



## Introduction to Human Services Syllabus Summer 2024

### Course Information

Course Title: Introduction to Human Services

CRN: 30042

Course number with Section: HUS 1001 - 1

Course Description: This course provides an interdisciplinary approach to understanding community human services agencies and systems. It introduces the student to the skills necessary for entry-level and professional work in education, social work, mental health, human services administration, and supported employment. This course also reviews the historical development of social services and explores the societal values that served as the catalyst for the implementation of social services policies.

Course Location: Online

Course Day and Time: Online

Prerequisites: ENC 1101 is encouraged

Corequisites: None

### Instructor Information

Name: Audra Rutherford

Office Location: Online

Office Hours: Online: Tuesdays, 5:30 p.m. to 7:30 p.m., by appointment only

Email: [rutherforda@nfc.edu](mailto:rutherforda@nfc.edu) (preferred communication method)

Instructor Response Time for Phone/Email: I will be checking my e-mail messages daily and will be responding to your e-mail messages as soon as I can within 24 hours unless I direct you otherwise via D2L. Email is the preferred mode of communication. Any e-mails received Monday through Thursday after office hours may not be responded to

until the following day. Any e-mails received on Fridays or during the weekend may not be responded to until the following Monday. If you do not receive a response within the allotted time, please send a follow-up email. Please make sure you include the course you are inquiring about in the subject line of your e-mail.

Response Time for Posting Grades on D2L: Grades will be posted within 14 days after assignment deadlines. If you do not see a grade for your assignment by day 15, please contact your instructor. Your current course grade is the Calculated Final Grade. The Calculated Final Grade will be updated as assignment grades are posted to the D2L grade book. Connect is deep linked within this D2L course; therefore, grades from Connect should automatically transfer over; if not, please let the instructor know. Feedback on D2L Discussion Forum is provided in D2L via a link to the D2L grade book rubric. Feedback on the Comprehensive Lab is provided in D2L via a link to the D2L grade book rubric. Review feedback and ask the instructor questions promptly. If the instructor asks a question in the feedback, you may respond via email.

Department Chair: Michelle Ginn

Department Chair Email: [ginnm@nfc.edu](mailto:ginnm@nfc.edu)

## Required Curriculum/Textbook and Course Materials

Required Textbook: Woodside, McClam (2019) MindTap: An Introduction to Human Services 9th Ed. ISBN. 9781337567114

Please note if you have purchased Cengage Unlimited for multiple semesters, please contact Kristin Summers at [summersk@nfc.edu](mailto:summersk@nfc.edu) and she will put you in touch with the Cengage representative to gain the correct code for your course. In this case, you will not need Follett Access until your Unlimited subscription expires.

Required Course Materials/Supplies: None

Minimum Technological Requirements and Skills:

- Students are expected to have adequate proficiency in using a computer.
- Access to a Computer, with required software and hardware [e.g., speakers, Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Understanding of (GoMail) e-mail with knowledge of adding attachments
- The ability to use Microsoft Office processing formats (e.g., Word, PowerPoint) and submit files to D2L.
- Must be able to navigate through D2L
- Mozilla Firefox or Google Chrome, is the only compatible internet browser for D2L.

- **Must have access to and be able to navigate through MindTap E-Textbook and have minimum technical requirements listed here:**  
<https://www.cengage.com/help/mindtap/MindTap-System-Requirements.pdf>  
**You can check your browser settings here:**  
<https://ng.cengage.com/static/browsercheck/index.html>
- Lack of any of the above-listed requirements does not constitute an excuse for late, incorrect, or missing work since tutor assistance and ample open lab hours in the NFC computer lab are available each week at the campus library.  
  
 For textbook questions, please visit:  
<https://customersupportcenter.highered.follett.com/hc/en-us>

## Grading Policy and Assessment Methods

Course Grading/Student Performance Evaluation:

- 3 Quizzes -(100 pts each) 300 points (total)
- Final Exam -200 points
- Written assignment - 170 points (total)
- Discussion Forum Posting - (10 pts each) 50 points (total)
- Connect - (40 pts per chapter) 280 points (total)

### GRADING SCALE

- A 100 - 90 (900 - 1000 points)**
- B 89 - 80 (899 - 800 points)**
- C 79 - 70 (799 - 700 points)**
- D 69 -60 (699 - 600 points)**
- F Below 60 percent (0 - 599 points) F**

Your final grade is rounded at the conclusion of the class. So, if your grade can be rounded, it will be rounded. (Any questions on this, please let me know).

Mid-Term and/or Final Exam Information:

A mandatory comprehensive final exam consisting of all information presented in the course will also be administered. You will have access to the Final Exam from Monday, July 8th through Sunday, July 14th. The Final Exam will be an online and open book. The access to the Final Exam will begin at 12:00 AM on 07/08, and it will close at 11:59 PM on 07/14. There will not be a late extension option for this assignment. Once the

deadline ends at 11:59 p.m. on 07/14, you will not be able to access it, and it will not be reopened.

