HUMAN SERVICES PROGRAM

ADDITION TO SYLLABUS
and PROGRAM POLICIES

I. **Attendance and Domain Certification Hours Policies**

A. This course consists of two components:

   a. College credits toward an A.S. Degree and/or a Certificate
   b. Domain Certification Hours

   i. For students **WORKING TOWARD DOMAIN CERTIFICATION HOURS**, missed classes will result in a loss of ALL Domain Certification Hours. Because The Certification Board requires a specific number of hours, if a student is late or absent, the class is cancelled, or the College is closed, the **DOMAIN CERTIFICATION HOURS MUST BE MADE UP** by handwriting fifty (50) definitions from the Glossary of Technical Terms in the *Diagnostic and Statistical Manual of Mental Disorders* (DSM-5) beginning on Page 817.

B. Attendance is a percentage of the grade determinant. **Attendance requirements cannot be made up.** Make-up work counts for the Certification Domain Hours ONLY and does not make up for the class absence.

C. **ANY STUDENT ABSENT 3 OR MORE TIMES NEEDS TO CONSULT WITH THE INSTRUCTOR.**

D. Any student who arrives late to class may not be admitted to class. If the student is admitted to the class, it is the student’s responsibility to be marked “present.” The Instructor’s attendance records are standard.

E. Any student arriving late or leaving early will have one (1%) per cent deducted from their final grade **OR** see Instructor for assignment. Students arriving late by more than fifteen minutes or leaving early by more than fifteen minutes will be required to see Instructor for assignment in addition to having percentage points deducted from their final grade.

F. Certificate for Domain Certification Hours will **NOT** be issued if there is ANY outstanding responsibility.

G. If a student receives a grade less than a “C” in the course, Domain Certification Hours will not be issued.

H. If you disrupt the class, you will be asked to leave and you will receive a “zero” for the day.
I. All make-up submissions are due **ONE WEEK** after the occurrence.  
**SUBMISSIONS WILL NOT BE ACCEPTED AFTER THE DUE DATE.**

J. Ten (10%) per cent will be deducted from final grade for not following directions.

II. **Written Assignment Policy**

A. All written assignments must be formatted using the American Psychological Association (APA) style writing. APA style templates have been created for all written assignments and are located on the Human Services Program LibGuide under Course Materials.

B. **All assignments will be checked for plagiarism.** A formal assignment will be located on the Blackboard Course shell under Assignments. Students must submit all written assignments to Safe Assign to be checked for plagiarism. A hard copy of each assignment must be turned in on the due date, in addition to the electronic submission copy from Safe Assign.

C. It is highly recommended all students keep copies of their written work.

D. **No late papers will be accepted. SUBMISSIONS WILL NOT BE ACCEPTED AFTER THE DUE DATE.**

III. **PCCC and Human Services Program Academic Integrity Policies**

A. **PCCC Academic Integrity Policy:** All students are required to adhere to the PCCC Academic Integrity Policy, which can be found in the College Academic Catalog. A link to the Catalog can be found on the Human Services Program Information LibGuide.

B. **Human Services Program Academic Integrity Policy:** Any student caught cheating or any student who submits any written assignment that has any evidence of plagiarism will receive a grade of “F” in the course.

C. **RECORDING DURING ANY CLASS IS STRICTLY PROHIBITED WITHOUT THE PERMISSION OF THE INSTRUCTOR. VIOLATION OF THIS WILL RESULT IN A FINAL GRADE OF “F”**.
IV. Missed Exams, Tests, or Quizzes Policy

A. Missed exams, tests, or quizzes can only be made up at the discretion of the Instructor.

B. Any student who cannot attend class on the day of a scheduled exam, test, or quiz MUST provide the Instructor with written notice of the anticipated absence with written proof of an “adequate reason of absence” as noted in the PCCC Academic Catalog. Notice MUST be provided 72 hours prior to the scheduled exam, test, or quiz and a make-up MUST be approved by the Instructor.

C. ALL approved make-up exams, tests, or quizzes MUST be taken in the PCCC Academic Testing Center during the approved time and day.

V. Cell Phone Policy

A. Electronic devices are distracting and a breach of confidentiality. Any student whose cell phone or other electronic device IS VISIBLE OR goes off in class will be subject to their final grade lowered by three (3%) per cent for the first occurrence and five (5%) per cent for each additional occurrence OR see Instructor for assignment.

B. Students will not be permitted to check their cell phone or other electronic device during class. Any student checking any electronic device is subject to their final grade lowered by three (3%) per cent for the first occurrence and five (5%) per cent for each additional occurrence OR see Instructor for assignment.

C. Getting up during class is disruptive. Any student who disrupts the class by getting up to answer a phone call or to throw out garbage will be subject to their final grade lowered by three (3%) per cent for the first occurrence and five (5%) per cent for each additional occurrence OR see Instructor for assignment.

D. Students will be allowed to check their cell phone during class at a time designated by the Instructor.

VI. Syllabus Policy

It is the student’s responsibility to read the current Syllabus for this course.
VII. **College Policies**

A. Please refer to the PCCC Student Handbook and PCCC Catalog for information regarding:
   a. PCCC’s Academic Integrity Code
   b. Student Conduct Code
   c. Student Grade Appeal Process

B. **Intensive Writing Requirements**: Two (2) Intensive Writing Courses are required unless you are a Transfer Student in which case one (1) is required. Please refer to the PCCC Catalog for the catalog year listed on your degree audit for information regarding the Intensive Writing requirements.

C. **Panther Alert**: The College will announce delayed openings, closings, and other emergency situations through the Panther Alert System. Students are encouraged to sign up for the Panther Alert Notification. Students can sign up once they log into their Campus Cruiser Portal account through the PCCC website at [www.pccc.edu](http://www.pccc.edu).

D. **Cell Phone Policy**: Use of cellular telephones, audible pagers, or other forms of audible electronic devices in all academic learning environments (including but not limited to, laboratories, testing centers, classroom, library, learning centers, theater, and so forth) is prohibited unless previously approved by the Instructor or other authorized Administrator.

**ALL STUDENTS MUST COMPLETE, INITIAL, SIGN, & SUBMIT THE ATTACHED SIGNATURE PAGE FOR ADDENDUM TO SYLLABUS AND PROGRAM POLICIES BY THE THIRD (3RD) WEEK OF CLASS.**
HUMAN SERVICES PROGRAM

SIGNATURE PAGE
ADDENDUM TO SYLLABUS AND PROGRAM POLICIES

Name__________________________________________ Date: ______________________

Course and Section__________________________ Semester and Year________________

THIS PAGE MUST BE COMPLETED, INITIALED, SIGNED, & SUBMITTED BY THE THIRD (3RD) WEEK OF CLASS.

I. _____ I have read and understand Attendance and Domain Certification Hours Policies.

II. _____ I have read and understand Written Assignment Policy.

III. _____ I have read and understand PCCC and Human Services Program Academic Integrity Policies.

IV. _____ I have read and understand Missed Exams, Tests, or Quizzes Policy.

V. _____ I have read and understand Cell Phone Policy.

VI. _____ I have read and understand Syllabus Policy.

VII. _____ I have read and understand College Policies.

By initialing each section above and signing this document below, I confirm that I have read, understand, and agree to comply with all components of the Human Services Program Policies, the Course Syllabus, and the Addendum to the Syllabus.

__________________________________________
(Signature)