



# INSTRUCTIONAL PACKAGE

CRJ-125

Criminology

Spring2020

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 2020

COURSE PREFIX: CRJ-125

COURSE TITLE: Criminology

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

### **RATIONALE FOR THE COURSE:**

The course provides students with a basic understanding of the social science called criminology. Exploring the principle criminological theories and perspectives, the course provides a basis for understanding crime.

### **COURSE DESCRIPTION:**

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies and the reaction of society to crime and criminals.

### **PREREQUISITES/CO-REQUISITES:**

None

### **REQUIRED MATERIALS:**

Akers, R. L., & Sellers, C. S. (2016). *Criminological theories: Introduction, evaluation, and application*. New York: Oxford University Press.

American Psychological Association. (2010). *Publication manual of the American Psychological Association*. Washington, DC: Author.

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **ADDITIONAL REQUIREMENTS:**

CRJ-125 – Criminology does not have additional costs other than textbook, tuition, and fees.

### **TECHNICAL REQUIREMENTS:**

All criminal justice courses whether traditional, hybrid or online, require students to access the

course in D2L through a personal computer. Therefore, students should have a reliable access to a computer with a dependable Internet connection to be successful in this course or any criminal justice course. Students will be required to access, download, and/or print material from the course in D2L, which is accessible through My Courses and the student's WaveNet account. Students should pay particular attention to the course outline under Content as well as the course calendar. Students will be able to monitor grades and attendance through the course in D2L.

Criminal justice courses, whether traditional, hybrid, or online **require** students to complete some, if not all, course work – assignments, exams, and other activities - through an online environment in D2L. Traditional in the classroom and hybrid require students to complete a portion of the required work online. The amount of online activity depends on the format of the course; therefore, students should pay particular attention to the course information and documents. Courses with an online component move very rapidly with graded requirements typically due each week. Students **must** be aware of the calendar and mindful of updates and announcements; therefore, a student **must** have access to a reliable computer and a dependable Internet connection. Criminal justice courses use D2L as a platform for course activities.

When having technology problems find another computer. Computers are open to students at numerous locations on all three campuses including open computer labs and the libraries. There are computers available for use in other public locations including the public libraries. A final option would be to contact a friend or relative to borrow a computer. When technology issues are related to the system (i.e., D2L and WaveNet), and not the result of a broken computer or server connection, you should contact Student Online Support OIT Help Desk at (843) 349-5340 or through their link on the WaveNet homepage. Technology issues or technical problems are not an acceptable excuse should there be a course requirement that **must** be completed through D2L. When having difficulty with accessing the course or its components, or e-mail function, it is a good idea to notify your professor about the problem or difficulty.

## **STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

## **CLASSROOM ETIQUETTE:**

All students are expected to conduct themselves in a **professional and courteous** manner at all times, and toward all members of the class, whether online or in a traditional classroom setting. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior including statements or remarks in class or e-mails as well as postings or other communications will **not** be tolerated. At the discretion of the professor of record, the

inappropriate behavior may be reported in writing as a violation of the Student Code of Conduct under Proscribed Conduct, which could result in disciplinary action as described in College Catalog and Student Handbook (HGTC, 2017-2018, pp. 31-37).

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## Part II: Student Learning Outcomes

### COURSE LEARNING OUTCOMES and ASSESSMENTS\*:

<p><b>Week # 1</b></p>	<p><b>UNIT I – INTRODUCTION; EARLIER EXPLANATIONS; BIOLOGICAL AND BIOSOCIAL</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 1-3, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe social structure, social interaction, and social conflict.</li> <li>• <b>Student Outcome:</b> Describe the major principles of the Classical School of Criminology.</li> <li>• <b>Student Outcome:</b> Describe the historic of the biological explanations of crime.</li> <li>• <b>Student Outcome:</b> Describe Cesare Lombroso's theory of the throwback.</li> <li>• <b>Assessment:</b> Quiz #1 (Chapters 1-3)</li> </ul>
<p><b>Week #2</b></p>	<p><b>UNIT I – INTRODUCTION; EARLIER EXPLANATIONS; BIOLOGICAL AND BIOSOCIAL</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 1-3, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe social structure, social interaction, and social conflict.</li> <li>• <b>Student Outcome:</b> Describe the major principles of the Classical School of Criminology.</li> <li>• <b>Student Outcome:</b> Describe the historic of the biological explanations of crime.</li> <li>• <b>Student Outcome:</b> Describe Cesare Lombroso's theory of the throwback.</li> <li>• <b>Assessment: Assignment # 1</b></li> </ul>