Late Work Policy: Late work will be accepted on a case-by-case basis **ONLY**. Late work will not be accepted for the discussions and the written assignment. You will need to request a late extension via e-mail to me either prior to the due date of the assignment or within 2 days after the due date. I will reply with the final deadline to submit.

Assignments must be submitted to the appropriate Dropbox and using Microsoft Office for students to receive a grade. Assignments submitted to the wrong Dropbox, wrong format, or via e-mail will not be graded.

### Assignments

- All assignments must be typed using **Microsoft Word as required**.
- Submit to the appropriate Dropbox through D2L (using either the link provided in the checklist or by going to the Dropbox area on D2L).
- **Assignments will be checked for plagiarism through Turnitin within the appropriate Dropbox.**
- A match of 20% or less is acceptable.
- **A match higher than 20% should be revised and resubmitted before the due date. Those not corrected will receive a zero.**
- Assignments should follow the rubric located under D2L-content.
- No e-mailed assignments will be accepted.
- Assignments submitted to the wrong Dropbox or in the incorrect format (i.e., not in Microsoft word) will not be graded.

### Cheating Policy

It is not tolerated, not worth it, and hopefully will not be a problem. If it becomes one, I will report it. All college academic honesty rules will be enforced. Please refer to the policy on academic honesty for further questions. Cheating and plagiarism will not be tolerated in any way, shape, or form. If you are unsure how to cite something, check with me or the various campus services listed in D2L or this syllabus. Copying any information without citations is NOT ok and will not be permitted.

**The use of Generative AI Technology is STRICTLY PROHIBITED in this course and will not be permitted. Any use of AI on any assignment will result in a failing grade for the assignment in which it was used.**

Failure to follow these guidelines may result in a plagiarism violation and will be reported to the Department of Academic Affairs.

### Plagiarism

This is a form of academic dishonesty. It consists of copying a portion or full portions of text from any textbook, professional journal, website, periodical, or any other type of printed material and then attempting to present it as your own work neglecting to give credit to the original author (s). If you use anyone else's IDEAS, this is a form of

plagiarism. You can also plagiarize yourself if you use a paper you have previously submitted for a grade.

If proven that you have incurred plagiarism, your first infraction: You will receive a warning from me with what you did wrong, what you can do to improve, and various resources. Additionally, you will also earn a 0, with the possibility of being able to revise/resubmit the assignment for a higher grade (to be made on a case-by-case basis). Your second infraction: You will receive a second warning and will earn a 0 with no opportunity to revise/resubmit. You will be referred to the Office of Academic Affairs. The turn-It-In plagiarism detector is active for the D2L drop boxes, which you will use to submit major assignments for this class. I will NOT accept papers with more than a 20% familiarity score. After you have submitted your paper, follow up with the Turn-It-In score for the originality report (this process may take several hours) I suggest you rework your paper until you lower the score to less than a 20% familiarity score. You will be graded ONLY on your last submission before the deadline. Remember, it is a good idea to contact me sooner rather than later if you are feeling confused or unclear about an assignment.

**An online class is a professional environment, and certain expectations are required from you regarding your behavior.**

- **Always be respectful and address your instructor and your classmates professionally in all means of online communication (e-mails, chats, and discussions).**
- **All types of online communications (e-mails, chats, and discussions) should be used for academic purposes only. These are learning tools and should be treated as such.**

## Outcomes/Objectives

### General Education Program Learning Outcomes

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

### Human Services CCC Program Learning Outcomes

1. Define and apply the core concepts and principles of human services.
2. Demonstrate an understanding of the human services delivery system and the roles and responsibilities of human services workers.

3. Apply effective communication, interpersonal, and problem-solving skills in a variety of human services settings.
4. Develop and implement culturally competent and ethical practices in human services work.

### Course-Level Student Learning Outcomes

1. Compare and contrast the many roles and opportunities available in the human services field.
2. Explain the approaches, basic skills, and knowledge of the beginning professional in Human Services.
3. Recognize the characteristics of medical, public health, and human service models.
4. Define and apply intervention strategies in the field of human services.

## Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

Course Level SLO #	Gen Ed	Human Services	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1	2	2	Final Exam
2	2	3	Final Exam
3	1	2	Final Exam
4	1	3	Final Exam

## Course Content and Schedule

Tentative Schedule:

*The following assignments are due by 11:59 PM unless otherwise advised in D2L.*

<u>Due Date</u>	<u>Connect Assignment</u>	<u>Points</u>
06/02	MindTap - Chapter 1, 2	40
06/02	MindTap – Chapter 3, 4	40
06/09	MindTap – Chapter 5	40
06/16	MindTap – Chapter 6, 7	40
06/23	MindTap – Chapter 8	40

06/30	MindTap – Chapter 9	40
07/07	MindTap – Chapter 10	40

<u>Due Date</u>	<u>Test</u>	<u>Points</u>
06/09	Quiz 1	100
06/23	Quiz 2	100
07/07	Quiz 3	100
07/14	Final Exam	200

