FLORIDA GATEWAY COLLEGE

PSY2012-0I7 – General Psychology I
Fall 2025 – B8 Syllabus
Online

Instructor Information

Name: Sha'Leda A. Mirra, Adjunct Professor of Psychology
Email: shaleda.mirra@fgc.edu or through Canvas message. I will respond to your correspondence within one business day.
Office: Online via Zoom
Office Hours: Monday 11:00am-12:00pm (Online by appointment)
                Thursdays 4:00-5:00pm (Online by appointment)
Office Phone: 352-247-2383
Other Available Hours: Per Request by Appointment
Virtual Hours: Monday 11:00am-12:00pm (Online by appointment)
               Thursdays 4:00-5:00pm (Online by appointment)
Office Hours Link: https://us02web.zoom.us/j/86864818018

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

Feldman, R.S. (2020). *Essentials of understanding psychology* (14th ed.). McGraw-Hill. ISBN-13: 978-1260233438 or ISBN-13: 978-1260829013.

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.

Course Learning Outcomes

At the end of the course, you will be able to:
1. Define psychological terms accurately & scientifically.
2. Identify different fields within the practice of psychology.
3. Interpret research findings related to psychological concepts.
4. Analyze human behaviors through the lenses of perception, physiology, and social factors.
5. Identify historical and current psychological theories.
6. Identify the characteristics of major psychological disorders and diagnoses.
7. Analyze the various approaches for treatment of psychological disorders.

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

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
Monday, December 5	Fall A16, B12, B10, and B8 classes end

Schedule of Class Events

Module	Dates	Topic(s)	Coursework

Week 1 1&2 1	Monday 10/13 – Sunday: 10/19	• Course Welcome & Introduction
		• Syllabus Review
		• Canvas Review
		• Ch. 1: Intro to Psych
			• **Read Announcements/Module Components**
			• **Read Syllabus**
			  • Watch Welcome Video with/ Syllabus & Canvas Review
			• **Read "Directions for Discussion Board Prompts"**
			  • Post Welcome Introduction (DB Prompt): Reply to at least two peers. (This is separate from DB1)
			• **Read "Directions for Taking Quizzes/Chapter Checks"**
			• **Reach Chapter 1**
			  • Watch lecture video
			  • <mark>Take Chapter 1 Quiz/Chapter Check</mark>

		• Ch. 2: Neuroscience & Behavior	• **Read Announcements/Module Components**
			• **Read Directions for "Writing Student Reflection Papers"**
			• **Read Ch. 2**
			  • Watch lecture video
			  • <mark>Take Ch. 2 Quiz/Chapter Check</mark>
			• <mark>**Discussion Board Prompt #1**</mark>
			• **Complete Exit Ticket**

Week 2 3&4	Monday: 10/20– Sunday: 10/26	• Ch. 3: Sensation & Perception	

Module	Dates	Topic(s)	Coursework

3			• **Read Announcements/Module Components**
			• **Read Ch. 3**
			  • Watch lecture video
			  • <mark>Take Ch. 3 Quiz/Chapter Check</mark>

4		• Ch. 4: States of Consciousness	• **Read Announcements/Module Components**
			• **Read Ch. 4**
			  • Watch lecture video
			  • <mark>Take Ch. 4 Quiz/Chapter Check</mark>
			• <mark>**Write Student Reflection Paper #1**</mark>
			• **Complete Exit Ticket**

<mark>Week 3 Module 5 &6</mark>
 	
5
	Monday: 10/27- Sunday: 11/2	• Ch. 5: Learning	• **Read Announcements/Module Components**
			• **Read Ch. 5**
			  • Watch lecture video
			  • <mark>Take Ch. 5 Quiz/Chapter Check</mark>
			• <mark>**Write Student Reflection Paper #2**</mark>
			• **Complete Exit Ticket**
			• **Labor Day Holiday 9/1- No Classes**

