 

Hist 2111: U.S. History I – Syllabus

# Instructor Information

## **Name**

Ms. Kaci Whiddon

## **Email**

kwhiddon@centralgatech.edu

kaci.whiddon@hcbe.net

## **Phone**

(478) 988-6800 ext 3213

## **Office location and hours**

A-138 Warner Robins (By appointment only).

## **Instructor availability**

**Students are encouraged to email, call, or come by the instructor’s office but are also encouraged to make appointments to ensure instructor availability.** Please refer to the office hours above. For concerns or problems in this course, the first point of contact is the course instructor. If the problems or concerns cannot be resolved through the instructor, the next point of contact is Michael Repzynski, Instructor/Division Head, Math and Social Sciences—General Education Division, Central Georgia Technical College. Ph: (478) 471-5182. Macon Campus, Macon Ga

## **Course emails**

All course-related communication should be sent using the Blackboard Message system, not the CGTC e-mail system.

# Course Schedule

## **Term**

Fall 2021

# Required course textbook(s), software and/or materials

## **Textbook(s)**

There is a FREE on line e-text book for this course U.S. History I. To access the e-text book please follow these directions: <https://openstax.org/details/books/us-history>   For whatever reason, If you cannot access the **FREE** e-text book, please follow these instructions.  Into your browser, type openstax.  This will take you to the OpenStax prompt; click on the Humanities prompt; there you will see a blue square U.S. History; click on that and the e-text book will open.  It is actually easier to use the view on line prompt--but, it may also be wise to download the PDF to have the book always available. Remember, this is a free e-text book for on line use.  If you choose to order a printed copy, it will take you to Amazon (not sure how much a printed copy will be). These instructions are also located in the Announcements section of this course under the heading Text Book and Assignment …

## **Materials/supplies**

Insert other supplies here. For lists more than two items use bullets or numbering.

# Course Description

## **Pre- and/or Co- requisites/Program Admission**

## **Credit hours**

3.0 Credit Hours

## **Course description**

Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

## **Course objectives**

Students will master learning outcomes in the following competency areas: Examine the reasons for the emergence of nationalism and sectionalism during this period, and assess their impact on America; examine the evolution of the American economy during the first half of the 19th century; identify key events, inventions and ideas to include the significant dates; compare the economies of the North and South to include: a) Factors that caused the differences; b) The effects of their differences; evaluate the roles and effectiveness of the reform crusade on mid-19th century America; discuss and relate the history of Georgia to the development of the United States; examine the status of European rivalries in the New World and the causes for revolution among the American Colonies; understand and evaluate the multiple ideals and processes of the American Revolution to include: a) Political, b) Economic, c) Social and d) Cultural; assess how the new national and state governments were formed and their effects on American Society; identify and evaluate the events and compromises that led to the formation of a new government; differentiate between the Federalists and the Antifederalists; investigate the effectiveness of the presidents and other officials of the federal government in leading a New Nation; assess the major foreign and domestic issues and conflicts experienced by the nation during this period; identify and evaluate the causes of European exploration of the New World from the late 15th century to the early 17th century; analyze the social, economic, and political effects of the British empire on the American colonies to include the New England, Middle, and Southern colonies; identify and evaluate pre-Columbian societies and their interaction with European settlers to the New World; investigate the transatlantic slave trade and its cultural, economic, and political impact on the European colonies; evaluate the role of compromise and crisis in bringing about the Civil War; assess the impact of Abraham Lincoln and the emergence of the Republican party in relation to the Civil War and secession; analyze the major military, political, economic, and social events of the Civil War period; establish the impact upon the Civil War in relation to the major military, political, economic, and social events; examine reconstruction and assess its effectiveness; evaluate the extent to which the characterization of this time period as the "era of common man" is correct; formulate reasons for the rise of the second party system in American politics; assess the actions of Andrew Jackson in dealing with issues such as internal improvements, states’ rights, and Indian removal; analyze American expansion through the major events of the time period to include: a) Texas issue; b) Mexican War; and c) Oregon controversy; examine the results and impact of: a) Expansion of slavery; b) Politics; and c) Sectionalism; discuss and relate the history of Georgia to the development of the United States.

# It is the student’s responsibility to read the Announcements and Course Information Sections for more detailed and pertinent information regarding class assignment policies, guidelines, and expectations.

