

COURSE SYLLABUS

COURSE TITLE: POFT 2312-151 Business Correspondence & Communication -- Online

SEMESTER/YEAR: Spring 2024, August 28-December 9
FINAL – Monday, December 9 – available all day from 12:00 AM to 11:59 PM

INSTRUCTOR: Pat Dennis

OFFICE LOCATION: Lubbock Center, Room 120F

OFFICE HOURS:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	ROOM
By Appt.	1-4 PM	By Appt.	1-4 PM.	10 AM-12 PM	Lubbock Center Room 120F
				Other Times by Appt.	

OFFICE PHONE: 806-716-4638

E-MAIL ADDRESS: pdennis@southplainscollege.edu

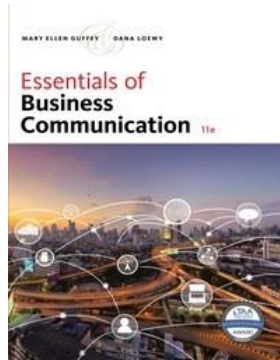
A student who enrolls in this class who may need classroom accommodations is strongly encouraged to schedule an intake interview with the special services department before enrolling in this class or prior to the add/drop date for this semester.

COURSE DESCRIPTION: This course provides skill development in practical applications which emphasizes the improvement of writing skills necessary for effective business communications.

COURSE GOALS: After successfully completing this course, the student should be able to apply appropriate communications theory in the **writing** of business letters, memos, e-mails, texts, and other business **documents. Each student should also be more at ease and**

knowledgeable about the job-hunting process after he/she watches online mock interviews and hears lectures from various experts in the personnel field.

ONLINE TEXT + MINDTAP



Textbook and Supplies: All that is needed for the course is a **Cengage Unlimited Card** for \$130 (plus tax). This will get you the access code to this class with E-Book and also the access code and E-Book for ALL Cengage textbooks you will use in other classes! If other instructors use a Cengage product in your other classes, you DO NOT need to buy anything else!!

The materials required for this course are included in Cengage Unlimited, a subscription service providing access to ALL Cengage ebooks and digital learning products for \$130 per semester (extended subscriptions also available). One Cengage Unlimited subscription can be used across all courses where Cengage products are assigned, at no additional cost. You can purchase access to Cengage Unlimited in the bookstore, or through this Blackboard course during the first week of class.

To access our course materials and explore Cengage Unlimited, log in to Blackboard and click on the link, Course Content. When prompted, log in with your Cengage account and follow the prompts to complete the registration process.

REMINDERS FOR STUDENTS

- **What to purchase:** You should NOT purchase BOTH individual course materials AND a Cengage Unlimited subscription—only ONE purchase is required. Cengage Unlimited is typically the best value.
- **Start at the bookstore:** Check the bookstore first when purchasing Cengage Unlimited. If it's not sold there, it can be purchased at the Cengage link in my

Blackboard course!

- **When digital is required:** You will get a free 2 week trial access to both the digital product in use for your course and Cengage Unlimited.
- **Financial aid:** You can purchase Cengage Unlimited with financial aid through the bookstore.
- **Print books:** For every Cengage digital course activation (i.e. MindTap, WebAssign, OWL, SAM, CengageNOWv2, etc.) within Cengage Unlimited, you will be offered a print rental—they are just \$7.99 + free shipping. Print rentals can be redeemed only within Cengage Unlimited and ship direct to you. Alternatively, discounted loose-leaf options will be made available if you are enrolled in digital products as well.

Additional Registration/Purchasing Support

Should you need additional guidance, please visit www.cengage.com/start-strong.

Supplies: You will need a Thumb Drive on which to save your files or you may use **One Drive (recommended).**

ATTENDANCE POLICY: The grade of "F" will be assigned to a student as an earned grade regarding the learning objectives of a course. 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" as determined by the instructor. An "F" will not be assigned to any student administratively withdrawn from this course for non-attendance. It is the student's responsibility to be aware of that policy.