6		• Ch. 6: Memory	• **Read Announcements/Module Components**
			• **Read Ch. 6**
			  • Watch lecture video
			  • <mark>Take Ch. 6 Quiz/Chapter Check</mark>
			• <mark>**Reply to Discussion Board Prompt #2**</mark>
			• **Complete Exit Ticket**

<mark>Week 4 Module 7&8</mark>
 	
7
	Monday: 11/3- Sunday: 11/9	• Ch. 7: Thinking, Language & Intelligence	• **Read Announcements/Module Components**
			• **Read Ch. 7**
			  • Watch lecture video
			  • <mark>Take Ch. 7 Quiz/Chapter Check</mark>

Module	Dates	Topic(s)	Coursework
			• **Read Directions for completing Psychology PowerPoint**
8		• Ch. 8: Motivation & Emotion	• **Read Announcements/Module Components** • **Read Ch. 8** • Watch lecture video • <mark>Take Ch. 8 Quiz/Chapter Check</mark> • <mark>**Write Student Reflection Paper #3**</mark> • **Complete Exit Ticket**
<mark>Week 5 Module 9&10</mark> 9	Monday: 11/10 - Sunday: 11/16	• Ch. 9: Development	• **Read Announcements/Module Components** • **Watch GLO Tutorial** • **Read Ch. 9** • Watch lecture video • <mark>Take Ch. 9 Quiz/Chapter Check</mark> **Veterans Day- No Classes Nov 11th.**
10		• Ch. 10: Personality	• **Read Announcements/Module Components** • **Read Ch. 10** • Watch lecture video • Take Ch. 10 Quiz/Chapter Check • <mark>**Submit Psychology Powerpoint**</mark> • **Complete Exit Ticket**
<mark>Week 6 Module 11&12</mark> 11	Monday: 11/17 Sunday: 11/23	• Ch. 14: Social Psychology • <mark>Note: Chapter Sequence Change</mark>	• **Read Announcements/Module Components** • **Read Ch. 14** • Watch lecture video • <mark>Take Ch. 14 Quiz/Chapter Check</mark> • **Respond to Discussion Board Prompt #3**

Module	Dates	Topic(s)	Coursework

12		• Ch. 12: Psychological Disorders	• **Read Announcements/Module Components**
			• **Read Ch. 12**
			   • Watch lecture video/answer video questions.
			   • <mark>Take Ch. 12 Quiz/Chapter Check</mark>
			• **Read Directions for "Completing the "GLO Essay"**
			• **Complete Exit Ticket**

<mark>Week 7 Module 13&14</mark>
 	
13
	Monday: 11/24
	Tuesday: 11/25
		• Ch. 13: Treatment of Psychological Disorders	• **Read Announcements/Module Components**
			• **Read Ch. 13**
			   • Watch lecture video
			   • <mark>Chapter 13 Quiz/Chapter Check</mark>
			Thanksgiving Break 11/26-11/28

14		• GLO Documentary • GLO Tutorial and/or attendance at workshop offered online (date/time to be announced)	• **Read Announcements/Module Components** • <mark>**Submit GLO Paper (DUE 12/1 – NO late submissions).**</mark>

<mark>Module 8
Week 15&16</mark>
 	
15
	Monday: 12/1 - Sunday 12/5	• Ch. 11: Health Psychology	• **Read Announcements/Module Components**
			• **Read Ch. 11**
			   • Watch lecture video
			   • **Complete Exit Ticket**

Module	Dates	Topic(s)	Coursework
16		• FINAL EXAMS	• **Read Announcements/Module Components** ==NO FINAL "EXAM", but a FINAL REQUIRED ACTIVITY: 12/5/25==

 * All assignments are due on the last (end) date of the module denoted in the aforementioned "Schedule of Class Events", by 11:59 PM, Eastern Standard/Daylight 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

Students are expected to "attend" (log in for online classes) regularly and sufficiently, to successfully complete this course. **It is highly recommended that students check Canvas daily (once a day) for announcements, and/or additional information which may be provided by your instructor.** Attendance includes participation in, and timely completion of, all course assignments, inclusive of chapter readings.