	<p>Using the Internet as a resource, research and respond to the following statement: <b>Thomas Hobbs (1588-1678), John Locke (1632-1704), Charles de Secondat or "Montesquieu" (1689-1755), François-Marie d'Arouet or "Voltaire" (1694-1778), Jean-Jacques Rousseau (1712-1778) Jeremy Bentham (1748–1832), and Cesare Beccaria (1738-1994) are social philosophers who addressed the concept of a "social contract" in their writings. Using Internet sources, or resources, compare and contrast the thoughts of the philosophers above regarding the "social contract" and its connection or relationship to crime causation.</b></p>
<p><b>Week #3</b></p>	<p><b>UNIT I – INTRODUCTION; EARLIER EXPLANATIONS; BIOLOGICAL AND BIOSOCIAL</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 1-3, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe social structure, social interaction, and social conflict.</li> <li>• <b>Student Outcome:</b> Describe the major principles of the Classical School of Criminology.</li> <li>• <b>Student Outcome:</b> Describe the historic of the biological explanations of crime.</li> <li>• <b>Student Outcome:</b> Describe Cesare Lombroso's theory of the throwback.</li> <li>• <b>Assessment:</b> Exam #1 (Chapters 1-4)</li> </ul>
<p><b>Week #4</b></p>	<p><b>UNIT II - PSYCHOLOGICAL AND PSYCHOSOCIAL FACTORS; SOCIAL LEARNING AND CONTROL</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 4-6, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the areas of psychology applicable to behavior.</li> <li>• <b>Student Outcome:</b> Describe the psychopathic or sociopathic.</li> <li>• <b>Student Outcome:</b> Describe the assumptions of Edwin Sutherland's differential association</li> <li>• <b>Student Outcome:</b> Describe the principles of Travis Hirschi's social bonding [control] theory.</li> <li>• <b>Assessment:</b> Quiz #2 Chapters (4-6)</li> </ul>

<p><b>Week #5</b></p>	<p><b>UNIT II - PSYCHOLOGICAL AND PSYCHOSOCIAL FACTORS; SOCIAL LEARNING AND CONTROL</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 4-6, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the areas of psychology applicable to behavior.</li> <li>• <b>Student Outcome:</b> Describe the psychopathic or sociopathic.</li> <li>• <b>Student Outcome:</b> Describe the assumptions of Edwin Sutherland's differential association</li> <li>• <b>Student Outcome:</b> Describe the principles of Travis Hirschi's social bonding [control] theory.</li> <li>• <b>Assessment:</b> Assignment #2-Using the Internet as a resource research and respond to the following question: <b>Explain or describe Social Control Theory (1969) authored by Travis Hirschi and General Theory of Crime (1990) proposed by Michael Gottfredson and Travis Hirschi. Using your research compare and contrast the two (2) theories focusing on what are the differences and what are the similarities.</b></li> </ul>
<p><b>Week #6</b></p>	<p><b>UNIT II - PSYCHOLOGICAL AND PSYCHOSOCIAL FACTORS; SOCIAL LEARNING AND CONTROL</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 4-6, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the areas of psychology applicable to behavior.</li> <li>• <b>Student Outcome:</b> Describe the psychopathic or sociopathic.</li> <li>• <b>Student Outcome:</b> Describe the assumptions of Edwin Sutherland's differential association</li> <li>• <b>Student Outcome:</b> Describe the principles of Travis Hirschi's social bonding [control] theory.</li> <li>• <b>Assessment:</b> Exam #2 (Chapters 4-6)</li> </ul>
<p><b>Week #7</b></p>	<p><b>UNIT III – SOCIAL REACTION AND LABELING; SOCIAL STRUCTURE AND SOCIAL DISORGANIZATION; ANOMIE</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 7-9, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the social interactionist view of criminal</li> </ul>