An "F" may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student's actions and disregard for the learning objectives of the course.

Should a student, for any reason, delay 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.

It is the student's responsibility to verify administrative drops for excessive absences. 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.

Even though this is an online class, students still need to access the course on a regular basis. The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. **You will need to check your SPC e-mail at <https://office.com>.**

LOGGING INTO COURSE: Minimum log in for the course is at least three (3) days per week. However, I recommend checking in once a day if possible, for announcements. I can see how many times you log in!

Under no circumstances are you allowed to give your ID and/or password to anyone. If someone, besides you, is logging into this class, you will be dropped immediately with an 'F', regardless of the reason.

You may work in this class 24/7. That's the advantage of an online class.

Students are expected to log in to Blackboard and MyLabIT at least three times a week. Remember, you can work in this class 24/7.

Always go to BB first and use the MindTap link to access your assignments. The recommended browser is FireFox or Chrome.

WITHDRAWAL 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.

If for any reason the student is unable to complete the course requirements, it is the student's responsibility to initiate their own withdrawal by the 1st drop date for the semester. However, if your average is below 60, you will receive an F in the course. An administrative drop by the instructor in this course will, in most cases, result in the student receiving an "F" (not an "X"). **The last day to drop a class is Monday, December 2, 2024. Discuss this with your instructor before dropping.**

ASSIGNMENT POLICY

MindTap will be used for most assignments. Reading each chapter is critical if you want to do well on MindTap. You can set homework reminders on your electronic devices for deadlines. Assignments will open on Monday morning and will be due on Sunday nights at 11:59 PM. MindTap assignments should be done in the order they are presented. Your work may be done at any time from home or by using a SPC computer lab. You can't wait until Sunday to do your work. It **MUST** be spread throughout the week. **NOTE: Not all of your grades will be in MindTap; your final grade will always be shown in Blackboard. After you finish your MindTap assignments, make sure they flow over to Blackboard. Sometimes this takes a few days.**

EXAMINATION POLICY

Eleven chapter exams and three unit exams will be taken online. NO make-up exams are given. ALL students MUST take the final unit exam which counts as the final.

GRADING POLICY

COURSE CATEGORIES	%
Chapter Quizzes (unlimited attempts—highest score recorded)	5%
MindTap Assignments (three attempts—highest score recorded)	15%
Video Activities (one submission allowed)	15%
Writing Assignments (one submission allowed)	25%
Chapter Exams (one attempt)	20%
Unit Exams (one attempt)	20%
Total	100%

NOTE: Final grades will be based on the following grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
59 AND BELOW	F

Communication with instructor

1. Log in at least **three (3)** times a week (minimum). I recommend daily logins.
2. Check for announcements/mail in Blackboard—this is your responsibility. If you don't check in frequently, you may miss important information regarding your schedule, work, or grades.
3. Start work early in each week. Don't wait until the due date to start your work. When you do, something always happens like an illness or an unexpected problem. Remember, no time extensions can be given.
4. Communication with your instructor can be by phone (806-716-4638 or by SPC e-mail (pdennis@southplainscollege.edu)). Sending your message to this email address is the quickest way to get a response. **Always identify yourself with your full name as well as the course name and number in the subject line when contacting me. I have many students!**
5. Do NOT use messaging to contact me, only email!
6. You will need to check your SPC e-mail or forward it to another e-mail of your choice. **See page 3 of the syllabus for directions.**

COURSE LEARNING OUTCOMES (C1,3,5,6,7,8,9,11,13,14,15,18,19)



Course Learning Outcomes

During a course using *Essentials of Business Communication*, you will:

- Demonstrate polished grammar, punctuation, and usage skills necessary to create, proofread, and edit typical written business messages and oral presentations.
- Prepare clear, concise, and well-organized e-mails, memos, letters, and reports.
- Implement problem-solving and critical-thinking skills in preparing business messages and presentations.
- Demonstrate professionalism while developing effective listening, nonverbal, meeting, team, and cross-cultural skills.
- Gain hands-on experience in the use of digital tools for researching, reporting, composing, and interacting on the job.
- Create customized, professional résumés, cover letters, and other employment messages.
- Demonstrate superior interviewing techniques when applying for employment.

