

# POS1041-0I6– American Government

## Spring 2026 B8 Syllabus

### Online

#### Instructor Information

**Name:** Dr. Daniel Regalado, Political Science Instructor

**Email:** [daniel.regalado@fgc.edu](mailto:daniel.regalado@fgc.edu) or through Canvas message. I should respond to your correspondence within one business day.

**Office:** None

**Office Hours:** Wednesdays, 7-8pm

**Virtual Office Hours:** [Teams Link](#)

#### Course Information

**Credits:** 3

**Requirements Met:** AATR, GE, GEC, GR

**General Education Area:** Group 1 Social Science

**Prerequisites:** Completion of ENC0025 and REA0017 with a grade of C or better, or ENC0027C with a grade of C or better, or score out on an appropriate placement test.

#### Course Description

In this course, students will investigate how the national government is structured and how the American constitutional republic operates. It covers the philosophical and historical foundations of American government, including but not limited to the Declaration of Independence, the United States Constitution and all its amendments, and the Federalist Papers. The course examines the branches of government and the government's laws, policies, and programs. It also examines the ways in which citizens participate in their government and ways their government responds to citizens.

#### Required Texts/Learning Resources

Lowi, T.J., Ginsberg, B., Shepsle, K.A., & Ansolabehere, S. (2021). *American government: A brief introduction* (16<sup>th</sup> ed.). Norton. ISBN-13: 978- 0393538977

#### State Course Learning Objectives:

- Students will demonstrate an understanding of the basic principles and practices of America's constitutional republic.
- Students will demonstrate knowledge of the nation's founding documents, including the Declaration of Independence, the U.S. Constitution and its amendments, and the Federalist Papers.
- Students will demonstrate knowledge of landmark U.S. Supreme Court cases, landmark legislation, and landmark executive actions.

- Students will demonstrate knowledge of the history and development of the American federal government and its impact on law and society.
- Students will demonstrate an ability to apply course material to contemporary political issues and debates.
- Students will demonstrate the ability to engage in discussion and civil debate on American politics that are associated with multiple points of view.

**Course Learning Outcomes**

At the end of the course, you will be able to:

- Explain the primary causes of the American Revolution and the philosophies that led to the formation of the U.S. Constitution.
- Identify influential and founding documents that inspired the American Founding Fathers to form a new nation.
- Define and compare different systems of government throughout the world. • Describe the role of each of the three branches of the U.S. federal government. • Explain the systems of separation of powers, checks and balances, and federalism within the framework of the U. S. federal government.
- Contrast civil liberties and civil rights.
- Identify Amendments to the U.S. Constitution.
- Examine landmark Supreme Court cases.

**Civic Literacy**

This course will satisfy part of the Florida Civic Literacy credit that is needed for graduation. New college students as of Fall 2021 will also need to pass the **Florida Civic Literacy Exam** sometime before graduation. Dual enrollment students will need to take this exam *at their school*.

Civic literacy competencies and outcomes include:

- An understanding of the basic principles of American democracy and how they are applied in our republican form of government.
- An understanding of the United States Constitution.
- Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-governance.
- An understanding of landmark Supreme Court cases and their impact on law and society.

**Critical Dates – Spring 2026**

<u>Date</u>	<u>Event</u>

<u>Wednesday, December 10</u>	<u>Spring H Term start</u>
<u>Wednesday – Friday, December 10-12</u>	<u>Add/Drop period for Spring H</u>
<u>Monday, December 29</u>	<u>Deadline for student-initiated withdrawals – H</u>
<u>Tuesday, January 6</u>	<u>Course End Date – H</u>
<u>Monday, January 12</u>	<u>Spring A16 and A8 classes start</u>
<u>Monday – Wednesday, January 12-14</u>	<u>Add/Drop period for Spring A8</u>
<u>Monday – Friday, January 12-16</u>	<u>Add/Drop period for Spring A16</u>
<u>Monday, January 19</u>	<u>Martin Luther King, Jr. Day – No Classes</u>