## **Student Rights/Responsibilities/Conduct**

Students are expected to abide by the Code of Conduct as outlined in the Student Conduct Code section of the CGTC Catalog. Insert any requirements or rules of your class, such as cell phone usage, cheating policy, eating/drinking in classroom, etc.

# Student Support Services

## **Additional tutoring/supplemental instruction**

Free tutoring for Math, English, Computers, and other subjects is available through the Academic Success/Tutoring Center (ASC), located at the Macon, Milledgeville, and Warner Robins Campuses. For schedules and other information, visit the [Academic Success Center](http://www.centralgatech.edu/success/) website[[1]](#footnote-1) or phone (478) 757-3674. In the event that a student requires or desires additional instruction in course materials, the student should contact the instructor.

## **Counseling Services**

CGTC offers free counseling support to students, faculty, and staff to assist with issues such as anxiety, stress, emotional problems, relationships, and alcohol/substance abuse. To read more or request an appointment, visit the CGTC [Counseling Services](https://www.centralgatech.edu/student-services/counseling) website[[2]](#footnote-2) located under Student Services.

The Behavior Assessment & Recommendation Team is committed to promoting safety via a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and wellbeing of Central Georgia Technical college’s students, employees, and visitors. To learn more, please see our webpage at [Behavior Assessment & Recommendation Team](https://www.centralgatech.edu/bart)[[3]](#footnote-3) or contact the BART via email BART@centralgatech.edu or by calling (478) 757-3553.

## **Special Populations/Disability accommodations**

The Special Populations Office provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. A student who believes that he/she may fall under one or more special population categories or has a disability of any type should contact the following CGTC staff for assistance.

Kashatriya Eason

Phone: (478) 476-5137

Email: keason@centralgatech.edu

Office: room J105 on the Macon campus

Felicia Mackey

Phone: (478) 218-3229

Email: fmackey@centralgatech.edu

Office: C Building on the Warner Robins campus

## **Distance Education Course Support - Blackboard**

Students in a course with a distance education component (i.e. online, hybrid, telepresence, Blendflex) are expected to have access to the hardware and software required to complete the course**. Please make alternate arrangements for computer access (in case of technical failure)** before **the course begins.** If additional assistance is needed, please contact your instructor prior to contacting technical support. Blackboard technical support information is available on CGTC’s [Blackboard Help](http://www.centralgatech.edu/academics/online-classes/blackboard-help/%22%20%5Ct%20%22_blank) webpage[[4]](#footnote-4) . Please note, technical support will not reset or open any assignments or tests for a student without the instructor’s permission.

## **Library services**

Library help is available through computers, books, journals, videos and online resources in support of your classes. CGTC has full-service libraries located on the Warner Robins, Macon, and Milledgeville campuses. For hours of operation, visit the [CGTC Library](http://www.centralgatech.edu/library/) website.[[5]](#footnote-5)

## **Military and Veteran Services**

A student who is active duty military, a veteran, or dependent who needs assistance with transitioning to college should refer to CGTC’s [Military and Veteran Services](http://www.centralgatech.edu/studserv/military/) webpage[[6]](#footnote-6) for benefit information. Service members who are activated are encouraged to notify the instructor as soon as possible and provide Activation Orders.

## **TEAMS**

T.E.A.M.S. provides early intervention services for students. If you are behind in classes, feeling overwhelmed, or need help getting back on track, visit the [Student Resources](https://www.centralgatech.edu/studentresources) section on the CGTC website[[7]](#footnote-7) to request one-on-one assistance.

# Attendance

Students will follow the attendance policy outlined by the Houston County Board of Education.

Enrollment verification is required for each course in which a student is enrolled. Students receiving financial aid (WIOA, VA, etc.) need to be aware that absences could jeopardize their financial aid status. Some aid programs possess an attendance component and funds may not be received if attendance requirements are not met. It is the student’s responsibility to be aware of any specific requirements. .

# Grades

## **Course evaluation**

15% - Discussion posts

10% - Lesson quizzes

20% - Unit Exams (2 tests; 10% each)

15% - Homework Assignments (3 Essays.).