COURSE OUTLINE

WEEKS 1 & 2 – Chapter 1 – *SUCCEEDING IN THE SOCIAL AND MOBILE WORKPLACE* *MindTap Activities Due Sunday, September 8, 2024 @ 11:59 PM*

Objectives: After studying this chapter, you should be able to:

1. Describe how communication skills fuel career success in a challenging digital age marketplace.
2. Use active listening techniques.
3. Discuss how effective nonverbal communication can help you build your credibility and advance your career.
4. Describe the key dimensions of culture and how technology and social media shape intercultural communication.
5. Identify strategies for enhancing intercultural effectiveness and communication across cultures.

WEEK 3 - CHAPTER 2: *PLANNING BUSINESS MESSAGES* *MindTap Activities Due Sunday, September 15, 2024 @ 11:59 PM*

Objectives: After studying this chapter, you should be able to:

1. List the steps in the communication process.
2. Describe the goals of business writers and three phases of the writing process.
3. Identify the intended purpose and audience of a message to select the best communication channel.
4. Discuss expert writing techniques that improve business messages.
5. Apply writing techniques that improve the tone, clarity, and effectiveness of a message.

WEEK 4 – CHAPTER 3: *ORGANIZING AND DRAFTING BUSINESS MESSAGES* *MindTap Activities Due Sunday, September 22, 2024 @ 11:59 PM*

Objectives: After studying this chapter, you should be able to:

1. Compare two forms of research that begin Phase 2 of the 3-x-3 writing process.
2. Demonstrate methods for organizing ideas to show relationships.
3. Write effective sentences that avoid fragments, run-ons, and comma splices.
4. Demonstrate methods for emphasizing ideas, using active and passive voice, developing parallelism, and placing modifiers correctly.
5. Explain how to create well-organized, coherent paragraphs.

WEEK 5 – CHAPTER 4: *REVISING BUSINESS MESSAGES* *MindTap Activities Due Sunday, September 29, 2024 @ 11:59 PM*

Objectives: After studying this chapter, you should be able to:

1. Apply techniques to achieve conciseness as part of revision, Phase 3 of the writing process.
2. Apply revision techniques that simplify and clarify business messages.
3. Explain how to improve readability with effective document design.
4. Describe proofreading techniques allowing writers to catch errors in both routine and complex business documents.
5. Analyze a business message to evaluate its effectiveness.

WEEK 5 – UNIT EXAM (Chapters 1-4)

Due Sunday, September 29, 2024 @ 11:59 PM

WEEK 6 – CHAPTER 5: SHORT WORKPLACE MESSAGES AND DIGITAL MEDIA

MindTap Activities Due Sunday, October 6, 2024 @ 11:59 PM

Objectives: After studying this chapter, you should be able to:

1. Examine the professional usage, structure, and format of e-mails and memos in the digital era workplace.
2. Explain workplace messaging and texting including their liabilities and best practices.
3. Identify professional applications of business podcasts and the professional standards underpinning them.
4. Describe how businesses use blogs to connect with internal and external audiences.
5. Discuss business organizations' external and internal social media practices as well as the risks inherent in Internet use today.

WEEK 7 – CHAPTER 6: POSITIVE AND NEUTRAL MESSAGES

MindTap Activities Due Sunday, October 13, 2024 @ 11:59 PM

Objectives: After studying this chapter, you should be able to:

1. Identify the channels through which positive and neutral messages--e-mails, memos, and business letters--travel in the digital era workplace
2. Write direct messages that make requests, respond to inquiries via any channel, and deliver step-by-step instructions.
3. Prepare contemporary messages that make direct claims and voice complaints, including those posted online.
4. Compose adjustment messages that restore customers' trust and promote further business.
5. Create special messages that convey goodwill and kindness.

