FLORIDA GATEWAY COLLEGE

PSY2012-001 – General Psychology I
Fall 2025 – A16 Syllabus
Monday/Wednesday, 8:30AM – 9:45 AM
Building 002, Room 002

Instructor Information

Name: Sandra R. Johnston, Assistant Professor of Psychology
Email: sandra.johnston@fgc.edu or through Canvas message. I will respond to your correspondence within one business day (Monday – Friday)/during business hours (8:00 AM – 4:30PM).
Office: Building 02 (Montgomery Building)/Room 23
Office Hours:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TBA	TBA	TBA	TBA	N/A*
TBA	TBA	TBA	TBA	N/A*

* I am not on campus on Fridays

Office Phone: 386-754-4241
Other Available Hours: Per Request As Needed (PRN): by appt.

Course Information

Credits: 3
Requirements Met: AATR, GE, GEC, GR
General Education Area: Group 2 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 appropriate placement test.

Course Description

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology. Such topics might include: neuroscience; sensation and perception; states of consciousness; learning; memory; intelligence; motivation and emotion; personality; development; psychological disorders/treatment; and health psychology.

Required Texts/Learning Resources

Grison, S., & Gazzaniga, M. S. (2022). Psychology in your life (4th ed.). W. W. Norton & Company.

- ISBN: 978-0-393-87752-6

State Course Learning Outcomes:
- Students will be able to identify basic psychological theories, terms, and principles from historical and current perspectives.
- Students will be able to recognize real-world applications of psychological theories, terms, and principles.
- Students will be able to recognize basic strategies used in psychological research.
- Students will be able to draw logical conclusions about behavior and mental processes based on empirical evidence.

General Learning Outcomes:
- **Information Literacy:** Students will locate, evaluate, and use information effectively and ethically.
- **Critical Thinking:** Students will logically evaluate, analyze, and synthesize information.

Critical Dates – Fall 2025

Date	Event
Monday, August 18	Fall A16 and A8 classes start
Monday – Wednesday, August 18-20	Add/Drop period for Fall A8
Monday – Friday, August 18-22	Add/Drop period for Fall A16
Monday, September 1	Labor Day – No Classes
Monday, September 15	Fall B12 classes start
Monday – Wednesday, September 15-17	Add/Drop period for Fall B12
Friday, September 26	Deadline for student-initiated withdrawals – A8
Monday, September 29	Fall B10 classes start
Mon. – Wed., Sep. 29 – Oct. 1	Add/Drop period for Fall B10
Friday, October 10	Fall A8 classes end
Monday, October 13	Fall B8 classes start
Monday – Wednesday, October 13-15	Add/Drop period for Fall B8
Tuesday, November 7	Deadline for student-initiated withdrawals – A16
Tuesday, November 11	Veteran's Day – No Classes
Monday, November 14	Deadline for student-initiated withdrawals – B12
Thursday, November 18	Deadline for student-initiated withdrawals – B10
Monday, November 21	Deadline for student-initiated withdrawals – B8
Wednesday – Friday, November 26-28	Thanksgiving Break – No Classes
Friday, December 5	Fall A16, B12, B10, and B8 classes end

Grading Policies (Student Performance Measures)