20% - Mid-term

20% - Final

100% Total

## **CGTC Grading System**

All grades are maintained in Black Board Grade Center, the College’s official grading system. The Central Georgia Technical College grading system, as stated in the CGTC Catalog, is as follows

 A (90-100) Excellent GPA 4.0

 B (80-89) Good GPA 3.0

 C (70-79) Satisfactory GPA 2.0

 D (60-69) Poor GPA 1.0

 F (below 60) Failing GPA 0.0

 I Incomplete GPA not computed, counts toward % completed

 IP In Progress GPA not computed

 *S* SatisfactoryGPA not computed, counts toward % completed

 *U* UnsatisfactoryGPA not computed, counts toward % completed

 W\* Withdrew (no grade) GPA not computed, counts toward % completed

***\*Students withdrawing from class on or before the published deadline are issued a grade of “W.” There are No Longer “WFs” to be administered. This means if one fails to withdraw on or before the deadline, one will remain on the roll as an active student and an “F” may be placed on one’s transcripts. Please be aware of this!***

**Note: an overall average of 70/C is required to pass the course! Grades for learning support courses (0090-0099) are not calculated in the GPA but do affect course completion rates.**

**ASSIGNMENT CRITERIA AND PROTOCOL**

**High Priority!!!**  (Remember there are Deadlines--refer to course calendar/schedule located under the Course Information prompt. Moreover, though all below criteria are relevant and must be adhered to, it is imperative that you look over **criteria 8** however, be very familiar with each.).

Concerning Discussion Posts; Discussions will be monitored, graded for accuracy and compliance to posting criteria.

**Posting Criteria: (Please be advised these are only minimums--that suggests a 50 at best. An academic quality discussion post and response addresses all issues and added insightful information).  The "Rule of Thumb" is a collegiate submission for a collegiate score (a 500 word minimum for the discussion post and 200 word minimum for each response).  Good Luck!**

**1) Each discussion post has associated with it questions that must be answered using available material (e-text and videos--these must be addressed in the post).  The quality of the answer and obeying criteria (i.e., minimum or better) will be calculated between 0-50%;**

**2) Once you have posted your discussion answer (500 word minimum), then** **YOU MUST RESPOND TO TWO OF YOUR CLASSMATES POSTS (total of three items--answer and two responses.).  Your Two Responses will also be calculated between 0-50%, which will total to 100% for both items (answer and responses--providing minimums have been met).  Your responses will also be scrutinized for accuracy and quality academic input.**

**3) Responses such as ... I love how you stated ... or that is a great post ... or ... I agree with all you said ... or ... I learned a lot by reading your post ... or ... anything that is less than academic quality (ie repeating the response from post to post) adding nothing to the academic debate will be discarded as non-answers thereby garnering no points.  This is an academic class--Please provide academic quality answers.  If you Love it--tell me why you love it with examples; if you agree, then explain with details and evidence why you agree/disagree; if you learned a lot--explain what you learned and why it is important.  Mentioning a point in a drive by fashion without proper evidence or support for the assertion will receive little consideration as a quality response/post.  Be diligent, read thoroughly, watch pertinent films, then respond/post with thoughtful academic answers.**

**4) When responding to fellow classmates posts, you will be evaluated as follows: To whom are you responding, academic quality, politeness, and at least the minimum requirement of 200 words per response (remember, the minimum usually results in minimum score= 50).  Please, when posing questions about a particular post you the responder must be prepared to answer your own question.  Moreover, when suggesting a different avenue of discussion or pointing out a particular omission it is your responsibility to explain this particular discussion point and fill in the missing data for the omission.  Students sometimes suggest: "You could have said more about ....,  or, do you not think this would have been ..... ?   Or, Why do you think this ------ really is, or happened?  This is an academic  response forum requiring you the responder to address any issues you find lacking/ or in agreeing with the Poster.  Leaving things open-ended fails the reason for such a forum as this.  Please do not become the grammar police assuming this is an adequate academic response--it is NOT!  Your job is to critique content please leave the grammar to me.  Dialog is where learning takes place.  So, read the posters discussion post, and be prepared to make academic comments that add to the dialog of academic expectancy.  Good Luck!**

**5) Explain to the poster why you agree or disagree with their post and give examples explaining your point of view.  It is also acceptable to add new information into your response--again, however, it must be backed up with academic veracity.  In other words, if you have an opinion, that is fine, just back it up with evidence (cite your sources, however, long quoted sentences are not acceptable--you are to use critical thinking and originality--this is absolutely essential here).  Also it is imperative that you read over the feedback in the grade center.  I will always ask questions, make comments, or say this does not comply with expected academic criteria.  All these items are making you aware that you need to be more familiar with the criteria--such as minimum length of response, quality of response, and academic veracity.** Please be advised there are times you may receive no feedback, if this is true, it means you still are not adhering to the criteria -- Please adhere to the criteria; over time, identical reminders become repetitious folly.

