worked very well ever since then.

Each Live Session lasts **approximately 40 minutes** and is worth **6%** of your course grade.

Each Live Session has a maximum score of 6/6.

Point breakdown for each Live Session:

- You will earn **1 point** for scheduling each Live Session appointment correctly and by the established signup deadline (using the D2L Discussion Board provided for you).
- You will earn **1 point** for being on time for your Live Session.
- You will earn the remaining **4 points** by working with your classmates and me on your grammar and pronunciation in an engaged and appropriate manner during our session.

Live Session appointments will be **scheduled in advance via D2L Discussion Board**— you will schedule your Live Session 1 appointment during Week 4 and your Live Session 2 appointment during Week 8.

Dates and times for our Live Sessions:

Live Session 1:

June 20 sessions will be at 1:00, 4:00 and 7:00 pm

June 21 sessions will be at 12:00, 3:00 and 6:00 pm

Live Session 2:

July 10 sessions will be at 1:00, 4:00 and 7:00 pm

July 11 sessions will be at 12:00, 3:00 and 6:00 pm

It is the student's responsibility to read and understand everything in the SPN 1120 Syllabus and in the Student Work Summary (which follows below). If there is something you do not understand, please contact your instructor.

Summer 2024 Important Dates (always verify dates with Registrar):

Semester begins: **Monday, May 20**

Last day to add a class: **Tuesday, May 21**

Last day to drop and receive refund: **Wednesday, May 22**

Last day to purchase textbooks using financial aid: **Wednesday, May 22**

Last day to pay fall tuition and fees. All class registrations not secured with full payment or finalized financial aid will result in students having their entire class schedule cancelled:

Wednesday, May 22

Juneteenth Observance (official holiday; college closed): **Monday, June 17**

Withdrawal with "W" deadline: **Thursday, June 20**

Independence Day Observance (official holiday; college closed): **Thursday, July 4**

Final Exam: **Available continuously from 12:01 am Tuesday, July 16 through 11:59 pm Wednesday, July 17**
 Grades due: **Monday, July 22, by 9:00 am.**

Student Work Summary
D2L ORIENTATION: WEEK 1

D2L Orientation Week Topics and Due Dates

Topics: <ul style="list-style-type: none"> • Syllabus • Orientation to course • Introduction to Prof. Jones • Introducing yourself to Prof. Jones
Items due by 11:59 pm on Sunday, May 26: Items 1-2 are found in D2L—use your NFC email account to send Item 3 to me. <ol style="list-style-type: none"> 1. Syllabus Quiz (this is your Mandatory Attendance Quiz) 2. Language Background Questionnaire 3. Email to Prof. Jones (make sure to include scores from Online Learning Readiness Assessment)
Due in Supersite: <ul style="list-style-type: none"> • NOTHING

LECCIÓN 1, "HOLA, ¿QUÉ TAL?": WEEKS 2-3

Lección 1 key dates:

Lección 1 Key Dates

Begin working on exercises	Practice Test for Lección 1 due--all Practice Tests are in D2L
All Lección 1 exercises will be open as of 5/22.	June 4 (Tuesday)

Lección 1 sections and due dates:

Lección 1 sections and due dates:

SECCIÓN	SUPERSITE EXERCISES DUE
CONTEXTOS and VOCABULARIO	May 28 (Tuesday)
PRONUNCIACIÓN	May 28 (Tuesday)
CULTURA	May 28 (Tuesday)
MÁS CULTURA	May 28 (Tuesday)
FLASH CULTURA	May 28 (Tuesday)

SECCIÓN	SUPERSITE EXERCISES DUE
ESTRUCTURA	1.1 May 30 (Thursday) 1.2 May 30 (Thursday) 1.3 June 2 (Sunday) 1.4 June 2 (Sunday)
ADELANTE	June 6 (Thursday)
PANORAMA	June 6 (Thursday)

LECCIÓN 2, "EN LA UNIVERSIDAD": WEEKS 3-4

Lección 2 key dates:

Lección 2 Key Dates

Access to Lección 2 assignments opens	Practice Test for Lección 2 due
June 2 (Sunday)	June 16 (Sunday)

Lección 2 sections and due dates:

Lección 2 sections and due dates:

SECCIÓN	SUPERSITE EXERCISES DUE
CONTEXTOS and VOCABULARIO	June 9 (Sunday)
PRONUNCIACIÓN	June 9 (Sunday)
CULTURA	June 9 (Sunday)
MÁS CULTURA	June 9 (Sunday)
FLASH CULTURA	June 9 (Sunday)
ESTRUCTURA	2.1 June 11 (Tuesday) 2.2 June 11 (Tuesday) 2.3 June 13 (Thursday) 2.4 June 13 (Thursday)
ADELANTE	June 16 (Sunday)

SECCIÓN	SUPERSITE EXERCISES DUE
PANORAMA	June 16 (Sunday)

LIVE SESSION 1 AND MIDTERM EXAM: WEEK 5

Topics:

- Working with key grammar and pronunciation concepts from Lecciones 1-2 in advance of the Midterm Exam via our **first Live Session**.
- Demonstrating proficiency with grammar, vocabulary, and culture objectives from **Lecciones 1-2** via the Midterm Exam.

