



# FLORIDA GATEWAY COLLEGE

## PSY2012-002 – General Psychology I

**Spring 2025 – A16 Syllabus**

Tuesday/Thursday, 10:00 – 11:15

Building 002, Room 002

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### **Instructor Information**

**Name:** Denise Johnson, Associate Professor of Psychology

**Email:** Whenever possible, please email through Canvas. If that is not possible, you can email me at [denise.johnson@fgc.edu](mailto:denise.johnson@fgc.edu). I should respond to your correspondence within about one to two business days.

**Office:** Bldg 2, room 21.

**Office Hours:** To be announced.

**Office Phone:** 386-754-4441

**Other Available Hours:** You can text me at 904.364.0702. Please identify yourself and which course and section you are in. *Please use this contact method for immediate priority issues rather than random questions that are not urgent.*

**Virtual Hours:** Friday 9:30 – 11:30. Additional days by appointment. [Click here to go to the virtual office on Teams.](#)

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### **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**

Sarah Grison and Michael S. Gazzaniga (2022) *Psychology In Your Life (4th edition)*. Norton Publishing. Any of the 3 formats listed below are acceptable.

Ebook: 978-0-393-87752-6

Looseleaf: 978-0-393-87754-0

Paperback: 978-0-393-87753-3

### **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.

### **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.

### **Critical Dates – Fall 2025**

<b>Date</b>	<b>Event</b>
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
Monday, December 5	Fall A16, B12, B10, and B8 classes end

### **Schedule of Class Events**

Please note: This is a living syllabus. The instructor reserves the right to change the syllabus content and/or requirements to ensure better student learning. Students will be notified promptly of any changes.

#### **Week 1: 8/18 – 8/24**

<b>Class Date</b>	<b>Before Class</b>	<b>During Class</b>	<b>After Class</b>
8/19	<ul style="list-style-type: none"><li>• Order your textbook</li><li>• Chapter 1 readings</li><li>• Prepare questions of ideas you are unclear about</li></ul>	<ul style="list-style-type: none"><li>• Class discussion</li></ul>	<ul style="list-style-type: none"><li>• Order your textbook if you haven't already</li><li>• Read the information given to you in the Start Here module</li><li>• Read syllabus</li><li>• Read Chapter 1</li></ul>
8/21	<ul style="list-style-type: none"><li>• Chapter readings if you have not done this yet</li></ul>	<ul style="list-style-type: none"><li>• Class discussion</li></ul>	<ul style="list-style-type: none"><li>• Syllabus quiz</li><li>• Similarity scores and reading the questions</li><li>• Writing assignment</li><li>• Chapter 1 Reading Quiz</li><li>• Exit Ticket</li></ul>

#### **Week 2: 8/25 – 8/31**

<b>Class Date</b>	<b>Before Class</b>	<b>During Class</b>	<b>After Class</b>
8/26	<ul style="list-style-type: none"><li>• Chapter 2 readings</li><li>• Prepare questions of ideas you are unclear about</li></ul>	<ul style="list-style-type: none"><li>• Class discussion</li></ul>	<ul style="list-style-type: none"><li>• Chapter 2 Reading Quiz</li></ul>
8/28	<ul style="list-style-type: none"><li>• Chapter readings if you have not done this yet</li></ul>	<ul style="list-style-type: none"><li>• Class discussion</li></ul>	<ul style="list-style-type: none"><li>• Video Assignment</li><li>• Exit Ticket</li></ul>

#### **Week 3: 9/1 – 9/7**

<b>Class Date</b>	<b>Before Class</b>	<b>During Class</b>	<b>After Class</b>
9/2	<ul style="list-style-type: none"><li>• <b>CLASS WILL NOT MEET</b></li></ul>	<ul style="list-style-type: none"><li>• <b>CLASS WILL NOT MEET</b></li></ul>	<ul style="list-style-type: none"><li>• <b>CLASS WILL NOT MEET</b></li></ul>

Class Date	Before Class	During Class	After Class
9/4	<ul style="list-style-type: none"> <li>Chapter 3 readings</li> <li>Prepare questions of ideas you are unclear about</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 3 Reading Quiz</li> <li>Chapter 3 Power Point</li> <li>Exit Ticket</li> </ul>