<u>Monday, February 9</u>	<u>Spring B12 classes start</u>
<u>Monday – Wednesday, February 9-11</u>	<u>Add/Drop period for Spring B12</u>
<u>Monday, February 16</u>	<u>President’s Day – No Classes</u>
<u>Friday, February 20</u>	<u>Deadline for student-initiated withdrawals –  A8</u>
<u>Monday, February 23</u>	<u>Spring B10 classes start</u>
<u>Monday – Thursday, February 23-25</u>	<u>Add/Drop period for Spring B10</u>
<u>Friday, March 6</u>	<u>Course End Date – A8</u>

<u><i>Monday, March 9</i></u>	<u><i>Spring B8 classes start</i></u>
<u><i>Monday – Wednesday, March 9-11</i></u>	<u><i>Add/Drop period for Spring B8</i></u>
<u><i>Friday – Friday, March 20-27</i></u>	<u><i>Spring Break</i></u>
<u><i>Friday, April 10</i></u>	<u><i>Deadline for student-initiated withdrawals –</i></u>  <u><i>A16</i></u>
<u><i>Friday, April 17</i></u>	<u><i>Deadline for student-initiated withdrawals –</i></u>  <u><i>B12</i></u>
<u><i>Monday, April 20</i></u>	<u><i>Deadline for student-initiated withdrawals –</i></u>  <u><i>B10</i></u>
<u><i>Friday, April 24</i></u>	<u><i>Deadline for student-initiated withdrawals –</i></u>

	<b><u>B8</u></b>
<b><u>Wednesday, May 6</u></b>	<b><u>Course End Date – A16, B12, B10, B8</u></b>

**Schedule of Class Events**

<b>Module</b>	<b>Dates</b>	<b>Topic(s) Coursework</b>
START HERE	03/09/26	Course Introduction · Instructor Information Course Information · · Learner Support · About FGC
1	03/09-03/13	Introduction to Governance and Representation Read Chapter 1 · Watch module lecture videos · Slideshow project · FCLE – Study Guide · FCLE – Chapter 1 Reading Quiz
2	03/09-03/13	The Founding and the U.S. Constitution Read Chapter 2 · Watch module lecture videos · · Video response

		<ul style="list-style-type: none"> <li>· FCLE – Study Guide</li> <li>· FCLE – Chapter 2 Reading Quiz</li> </ul>
3	03/13-03/20	<p>Federalism and the Separation of Powers</p> <ul style="list-style-type: none"> <li>Read Chapter 3</li> <li>·</li> <li>Watch module lecture videos</li> <li>·</li> <li>· Written response</li> <li>· FCLE – Study Guide</li> <li>· FCLE – Chapter 3 Reading Quiz</li> </ul>
4	03/13-03/20	<p>Civil Liberties and Civil Rights</p> <ul style="list-style-type: none"> <li>Read Chapter 4</li> <li>·</li> <li>Watch module lecture videos</li> <li>·</li> <li>· Written response</li> <li>· FCLE – Study Guide</li> <li>· FCLE – Chapter 4 Reading Quiz</li> </ul>

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5	03/20-04/03	<p>Legislative Branch</p> <ul style="list-style-type: none"> <li>· Read Chapter 5</li> <li>· Watch module lecture videos</li> <li>· Slideshow project</li> <li>· FCLE – Study Guide</li> <li>· FCLE – Chapter 5 Reading Quiz</li> </ul>
6	03/20-04/03	<p>The Presidency The Executive Branch/Bureaucracy</p> <ul style="list-style-type: none"> <li>Read Chapters 6 and 7</li> <li>·</li> <li>·</li> <li>· Watch module lecture videos</li> <li>Video response</li> <li>· FCLE – Study Guide</li> <li>· FCLE – Chapters 6 and 7 Reading Quiz</li> </ul>