	Learning Opportunity/Assignment	Description	Weight re: Final GPA
1.	Course Participation	Course participation: Course participation: Includes a variety of assignments, e.g., classroom attendance, discussion/activity prompts, short-answer prompts/exercises, module entrance/exit tickets, and/or completion of assignment pre-requisites (brief quizzes on instructions for assignment requirements). *** Assignment category (course participation) is <u>NOT</u> eligible for three (3) day, post due date, grace period. Requesting exceptions may result in "rabbit hole" grading penalties.**	10%
2.	Chapter Quizzes	Completion of a timed, yet open book, chapter quiz for each chapter covered (multiple choice, T/F, short-answer, timed quizzes). *** Assignment category <u>IS</u> eligible for three (3) day, post due date, grace period, yet with penalty (20%/day deducted from final score).**	20%
3.	Exploring Subconscious Beliefs & Self-Concepts via AI	Students will explore how subconscious beliefs shape their perceptions, emotions, and behaviors by engaging in a guided self-inquiry process. Students will apply psychological concepts from cognitive, developmental, and personality psychology to identify limiting beliefs, emotional blind spots, and personal growth opportunities. **For this assignment student will utilize Artificial Intelligence (AI)/ChatGPT.** *** Assignment category <u>IS</u> eligible for three (3) day, post due date, grace period, yet with penalty (20% deducted from final score).**	15%
4.	PowerPoint Presentation	Student will prepare and submit a PowerPoint Presentation on an approved psychological disorder. The presentation should fully encapsulate the characteristics of the disorder/topic, e.g., origin, symptoms, treatments, factors, etc. PowerPoint presentation must follow APA writing style, with in-text citations, and a reference page. *** Assignment category <u>IS</u> eligible for three (3) day, post due date, grace period, yet with penalty (20% deducted from final score).**	20%

5.	General Learning Outcome Project/Paper: "Psychology in *Your Life* – Psych Journal"	This objective of this assignment is to gauge FGC's general learning outcomes of students' critical thinking and information literacy skills. Via a Psych Journal that will be submitted in two increments, students will demonstrate an integrative understanding of foundational psychological concepts by thoughtfully applying them to personal experiences, observations, or real-world events based on instructional prompts. Through reflective writing, students will enhance their psychological literacy, develop self-awareness, and strengthen their ability to think critically about mental processes and human behavior. *** Assignment category is <u>NOT</u> eligible for three (3) day, post due date, grace period. NO LATE SUBMISSIONS WILL BE ACCEPTED**	25%
6.	Final Exam	Students will take a comprehensive final exam. Students will be permitted to use notes for the exam, which will be timed. *** Assignment category is <u>NOT</u> eligible for three (3) day, post due date, grace period. NO LATE SUBMISSIONS WILL BE ACCEPTED.**	10%
			100%

GRADING SCALE

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F
Returning Grades:	Grading typically occurs within one week, notwithstanding any unexpected occurrences, e.g., instructor illness, etc., and/or holidays/college closures. **<u>Grading of more extensive assignments, e.g., papers, projects, etc., may take up to two weeks.</u> This permits sufficient and appropriate time for the instructor to grade and provide feedback.**

- Students must achieve a "C" or better to pass this course as a component of their general education course requirements.

Schedule of Class Events

Week 1/Module 1 (M1): Monday: 08/18 – Sunday: 08/24

Class Date	Before Class	During Class	After Class
8/18	• Obtain Textbook	• Course welcome and introductions. • Syllabus and Canvas review. • Course Participation (random in-class assignment/attendance – no makeup opportunities)	• Read and review course syllabus and consider questions re: content/course requirements. Ask questions, if any. • Get familiar with Canvas set-up and course requirements.
8/20	• Read Ch. 1: Psychology in Your Life	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Take syllabus quiz • Read instructions for "Taking Chapter Quizzes". ◦ Take Assignment Pre-req Quiz on "Taking Chapter Quizzes" • Take Chapter Quiz • Complete Exit Ticket

Week 2/Module 2 (M2): Monday: 08/25 – Sunday: 08/31

Class Date	Before Class	During Class	After Class
08/25	• Read Ch. 2: The Role of Biology in Psychology	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end • Read instructions for "Exploring Subconscious Beliefs & Self-Concepts via AI".
08/27	• Read Ch. 2: The Role of Biology in Psychology	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Take Assignment Pre-Req Quiz for "Exploring Subconscious Beliefs & Self-Concepts via AI".