#### Week 4: 9/8 – 9/14

Class Date	Before Class	During Class	After Class
9/9	<ul style="list-style-type: none"> <li>Chapter 4 readings</li> <li>Prepare questions of ideas you are unclear about</li> </ul>	<ul style="list-style-type: none"> <li>Class discussions</li> </ul>	<ul style="list-style-type: none"> <li>Reading quiz</li> </ul>
9/11	<ul style="list-style-type: none"> <li>Chapter readings if you have not done this yet</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Case Study</li> <li>Exit Ticket</li> </ul>

#### Week 5: 9/15 – 9/21

Class Date	Before Class	During Class	After Class
9/16	<ul style="list-style-type: none"> <li>Chapter 5 readings</li> <li>Prepare questions of ideas you are unclear about</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Reading Quiz</li> </ul>
9/18	<ul style="list-style-type: none"> <li>Chapter readings if you have not done this yet</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Video assignment</li> <li>Exit Ticket</li> </ul>

#### Week 6: 9/22 – 9/28

Class Date	Before Class	During Class	After Class
9/23	<ul style="list-style-type: none"> <li>Chapter 6 readings</li> <li>Prepare questions of ideas you are unclear about</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Reading quiz</li> </ul>
9/25	<ul style="list-style-type: none"> <li>Chapter readings if you have not done this yet</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Case study</li> <li>Exit ticket</li> </ul>

#### Week 7: 9/29 – 10/5

Class Date	Before Class	During Class	After Class
9/30	<ul style="list-style-type: none"> <li>Chapter 7 readings</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Reading quiz</li> </ul>

<b>Class Date</b>	<b>Before Class</b>	<b>During Class</b>	<b>After Class</b>
	<ul style="list-style-type: none"> <li>• Prepare questions of ideas you are unclear about</li> </ul>		
10/2	<ul style="list-style-type: none"> <li>• Chapter readings if you have not done this yet</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Writing assignment</li> <li>• Exit ticket</li> </ul>

### Week 8: 10/6 – 10/12

<b>Class Date</b>	<b>Before Class</b>	<b>During Class</b>	<b>After Class</b>
10/7	<ul style="list-style-type: none"> <li>• Chapter 8 readings</li> <li>• Prepare questions of ideas you are unclear about</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Reading quiz</li> </ul>
10/9	<ul style="list-style-type: none"> <li>• Chapter readings if you have not done this yet</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Writing assignment</li> <li>• Exit ticket</li> </ul>

### Week 9: 10/13 – 10/19

<b>Class Date</b>	<b>Before Class</b>	<b>During Class</b>	<b>After Class</b>
10/14	<ul style="list-style-type: none"> <li>• Chapter 9 readings</li> <li>• Prepare questions of ideas you are unclear about</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Reading quiz</li> </ul>
10/16	<ul style="list-style-type: none"> <li>• Chapter readings if you have not done this yet</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Powerpoint assignment</li> <li>• Choose the disorder you will focus on for Chapter 14 and Chapter 15</li> <li>• Exit ticket</li> </ul>

### Week 10: 10/20 – 10/26

<b>Class Date</b>	<b>Before Class</b>	<b>During Class</b>	<b>After Class</b>
10/21	<ul style="list-style-type: none"> <li>• Chapters 10 and 11 readings</li> <li>• Prepare questions of ideas you are unclear about</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Reading quizzes</li> </ul>

Class Date	Before Class	During Class	After Class
10/23	<ul style="list-style-type: none"> <li>Chapter readings if you have not done this yet</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Video assignment</li> <li>Exit ticket</li> </ul>

### Week 11: 10/27 – 11/2

Class Date	Before Class	During Class	After Class
10/28	<ul style="list-style-type: none"> <li>Chapter 12 readings</li> <li>Prepare questions of ideas you are unclear about</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Reading quiz</li> </ul>
10/30	<ul style="list-style-type: none"> <li>Chapter readings if you have not done this yet</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Infographic</li> <li>Exit ticket</li> </ul>

### Week 12: 11/3 – 11/9

Class Date	Before Class	During Class	After Class
11/4	<ul style="list-style-type: none"> <li>Chapter 14 readings</li> <li>Prepare questions of ideas you are unclear about</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Reading quiz</li> </ul>
11/6	<ul style="list-style-type: none"> <li>Chapter readings if you have not done this yet</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Case Study</li> <li>Exit ticket</li> </ul>