7	04/03-04/10	<p>The Judicial Branch · Read Chapter 8</p> <ul style="list-style-type: none"> <li>· Watch module lecture videos</li> <li>· Slideshow project</li> <li>· FCLE – Study Guide</li> <li>· FCLE – Chapter 8 Reading Quiz</li> </ul>
8	04/03-04/10	<p>Public Opinion/Media · Read Chapter 9</p> <ul style="list-style-type: none"> <li>· Watch module lecture videos</li> <li>·</li> <li>· Video response</li> <li>· FCLE – Study Guide</li> <li>· FCLE – Chapter 9 Reading Quiz</li> </ul>
9	04/10-04/17	<p>Elections/Campaign Politics</p> <ul style="list-style-type: none"> <li>· · Read Chapter 10</li> <li>· Watch module lecture videos</li> <li>· Written response</li> <li>· FCLE – Study Guide</li> <li>· FCLE – Chapter 10 Reading Quiz</li> </ul>
10	04/10-04/17	<p>Political Parties · Read Chapter 11</p> <ul style="list-style-type: none"> <li>· Watch module lecture videos</li> <li>· Slideshow project</li> <li>· FCLE – Study Guide</li> <li>· FCLE – Chapter 11 Reading Quiz</li> </ul>

11	04/17-04/24	<p>Interest Groups · Read Chapter 12</p> <ul style="list-style-type: none"> <li>· Watch module lecture videos</li> <li>· Video response</li> <li>· FCLE – Study Guide</li> <li>· FCLE – Chapter 12 Reading Quiz</li> </ul>
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12	04/17-04/24	GLO Essay · Submit GLO essay · Extra Credit – Register to take FCLE
13	04/24-05/01	Domestic Policy: Economic/Social Read Chapter 13 · Watch module lecture videos · · Video response · FCLE – Study Guide · FCLE – Chapter 15 Reading Quiz
14	04/24-05/01	Foreign Policy · Read Chapter 14 · Watch module lecture videos · Written response · FCLE – Study Guide
		· FCLE – Chapter 14 Reading Quiz
15	05/01-05/05	Final · Complete final exam – Two options: ○ FCLE and reflection ○ Cumulative short-answer final

## Student Expectations

### Attendance

While attendance itself doesn't count as a "grade" in this class, it's still important for you to be here and be engaged because the more actively engaged you are in your courses, the stronger learning and better grades you tend to earn. This is a 8 week course, so you will need to spend a substantive amount of time in our course (think around 3 hours per module). Be sure to show up for yourself this semester!

You might be wondering what attendance looks like in an online class like ours, so let's set up some definitions. For official purposes, attendance in our class is tied to assignment submissions. If you have submitted an assignment for that module, you've attended class for that module. This primarily affects you being dropped from the class during the Add/Drop period, the date for a potential withdrawal, and a date I will have to put with your final grades if you earn a D/F.

Unofficially, I will be monitoring how much time you are spending in our course and how frequently you access our Canvas course. This doesn't directly affect your grade (you don't have to spend X number of hours in the course to get an A, for example), but it will help me see if you are or are not

accessing parts of the course like lectures. If you are just completing the tasks on your To-Do List and not fully engaging with the course materials, I am able to see that and may mark as such if you have trouble with an assignment and I see you haven't worked with the course resources.

The #1 way to fail this course is to not engage yourself in the modules with the learning resources, so be sure to be an active student—it's eight weeks, so fake it if you have to for just that long!

### **Courtesy and Student Conduct Code**

Students are expected to treat everyone with respect. Disagree or agree, but do it respectfully. Students should use proper communication tools in Canvas to contact other students. Use my FGC official email to contact me- I will respond within 24 hours of your original communication.

### **Late Work**

All assignments will be open for 48 hours after the original due date with a 20% penalty for late submissions. If there are any issues arise (medical, family, personal) that prevent you from submitting assignments properly and on time, please contact me asap.