Class Date	Before Class	During Class	After Class
			• Take chapter quiz • Complete Exit Ticket • Read Instructions for Psych Journal: Work on Psych Journal prompt(s) for Part 1

Week 3/M3: Monday: 09/01 – Sunday: 09/07   *Monday, 09/01: Labor Day - FGC Closed

Class Date	Before Class	During Class	After Class
09/01	• Read Ch. 3: Consciousness	• NO CLASS – LABOR DAY HOLIDAY – COLLEGE CLOSED 	• Read module chapter • Begin assignments due at module end
09/03	• Read Ch. 3: Consciousness	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Take chapter quiz • Submit assignment: Exploring Subconscious Beliefs & Self-Concepts via AI. • Complete Exit Ticket • Read Instructions for Psych Journal: Work on Psych Journal (prompts) for Part 1

Week 4/M4: Monday: 09/08 – Sunday: 09/14

Class Date	Before Class	During Class	After Class
09/08	• Read Ch. 4: Development Across the Lifespan	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end.

Class Date	Before Class	During Class	After Class
09/10	• Read Ch. 4: Development Across the Lifespan	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Take chapter quiz • Complete Exit Ticket • Read Instructions for Psych Journal: Work on Psych Journal prompt(s) for Part 1

Week 5/M5: Monday: 09/15 – Sunday: 09/21

Class Date	Before Class	During Class	After Class
09/15	• Read Ch. 5: Sensation & Perception	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end.
09/17	• Read Ch. 5: Sensation & Perception	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Take chapter quiz • Complete Exit Ticket • Read Instructions for Psych Journal: Work on Psych Journal prompt(s) for Part 1

Week 6/M6: Monday: 09/22 – Sunday: 09/28

Class Date	Before Class	During Class	After Class
09/22	• Read Ch. 6: Learning	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end.
09/24	• Read Ch. 6: Learning	• Chapter lecture • Course Participation (random in-class assignments/attendance	• Take chapter quiz • Read Instructions for Psych Journal assignment

Class Date	Before Class	During Class	After Class
		– no makeup opportunities)	• Take Pre-Req quiz for Assignment "Psychology In *Your Life* – Psych Journal" • Complete Exit Ticket

Week 7/M7: Monday: 09/29 – Sunday: 10/05

Class Date	Before Class	During Class	After Class
09/29	• Read Ch. 7: Memory	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end.
10/01	• Read Ch. 7: Memory	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Take chapter quiz • Complete Exit Ticket • **Submit Part 1 of Psych Journal.**

Week 8/M8: Monday: 10/06 – Sunday: 10/12

Class Date	Before Class	During Class	After Class
10/06	• Read Ch. 8: Thinking & Intelligence	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end
10/08	• Read Ch. 8: Thinking & Intelligence	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Take chapter quiz • Complete Exit Ticket • Read Instructions for Psych Journal: Work on Psych Journal prompt(s) for Part 2

Week 9/M9: Monday: 10/13 – Sunday: 10/19

Class Date	Before Class	During Class	After Class
10/13	• Read Ch. 9: Motivation & Emotion	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end
10/15	• Read Ch. 9: Motivation & Emotion	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Take chapter quiz • Take Pre-Req quiz for assignment: Psych Disorder PPT • Complete Exit Ticket • Read Instructions for Psych Journal: Work on Psych Journal prompt(s) for Part 2

Week 10/M10: Monday: 10/20 – Sunday: 10/26

Class Date	Before Class	During Class	After Class
10/20	• Read Ch.10: Sex, Gender and Sexuality	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end
10/22	• Read Ch.10: Sex, Gender and Sexuality	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Take chapter quiz • Submit PPT assignment • Complete Exit Ticket • Read Instructions for Psych Journal: Work on Psych Journal prompt(s) for Part 2

Week 11/M11: Monday: 10/27 – Sunday: 11/02

Class Date	Before Class	During Class	After Class
10/27	• Read Ch. 11: Health & Well-Being	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end
10/29	• Read Ch. 11: Health & Well-Being	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Take chapter quiz • Complete Exit Ticket • Read Instructions for Psych Journal: Work on Psych Journal prompt(s) for Part 2

Week 12/M12: Monday: 11/03 – Sunday: 11/09

Class Date	Before Class	During Class	After Class
11/03	• Read Ch. 12: Social Psychology	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end
11/05	• Read Ch. 12: Social Psychology	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Take chapter quiz • Complete Exit Ticket • Read Instructions for Psych Journal: Work on Psych Journal prompt(s) for Part 2

