

Spring 2019-HUMA2319.004, .012

South Plains College: Common Course Syllabus

Department: Behavioral Sciences

Discipline: HUMANITIES

Course Number: HUMA 2319
STUDIES

Course Name: AMERICAN MINORITY

Credit: class: 3, Lecture: 3, Lab: 0.

This course satisfies a core curriculum requirement (HUMA).

Prerequisites: none for campus, TSI restrictions for INET

Available Formats: Conventional and Internet

Textbook: *The matrix reader: examining the dynamics of oppression and privilege*, Ferber, Jimenez, O'Reilly, Herrera, & Samuels, 1st edition. McGraw-Hill Higher Education, 2009; or *American Ethnicity*, Adalberto Aguirre, Jr., Jonathan Turner, 7th edition. McGraw-Hill, 2009; or some sections use no textbook.

Supplies: Computer and Internet access for Internet course and campus classes.

Course Description: This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political, and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability, and religion.

Course Purpose/Rationale/Goal: This course addresses the cultural, historical, economic, political, social/psychological, and legal issues affecting American subordinate and dominant groups, including race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, religion, age, and/or disabilities. American Minority Studies provides a broad yet focused analysis of the subordinate/dominant statuses of individuals and groups by recognizing the impact of race/ethnicity, gender, and socioeconomic class of individuals and groups in relationship to American society. The course is designed to foster critical analysis of the issues of difference in our society and to prepare students to understand and interact with people from diverse backgrounds and cultural perspectives throughout their lives.

Course Requirements: To maximize the potential to complete this course, a student should attend all class session, log into Blackboard multiple times per week, complete all homework assignments, and complete all examinations. The specific course requirements are listed on the individual instructor's course information sheet.

Course Evaluation: Please see the instructor's course information sheet for specific items used in evaluating student performance.

Attendance Policy: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is

the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

See instructor's Course Information Sheet for additions to the attendance policy.

Disability Services Policy: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. See *South Plains College General Catalog 2015-2016*, pages 53 and 54 for more information.

Academic Integrity Policy: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

- **Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the text- book or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of what- ever length, as well as to final examinations, to daily reports and to term papers.
- **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identifiable expression of material taken from books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

See *South Plains College Student Guide 2015-2016*, pages 13 and 14 and *South Plains College General Catalog 2015-2016*, page 22.

See instructor's course information sheet for more information.

Student Conduct Policy:

- Classroom Conduct: Failure to comply with lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class may result in the student being dropped from that course.
- See *South Plains College Student Guide 2015-2016*, pages 13 through 18 for full policy covering other areas of conduct including penalties for misconduct and procedures for disciplinary action.

Campus Concealed Carry Policy:

Campus Carry Policy: South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law, and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the following.

- Natatorium

For a complete list of campus carry exclusions zones by event, please visit

<http://www.southplainscollege.edu/campuscarry.php>

Grade and Academic Discipline Appeals: South Plains College provides two procedures which allow students the opportunity to address grievances of an academic nature.

- Appeal Restrictions: Only final grades or dismissal resulting from academic discipline will be considered. The instructor's teaching ability or expertise will not be considered during the hearing. No grade or disciplinary action can be formally appealed after a period of six (6) months from the date that the student is informed
- Informal Appeal
 - The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action.
 - 2. If the student is still not satisfied, she should schedule an appointment with the appropriate departmental chairperson to discuss the situation. The chairperson may request that the instructor also be present.
 - 3. If the student is still not satisfied, he she should schedule an appointment with the Divisional Dean to discuss the situation. The dean may request that the chairperson also be present.
 - 4. If the student is still not satisfied, he she should be advised of the formal appeal process.
- Formal Appeal: If the student is not satisfied with the results of the informal appeal, s/he should provide the following information, in writing, to the Vice President for Academic Affairs:
 - A request for a formal appeals hearing.
 - 2. A brief statement of what is being appealed.
 - 3. The basis for the appeal.
 - 4. Pertinent facts relating to the appeal.
- The agenda of the appeals hearing will include only those factors documented in the student's appeal request letter. The Vice President for Academic Affairs will determine the date, time and place of the hearing, and notify the student accordingly.