### **Gordon Rule Requirement**

This course is a Gordon Rule course. In accordance with the State of Florida's Rule 6A-10.030, all courses designated as Gordon Rule ("GR") in the college catalog will include the requirement that students demonstrate the ability to produce college-level, discipline-based writings. Such courses include, but are not limited to, those in the Communications, Humanities, and Social Sciences categories. This requirement will be met in each class through the student's successful completion of multiple and substantive college-level writing assignments as designed and assessed by the instructor in such a way as to measure both course-specific learning and development of writing skills over the progress of a given semester. In addition to demonstrating a satisfactory understanding of the written English language, all such assignments submitted by a student should exhibit critical thinking skills and be directly related to the discipline's specific General Learning Outcome(s). **In this course, students will write at least 3500 words, with these writing assignments making up 45% of the graded activities for this course.**

## **Grading Policies (Student Performance Measures)**

### **Learning Activities: In-Seat and Online**

- **FCLE Study Guide (7.5%)** – Each module, you'll be asked to add to the FCLE study guide, designed to help you learn key terms and Supreme Court cases.
- **FCLE Chapter Study Quizzes (7.5%)** – There is a 10-question, multiple-choice and true-false quiz you'll take as well. These questions are focused on concepts that might appear on the FCLE.
- **Writing Assignments (25%)** – You'll have to complete five, 500-word writing assignments during the course. These are dispersed throughout the course. Failure to meet the word count on any written assignment will result in an immediate 25% grade deduction.
- **Creative Assignments (25%)** – In addition to the writing assignments, you'll also complete video reflections and slideshow projects.
- **GLO Essay (20%)** – In Module 12, you will need to submit your 1,000-word

GLO essay, which focuses on the Separation of Powers between the three branches of the Federal Government. Failure to meet the word count on any written assignment will result in an immediate 25% grade deduction.

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- **Final (15%)** – You will have two choices for the final exam. You can either complete the FCLE and reflect on the experience, or respond to 15 short-answer questions for a cumulative exam.

### **Grading Scale**

**A** – 90% - 100%

**B** – 80% - 89.9%

**C** – 70% - 79.9%

**D** – 60% - 69.9%

**F** – 59.9% or below

### **Student Support and Tech Needs**

This course requires students to have access to a computer and the internet. For those students who do not own a computer, computer labs are available on the FGC campus and in public libraries. Students without internet can come to the FGC campus, go to local public libraries, coffee shops, etc.

Minimal technical skills require for this course include the ability to use Microsoft Office products and navigate the Internet.

If you have any additional questions, please contact IT at 386-754-4408. You can also email the Florida Gateway College helpdesk at [helpdesk@fgc.edu](mailto:helpdesk@fgc.edu).

## **Florida Gateway College Policies and Statements**

### **The Library**

The Wilson S. Rivers Library is located in Building 200 and also includes millions of e-books and articles (<https://www.fgc.edu/academics/library/>). The library has more than 70 computers with 50 pages daily of free B&W or Color printing for students. There are also small and large study rooms available for two hours at a time. Click the link above for more information. Librarians are available to assist with research help, and there are helpful videos on library

searching and citation help here:  
(<https://www.fgc.edu/academics/library/research-help-and-guides/>).

Phone- 386-754-4401  
Email- [library@fgc.edu](mailto:library@fgc.edu)  
[Ask-A-Librarian](#) text and chat

### **Fall & Spring Semester Library Hours**

Monday – Thursday: 7:30 am – 7:30 pm  
Friday: 9:00 am – 4:00 pm  
Saturday: CLOSED  
Sunday: CLOSED

### **Summer Semester Library Hours**

Monday – Thursday: 7:30 am – 6:30 pm  
Friday: CLOSED  
Saturday & Sunday: CLOSED

### **Student Success Center (SSC)**

The Student Success Center (SSC) is located in Building 008. The SSC offers a variety of resources for students and faculty. Access to computers and limited printing is available. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the SSC. Tutoring in other subjects is also offered. The SSC provides space for students to study in subject specific learning groups. Stop by or call the Student Success Center to request the most current tutor schedule (386-754-4382).

### **Fall Semester SSC Hours**

Monday--Thursday: 8:00am – 7:30 pm  
Friday: 9:00am – 4:30pm

### **Spring Semester SSC Hours**

Monday--Thursday: 8:00am – 6:00 pm  
Friday: 9:00am – 4:30pm

### **Summer Semester SSC Hours**

Monday – Thursday: 7:30 am – 5:00 pm

If you have any questions, you may contact the center by phone at 386-754-4479, 386-754-4382, or by emailing Christina Slater at [christina.slater@fgc.edu](mailto:christina.slater@fgc.edu).