	<p>behavior.</p> <ul style="list-style-type: none"> <li>• <b>Student Outcome:</b> Describe the Labeling Theory.</li> <li>• <b>Student Outcome:</b> Describe the Social Structure paradigm in criminology.</li> <li>• <b>Student Outcome:</b> Describe the Social Ecology and Concentric Zone theories.</li> <li>• <b>Student Outcome:</b> Describe Emile Durkheim’s Theory of Anomie</li> <li>• <b>Student Outcome:</b> Describe Robert K. Merton’s theoretical application of anomie to strain.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Assessment:</b> Quiz #3 (Chapters 7-9)</li> </ul>
<b>Week #8</b>	<p><b>UNIT III – SOCIAL REACTION AND LABELING; SOCIAL STRUCTURE AND SOCIAL DISORGANIZATION; ANOMIE</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 7-9, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the social interactionist view of criminal behavior.</li> <li>• <b>Student Outcome:</b> Describe the Labeling Theory.</li> <li>• <b>Student Outcome:</b> Describe the Social Structure paradigm in criminology.</li> <li>• <b>Student Outcome:</b> Describe the Social Ecology and Concentric Zone theories.</li> <li>• <b>Student Outcome:</b> Describe Emile Durkheim’s Theory of Anomie</li> <li>• <b>Student Outcome:</b> Describe Robert K. Merton’s theoretical application of anomie to strain.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Assessment:</b> Assignment #3-Using the Internet as a resource research and respond to the following question: <b>Describe how Robert Merton’s Strain Theory can explain why crime occurs in a modern capitalistic society.</b></li> </ul>
<b>Week #9</b>	<p><b>UNIT III – SOCIAL REACTION AND LABELING; SOCIAL STRUCTURE AND SOCIAL DISORGANIZATION; ANOMIE</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 7-9, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the social interactionist view of criminal behavior.</li> <li>• <b>Student Outcome:</b> Describe the Labeling Theory.</li> <li>• <b>Student Outcome:</b> Describe the Social Structure paradigm in criminology.</li> <li>• <b>Student Outcome:</b> Describe the Social Ecology and Concentric Zone</li> </ul>

	<p>theories.</p> <ul style="list-style-type: none"> <li>• <b>Student Outcome:</b> Describe Emile Durkheim’s Theory of Anomie</li> <li>• <b>Student Outcome:</b> Describe Robert K. Merton’s theoretical application of anomie to strain.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Assessment:</b> Exam #3</li> </ul>
<b>Week #10</b>	<p><b>UNIT IV – SOCIAL CONFLICT; MARXIST THEORIES; RADICAL AND CRITICAL CRIMINOLOGY</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 10-12, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the Social Conflict in criminology.</li> <li>• <b>Student Outcome:</b> Describe the Marxist view of crime.</li> <li>• <b>Student Outcome:</b> Describe the principals of Critical Criminology.</li> <li>• <b>Student Outcome:</b> Describe the principals of Radical Criminology.</li> <li>• <b>Student Outcome:</b> Describe the theoretical areas of modern Social Conflict.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Assessment:</b> Quiz #4 (Chapters 10-12)</li> </ul>
<b>Week #11</b>	<p><b>UNIT IV – SOCIAL CONFLICT; MARXIST THEORIES; RADICAL AND CRITICAL CRIMINOLOGY</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 10-12, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the Social Conflict in criminology.</li> <li>• <b>Student Outcome:</b> Describe the Marxist view of crime.</li> <li>• <b>Student Outcome:</b> Describe the principals of Critical Criminology.</li> <li>• <b>Student Outcome:</b> Describe the principals of Radical Criminology.</li> <li>• <b>Student Outcome:</b> Describe the theoretical areas of modern Social Conflict.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Assessment:</b> Assignment #4-Using the Internet as a resource research and respond to the following question: <b>Two conflict theorists who studied the application of criminal law were Austin Turk and Donald Black. The “Theory of Criminalization” was proposed by Turk in 1969 and the “Behavior of Law” was published by Donald Black in 1976. Both theorists were concerned the different variations and applications of the criminal laws across the United States. Using sources, or resources, from the databases</b></li> </ul>



