



## School of Science and Technology

### ITEC 3200 Introduction to Database, Fall 2023

---

#### Faculty Information

---

**Faculty:** Dr. Sherly Abraham

**Office:** W2233

**E-mail:** [sabraham1@ggc.edu](mailto:sabraham1@ggc.edu)

**Teams softphone:** 404-938-2530

#### Communication

Communications received Monday through Thursday after 5pm EST will be returned by the next day. On the weekend or when I am away from campus (e.g. at a conference), my response may be irregular.

You should check your GGC email every day. When corresponding by email, I will communicate with you using only your GGC email. Due to the Family Educational Rights and Privacy Act (FERPA), I will not respond to emails from other domains (yahoo.com, gmail.com, hotmail.com, etc.).

When you email me, you should consider the email as official correspondence. As such, the email should not appear as a text message but should have proper spelling, grammar, and punctuation.

Please address me as Dr. Abraham or Professor Abraham, not by my first name.

You should also check your [MyCourses](#) (Brightspace by D2L) course site every day.

#### Technology Covenant

Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction, both within the classroom and in the larger learning community. This covenant provides a general guideline for the course. I reserve the right to make periodic and/or necessary changes to the covenant, including technology use and communication channels, in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

#### Expectations of Students

All students at GGC need to have access to a computer. If you do not have one, [computer labs](#) are available on campus. A limited number of [laptops are available for checkout](#) from the GGC Technology Helpdesk. Students will be required to install the database management software MySQL version 8 to complete the assignments. A windows or mac computer is required to install the software. Refer to minimum system requirements for mysql 8 at <https://www.mysql.com/support/supportedplatforms/database.html>.

*Updated 8/3/2023*

Students can access course materials and grades via MyCourses (Brightspace by D2L).

Students should check [GGC email](#) regularly (at least twice a day).

Cell phones should be set on silent and stowed during class.

Laptop computers should remain off, except when they are being used for an in-class activity or for taking notes.

All completed assignments will be submitted through MyCourses (Brightspace by D2L). Unless otherwise specified, daily assignments must be submitted prior to class time. Major projects are due by midnight on the due date unless other arrangements are made.

---

## Course Information

---

### Class Details

**Course Details:** ITEC 3200, 02, 08

**Course Format:** Online Asynchronous

**Online Asynchronous Courses:** These courses will be delivered fully online. There will be no designated class meeting time for real-time instructor/student interaction, which gives you the flexibility to engage with the course materials as best fits your daily schedule. Your learning will be guided by the digital presentation of the course content (e.g., recorded lectures, presentations, outlines, notes) and scheduled assignments. Your instructors will provide you with feedback on assigned work, communicate with you electronically, and be available to meet as defined on this syllabus.

### Online/Proctored Tests

In addition, this course requires the use of a proctored testing service/software such as [Respondus LockDown Browser](#), [Respondus Monitor](#), or [ProctorU](#), and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. The webcam may require you to scan the room in which you are taking the test. The video of the room scan is only available to the instructor(s) of record, as well as appropriate IT staff and administrators.

If you are at home and have privacy concerns about a webcam scan of your surroundings, you can take the test anywhere you feel comfortable privacy wise. If you cannot identify such a place, contact your faculty member prior to the date of the test to arrange for a separate room on campus for testing.

### Course Description

(3) Credit Hours

Introduction to fundamental concepts of database management. Upon completion of this course students will be able to: 1) describe relational database core concepts; 2) utilize SQL (Structured Query Language) to create database structures, manipulate and retrieve data from databases; 3) create a conceptual database design using entity relationship (E/R) modeling and normalization best practices; 4) utilize implementation techniques to create a relational database with multiple tables, relationships and cardinalities 5) discuss emerging trends in database technologies such as non-relational database technologies.

## Course Prerequisites

ITEC 2140 or ITEC 2120 and (ITEC 2201 or BUSA 3100)

## Course Resources

### Required Texts

This course will use open educational resources and there will not be a required textbook used in the course. The course materials for the course will be available in d2l.