### **EAB Navigate**

The SSC initiates student progress reports to the entire campus through EAB Navigate. EAB Navigate is an early-alert tool designed to identify students who may be susceptible to falling behind in their course before they actually do.

Twice during the semester, we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your academic advisor, and the SSC. Your instructor's information is provided in the email.

Navigate Student is a mobile app designed to support students during their academic careers at FGC. Navigate Student is the ultimate student resource that acts as a personal advisor and provides students with the information they need, when they need it. Additionally, students may make an appointment with an advisor, view campus events, be alerted on important to-do's, view class schedules, explore their major, and much more.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the SSC is to help encourage and promote your educational journey here at FGC and beyond.

### **Class Recording**

A student shall not make a recording in class unless the recording is limited to the class lecture, and

1. the recording is made for the student's personal educational use,
2. in connection with a complaint to the college, **or**
3. as evidence in or in preparation for a criminal or civil proceeding.

Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. A recording of any meeting or conversation between students, or between students and faculty, is strictly prohibited unless all parties have consented to such recording. A recording of a class lecture may not be published without the prior express written consent of the recorded faculty member.

### **Resource Information**

Florida Gateway College has partnered with **BetterMynd**, (<https://www.bettermynd.com/students>) an online therapy platform for college students, to offer our students access to free video-therapy sessions with their diverse network of licensed mental health counselors.

Florida Gateway College students can now access free online therapy sessions on the BetterMynd platform with the counselor of their choice. These 50-minute, live video-sessions are private, confidential, and can take place from the convenience of your laptop, smartphone, or tablet. Sessions are available during the day, at night, and on the weekends.

To register and get started with a counselor that's a good fit for you, sign-up here. (<https://app.bettermynd.com/register>)

If you have any questions about these services, you can email BetterMynd at [students@bettermynd.com](mailto:students@bettermynd.com).

If you are in the need of additional resources please contact the Director of Student Life, Amy Dekle, at [amy.dekle@fgc.edu](mailto:amy.dekle@fgc.edu), or by visiting Building 007.

### **Academic Appeal; Grievances; General Complaint**

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website. Under Students and the Complaints & Appeals section (<https://www.fgc.edu/students/complaints-and-appeals/>), information regarding policy, procedure, and forms related to these topics is provided.

### **College Course Withdrawal and Drop Process**

A course may be dropped only during the published add/drop period. After add/drop, students must withdrawal from their course. Please visit the [College Catalog](#) for more detailed information about the drop and withdrawal process.

Students are responsible for withdrawing by the published deadline. Students must allow sufficient time for the process to be completed. **The fully approved withdrawal form is due to Registration & Records by 4:30 p.m. on the deadline posted on the [Academic Calendar](#) or it is considered late.**

To withdraw from a course, the following steps must take place:

1. The student will log in to MyFGC and navigate to the Withdrawal form.
2. First, click the Student tab; next click Registration; and then click Course Withdrawal Form.
3. The student will enter the course information, the instructor's email address, and the advisor's name and email address. Once all information is entered, submit the form.
4. The form then routes directly to the instructor for approval and the last date of attendance. Once the instructor has completed their portion, the form will route to the advisor.
5. The advisor will complete their portion of the form and submit.
6. The form then routes to Registration & Records for processing. The student will receive an email notification to their FGC Wolves email account once this step is completed.
7. If the form is denied, the student will be notified by email and should contact the advisor with any questions.

Students are strongly encouraged to begin the withdrawal process the day **before** the withdrawal deadline to allow sufficient time for the process to be completed by all offices involved (Instructor, Advising Services, Financial Aid, Registration & Records).

It is the student's responsibility to understand all financial and academic implications of the withdrawal. Students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, a student must receive a grade for the course. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from the instructor.

### **Incompletes**

Incomplete grades are reserved for students who are unable to complete a course and the withdrawal date has passed. A student should only be issued an incomplete if at least 75% of the course assignments have been submitted and the student can reasonably complete the remaining assignments **within the first three weeks** of the next term to earn a passing overall grade. Otherwise, students should be issued the earned letter grade in the course at the end of the current term.