WEEK 8 – CHAPTER 7: NEGATIVE MESSAGES

MindTap Activities Due Sunday, October 20, 2024 @ 11:59 PM

Objectives: After studying this chapter, you should be able to:

1. Explain the strategies of business communicators in conveying negative news.
2. Describe the direct and indirect strategies in communicating unfavorable news.
3. Explain the components of effective bad-news messages.
4. Analyze effective techniques for presenting bad news to customers and refusing requests or claims.
5. Evaluate effective techniques for delivering negative news within organizations.

FALL BREAK – Friday, October 18 (All campuses closed)

WEEK 9 – CHAPTER 8: PERSUASIVE MESSAGES

MindTap Activities Due Sunday, October 27, 2024 @ 11:59 PM

Objectives: After studying this chapter, you should be able to:

1. Explain digital-age persuasion as well as time-proven persuasive techniques.
2. Craft persuasive messages that request actions.
3. Write compelling claims and successful complaints.
4. Compose persuasive messages within organizations demonstrating your knowledge of interpersonal persuasion at work.
5. Create effective and ethical direct-mail and e-mail sales messages.

WEEK 9 – UNIT TEST—Chapters 5-8

Due Sunday, October 27, 2024 @ 11:59 PM

WEEK 10 – CHAPTER 11: PROFESSIONALISM AT WORK: BUSINESS ETIQUETTE, ETHICS, TEAMWORK, AND MEETINGS

MindTap Activities Due Sunday, November 3, 2024 @ 11:59 PM

Objectives: After studying this chapter, you should be able to:

1. Discuss how developing professionalism and business etiquette skills can boost your credibility and improve your competitive advantage.
2. Name techniques for successful face-to-face communication on the job.
3. List techniques for improving telephone skills to project a positive image.
4. Explain why teamwork is important in the digital era workplace and how you can contribute to excellent team performance.
5. Identify effective practices and technologies for planning and participating in face-to-face meetings and virtual meetings.

WEEKS 11 & 12 – CHAPTER 13: THE JOB SEARCH, RÉSUMÉS, AND COVER MESSAGES
MindTap Activities Due Sunday, November 17, 2024, @ 11:59 PM

Objectives: After studying this chapter, you should be able to:

1. Describe how digital age technology will enhance the four major steps in your job search.
2. List search strategies that explore the open job market.
3. Identify job-search strategies that unlock the hidden job market.
4. Explain how to organize your qualifications and skills into effective categories for résumés and an engaging LinkedIn profile.
5. Describe digital tools that can enhance your job search and résumé.
6. Analyze the importance and construction of customized cover messages.

WEEKS 13 & 14--CHAPTER 14: INTERVIEWING AND FOLLOWING UP
MindTap Activities Due Sunday, December 1, 2024 @ 11:59 PM

Objectives: After studying this chapter, you should be able to:

1. Explain current trends as well as the purposes, sequence, and types of job interviews.
2. Describe how to prepare **before** a job interview.
3. Describe what to do **during** a job interview.
4. Describe what to do **after** a job interview.
5. Prepare additional employment documents.

WEEK 15 – REVIEW

WEEK 16--FINAL (Unit Exam) – Chapters 11, 13, & 14
Due Monday, December 9—Open all day from 12:00 AM through 11:59 PM.