Live Session 1 dates:

- *Thursday, June 20 and Friday, June 21*

Due in D2L:

- Midterm Exam
 - Access opens: Saturday, June 22 at 12:01 am
 - **Due by:** Sunday, June 23 at 11:59 pm

LECCIÓN 3, "LA FAMILIA": WEEKS 6-7

Lección 3 key dates:

Lección 3 Key Dates

Access to Lección 3 assignments opens	Practice Test for Lección 3 due
June 20 (Thursday)	July 7 (Sunday)

Lección 3 sections and due dates:

Lección 3 sections and due dates:

SECCIÓN	SUPERSITE EXERCISES DUE
CONTEXTOS and VOCABULARIO	June 27 (Thursday)
PRONUNCIACIÓN	June 27 (Thursday)
CULTURA	June 27 (Thursday)
MÁS CULTURA	June 27 (Thursday)
FLASH CULTURA	June 27 (Thursday)

SECCIÓN	SUPERSITE EXERCISES DUE
ESTRUCTURA	3.1 June 30 (Sunday) 3.2 June 30 (Sunday) 3.3 July 2 (Tuesday) 3.4 July 2 (Tuesday)
ADELANTE	July 7 (Sunday)
PANORAMA	July 7 (Sunday)

LECCIÓN 4, "LOS PASATIEMPOS": WEEKS 8-9

Lección 4 key dates:

Lección 4 Key Dates

Access to Lección 4 assignments opens	Practice Test for Lección 4 due	Live Session 2
July 2 (Tuesday)	July 15 (Monday)—this is a change from the norm	July 10 (Wednesday) and July 11 (Thursday)

Lección 4 sections and due dates:

Lección 4 sections and due dates:

SECCIÓN	SUPERSITE EXERCISES DUE
CONTEXTOS and VOCABULARIO	July 9 (Tuesday)
PRONUNCIACIÓN	July 9 (Tuesday)
CULTURA	July 9 (Tuesday)
MÁS CULTURA	July 9 (Tuesday)
FLASH CULTURA	July 9 (Tuesday)
ESTRUCTURA	4.1 July 11 (Thursday) 4.2 July 11 (Thursday) 4.3 July 14 (Sunday) 4.4 July 14 (Sunday)

SECCIÓN	SUPERSITE EXERCISES DUE
ADELANTE	July 15 (Monday)
PANORAMA	July 15 (Monday)

FINAL EXAM ACCESS PERIOD: Tuesday, July 16 – Wednesday, July 17

Topic:

- Demonstrating proficiency with grammar, vocabulary, and culture objectives from Lecciones 3-4 via the Final Exam.

Due in D2L:

- Final Exam
 - Access opens: Tuesday, 7/16 at 12:01 am
 - **Due by:** Wednesday, 7/17 at 11:59 pm

Early Alerts: Full Term

June 11th – 12th

NFC Course Policy Statements

Statement for online courses: At the beginning of the semester, the instructor must report “no show” students for this online course. “No show” indicates the student will be removed from the course. In order to be considered as attending the online course, the student must log in to D2L and complete the Mandatory Syllabus Quiz for Attendance by the deadline as given on the course schedule; this quiz will verify students’ attendance in the course.

NFC Information and Policy Statements

Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at www.nfc.edu. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use www.turnitin.com to review papers and projects for improper citation and/or plagiarism by comparing each student’s report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor’s course policy statements for usage details.**

Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE. There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE.** Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 7: 00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

Walk-in and by appointment services: Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu or (850) 973-1719 and/or Brianna Kinsey at kinseyb@nfc.edu or (850) 973-9458.

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / kinseyb@nfc.edu

Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodation and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of college organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or paulkd@nfc.edu.

Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures, or practices based on race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.
- Right to a fair and impartial hearing.
- Right to participate in Student Government.
- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations, and policies of the College.
- Expected to meet the course and graduation requirements of the students' program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with the College rules, regulations, and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.

5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.