- The Hearing
 - Composition of the appeals committee:
 - Vice President for Academic Affairs will preside over the hearing.
 - Faculty member of the student's choice.
 - Faculty member and student selected by the Vice President for Academic Affairs.
 - President of Student Government Association.
 - Dean of Students.
 - Other persons who should be available at the hearing:
 - The student who requested the hearing.
 - The faculty member involved.
 - Anyone the student or faculty member wishes to be present to substantiate the case.
 - Chairperson and Divisional Dean.
 - Hearing procedure:
 - The committee will hear the student's appeal during which the parties to the controversy and such representatives as desired will present all facts relating to the case. By majority vote, the committee will decide to sustain, amend or reverse the previous decision.
 - The decision of the committee is final and completes the academic appeals procedure.

See *South Plains College Student Guide 2015-2016*, pages 18 and 19.

Equal Rights Policy: All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. See *South Plains College Student Guide 2015-2016*, page 10.

Learning Outcomes/Competencies:

Upon the successful completion of this course, students will:

1. Analyze the history, culture, and struggles for equality of American minority groups.
2. Articulate an informed personal response and critically analyze works by minorities in the arts and humanities.
3. Demonstrate awareness of multiple cultural perspectives representative of diverse minority groups.
4. Describe the impact of discrimination on the everyday life of minority groups in the context of social, political, and economic circumstances.
5. Analyze minority group interactions in the United States focusing on immigration and migration patterns.
6. Formulate an understanding of shifting societal perceptions and self-identifications of minority group cultural identities.

Core Objectives:

- **Communication skills-** to include effective written, oral and visual communication.
- **Critical thinking skills-** to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.

- **Social Responsibility-** to include the demonstrated intercultural knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.
- **Personal Responsibility-**to include the ability to connect choices, actions, and consequences to ethical decision-making.

Texas Coordinating Board Approval Number..... 23.0101.51 12

Course Information Sheet

HUMA2319-American Minority Studies-Spring 2019

Instructor: Brant Farrar

Sections (MW-Reese campus, TR-Levelland campus):

HUMA2319.012- (MW 9:30AM-10:45AM)-RC 451
HUMA2319.004- (TR 9:30AM-10:45AM)-LL AD149

Office Hours: (held at Levelland OR Reese Center campus)

- **Monday and Wednesday-8:00am to 9:30pm; 2:15pm to 3:15pm (Reese Center)**
- **Tuesday and Thursday-8:00am to 9:30am; 2:15pm to 2:45pm (Levelland)**
- **Friday-by appointment**
- **By Appointment: Call or email me and we will find a time that works for you if my posted office hours do not fit your schedule (do be sure to keep appointments as my time is just as valuable as yours). All appointments will be held at my Reese campus office unless otherwise noted.**

Office Location: Reese campus, Building 4, Room 405E

Levelland campus, Administration building, Room AD152

Email Address: bfarrar@southplainscollege.edu (preferred method of contact)

Office Telephone: (806) 716-4657 (both campuses)

Classroom Behavior:

I have few classroom rules but feel obligated to discuss disruptive behavior* and what it means in a college classroom. First, we are all adults therefore I would appreciate having your attention when I lecture and when another student is speaking. That means that you will direct comments to the entire class and not just to those seated near you. Do not get “personal” when discussing topics (this entails that a student should not verbally attack or be attacked by anyone in the classroom). Secondly, it is very rude to send text messages, read papers or sleep in class. If you feel the need to do any of these you may be asked to leave and return the next class day after meeting with me to discuss the matter in question. Lastly, cell phones are commonplace but are inappropriate in class. If you have one, please mute or turn it off during class. If you feel the need to use your cell phone in any manner (calling, texting, checking the time) you should be aware that this is not appropriate and will not be tolerated. If you are texting in class I will ask you to leave and you will be counted absent for that day as you cannot concentrate on two things at once. If you are expecting a phone call for emergency reasons please notify me BEFORE class. SMART WATCHES WILL NOT BE ALLOWED DURING EXAMS. Such devices MUST be put away before the exam begins. Failure to do so may

result in a zero for that exam. Tobacco products of any kind may not be used during class including but not limited to pipes, cigarettes, cigars, chewing tobacco, snuff, SNUS, and/or electronic cigarettes. To further clarify: *Disruptive behavior includes but is not limited to being rude to an instructor or other students, walking out of class before class ends, making “side comments” to other students, or any other non-adult behavior as defined by the instructor. See the Student Guide for details regarding SPC policy concerning student conduct.