The **Incomplete Grade Request Form** must be completed and submitted for approval by the **FIRST day of Final Exams and BEFORE** issuing the "I" grade. The instructor will describe the circumstances leading up to the requested "I" for the course, and list the missing assignments, quizzes, exams, and any other course requirements needed to satisfactorily complete the course **within the first three weeks** of the next term. The form must be signed by the instructor, student, and the Dean/Executive Director over the program. Once all participants

have signed, an approval email will be sent to the instructor for authorization to assign the "I" grade.

### **Student Communication Standards**

You are expected to communicate in a professional and respectful tone with the instructor and fellow classmates. All written communication (in email correspondence, discussion forums, assignments, quizzes and exams, etc.) must use proper written English. Please refrain from using online and texting abbreviations and language. Oral communications, if applicable, must be made with a respectful tone and body language. Use proper [netiquette](#) throughout!

### **Academic Honesty**

At Florida Gateway College, we value the development of critical thinking, effective communication, and academic growth. To ensure fairness and uphold the principles of academic integrity, any instances of academic dishonesty (i.e., cheating, plagiarism, bribery, misrepresentation, fabrication, unauthorized use of AI technologies, etc.) are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook. We believe in your ability to think critically and develop your own unique perspectives. By adhering to these guidelines and committing to the principles of academic integrity, you will not only enhance your learning experience, but also foster an environment of trust and respect within our academic community.

### **Use of AI Technologies**

The use of AI technologies to generate or assist in the creation and completion of assignments is strictly prohibited, unless explicitly allowed by the instructor as described in the course syllabus. It is your responsibility to read this thoroughly and carefully at the beginning of the semester.

Your assignments should reflect your own thoughts, analysis, and original work. Florida Gateway College employs the use of AI detection tools to assess the authenticity of your assignments. These tools are designed to identify instances of cheating and plagiarism, including the use of AI technologies. Any submissions that violate this policy will be subject to disciplinary action. If you have any questions or concerns regarding the use of AI technologies in your courses, please review your course syllabus or reach out to your instructor for clarification.

### **Civil Rights and Compliance Statement**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, sex, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The Civil Rights & Compliance Officer is Cassie Buckles, Associate Vice President of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at [cassandra.buckles@fgc.edu](mailto:cassandra.buckles@fgc.edu) or by phone at 386-754-4313.

### **Disability Statement**

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the OAS to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent to them each semester to share with their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

**In person:** Building 007, Room 107

**Phone:** (386) 754-4393

**Email:** [Accessibility.Services@fgc.edu](mailto:Accessibility.Services@fgc.edu)

### **FERPA Statement**

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Registration & Records Office in Building 015 or on the Florida Gateway College website ([www.fgc.edu/students/registration-and-records/ferpa/](http://www.fgc.edu/students/registration-and-records/ferpa/)).

### **SACSCOC Statement**

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### **Honorlock Statement**

Florida Gateway College has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring service that allows you to take your exam. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension on the Honorlock website ([www.honorlock.com/install/extension/](http://www.honorlock.com/install/extension/)). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, by phone at 844-243-2500, and/or by email at [support@honorlock.com](mailto:support@honorlock.com).

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu or by clicking the **Canvas Support** link within your course(s).

### **Turnitin Statement**

Instructors may require writing assignments to be submitted to Turnitin when uploaded to Canvas. Turnitin is an internet-based service that looks for similarities and potential plagiarism by comparing your assignment submissions with its massive database of student work (including previous student submissions at Florida Gateway College), the Internet, and its entire archive, books, and journal and reference publications. Turnitin generates a [similarity report](#), which can



help you and your instructor determine whether you used sources fairly and ethically, cited correctly, and paraphrased effectively.

You are encouraged to submit your written work to Turnitin prior to assignment deadlines, whether through Canvas or [Draft Coach](#). If needed, that would allow you time to review the [library's research and help guides](#) or seek writing assistance from your instructor or a tutor in the Student Success Center.

***Mission Statement***

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, foster career readiness, and enrich the diverse communities it serves through affordable, quality higher education programs and lifelong learning opportunities.