### Recommended Texts

Database Concepts, 8<sup>th</sup> Edition, 2017, Author: KROENKE, ISBN: 9780134601533

## Course Goals and Objectives

This is the first course in the study of database systems as the main storage component of business information systems. Students will begin by understanding what a database is and how it is used to help solve business problems. In the process of building an information system, student will learn the principles related to data modeling. Students will develop a simple database system in MySQL and employ Structured Query Language (SQL) to setup and query a database

## Course Outcomes

Upon completion of this course, students will:

1. describe relational database core concepts
2. apply SQL (Structured Query Language) for data manipulation and retrieval
3. apply entity relationship (E/R) modeling and normalization towards the conceptual design of a relational database
4. design and implement a relational database
5. discuss emerging trends in database technologies such as non-relational database technologies

## Course Requirements and Grading

You can expect to access the course materials and grades via our course in MyCourses (Brightspace by D2L). Students should check this MyCourses (Brightspace by D2L) course daily, as changes will always be announced and recorded on the course site. olicies.

**Grading Scale** the grading scale for your course.

- A (Excellent) 90-100
- B (Good) 80-89
- C (Fair) 70-79
- D (Poor) 60-69

- F (Failure) 59 and below

## Grading Percentages

Grading Category	Percent Weight
<b>Class Assignments</b>	20 %
<b>Quizzes</b>	20 %
<b>Homework</b>	10%
<b>Exams</b>	30%
<b>Paired Database Project</b>	20%

## Late Work Policy

1. Late Assignment will incur a 5% deduction per day up to 3 days. Anything submitted on the 4th day from the due date or later will not be accepted for grading and will result in a score of zero.
2. No make-up tests, quizzes, midterm exam, or final exam will be given, unless previously approved.
3. All assigned quizzes, assignments, and projects must be submitted via D2L only. No e-mail submissions allowed. Any assignment submitted via e-mail or e-mail attachments will not be counted and will not be included in your grades.

## Course Outline/Assessments

1. Quizzes- There will be 5 quizzes in the courses that covers the concepts from the topics learned. Each quiz accounts for 4 percent of the grade.
2. SQL Homework- Homework will be assigned in d2l and students are expected to submit homework in d2l. The instructions for the homework will be provided in d2l. There will be one SQL homework assignment in the course.
3. Class Assignments- The contents covered will include class assignments that are designed to reinforce the topics covered in class and promote interaction. Students will work on several hands-on database labs and projects individually or in teams. Students are expected to complete the class assignments and upload them to d2l by the due date assigned. Students are required to bring their laptops to every face to face class
4. Paired Database Project- Each student will work with another student in a paired programming style to complete the database class project. The class project is focused on enabling students to design and develop a database. The database project will be completed in milestones and details about the class project will be included in d2l.
5. Exams- There will be two major exams in the course. Exam 1 is worth 100 points. Exam2 accounts for 200 points. Exam 1 will cover concepts from relational databases and will consist of 40 multiple choice questions and require Respondus Monitor. Exam 2 will cover concepts from SQL and will require students to write SQL queries. Exam 2 will be competed via ProctorU in an online live proctored environment. Students will be required to schedule a date and time to complete the exam online with ProctorU.

## Course Outline

The schedule below is tentative and subject to change based on the pace of the class and/or other external factors.

Week	Topics	Course Assignments
<b>Week 1</b>	Introduction to Course and Introduction to Databases	Syllabus review D2I class discussion
<b>Week 2</b>	Relational Databases	Class Assignments
<b>Week 3</b>	Database Characteristics and MySql	Class Assignments Quiz 1
<b>Week 4</b>	MySql – Getting to know and Lab	Class Assignments Quiz 2 Milestone #1
<b>Week 5</b>	SQL	Class Assignments Exam 1
<b>Week 6</b>	SQL	Class Assignments
<b>Week 7</b>	SQL	Class Assignments Quiz 3
<b>Week 8</b>	SQL	Class Assignments SQL Project
<b>Week 9</b>	SQL	Class Assignments Exam 2
<b>Week 10</b>	E.R Modeling	Class Assignments
<b>Week 11</b>	E.R Modeling	Class Assignments
<b>Week 12</b>	Normalization	Class Assignments Quiz 4 Milestone #2
<b>Week 13</b>	Database Design	Class Assignments

Week	Topics	Course Assignments
<b>Week 14</b>	Final Project Work	Class Assignments
<b>Week 15</b>	Course Review	Quiz 5

## Final Exam Details

The final exam will be given during the week of Dec 05 to Dec 11 2023. The date and time of the final exam is set by the registrar and will be posted at midterms. The exam schedule cannot be changed at the convenience of the student. You should not plan to be absent during that week. A make-up final exam will only be given in cases of a verifiable excused absence. In this course, students will submit the final database project report as the final exam. The final database project will be due on Dec 06 2023.