	<p><b>available through the College Library and reliable Internet Websites, identify the principal points in each theory. Taking the principal points for each theory, compare and contrast the two (2) theories, focusing on what are the differences and what are the similarities.</b></p>
<p><b>Week #12</b></p>	<p><b>UNIT IV – SOCIAL CONFLICT; MARXIST THEORIES; RADICAL AND CRITICAL CRIMINOLOGY</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 10-12, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the Social Conflict in criminology.</li> <li>• <b>Student Outcome:</b> Describe the Marxist view of crime.</li> <li>• <b>Student Outcome:</b> Describe the principals of Critical Criminology.</li> <li>• <b>Student Outcome:</b> Describe the principals of Radical Criminology.</li> <li>• <b>Student Outcome:</b> Describe the theoretical areas of modern Social Conflict.</li> <li>• <b>Assessment:</b> Easter Weekend-<b>Term Paper Due and MUST be dropped in the dropbox by Tuesday, 04/14/2020, before 8:00am</b></li> </ul>
<p><b>Week #13</b></p>	<p><b>UNIT V – FEMINIST CRIMINOLOGY; DEVELOPMENTAL AND LIFE-COURSE THEORIES; INTEGRATED CRIMINOLOGICAL THEORIES</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 13-15, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the principal theoretical views and leading theorists in Feminist Criminology.</li> <li>• <b>Student Outcome:</b> Describe policy implications of Feminist theories of crime.</li> <li>• <b>Student Outcome:</b> Describe the Development and Life-Course Theories of crime.</li> <li>• <b>Student Outcome:</b> Describe the relationship between juvenile crime and career criminals.</li> <li>• <b>Student Outcome:</b> Describe the conceptual integration of criminological theories.</li> <li>• <b>Student Outcome:</b> Describe the propositional integration of criminological theories.</li> <li>• <b>Assessment:</b> Quiz #5 (Chapters 13-15)</li> </ul>

<p><b>Week #14</b></p>	<p><b>UNIT V – FEMINIST CRIMINOLOGY; DEVELOPMENTAL AND LIFE-COURSE THEORIES; INTEGRATED CRIMINOLOGICAL THEORIES</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 13-15, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the principal theoretical views and leading theorists in Feminist Criminology.</li> <li>• <b>Student Outcome:</b> Describe policy implications of Feminist theories of crime.</li> <li>• <b>Student Outcome:</b> Describe the Development and Life-Course Theories of crime.</li> <li>• <b>Student Outcome:</b> Describe the relationship between juvenile crime and career criminals.</li> <li>• <b>Student Outcome:</b> Describe the conceptual integration of criminological theories.</li> <li>• <b>Student Outcome:</b> Describe the propositional integration of criminological theories.</li> <li>• <b>Assessment:</b> Assignment #5- Using the Internet as a resource research and respond to the following question: <b>Describe the age-crime curve? What do you think causes the variation in offending by age? Which life-course theory do you think best explains the age-crime curve?</b></li> </ul>
<p><b>Week #15</b></p>	<p><b>UNIT V – FEMINIST CRIMINOLOGY; DEVELOPMENTAL AND LIFE-COURSE THEORIES; INTEGRATED CRIMINOLOGICAL THEORIES</b></p> <ul style="list-style-type: none"> <li>• <b>Material Covered:</b> Chapter 13-15, Akers &amp; Sellers (2016).</li> <li>• <b>Student Outcome:</b> Describe the principal theoretical views and leading theorists in Feminist Criminology.</li> <li>• <b>Student Outcome:</b> Describe policy implications of Feminist theories of crime.</li> <li>• <b>Student Outcome:</b> Describe the Development and Life-Course Theories of crime.</li> <li>• <b>Student Outcome:</b> Describe the relationship between juvenile crime and career criminals.</li> <li>• <b>Student Outcome:</b> Describe the conceptual integration of criminological theories.</li> <li>• <b>Student Outcome:</b> Describe the propositional integration of criminological theories.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Assessment:</b> Final Exam (Chapters 13-15)- <b>MUST</b> be completed in-class on May 5, 2020, at 8:00am</li> </ul>
--	---

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

**General Education Outcomes**

This course fulfills the following General Education Outcomes through the **(Term Paper)**.

Upon completion of this course, students will be able to:

- Communicate effectively;
- Think critically;
- Self and professional development.