Academic Integrity:

Upon violation of any standard of academic integrity, students may be required to redo the work (possibly for a reduced grade), redo the exam (possibly in an alternate form), receive a zero for the assignment/exam or be dropped from the course with an “X” or “F” depending on the student’s current standing in the course.

Diversity:

In this class, the teachers will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be. You will NOT be graded on your opinion, but on your ability to comprehend the course material and express this comprehension appropriately.

Mental Health Services:

Free counseling services are available through the Student Health and Wellness office in building 8 on the Reese campus. Counseling is available for ANY issues students may be experiencing. If you have any questions do not hesitate to speak to me. I have interest in your success as a student AND an individual!

[http://catalog.southplainscollege.edu/content.php?catoid=46&navoid=1130#Health and Wellness](http://catalog.southplainscollege.edu/content.php?catoid=46&navoid=1130#Health_and_Wellness)

Attendance:

Absences:

- **If you miss five or more class periods, you may be dropped from the course with an “X or an F” for the course (depending on your grades accrued at the time of the drop). THIS IS IMPORTANT: It is your responsibility to withdraw from the course if you do not attend.**
- There are no “excused absences” in this course. It is the student’s responsibility to attend class and get lecture notes from classmates if a class meeting is missed.
- IF you are sick and contagious when an assignment is due, DO NOT COME TO CLASS and risk getting your fellow students (and me) sick. Email me your assignment BEFORE the beginning of class.
- You must attend the class you have enrolled in to receive attendance credit, if issues arise related to work schedules or child care please speak to me about possible ways we can deal with such matters.
- If a student misses TWO CONSECUTIVE WEEKS OF CLASS the student may be dropped from the course. In classes that meet on M/W or T/R, this would mean four consecutive class meetings.
- If you are going to miss class communicate with the instructor before you miss class or immediately following your absence.

Tardiness:

- **Two tardies or early exits will count as one (1) absence.** Being late to class is very disruptive and rude. It is suggested (strongly) that you allow enough time in your schedule to arrive a few minutes early to class. If you leave class early, that may count as a tardy or an absence depending on the time you leave and the way you leave class. If you are tardy it is your responsibility to approach me after class and make sure that you are on the roll for that day to be counted as tardy and not absent. Attendance will be taken every class. You are enrolled in this course and it is your JOB to attend class regularly, thus you should do your best to be in your seat prepared for class before the appointed class start time.

Roll is taken by students signing a roll sheet in EVERY class meeting. Failure to sign in will result in being counted absent. It is the STUDENT'S RESPONSIBILITY to ensure they sign in for EVERY class. Having a classmate sign in for you when you are not present may result in you being DROPPED from the class an "X" or "F". The same goes for students who themselves fill in missed class periods following and absence. If there is an issue with your attendance please discuss such matters with the instructor. A student who is tardy must use a "T" with a circle around it for attendance instead of their initials on the roll sheet.

South Plains College email and Blackboard:

Your official SPC email will be the official way that I contact you. *Outline versions of the PowerPoint will be provided in class. Blackboard may be utilized during the semester at the instructor's discretion.* Provision of the PowerPoint notes is so that you can concentrate on what I am saying rather than only writing down what is on the PowerPoint.

*****When emailing professors you should use correct spelling, grammar and punctuation. Do not use text speak or computer shorthand.***** This will increase the clarity of your message/question and give the impression that you care about the course. Also, if you email a professor you should expect a response within a reasonable timeframe so act accordingly. Students MUST check their email and blackboard accounts on a REGULAR BASIS (this means daily or at least every other day).

Grading and Testing:

- **3-Exams (100 points each, 300 points total): Exams will be based on a combination of lecture, assigned readings, videos and class discussions.** If you miss class you will miss vital information. Tests must be taken during your scheduled class time. Exams may be a combination of true/false, multiple choice and essay questions designed to test your knowledge and understanding of concepts covered during the course of this class.

If you experience an extreme emergency or conflict prior to an exam and notify me BEFORE the exam one attempt will be made to allow the student to complete the missed exam following provision of documentation (speak to me regarding what will constitute valid documentation). If the student misses this makeup exam the student will have earned a zero for the missed exam. **If there is a conflict with a religious holiday, please let me know now. All exam dates are listed in the syllabus.**

- **Special Requirements:** If you miss an exam you may take a make-up exam within one week of the original exam date. You must contact your professors and provide appropriate documentation for your absence to take this make-up exam. If you will miss class longer than a week following the exam you should contact the professor so that arrangements can be made for your make-up.