### Week 13: 11/10 – 11/16

Class Date	Before Class	During Class	After Class
11/11	<ul style="list-style-type: none"> <li>NO CLASSES</li> </ul>	<ul style="list-style-type: none"> <li>NO CLASSES</li> </ul>	<ul style="list-style-type: none"> <li>NO CLASSES</li> </ul>
11/13	<ul style="list-style-type: none"> <li>Chapter 13 readings</li> <li>Prepare questions of ideas you are unclear about</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Infographic</li> <li>Exit Ticket</li> <li><b>Submit essay before November 23 at 11:59 p.m. No late essays accepted.</b></li> </ul>

### Week 14: 11/17 – 11/23

Class Date	Before Class	During Class	After Class
11/18	<ul style="list-style-type: none"> <li>Prepare questions of ideas you are unclear about regarding APA 7</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Reading quiz</li> <li>Case study</li> </ul>

Class Date	Before Class	During Class	After Class
	OR THE ESSAY ITSELF		
11/20	<ul style="list-style-type: none"> <li><b>CLASS WILL NOT MEET</b></li> </ul>	<ul style="list-style-type: none"> <li>Work on your GLO essay</li> </ul>	<ul style="list-style-type: none"> <li>Exit ticket</li> <li>Submit essay <b>before November 23 at 11:59 p.m.</b> No late essays accepted.</li> </ul>

### Week 15: 11/24 – 11/30

Class Date	Before Class	During Class	After Class
11/25	<ul style="list-style-type: none"> <li>Chapter 15 readings</li> <li>Prepare questions of ideas you are unclear about</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>Reading quiz</li> <li>Case Study</li> <li><b>Submit Creative Project before November 30 at 11:59 p.m. No late projects accepted.</b></li> <li>Exit Ticket</li> </ul>
11/27	• <b>NO CLASSES</b>	• <b>NO CLASSES</b>	• <b>NO CLASSES</b>

### Week 16: 12/1 – 12/5

Class Date	Before Class	During Class	After Class
12/2	<ul style="list-style-type: none"> <li>Prepare to present the project that was due on 11/30.</li> </ul>	<ul style="list-style-type: none"> <li><b>Presentations start at 8:30 a.m.</b></li> <li><b>If you are late, you will not be able to present.</b></li> </ul>	<ul style="list-style-type: none"> <li>You did it!</li> <li>Class is over.</li> </ul>

## Student Expectations

### Attendance

Whereas I do try to be flexible there are some guidelines for our attendance policy:

- You can miss up to 5 sessions with no penalty.
  - After the fifth, you will begin to lose participation points.
  - Please note that being counted as present means you are:
    - On time
    - Engaged with the discussion
    - Engaged in any class worksheets/projects/etc.

- Staying for the duration of the session
- If you are physically in class but the following circumstances are happening, it will not be counted as being present:
  - Sleeping in class
  - Being on your cell phone in class
  - Being on your laptop for reasons other than taking notes
  - Chatting with your neighbor about unrelated class things
  - Other things that may arise – I will speak with you about them so you have an understanding.
- Three times being tardy will count as one absence.
  - Being tardy disrupts the class and is a disservice to your classmates.
  - Leaving early counts as a tardy.
- College sanctioned events (athletes having a game/competition out of town, student government field trips, etc) will not be counted as an absence, but you must inform me in writing in advance of missing that day.
- Religious holidays will not be counted as an absence, **but you must inform me in writing in advance of missing that day.**
- Even if you are absent, you are responsible for the work due that week in the module. If you cannot complete that work you need to email me and we will discuss it based on the “Late Work” section of this syllabus.
  - All lecture slides are available in the course module so there is no need to ask if you missed something important.
  - All assignments are listed in many places around the course and this syllabus so there is no need to ask what is due.
- Bonus points offered in class cannot be made up.