**Part III: Grading and Assessment**

**EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

**EVALUATION\***

Assignments	250 Points
Quizzes	200 Points
Exams	225 Points
Term Paper	225 Points
Final Exam	100 Points
	100%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

**GRADING SYSTEM:**

90-100.....	A
80- 89.....	B
70- 79.....	C
60- 69.....	D
Below 60.....	F

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## **Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, **once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll.** Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

According to the Horry-Georgetown Technical College Catalog, "College Students are responsible for all course work and class assignments; so, they are expected to regularly and promptly attend all meetings of classes in which they are enrolled. Students should limit absences to those that are unavoidable and, with professor's consent, should make up all missed work, if permitted. Per SC Technical College Policy, HGTC maintains a general attendance policy requiring students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. However, a more rigid attendance policy may be required by the program of study. At a minimum, a student may be withdrawn from a course after he/she has been absent in more than 10% of the total contact hours for a course. Professors define absentee limits for their classes at the beginning of each term. Students withdrawn from a course due to excessive absences will receive a grade of Withdraw ("W") up to the 2/3 point of the semester. Thereafter, a Withdraw ("W") or Withdraw Failure ("WF") will be assigned, depending upon his/her academic status at the time of the last date attended. Students may be required to repay source of financial assistance for non-attendance, excessive absences or withdrawals. Attendance records begin the first day of class for ALL students, regardless of registration date. Online and hybrid classes also require attendance and each instructor defines the method for students to indicate their class attendance by logging onto the

class, participating in chats and/or submitting documents. Each student is responsible for awareness of the attendance requirements for each class” (p. 47).

The attendance for **traditional** courses will be determined by each student **attending and participating in a traditional classroom meeting for the scheduled amount of time**. Whereas, attendance for **hybrid** criminal justice courses will be determined by each student attending and participating in a traditional classroom meeting for the amount of time scheduled as well as completing all online graded requirements and/or participating in the scheduled activities for each particular week. **Online** attendance, whether completely online or a hybrid, is demonstrated through the student completing the graded requirements and/or participating in the scheduled activities for each particular week. Participation in the scheduled activities includes but are not limited to posting an assignment to the Dropbox, responding to a question in the discussion forum, completing an exam, test, or quiz or as directed by the professor of record. **However, an e-mail cannot be counted as attendance for online criminal justice courses.**

Beginning with the first week of class, the number of class meetings online or in the classroom will be determined based on the 80% attendance requirement. **If a student misses 20% of scheduled meetings, whether online or in the classroom, he(he) may be withdrawn by the professor of record for excessive absences without further notice.** Please remember the graded requirements or activities are recorded for a score and attendance. Any student missing more than two (2) weeks in a row without notification will be withdrawn for excessive absences. Please be advised that for an online or hybrid format, simply logging into the course does not constitute participating for the purposes of attendance.

The attendance policy and requirements are published in the instructor’s addendum to course Instructional Package (IP) as well as in the course in D2L.

Again, should any student **not** follow the announced attendance guidelines, which complies with the College Attendance Policy, he(he) will be withdrawn from the course. A grade of “W” or “WF” will be assigned in accordance with course withdrawal procedures of Horry-Georgetown Technical College” (HGTC, 2017-2018, p. 47). Again, students withdrawn due to excessive absences will **not** be readmitted to the course regardless of reason or excuse.

Since the College maintains an attendance policy for all courses, including program offerings through an online format, technology issues are **not** an excuse for **not** participating or missing a deadline for a graded requirement. Therefore, if for some reason access to the course or its functions is **not** available, immediately notify the Help Desk via the Live Help at <http://www.hgtc.edu/>, e-mail to [HelpDesk@hgtc.edu](mailto:HelpDesk@hgtc.edu), or telephone at (843) 349-5340. The Help Desk hours of operation are posted on WaveNet. Also, notify your course professor; so, he(he) is aware of the technical problems or issues with the technology. Nevertheless, please be aware that technology issues or problems are **not** an acceptable excuse for **not**

participating as **required** for attendance, **not** completing an exam during the required time period (testing window), or failing to respond to a discussion assignment before the required due date.

## Part V: Student Resources

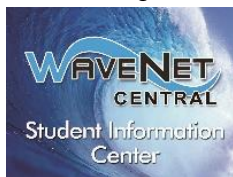


### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.



### Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

### Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper

- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

### **Disability Services:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

### **Statement of Equal Opportunity/Non-Discrimination Statement**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

### **Title IX Requirements**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<p><b>Inquiries regarding the non-discrimination policies:</b></p>	
<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, VP Student Affairs</b>  <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus          PO Box 261966, Conway, SC 29528-6066          843-349-5228  <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></p>	<p><b>Jacquelyne Snyder, VP Human Resources</b>  <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus          PO Box 261966, Conway, SC 29528-6066          843-349-5212  <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>