## Important Dates

[Aug 14] Classes Begin

[ Aug 20] Drop/Add Period Ends

[ Sept 04] Labor Day Holiday

[Oct 05] Midterm Grades Due

[ Oct 10] Last Day to Drop a Class with a W (by 5:00 p.m.)

[Nov 19-26] Thanksgiving Break

[ Dec 04] Last Day of Classes

[ Dec 5-11] Final Exams

[ Dec 12] End of Semester Grades Due

[ Dec 18] Grades Available in Banner

[ Dec 14] Commencement

## Course Changes

This course syllabus provides a general plan for this course. The Faculty reserves the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

---

## School of Science and Technology

---

### Vision/Mission Statement

#### **Vision**

The School of Science and Technology (SST) will become recognized in the region and the state for excellence in STEM education at an open access institution. SST faculty will provide effective and relevant courses and programs in science, math, and technology which are characterized by interdisciplinary learning, novel use of educational technology, and an active learning environment that stimulates critical thinking.

#### **Mission**

The School of Science and Technology is committed to providing an innovative outcomes-based learning experience for all students of Georgia Gwinnett College. It provides programs of study in biology, math, exercise science, and information technology that offer its students disciplinary and interdisciplinary courses, as well as practical and applied learning experiences that prepare them for post-graduate schooling or for positions of responsibility in education, business, medicine or government. The SST also provides general education experiences that produce graduates who demonstrate math, science, and information technology literacy, and that foster an understanding of the role of these disciplines in our society and in an uncertain and changing world. The School's faculty maintain competency in their discipline and are knowledgeable of methods of providing innovative active-learning environments.

#### **Operating principles:**

The School of Science and Technology at Georgia Gwinnett College is committed to:

- Providing students with programs and courses that are effective and relevant and serve their post-graduate goals.
- The holistic development of students through student engagement both inside and outside the classroom.
- Developing a faculty and staff who are collegial, innovative and student-centered.
- Developing faculty that are committed to excellence in teaching, student engagement, scholarship, and service to the college, the community, and their discipline
- Developing innovative methods of teaching and student engagement in the STEM disciplines
- Continuous review, assessment, and improvement of programs and courses.
- Innovatively integrating active learning and technology into educational experiences.
- Open communication between faculty, staff, and administration.
- Using a "Leadership in Place" model which relies on faculty governance through collaborative decision-making.
- Building partnerships with its business and community constituents.

### School Policies

#### **Technology Covenant**

Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction, both within the classroom and in the larger learning community.

## **Course materials and Grading**

You can expect to access the course materials and grades via Desire2Learn. Students should check Desire2Learn regularly, as course changes will always be announced and recorded on the course Desire2Learn site. Note that both the lecture and the lab components of the course are posted on the same site.

## **Communication**

- I want to have face-to-face conversations with you, when possible. However, we may need to establish a time and place via email or by phone.
- I prefer e-mail for most situations. Monday through Friday expect me to respond to e-mail by 5 pm. E-mail received after 5 pm will be returned by the next day. My cell phone is off from 7 PM to 8 AM. On the week-end or when I am away from campus (i.e., at a conference), my response is irregular.
- When corresponding by email, I will communicate with you using only your GGC email or through the Desire2Learn site. You should check your GGC email every day. Emails from other domains (yahoo.com, gmail.com, hotmail.com, etc.) will not receive replies due to the Family Educational Rights and Privacy Act (FERPA).

## **Expectations of Students**

- All students at GGC need to have access to a computer. If you do not have one, computer labs are available on campus.
- I expect students to access course or individual communications within 1-2 days excluding weekends.