**6) Please be Advised!!!  If you receive a (0) Zero for an assignment, it is because you missed the Deadline.  Discussions, Quizzes, and Writing Assignments cannot be made up.  Exams, however, are a different matter.  If you have credible proof of a situation, you may be allowed to make up the missing exam (except the Final--Final Exams are as is--no make ups, as grades have to be turned in on time!).  The Late Policy is a 25% penalty (NO EXCEPTIONS!).  There will always be a Seven (7) Day time frame to accomplish assignment tasks (exception is make up exams--those will be dealt with in a more timely fashion)--that is enough time to prepare and make timely submissions of assignments. Manage your time properly and DO NOT wait to the last minute.  Once the deadline has passed the portal is permanently closed (even if it is a last minute issue).  If the submission has a LATE tag attached to it, it is late and will be penalized accordingly.  I do not look at specific times for this infraction--only at the status! -- so be diligent!  Please refer to the make up policy above.**

**7) Concerning writing assignments: If you miss the due date, it cannot be made up.  So, Please be very aware of the Due Dates; ignoring them or overlooking them is not an excuse guaranteeing a make up for any assignment.  It is the students responsibility to be familiar with the Students Code of Conduct (located in syllabus) concerning writing assignment criteria (plagiarism and originality).**

**8) When doing assignments, PLEASE remember it is unacceptable to copy/paste from sources or from other student posts and/or work. Originality is paramount to success and quality work. Copying others work and calling it your own is plagiarism and will result in a zero for the assignment and can lead to a “F”for the class.**

**9) All assignments are open for the week coinciding with the Sunday deadline (that is 7 days--Monday through Sunday).  That is ample time to manage your time and submit assignments in a timely fashion.  If you wait to the last minute and encounter technical issues, etc..., that does not absolve you from the submission requirement.  Late is late! Be diligent, manage time properly.**

## **Academic dishonesty**

**Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. According to the CGTC Catalog, any student caught in any form of dishonesty in academic or laboratory work will receive a zero (0) for that work. The second offense will be cause for removal from that class and/or the college. The student code in the Hand-book addresses what constitutes academic dishonesty.**

**Please be advised: whether one makes themselves familiar with the policy and definitions of academic dishonesty or chooses to ignore it, one is not exempt or absolved from the consequences. It is strongly encouraged that one becomes familiar with the Student Code of Conduct.**

**STUDENT CODE OF CONDUCT**

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Discipline section of the catalog.

.Definitions•

CGTC Official: any person employed by CGTC performing assigned responsibilities on a part-time, full-time, or adjunct basis.

•Faculty Member: any person hired by CGTC to conduct teaching, service, or research activities.

•Hearing Body: as defined in the Student Disciplinary Procedure.

•Member of the CGTC community: any person who is a student, faculty member, contractor, CGTC official, or any other person/s involved with CGTC, involved in the community, or employed by CGTC.

•Policy: the written regulations of CGTC as found in, but not limited to, the Student Code of Conduct, Catalog, the CGTC Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

•Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by CGTC (including adjacent streets and sidewalks).

•Student: all persons taking courses at CGTC, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with CGTC are also considered “students.” Academic Misconduct Academic misconduct includes, but is not limited to, the following definitions:

1. Aiding and Abetting Academic Misconduct: Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

2. Cheating: a).Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.

b). Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person’s knowledge.

c). Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.

d). Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.

e). Representing as one’s own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.

f). Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.

g). Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

h). Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator, or faculty member.