- **2-Major Assignments (100 points per paper for 200 total points):**

The first written assignment in this class is a combination of a paper which will connect a graphic novel of your selection to the course material. The second written assignment will be a brief reflection on the course from your perspective. Detailed assignment instructions will be given to students with sufficient time to complete the assignments by the corresponding deadlines.

Assignments are not accepted late, so be aware of class deadlines.

- **4-Journal Submissions (Four assignments at 25 points apiece for a total of 100 points):**

Over the course of the semester students will be required to make journal entries pertaining to chapter readings, videos viewed inside or outside class, discussion questions, key concepts, reactions to certain topics, or other class related issues. Journals will be submitted online via Blackboard. Deadlines will be stated in class and listed on Blackboard. Topics and corresponding due dates for journal assignments will be announced in a timely fashion. Students MUST check their email and blackboard accounts on a REGULAR BASIS (this means daily or at least every other day).

- **Participation (100 points):**

Attendance is vital to your success in this class. **Attendance will count toward your final grade with selected class meetings being worth 5 points apiece. This entails that most class periods will earn you credit, though you will not know which classes will be counted towards your final grade until you attend class, thus encouraging you to attend ALL class meetings.** If students are not prepared to participate in class discussion the attendance grade may be taken in the form of quizzes based on the assigned reading for corresponding class days. Also, the instructor reserves the right to select activities (in or out of class) which will count towards the student participation grade. Students will be notified in a timely manner in such situations.

- **Point breakdown:**

▪ Three exams 100 points each (3*100):	300
▪ Two major assignments:	
• Cultural Artifact Paper:	100
• Reflection Paper:	100
▪ Four journal assignments 25 points each (4*25):	100
▪ Attendance (20*5):	100
TOTAL POINTS:	700

Your grade will be based upon the accumulation of points. The grading breakdown is as follows:

630 to 700	A
560 to 629.9	B
490 to 559.9	C
420 to 489.9	D
419.9 and below	F

Students are encouraged to come by during office hours to discuss their grades and any other class related questions.

Tentative Lecture and Reading List (subject to change): Provided on Blackboard

Important Dates (tentative):

Monday, January 14 th	Classes Begin
Monday, January 21 st	Martin Luther King Day-NO CLASS
Tues/Wednesday, February 12 th /13 th	Race and Media assignment due in class
Tues/Wednesday, February 19 th /20 th	Exam I
Tues/Wednesday, February 26 th /27 th	Cultural Artifact paper proposals due in class
Monday-Friday, March 11 th -15 th	Spring Break-NO CLASS
Tues/Wednesday, April 2 nd /3 rd	Exam II
Thursday, April 11 th	Cultural Artifact papers due via email by 11:59pm (all sections)
Monday, April 22 nd	Easter Holiday-NO CLASS
Thursday, April 25 th	Reflection paper due via email by 11:59pm (all sections)
Thursday, April 25 th	Last Day to Drop (as a student with a "W")
Monday-Thursday, May 6 th -9 th	Final Exams

Due dates for journal assignments will be announced in class in a timely fashion.

Final Exams:

2319.004 (Class time-TR 9:30AM-10:45AM)

→ Final Exam time: Thursday, May 9th, 8:00AM-10:00AM

2319.012 (Class time-MW 9:30AM-10:45AM)

→ Final Exam time: Wednesday, May 8th, 8:00AM-10:00AM

Readings for Class:

Readings for this class will be posted on Blackboard for students to access. Students are expected to read the assigned readings before the corresponding lecture. There are two reasons for this. First, you will have some familiarity with the material and therefore the lectures will have a lot more meaning for you. Second, if there is something that you didn't understand in the text you can point it out to me and I can clarify it to you. You will be tested over the lectures as well as the readings. The people who read and comprehend well think and read at the same time. Write on your printouts if it helps. Think of examples of the concepts that you can remember: What you understand, what you don't, anything to help!

Writing Expectations for Class:

All written assignments should be presented using the conventions of Standard Written English. South Plains College requires all students to become proficient in "academic English," a form of English that is typically used in academic, professional, and business contexts. While slang, regional idioms, and informal kinds of self-expression are appropriate in some contexts, they are out of place in academic writing. Writing instructors and professors in courses across the campus expect all students to demonstrate proficiency in using the conventions of academic English in their written work, whether it is in-class exams or take-home essays.