## **Technology Changes**

This covenant provides a general guideline for the course. Periodic and/or necessary changes to the covenant, including technology use and communication channels, may be required in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

# **School of Science and Technology Policies**

## **Class attendance and Financial Aid**

Please be aware that faculty check attendance in each of your courses and are required to report to the Registrar students who never attend or cease attending a course. Students who are reported as never attended or have ceased attending a course, Financial Aid will be notified and is required to adjust your financial aid award accordingly. If you have any questions about how not attending a course for which you are registered will affect your financial aid eligibility, please contact the Financial Aid Office.

## **Make-up Exam Policy**

You are expected to attend every class. Failure to attend class will affect your grade.

Special arrangements to take a regular exam early must be made in advance in writing. Early exams are available only at the instructor's discretion and only under extreme circumstances.

IF an emergency arises and you miss an exam you MUST notify me on the same DAY as the exam. Notification by email, text or phone message is acceptable. Any make-up work may have a different format or different content from the regular assignment. Make-up work should be completed within two days of the original due date. Work missed due to unexcused absences will be given a grade of zero.

Note: Lab Practical Exams CANNOT be rescheduled!

If you feel that you are unable to complete your courses due to illness or family emergency, contact the Registrar's Office to attempt to withdraw from your courses without penalty.



## Final Exam

The final exam will be given sometime during finals week as specified by the registrar. The date and time of the final exam is set by the Registrar and will be posted. The exam schedule cannot be changed at the convenience of the student. You should not plan to be absent anytime during that week. A make-up final exam will only be given in cases of a verifiable excused absence.

## Course Changes

This course syllabus provides a general plan for this course. I reserve the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

## School/Program Outcomes

### Integrated Educational Experience Goals:

**The IEE Goals met by the objectives of this course are in bold/strong format:**

- IEE-1: Clearly communicate ideas in written and oral form.
- IEE-2: Demonstrate creativity and critical thinking in inter- and multi-disciplinary contexts.
- **IEE-3: Demonstrate effective use of information technology.**
- IEE-4: Develop intercultural awareness of diverse viewpoints and of local and global perspectives.
- IEE-5: Produce scholarly or creative works that reflect information literacy knowledge, skills, and dispositions.
- IEE-6: Demonstrate ethical and moral principles.
- IEE-7: Demonstrate and apply leadership principles.
- **IEE-8: Demonstrate competence in quantitative reasoning.**

## Academic Integrity, Plagiarism, and Artificial Intelligence

GGC students are expected to demonstrate integrity and honesty in their courses and to complete work according to their instructors' specifications. Students are responsible for avoiding every aspect or appearance of academic dishonesty. While it is impossible to list all acts of academic dishonesty, examples are listed at the end of this section. Additional details on academic integrity are found in the GGC catalog.

Plagiarism is a common form of academic dishonesty that involves representing another's work as one's own. Students can plagiarize on purpose or by accident. To avoid plagiarism, students must appropriately cite the sources of others' ideas, thoughts, and words that appear in their original work. In addition to requesting assistance from the [Academic Enhancement Center](#), their instructors, or trusted peers, students may use a variety of technologies to improve their writing. These tools, including Turnitin, Grammarly, and proofreading and editing features of word processing software, do not alter students' work to an extent that fundamentally affects their claim to authorship.

Instructors may use the Originality Check feature of Turnitin to see how similar student work is to online sources and to assist students in learning how to cite sources appropriately to avoid potential plagiarism. Instructors may also use applications to detect writing generated by artificial intelligence (AI). Although writing tools like

Grammarly use AI to suggest edits, other AI technologies, such as ChatGPT, are meant to simulate human conversation and produce writing that appears to be authored by a person. Although AI can be used for educational purposes and to develop or improve one's writing, submitting work containing significant portions of completely AI-generated text, unless the instructor requests or explicitly allows it as part of an assignment, constitutes plagiarism.

If students submit writing that follows patterns typical of AI-produced text, or if the source of the work is unclear, then instructors may require students to explain their ideas and writing process. Instructors may take further action based on a preponderance of evidence (more likely than not based on totality of the evidence) that an academic integrity violation occurred, including reporting a violation of the [Student Code of Conduct](#) to the [Office of Student Integrity](#). [Instructors may insert specifics about their own policies here.]