Week 13/M13: Monday: 11/10 – Sunday: 11/16 * Tuesday: 11/11 Veteran's Day/CLOSED

Class Date	Before Class	During Class	After Class
11/10	• Read Ch. 13: Self & Personality	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end

Class Date	Before Class	During Class	After Class
11/12	• Read Ch. 13: Self & Personality	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Take chapter quiz • Complete Exit Ticket • **Submit Part 2 of Psych Journal**

Week 14/M14: Monday: 11/17 – Sunday: 11/23

Class Date	Before Class	During Class	After Class
11/17	• Read Ch. 14: Psychological Disorders	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end.
11/19	• Read Ch. 14: Psychological Disorders	• Chapter lecture • Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Take chapter quiz • Complete Exit Ticket

Week 15/M15: Sunday: 11/24 – Sunday: 11/30 *Thanksgiving/CLOSED: 11/26 - 11/28

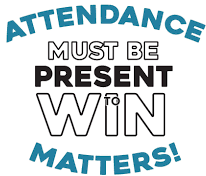| Class Date	Before Class	During Class	After Class
11/24	• Read Ch. 15: Psychological Treatments	• Chapter lecture Course Participation (random in-class assignments/attendance – no makeup opportunities)	• Read module chapter • Begin assignments due at module end
11/26	• Read Ch. 15: Psychological Treatments	• NO CLASS – THANKSGIVING BREAK – 11/26 – 11/28	• Take chapter quiz

Week 16/M16: Monday: 12/01 – Thursday: 12/04: <mark>FINAL EXAM WEEK</mark>

Class Date	Before Class	During Class	After Class

12/03	• Study	• **FINAL EXAM**
		• **ADMINISTERED:**
		    • ***Wednesday, 12/03 at 8:30 AM – 9:45AM***
		    • **Open note, but timed.**
		    • **Bring a computer, or take by hand.**
		    • **No alternative dates/times.**
			• Give yourself a pat on the back – celebrate!

* All assignments are due on the last (end) date of the week/module, as denoted in the aforementioned "Schedule of Class Events", by 11:59 PM, Eastern Standard Time, unless otherwise indicated by instructor.

- Please note that the syllabus includes *highlights* of classroom sessions and activities for which you should prepare. Each class session may include additional learning activities or may be modified. Students will be notified promptly of any changes.

Student Expectations

Attendance – It Counts! ATTENDANCE MUST BE PRESENT WiN to MATTERS!	• You have **voluntarily registered** for and are enrolled in, a **face-to-face college course.** As such **you are expected to attend all class meetings**. • Regular attendance and regular class participation are significant factors which promote college success. I will take and monitor class attendance throughout the semester, inclusive of punctuality, which impacts attendance. • Because active participation is necessary for both student learning and accurate instructor assessment, **attendance *is required* for face-to-face enrollment in PSY 2012/Johnston and will be counted as a component (50%) of "course participation", under the premise/adage that "half of the battle is simply showing up".** o Tardiness to class, and/or leaving early constitutes as a partial absence (proportional to class time missed), and will be included in the calculation of total non-attendance.

	o Sleeping and/or using computers/cell phones, earbuds/head phones, etc., during class will constitute as an absence.

Course Participation – It Counts!	• **Course participation is a requirement for this course.**
	  o Course participation assignments will be assigned randomly, e.g., beginning, middle, end, and even after class.
	  o **There is/will be <u>no make-up work for course participation activities conducted in class</u>, therefore your full attendance in class is required for you to achieve all possible points.**

Cell Phone Use & Technology Use in the Classroom	• **The use of cell phones and computers during class is <u>strictly prohibited</u>**.
	• Students should place their phone on mute before arriving for class. If you must take a call/text, please exit the classroom to do so.
	• **Additionally, computers cannot be used during class.**
	  o **Violation of this policy will negatively impact your participation grade, and you may be asked to exit the classroom.**
	  o **If you desire to use your computer to take notes, you will be required to submit your notes to the instructor (via email), immediately at the end of class.**