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

- When having discussions in person or online I expect conversations to be respectful. Remember that discussions are to be respected as places for academic freedom. Input can, and likely will, have differing viewpoints. Faculty, and other students, will respect the speaker’s right of expression. Speakers are expected to also be respectful in their dialogue. It is okay to disagree with an opinion, but this should not become an attack on the speaker. Whenever possible, even with opinions, use scientific data to support your stance.
- Cell phones are not allowed to be utilized in class unless we have something to look up, or are playing a game in the class requiring use of your phone. If you have a reason to need your phone on your desk for a particular day (sick child at school, expecting a call from your vet about your puppy’s mystery illness, etc) please let me know when you come into class that day. It won’t be an issue to keep it on vibrate on your desk for that day. I will give you all the same courtesy if something unexpected happens and I need my phone available.
- If you do need to make/receive a call during the class period, please have the conversation outside the class so as not to disturb the flow of lecture, discussion, or activities.



- Feel free to bring a (covered) drink to class. If you spill it, I trust you are adult enough to clean it up.
- Feel free to bring food to class IF it isn't a loud (chips, pickles, apples), or smelly (fish, eggs, popcorn, etc), or messy (nachos, bbq ribs, tacos, cheesy fries, etc) food. Sometimes we all need a little pick-me-up. Just don't be distracting and it will be fine. And as with the drink, be sure you clean up any mess you make.
- If you come in late, please come in quietly.

### **Late Work**

Remember that a “due” date is not the same as the “do” date so pace yourself according to your scheduling needs. All due dates can be found in the “Calendar” within this Canvas course, the “Home” page in Canvas, the “Syllabus” page in Canvas, and in [this actual syllabus](#). I take the late policy seriously in order to honor the students who have worked so hard to submit on time. You may submit work after the due date, however, there is a **10% per day** late penalty. **This grace period does not apply to the final GLO essay or the final creative project or exit tickets.**

\*If there is an extenuating circumstance please contact me prior to the due date. This is generally open to one assignment per semester.

### **Plagiarism and submission of AI work**

This is absolutely unacceptable in this course. **Assignments will receive a zero** and depending on the infraction, you could fail the course. Plagiarism and AI work will also be reported to the proper channels. See course for more details.

### **Formatting of assignments**

Assignments must be submitted in the proper formatting. Microsoft Office documents such as Power Point and Word are available in the FGC library on their many computers. **Files that are not able to be opened will be given a zero.** **When in doubt, convert it to a PDF.**

### **Bonus points**

There will be occasional possibilities for bonus points throughout the semester. I encourage you to take advantage of these opportunities whenever possible. There is no late grace period on bonus assignments. Bonus points will not be offered at the end of the semester, other than the optional test, as an option to move your grade up a letter.

### **Grading procedure**

Rubrics are provided for much of the graded work in this class. I use the rubric to fairly evaluate your work. I do, however, reserve the right to adjust the grade, as appropriate in my professional opinion, should the work not reflect the expectations of the assignment or should the rubric grade not reflect the quality of the work.

### **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).

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

### **Learning Activities**

- **Participation (5%):** This ensures being an active participant in the course. This will consist of attendance and online exit tickets.
- **Quizzes (15%):** Quizzes will be given during the course for most chapters. It is important you read the chapter before the quiz. You will have one opportunity to take the quiz.
- **Writing Assignments (25%):** These will consist of essays of 350-500 words focused on a specific topic defined within the module.
- **GLO Essay (20%):** You will write a comprehensive essay (see course assignment for details) that is supported by data points from the textbook, and supported by at least two scholarly resources from the professor approved list. This will require critical thinking and synthesis of information. APA 7 will be required. **Failure to complete this assignment will result in automatic failure of the class.**
- **Creative Assignment (10%):** The creative assignment consists of a creative project which will combine critical thinking and creativity.
- **Other (25%):** These will consist of various worksheets, reports, projects, and other works that do not fit into the other learning activity categories.

### **Grading Scale**

A – 90% - 100%  
B – 80% - 89.9%  
C – 70% - 79.9%  
D – 60% - 69.9%  
F – 59.9% or below

### **Returning Grades**

I will grade most assignments within 7 – 10 business days of the due date. For more expansive assignments, I will return them within two weeks. This gives me ample time to provide constructive, useful feedback to help you progress and grow as a student in this course.

\*Sometimes life happens (illness usually) and that may throw the turn-around time off. Thank you in advance for your patience.

## **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 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](mailto:helpdesk@fgc.edu).

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## **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](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: 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](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.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](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 Office of Enrollment Services 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, higher quality education programs and lifelong learning opportunities.