POFT 2312-151--ASSIGNMENT CALENDAR SUMMARY FALL 2024

**WEEKS 1 & 2 – Chapter 1–THRIVING IN A DIGITAL, SOCIAL, AND MOBILE
WORKPLACE**

MindTap Activities Due Sunday, September 8, 2024, @ 11:59 PM

WEEK 3 - CHAPTER 2: PLANNING BUSINESS MESSAGES

MindTap Activities Due Sunday, September 15, 2024, @ 11:59 PM

WEEK 4 – CHAPTER 3: ORGANIZING AND DRAFTING BUSINESS MESSAGES

MindTap Activities Due Sunday, September 22, 2024, @ 11:59 PM

WEEK 5 – CHAPTER 4: REVISING BUSINESS MESSAGES

MindTap Activities Due Sunday September 29, 2024, @ 11:59 PM

WEEK 5 – UNIT EXAM (Chapters 1-4)

Due Sunday, September 29, 2024, @ 11:59 PM

WEEK 6 – CHAPTER 5: SHORT WORKPLACE MESSAGES AND DIGITAL MEDIA

MindTap Activities Due Sunday, October 6, 2024 @ 11:59 PM

WEEK 7 – CHAPTER 6: POSITIVE AND NEUTRAL MESSAGES

MindTap Activities Due Sunday, October 13, 2024, @ 11:59 PM

WEEK 8 – CHAPTER 7: BAD-NEWS MESSAGES

MindTap Activities Due Sunday, October 20, 2024, @ 11:59 PM

FALL BREAK – Friday, October 18 (All campuses closed)

WEEK 9— CHAPTER 8: PERSUASIVE MESSAGES

MindTap Activities Due Sunday October 27, 2024, @ 11:59 PM

WEEK 9 – UNIT TEST—Chapters 5-8

Due Sunday, October 27, 2024, @ 11:59 PM

**WEEK 10 – CHAPTER 11: PROFESSIONALISM AT WORK: BUSINESS ETIQUETTE,
TEAMWORK, AND MEETINGS**

MindTap Activities Due Sunday, November 3, 2024, @ 11:59 PM

WEEKS 11 & 12 – CHAPTER 13: *THE JOB SEARCH, RÉSUMÉS, AND COVER MESSAGES*

MindTap Activities Due Sunday, November 17, 2024, @ 11:59 PM

WEEKS 13 & 14 – CHAPTER 14: *INTERVIEWING AND FOLLOWING UP*

MindTap Activities Due Sunday, December 1, 2024, @ 11:59 PM

WEEK 15-- REVIEW

WEEK 16—FINAL (Unit Exam) – Chapters 11, 13, & 14

Due Monday, December 9, 2024—Open all day from 12:30 AM through 11:59 PM.

Artificial Intelligence Statement

Purpose of Artificial Intelligence (AI) Applications: AI applications such as ChatGPT, OpenAI, Bard, Grammarly, WordTune and others are advanced language models designed to aid and engage in meaningful conversations, as well as generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

Academic Integrity: **Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies.** Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

Collaboration and Consultation: While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

Critical Thinking and Originality: AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

Ethical Use and Bias Awareness: AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

Responsible Engagement: Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

Compliance with South Plains College Policies: Policies regarding the appropriate use of AI in

South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

ADDITIONAL INFORMATION

What is expected from the students: Students are expected to complete all work by the shown in the syllabus to be successful in a course. When an unavoidable reason for missing a deadline arises, such as illness, an official trip authorized by the college or an official activity, the professor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period as determined by the professor. 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 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 professor. 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.

COVID 19 INFORMATION

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376

SPC will follow the recommended 5-day isolation period for individuals that test positive.

Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.

COVID Reporting

Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.

The home tests are sufficient, but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu. A student is clear to return to class without further assessment if they have completed:

The 5-day isolation period, symptoms have improved, and they are afebrile for 24 hours without the use of fever-reducing medication.

Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.

Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

CAMPUS GUIDELINES

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. **Students are not allowed to bring children to class** and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.
2. **Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
3. **Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

Students can find the Diversity Statement, Disabilities Statement, Non-Discrimination Statement, Title IX Pregnancy Accommodations Statement, and Campus Concealed Carry Statement here:

<https://www.southplainscollege.edu/syllabusstatements/>

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.

- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:

894-9611, ext. 2338 - Levelland Campus 747-0576, ext. 4677 – Lubbock Center 885-3048, ext. 2923 - Reese Center (mobile 893-5705)