## Examples of Academic Dishonesty

- Knowingly performing, attempting to perform, assisting another in performing, or failing to report an act of academic dishonesty;
- Directly quoting or paraphrasing another's words without appropriate citation and punctuation;
- Overusing quotations in a written work;
- Using unauthorized materials during an exam;
- Submitting a single assignment for multiple courses without the instructors' knowledge or permission;
- Submitting assignments as one's own when they are not, including writing produced wholly or in significant part by ChatGPT or other AI, something written by a peer, family member, or paid writer, or something copied from another source;
- Misrepresenting or falsifying material;
- Misrepresenting circumstances such as illness.

---

## Student Resources

---

### Academic Enhancement Center (AEC)

The Academic Enhancement Center, located in W-1160, hosts several academic resources designed to help you achieve your goals. These resources include both in-person and virtual tutoring, as well as Peer Supplemental Instruction (PSI) peer-led study sessions. Visit the Academic Enhancement Center website or call our front desk 678-407-5191 to learn more about services and hours.

### Counseling and Psychological Services (CAPS)

CAPS is a safe, secure, and **confidential** space designed to support GGC students. Meeting with a CAPS clinician is a chance to explore issues and determine possible courses of action or resolution in a respectful and confidential setting. Your mental health and wellness are our priority and we hope to help you succeed.

Your first step to starting your relationship with CAPS is to schedule an initial information-gathering appointment (Intake), where you meet with a clinician to discuss your needs. From here, a clinician will work with you to decide your next steps. Counseling is a collaborative effort that necessitates your willingness and commitment.

Counseling services are available for all currently-enrolled GGC students. Services are free to students and are offered year-round.

For more information, please visit [the CAPS website](#), or contact us at **678-407-5592**.

Also, for students who may need immediate support that cannot wait for a scheduled appointment, students have access to our **24/7 Support Line: 833-910-3366**.

## Dean of Students

GGC's Dean of Students is an advocate and resource to support student success at GGC. The Dean has oversight for all [student affairs](#) areas. The Dean of Students can assist students in [crisis situations](#) including [food/home insecurities](#), [hospitalizations](#), [medical issues](#) and other issues related to health and safety. Your wellness matters! You can contact the Dean of Students at [studentaffairs@ggc.edu](mailto:studentaffairs@ggc.edu) or **678-407-5882**.

## Disability Services

**Access and Accommodations:** It is important to GGC that all students have equal access to the classroom and their educations. If you have already established accommodations with [Disability Services](#), please provide me with your **Faculty Accommodation Notification**, with your approved accommodations listed. Please do so at your earliest convenience, so we can discuss your needs in this course.

If you have not yet established services through Disability Services (located in **D-1404**), but have a permanent disability (such as but not limited to: mental health, attention-related, learning, vision, hearing, physical or health impacts), or temporary condition that requires accommodations, you are encouraged to meet with Disability Services. **To contact Disability Services please call 678-407-5195 or send an email to [disabilityservices@ggc.edu](mailto:disabilityservices@ggc.edu).**

Disability Services offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process requiring the student and disability services staff to meet. Disability services will review the documentation provided, discuss functional limitations with the student, along with the classroom environment and potential barriers or access issues. Georgia Gwinnett College is committed to creating an inclusive and accessible learning environment consistent with federal and state law.

## Kaufman Library

The Daniel J. Kaufman Library and Learning Center provides a wealth of resources, services, and space, in support of your academic success. Tens of thousands of full text articles as well as e-books, e-book chapters, reports, statistics, streaming media, virtual anatomy models, etc., are available from [library databases](#), [e-books](#), [e-journals](#), and [media](#) collections covering a wide variety of subject areas. Books available at GGC and other USG institutions can be located in [GIL-Find, the library catalog](#), and print books can be borrowed from other USG institutions. Items not available through GGC or the USG can be borrowed through interlibrary loan. [Research and course guides](#) provide access to discipline specific databases, books, websites, etc. [Ask a Librarian](#) offers research assistance via chat, e-mail, phone, and walk-in. In-depth research assistance is available by [scheduling a research consultation](#). Kaufman Library has individual and group study space throughout the building as well as 37 individual and group study rooms that can be booked via the [online reservation system](#). There is a Quiet Reading Room located on the third floor. Computers, fully loaded with campus software, and printing are also available in Kaufman Library.