Writing Tips:

- **All written work should be typed (or computer generated), double spaced, with one inch margins (all around), Times New Roman font and in a standard 12 point font. Please use Word for attachments.**
- Any references used should be listed at the end of the paper using one of the widely accepted format styles. This should not be an issue in this class, but IF you happen to ever use an outside source keep in mind: **Using ANY outside material without proper documentation constitutes plagiarism which is a serious academic offense.** Wikipedia is not considered a valid academic source. Do not use it!
- **All definitions should be drawn from the text book (or lecture).**
- **DO NOT USE ANY “ESSAY” websites for this course that provide prepared responses to assignments.**
- Assignments should be written in paragraph format unless instructed otherwise.
- For the assignments in this class, it is better to write using first or third person pronouns. Therefore it is appropriate to use "I, me, mine" or "he, she, their, we." It is not appropriate to use "you" or "your." Please avoid writing in 2nd person.
- Tutoring services are available in building 4 of the Reese campus and you are encouraged to utilize these services at no charge.

Additional Information:

- Students will need access to and will be required to use a word processing program for this course. If you do not such access at home there are many computers for you to use across the Levelland and Reese campuses.
- **EXTRA CREDIT will be given solely at the instructor’s discretion** (do NOT ask for extra credit ESPECIALLY at the end of the semester, hence no “is there anything I can do to increase my grade...” or other such emails at the end of the semester). The answer will be “NO”. The time to be concerned about your grade is now. Your steadfast attendance, studious habits and preparation for class should facilitate your success in this, and other, college courses.
- Be sure to proofread your work for grammatical and spelling errors. Use the "enable html" button within the email, assignments, and discussion functions to run a spell check. Also, remember that "healthy" paragraphs are usually comprised of at least three sentences organized around a central idea, though a paper filled with three sentence paragraphs would be awkward.
- Do not attempt to add me as a friend via Facebook during the semester. This is an attempt to circumvent any issues which might arise from such connections. Following the semester you are more than welcome to add me as a FB friend.
- Guests are NOT allowed in class unless the instructor gives approval. Prior notice should be provided if at all possible.
- If you have any medical or other condition I should be aware of I would appreciate you discussing this matter with me under the assurance of confidentiality.
- **Computer use in class is prohibited unless discussed with the instructor.** If a computer is allowed in class and a student is believed to be using this device for any purpose not directly related to class the student may be required to abstain from future computer use during class.

- The course agreement **MUST** be signed by the deadline or you will be penalized for your inability to follow instructions. This penalty may include dismissal from lecture, inability to earn attendance points or being dropped from the course. It is absolutely necessary that you officially recognize your rights and responsibilities as a member of this class.
- ****This course involves controversial topics which may challenge or conflict with your existing beliefs and may require you to go outside your comfort zone. We will examine oppression privilege and inequality from a variety of expert, academic, and research perspectives. Although you are not expected to accept or concur with the perspectives, attitudes, and beliefs of the instructor, authors, or fellow classmates, you must at least consider other perspectives and interact with others respectfully.
- ***I am open to any concerns you have during this course. Confidentiality is guaranteed.***
- ***LASTLY...thank you for selecting this course and ensuring I have a job! I look forward to a wonderful semester...I hope you do too!***

Course Agreement

I have received a copy of the course syllabus. I have reviewed the syllabus thoroughly. I understand the course format, attendance, drop policy, classroom behavior, Blackboard, SPC email, assignment and examination system. I further understand my responsibilities and rights as explained by the instructor. I also understand that this course deals with controversial/difficult topics. I understand I do not have to agree with the professor or the course materials but that I must demonstrate an understanding of the material. I will discuss any issues I have concerning the class material and/or discussion with the professor. I agree to all the course requirements as stated in the syllabus.

Course and section number _____

Student's name (PRINT) _____

Student's local telephone number _____

Date _____

Student's Signature _____

***This sheet must be filled out in the professor's office within the first three weeks of class. Failure to submit this syllabus agreement may result in a student being counted as "absent" until this form is submitted. This information will be kept until the completion of the corresponding semester. Following this period this sheet will be shredded and disposed of properly to ensure the confidentiality of this information.