<u>Due Date</u>	<u>Written Assignment</u>	<u>Points</u>
06/30	Written Assignment	170

<u>Initial Post Due Date</u>	<u>Reply to 2 Peer Due Date</u>	<u>Discussion Forum</u>	<u>Points</u>
05/29	06/02	Week 2	10
06/05	06/09	Week 3	10
06/12	06/16	Week 4	10
06/19	06/23	Week 5	10
06/26	06/30	Week 6	10

### **Early Alerts: Full Term**

**June 11<sup>th</sup> – 12<sup>th</sup>**

### **Description of Assignments**

Tests: You will have a total of 3 Chapter quizzes. Each quiz will cover readings from the textbook. There will also be 10 Connect quiz assignments. Also, you will have a Final Exam at the end of the semester, which covers the chapters covered during this course.

### **Written assignment**

This is a multi-question assignment that will build upon itself.

### **MindTap**

This course will require Woodside, McClam (2019) MindTap: An Introduction to Human Services 9th Ed. from Cengage.

### **Discussion Forum**

Attendance is imperative for success in this class. Since this is an online class, attendance is demonstrated by logging in to D2L and posting in discussion threads. I trust you all are responsible students, and this will not be a problem. Reading the textbook in Connect is also important; assigned readings must be done in a timely manner. All Discussions Forums have a due date that falls on an assigned Sunday at 11:59 PM Eastern Time. It is your responsibility to post a relevant and thoughtful reply to two other students' original posts before the due date. Your responses should be complete and thoughtful sentences, that either raises an important point or question regarding the topic at hand. DO NOT SIMPLY AGREE OR DISAGREE. Add

something relevant to the discussion! A discussion forum is an important tool for facilitating class discussion and learning in an online environment. Discussion post replies are due by 11:59 PM Sunday of the assigned week of the Discussion Forum. However, you must post your initial post response before 11:59 PM on Wednesday of the assigned week or you will see a deduction in points. Please view the Discussion Forum, the tentative schedule in the syllabi, or Weekly Reminders in the News Items if you are unsure when the due date for a Discussion is.

- An important distinction from a traditional face-to-face course; I will not be doing any formal 'lecturing.' I will, however, be actively monitoring and sometimes participating in class discussions via the discussion forum to make sure the discussion is on track and to steer it back on track if it gets diverted. Any questions can always be directed to me via the discussions or via e-mail.
- If you post early, please make sure you monitor the Discussion Forum before the due date to see if you need to add any additional comments to your classmates' posts.

#### **Discussion Forum Tips**

- Minimum of 150 words for your initial post.
- Minimum of 75 words for each reply post.
- Make sure that you cite your outside material (peer reviews, newspapers, etc. NOT Wikipedia).
- When agreeing or disagreeing with a post, always explain why.
- Stick to the topic. Read over what you have written and ask yourself, "Does this answer the question that was posed?"
- Bring in your own knowledge to add to the discussion.
- Do not merely post "I like your post, good job, etc." Add to the discussion.
- When responding to other postings, you can play "devil's advocate" and ask your own questions.
- Always check back to your postings for any responses and keep the discussion going by responding back.
- Use proper Netiquette: respect, full sentences, proper grammar—this is not texting or IMing.
- Do NOT use agreement statements.
- Do not write in the first person. No use of "I", "We", "You", etc.

## **NFC Course Policy Statements**

At the beginning of the semester, the instructor must report "no show" students for this course. "No show" indicates the student will be removed from the course. To be considered as attending the online course, the student must log in to D2L and complete "Getting Started," step #1. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students' attendance in the course.

## **NFC Information and Policy Statements**



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

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

### **Statement about Generative AI Technology**

Individual course instructors are free to set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Course instructors should set such policies in their course syllabi and clearly communicate such policies to students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

Use of or consultation with generative AI shall be treated analogously to assistance from another person. Absent a clear statement from a course instructor, using generative AI tools to complete an assignment or exam (e.g., for idea generation or for entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt.

**The use of Generative AI Technology is STRICTLY PROHIBITED in this course. Any use will result in a failing grade on the assignment for which it was used.**

### **Attendance Policy**

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

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

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

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

### **Textbook Purchases**

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

### **Used Book Purchases**

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase

includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

### **Students/Visitors: Where to Park on Campus**

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

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

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

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

### **Campus Security**

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

### **Library Services**

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

Fall/Spring Term

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

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

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

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at

[library@nfc.edu](mailto:library@nfc.edu) or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

### **Academic Success Center**

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

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

Fall/Spring Term

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

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

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

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

### Tutor.com Online Tutoring

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

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

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

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

### **Americans with Disabilities Act**

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodation and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize

the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

### **Technology Access**

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

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

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

### **Student Ombudsman**

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

### **Equal Opportunity Statement**

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

### **Student Rights**

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

Students have the

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

- Right to ask about and recommend improvements in policies that affect the welfare of students.

### **Student Responsibilities**

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

Students are

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

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

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

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

### **Vulnerable Persons Act**

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