---

## Georgia Gwinnett College Policies

---

### Academic Integrity

Student Honor Statement: We will not lie, steal, or cheat, nor tolerate the actions of those who do.

Georgia Gwinnett College students are expected to adhere to the highest standards of academic integrity and are expected to encourage others to do the same. Further, students are expected to take responsible action when there is reason to suspect dishonesty on the part of others.

Academic dishonesty carries severe penalties ranging from a grade of "0" on the affected assignment to dismissal from Georgia Gwinnett College. Each faculty member at Georgia Gwinnett College bears the responsibility for assigning penalties for cases of academic dishonesty utilizing the faculty adjudication process. Please contact the Office of Student Integrity to report alleged violations of academic dishonesty. Students may appeal a penalty as outlined in the [Student Handbook](#), Section 4.6.5, Student Code of Conduct.

### Academic Respect

The College exists to foster educational excellence. To this end, a classroom atmosphere that supports learning must be maintained. Students are expected to be active, attentive participants in the class. Students are also expected to abide by class policies and procedures and to treat faculty and other students in a professional, respectful manner. Students are expected to be familiar with the [Student Handbook](#), Section 4.6.5, Student Code of Conduct.

### Americans with Disabilities Act Statement

Georgia Gwinnett College provides reasonable accommodation to employees, applicants for employment, students, and patrons who have physical and/or mental disabilities, in accordance with applicable statutes. Georgia Gwinnett College takes affirmative action to employ and advance in employment persons who are qualified disabled veterans, veterans of the Vietnam Era, or other covered veterans. If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the [Office of Disability Services](#). An ODS Counselor will coordinate those services.

For more information, refer to [GGC's web page on the ADA and Reasonable Accommodations](#).

### Attendance Policy

The classroom experience is a vital component of the college learning experience. Interaction with faculty and with other students is a necessary component of the learning process. Students are expected to attend regularly and promptly all class meetings and academic appointments. Students who are absent from classes bear the responsibility of notifying their faculty that they will be absent and keeping up with class assignments in conjunction with Faculty provisions in the course syllabus. However, faculty will not request information from students about the specific reason for the absence nor documentation from students regarding a request for an excused absence. Students are not required to give faculty the specific reasons for an absence and students are not expected to send any documentation (including medical documentation) to faculty regarding an absence. Students who are absent and wish to submit documentation (including medical documentation) regarding the absence in order to have the absence qualify as an excused absence can submit the documentation to the Dean of Students. The Dean of Students will verify the absence and will notify the faculty member that the request for an excused absence is justified. An individual faculty member bears the decision as to whether a student's

absence is excused or unexcused, and whether work will be permitted to be made up. The decision of the faculty in this case is final. However, as with any course-related issue, students may seek additional assistance through the school administration (Department Chairs, Associate Deans, Dean), and may choose to file a written student complaint. Students may also appeal a final grade in a course through the grade appeal process if they feel the faculty's decision on attendance has affected their final grade. The student complaint process and the grade appeal process are both outlined in the Student Handbook. Students who are absent because of participation in College-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their College-approved absences, provided that the student discussed with and obtained approval from the faculty to make up the work missed prior to the student's going on the field trip.

Individual faculty may establish additional attendance requirements appropriate to their course's context, e.g. lab attendance. A student whose class schedule would otherwise prevent them from voting will be permitted an excused absence for the interval reasonably required for voting.

For more information, please refer to the [Student Attendance Policy](#) in the GGC online catalog, [Academic Policies and Procedures](#).

## **COVID-19 Statement**

For on-campus classes and activities, proof of vaccination is not required, but please help to keep your fellow Grizzlies healthy and get fully vaccinated and boosted as soon as possible. Vaccination locations can be found at <https://www.vaccines.gov/>

Face masks are strongly encouraged on campus for those who are not fully vaccinated and boosted.

Kindly do not enter GGC facilities if:

- You have signs or symptoms of the cold, flu, or COVID-19
- You have been diagnosed with a contagious illness and are still contagious
- You have had contact with a person that has or is suspected to have COVID-19 within the past 5 days and have not been fully vaccinated and boosted, are immunocompromised, and have not completed the recommended post-exposure quarantine protocol.