Courtesy & Student Conduct Code	• PSY 2012 is an introductory course in the study of the human mind, mental activity, and subsequent human behaviors. Accordingly, during this course we will consider and discuss a range of topics which may be controversial or sensitive in nature. • The thoughts and opinions of each individual student are valued and welcome in this course, however it is imperative that students maintain an open mind while being respectful of all. Unprofessional or disrespectful conduct will result in grading sanctions, which will be at the discretion of the instructor. • Each student is expected to conduct themselves in a professional manner and for all forms of communication, inclusive of dialogue in online discussion forums, emails to instructors, etc.
Plagiarism	• **Plagiarism in this course, and at FGC is unacceptable, and strictly prohibited.** • Plagiarism is the process or practice of using another person's ideas, words, work, and submitting as your own. Plagiarism is also known as (a/k/a): copying, piracy, theft, stealing, appropriation, cribbing, and poaching. • **The utilization of Artificial Intelligence (AI) as one's work is considered plagiarism.**

	• **Do note use systems to rewrite your sentences/words. That is plagiarism.** • All writing assignments will be checked for plagiarism via the Turnitin system, which **the student will acknowledge upon submission of the assignment in Canvas**. This system assesses and alerts the student and instructor for plagiarism, including use of AI. • **Evidence and determination of plagiarism will result in a <u>non-negotiable grade of zero</u> for the assignment, with possible institutional sanctions, e.g., failure of the course, expulsion from the college, etc.** • **Students <u>will not</u> be permitted the opportunity to re-submit the assignment.**
Late Work 	• This course is offered in a ***very* achievable cadence/rhythm**. Plan your work and work your plan. • See "Grading Policies (Course Performance Measures) for assignments which are/are not eligible for late/grace period submission, yet with sanctions (auto 20%/day deduction in achieved score). • Students who miss assignments due to unavoidable circumstances, e.g., hospitalization, death in the family, accident, call to military duty, etc., should immediately contact the instructor, **providing credible, documentable proof on why the assignments could not be completed in a timely manner.** This may include verification of family lineage. • Approval of the documentation and allowance of late submission, without penalty, will be at the discretion of the instructor. • Failure to provide the documentation, and contact the instructor in a timely manner may result in ineligibility, and/or "rabbit hole" penalty deductions.
Rabbit Hole Grading Deductions 	• Your instructor reserves the right to make appropriate "rabbit hole" grading deductions for students who request late work allowances, when not applicable, beyond the grace period, and/or without documentation to substantiate just cause, e.g., medical excuse, military orders, etc. • Documentation must substantiate just cause, and for the length of time the assignment was open, inclusive of the grace period. • Documentation that does not substantiate just cause, and/or represents conflicting dates, cannot be aligned as a direct cause for the student's inability to complete their assignment on time, etc., **will result in *significant rabbit hole penalties/grade deductions*, and at the discretion of your instructor**. Time simply does not permit, with such actions taking precious time from all. As such, student-initiated ventures down "rabbit holes" **<u>will</u>** result in grade deductions at the discretion of the instructor.

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 *their critical thinking skills* and be directly related to the discipline's specific General Learning Outcome(s). • Plagiarism, inclusive of the use of Artificial Intelligence (AI), will be graded in context with the course/college policy, e.g., non-negotiable grade of zero.
Student Support & 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 required 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.

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/index.html). The library has more than 70 computers with 50 pages daily of free B&W 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://fgc.libguides.com/researchhelpguides).

Phone- 386-754-4401
Email- 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: 1:30 pm – 5:30 pm
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 – 6:00 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.

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.

If you are in the need of additional resources please contact the Director of Student Life, Amy Dekle, at 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.html), 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 Enrollment Services 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 obtains the instructor's authorization and last date of attendance in person or via email.
2. The student meets with an academic advisor, who will sign the form (Building 14). Or, if an online student, emails the advisor a statement requesting a withdrawal from the course. The email must include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

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, Enrollment Services).

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, gender, 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, Executive

Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at 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

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 Office of Enrollment Services in Building 015 or on the Florida Gateway College website (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).

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/). 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.

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, higher quality education programs and lifelong learning opportunities.