3. Fabrication: The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade. Moreover, it is unethical and inappropriate to sacrifice originality to heavily quoted assignments making the work another’s rather than one’s own work (regardless of correct citations). An example is a short work assignment (Essay) that is heavily quoted means a large quantity of work from other sources being passed off in the form of originality. If it is a Research and/or Term Paper it may be acceptable, but anything less is considered less than academically ethical. Assignment Essays under 1000 words should never have more than 1 or 2 quotes, and then under NO CIRCUMSTANCES block quotes.

4. Plagiarism: a). Submitting another’s published or unpublished work in whole, in part or in paraphrase, as one’s own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

b). Submitting as one’s own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.

c). Submitting as one’s own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators (see #3 for number of citations).

d). **Under NO circumstances is Wikipedia an acceptable source. It should never be used. The site does not possess nor ensure academic integrity!**

**Remember, plagiarism and/or cheating is a choice. Be aware that anyone caught will receive a Zero (0) for the particular assignment. It will be placed in your academic record—and if caught again, could lead to your dismissal from program and/or academic institution.**

## **Makeup Policy**

**There is NO Make Up Policy for Quizzes and/or Discussion posts and Writing Assignments. Each Portal will be opened on Monday of the week the assignments are due. They will remain open until Sunday night until 1159 pm when they will automatically close. For instance, Assignment x opens 8am Monday Dec 2, it will remain open until Dec 8th 1159pm. Regardless of reason for not completing assignments on time there is no recourse for make up. Seven (7) days is plenty of time to manage your time properly and submit the assignment. The exception is Unit Exams and Mid Term exam. You will also notice there is no Make up for the Final Exam as it is at the end of the grading period; there is no time for make ups and grade distribution.**

## **Work Ethics**

The Technical college system of Georgia instructs and evaluates students on work ethics in all occupational programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, teamwork and respect.

All students in credit classes (except general education and learning support) receive a work ethics grade, in addition to their regular grade. Work ethics are assigned as a grade from 0-3

 0 = Unacceptable

 1 = Needs Improvement

 2 = Meets Expectations

 3 = Exceeds Expectations

# Other Relevant Policies/Procedures

# Fall Semester Syllabus Addendum: COVID-19 Related Information

My goal is to help you successfully navigate and complete the course with consideration to everyone’s health and safety. Please read carefully the information below regarding safety measures related to fall instruction.

## **For your safety**

* Personal Hygiene – Please follow posted guidelines related to hand washing and hygiene.
	+ Cover your mouth when you cough or sneeze.
	+ As much as possible, try not to handle shared objects, equipment, etc., without first cleaning these with disinfectant wipes.
	+ Disinfecting spray and Hand sanitizer will be provided for your use in classrooms and labs.
* Social Distancing – COVID-19 is an airborne virus. Please be respectful of others and maintain a safe social distance of 6’ or more whenever possible.
* PPE, including the use of masks: For your safety and others, Personal Protective Equipment (PPE), to include gloves and/or face covering (mask), may be required to reduce the risk of transmission in the classroom or lab areas. If this requirement creates a hardship, please let me know so that we can explore alternative arrangements. **If you have a medical condition that might preclude your use of PPE, please contact the Special Populations office. (See contact information in this syllabus or online  at** [https://www.centralgatech.edu/specialpops](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.centralgatech.edu%2Fspecialpops&data=02%7C01%7Caholloway%40centralgatech.edu%7C47f2c2983ec44a1d5b6308d8299e7805%7C74be36d91e1345789a26a8a045185559%7C0%7C0%7C637305107879056867&sdata=7Gay3Agmr6CTmH6KgmknGK%2FEtJBO9DLuFLRRfw8u%2B6I%3D&reserved=0)**.)**
* Self screening – Please become familiar with COVID-19 symptoms and perform daily screening and self monitoring. A self screening checklist is **available at** [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Fsymptoms.html&data=02%7C01%7Caholloway%40centralgatech.edu%7C47f2c2983ec44a1d5b6308d8299e7805%7C74be36d91e1345789a26a8a045185559%7C0%7C0%7C637305107879061857&sdata=cSAXZROkxScLw7P%2BEbpUtOOTiIPhMQ8j%2BqKCyqP1pkY%3D&reserved=0)**.**
* If you have symptoms and/or have been exposed to anyone with COVID-19, STAY HOME, self isolate, and monitor your symptoms. (See return to campus guidelines below.)
* **If you become ill while on campus**, please LEAVE as soon as possible. If you cannot leave campus, notify me so that we can safely isolate you until you can make arrangements to leave. Designated areas are as follows:
	+ Warner Robins: Private room adjacent to the Student Center
	+ Macon: Building-A Human Resources Conference Room
	+ Milledgeville: Room D-103
	+ Satellite Centers: Hawkinsville (HW106), Peach (115), Putnam (Villa 1), Monroe (Rm 109) or contact on-site administrator
* **If you become sick during the semester**, please notify your instructors and ***do not go to class or to the College***. You should immediately consult with your local Health Department and/or your private physician, who will determine if a COVID-19 test is warranted. if you test positive for COVID-19, you should follow your doctor’s advice and the CDC’s quarantine guidelines.
* **Keeping up with your coursework:** We all recognize the need to be supportive and flexible during the coronavirus situation. If you become ill or cannot attend/participate in class, please notify me and your other instructors during the quarantine period for arrangements to complete assignments from home.
* **Guidelines to safely return to CGTC:** You may return to campus when you provide written verification to the College’s Exposure Control Coordinator, Ms. Yim Jackson, that you have met the CDC guidelines to ending quarantine. The CDC guidelines are available at [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fend-home-isolation.html&data=02%7C01%7Caholloway%40centralgatech.edu%7C47f2c2983ec44a1d5b6308d8299e7805%7C74be36d91e1345789a26a8a045185559%7C0%7C0%7C637305107879066848&sdata=%2FbDPfuQv4XUui0XgSi0R%2FWiTu7O0hpJJtkilknH%2BMCU%3D&reserved=0)/. The required verification form is available on the College’s web site at [https://www.centralgatech.edu/covid-19](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.centralgatech.edu%2Fcovid-19&data=02%7C01%7Caholloway%40centralgatech.edu%7C47f2c2983ec44a1d5b6308d8299e7805%7C74be36d91e1345789a26a8a045185559%7C0%7C0%7C637305107879071839&sdata=zLCF93bUdEGtS%2FMkftBvSl0yXgFlPfKhOC8VbXsBafI%3D&reserved=0).