For more information, please visit [GGC's COVID-19 Health and Exposure Updates site](#).

## **Equal Opportunity and Affirmative Action Statement**

Georgia Gwinnett College is an equal employment, equal access, equal educational opportunity, and affirmative action institution. It is the policy and practice of our institution to recruit, hire, train, promote, retain, and educate persons without regard to race, color, national or ethnic origin, age, disability, sex/gender, religion, sexual orientation, gender identity, genetic information, or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, ADA, Sections 503 and 504 of the Rehabilitation Act, and Executive Order 11246).

Additionally, Georgia Gwinnett College affirms its commitment to keeping its workplace and academic programs free of discrimination and harassment, and maintaining an environment that recognizes the inherent worth and dignity of every person. Any individual who feels that they may have been discriminated against should contact the Equal Opportunity and Title IX Compliance office at [titleix@ggc.edu](mailto:titleix@ggc.edu) or 678-407-5085.

Students requiring disability related accommodations, please contact the Office of Disability Services at [disabilityservices@ggc.edu](mailto:disabilityservices@ggc.edu).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Sharon Stellato, Interim Title IX Coordinator

Building B, Suite 3700

678.407.5085

[TitleIX@ggc.edu](mailto:TitleIX@ggc.edu)

For more general information, please visit the [Equal Opportunity and Title IX Office's website](#).

## Grizzly Care Team

GGC is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community, GGC has a Grizzly Care Team, a dedicated group of campus professionals responsible for assessing and responding to students, employees, faculty, etc., who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the GGC community, please submit a Grizzly Care Team referral at: <https://cm.maxient.com/reportingform.php?GeorgiaGwinnettCollege>.

You may also submit a referral for yourself if you'd like additional support.

NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact GGC's Public Safety at 678-407-5333 or 911.

## Safety and Security

View the [GGC Safety and Emergency Communications web page](#) for information important to you. To avoid confusion and rumor, ensure you:

- 1) Sign up for [RAVE alert text notification](#).
- 2) Download the LiveSafe app for [iPhone](#) or [Android](#).
- 3) View the 15-minute [Active Shooter Video](#). You are the additional eyes and ears for first responders. Follow the adage, "If you see something, say something" to a GGC employee. Your community needs your increased vigilance and awareness.
- 4) For updates on COVID-19 please visit [our COVID-19 Public Health page](#). It includes links to the latest information from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and the University System of Georgia (USG), among others.

## Sexual Misconduct Statement

**Notice of Non-Discrimination.** Georgia Gwinnett College ("GGC") is committed to maintaining a fair and respectful environment for living, work and study. Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. In accordance with federal, state and local law and the GGC's Equal Employment Opportunity and Affirmative Action Policy, GGC does not discriminate on the bases of sex (including pregnancy, child birth or a medical condition related to

pregnancy or childbirth), race, color, creed, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, disability, marital status, veteran or military status, genetic information, or any other protected status or characteristic as defined by law in its programs and activities, and provides equal access.

Georgia Gwinnett College faculty are committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX of the Education Amendments of 1972. If you or someone you know is experiencing any of these behaviors, the College has staff and resources on campus to support and assist you. For a list of resources, please visit [Sexual Misconduct Resources](#).

Please note that the [Title IX/Sexual Misconduct Policy 4.1.7](#) designates all faculty members, including teaching assistants, as “Responsible Employees.” Under GGC’s Title IX/Sexual Misconduct Policy, all “Responsible Employees” must report all disclosures of sex or gender-based discrimination or violence to GGC’s Title IX Coordinator. The Title IX Coordinator will reach out to provide resources, support, and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

If you have (or someone you know has) experienced any form of sex or gender-based discrimination or violence and wish to speak with someone confidentially, please contact GGC’s Interim Title IX Coordinator Sharon Stellato at [TitleIX@ggc.edu](mailto:TitleIX@ggc.edu) or 678-407-5919. For more information regarding GGC’s Title IX procedures, reporting, or support measures, please visit the [Equal Opportunity and Title IX Compliance office’s](#) website.