## **COVID Contingency Plan**

In the event of significant changes related to transmission of the virus, the College will follow appropriate guidance from the Governor, Technical College System, and Ga Department of Public Health (DPH) related to in-class instruction. Please continue to check your CGTC e-mail and our CGTC website (<https://www.centralgatech.edu/covid-19>) for updates.

## **Grading Accommodations**

If you are unable to complete the course for any reason related to COVID-19, please contact me before the last assignment for available grading options.

## **Copyright**

According to TEACH Act of 2002 the College is obligated to advise you that instructional material included in this course may be subject to copyright protection. As such, you must not share, duplicate, transmit, or store the material of this course beyond the purpose and time frame explicitly stated in the syllabus of your course. If you are not certain whether a particular piece of material is covered by copyright protection, you should contact your instructor and obtain his/her written clarification. Failing to observe copyright protection is a violation of law.

## **Grade Appeals**

Students with questions or concerns regarding course grades are encouraged to first discuss these with their instructor. If the student is not able to resolve the issue at the instructor level, please follow the CGTC grade appeal procedure outlined in the Academic Affairs section of the online college catalog.

## **Student Complaints/Grievances**

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. Central Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 2183309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

# TCSG Guarantee/Warranty Statement

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

1. [www.centralgatech.edu/success/](http://www.centralgatech.edu/success/) [↑](#footnote-ref-1)
2. [www.centralgatech.edu/student-services/counseling](http://www.centralgatech.edu/student-services/counseling) [↑](#footnote-ref-2)
3. [www.centralgatech.edu/bart](http://www.centralgatech.edu/bart) [↑](#footnote-ref-3)
4. [www.centralgatech.edu/academics/online-classes/blackboard-help/](http://www.centralgatech.edu/academics/online-classes/blackboard-help/) [↑](#footnote-ref-4)
5. [www.centralgatech.edu/library/](http://www.centralgatech.edu/library/) [↑](#footnote-ref-5)
6. [www.centralgatech.edu/military/](http://www.centralgatech.edu/military/) [↑](#footnote-ref-6)
7. [www.centralgatech.edu/studentresources/](http://www.centralgatech.edu/studentresources/) [↑](#footnote-ref-7)