Courtesy and 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 is 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 a lower grade on an assignment, 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. 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. All writing assignments will be checked for plagiarism via the Unicheck system, which the student will acknowledge upon submission

of the assignment in Canvas. This system assesses and alerts the student and instructor for plagiarism. Evidence and determination of plagiarism will result in a non-negotiable grade of zero for the assignment, with possible institutional sanctions, e.g., failure of the course, expulsion from the college, etc.

Late Work

This course is offered in a ***very*** **achievable cadence/rhythm**. Modules will "lock" and be inaccessible to students after the **established and published deadline**. **All assignments are due by the dates/times clearly posted in Canvas, and this syllabus. Plan your work, and work your plan!**

Modules/assignments are open for one full week. Students should anticipate and plan for technology issues, working ahead and with alternative resources for course accessibility, e.g., library, local "hot spot", etc. **Consistent, dependable, and unrestricted access to technology, e.g., internet, computer, is a requirement for this online course.**

Deadlines (due dates) are an important aspect of life, especially in our *professional endeavors*, *e.g., college, careers, etc.* A component of this course experience includes preparation beyond the academic subject matter, e.g., time management, meeting deadlines, developing contingency plans, etc. Adherence to deadlines is important for time management **on the part of the student and the instructor. A student's failure to meet deadlines affects and impacts every process and person associated with this course.**

Nevertheless, your instructor understands, appreciates and respects that life can throw "curve balls", with assignments missed with cause (documentable/excusable cause), and without cause (life happens). Please see below re: course policy for missed deadlines/late work – with and without cause.

*Missed Deadlines/Late Work***:**

Requests to Submit Work Late – *With* and *Without Cause/Excuse*

Late Work "With" Cause	Late Work "Without" Cause (with penalty)
a) students may request to submit late work with documentable cause, e.g., doctor's note, military orders, jury duty summons, etc., which **substantiates the student's *inability to complete the assignment within the assigned module week.***	a. Students may request to submit late work **without cause/excuse** for a **maximum of two (2) times** during the semester. Students will incur a 10 point per day late penalty for each day (from the original due date) that the assignment is late.
b) determination of excusable cause **requires documentation and will be at the discretion of the instructor.**	b) *** **Absolutely no late submission requests,** *without cause* **will be considered**

	*** The GLO Paper is not an option.
c. Students **will not** incur a grade penalty, if "cause/excuse" is warranted, and qualifiable, as determined by the instructor.	**c) The <u>student must contact the instructor</u>, to request that the assignment be re-opened, which will occur during regular office/business hours (see page one of the syllabus).** ***Office/business hours do not include Friday evenings, Saturday, Sunday, and/or holidays.*** Additionally, re-establishing due date parameters in Canvas takes time, thus will not occur instantaneously.
d. The student and instructor will work together to establish a reasonable due date for the missed assignment.	d) Example: If the assignment is due on Sunday, January 01, and the student misses the deadline*<u>, it is the student's responsibility to contact the instructor ASAP</u> (within the week immediately following the original due date/week of the assignment.* **The request (email) should be titled: "Request to submit late work *without cause*".** That is the only excuse the student must provide, with no questions asked. Instructor will re-open the assignment at the earliest opportunity, which will remain open for the duration of the subsequent module. **Note: Grading of the late assignment may be delayed, and include minimal feedback.**

***** <u>"Rabbit Hole" Penalties/Grade Deductions</u>:

Your instructor reserves the right to make appropriate "rabbit hole" grading deductions, for students who request late work allowances for over the limit, beyond the grace period, and/or provide documentation that does not substantiate cause, e.g., providing a medical excuse that does not correlate with the due date of the assignment that was missed. Such actions take precious time from all and will 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 critical thinking skills and be directly related to the discipline's specific General Learning Outcome(s).

Grading Policies (Student Performance Measures)

1. **Participation**: **5%**

Student course participation and feedback is an integral component for student and course success. Accordingly, for each module students will be required to complete an exit ticket, writing 1 – 3 sentences pursuant to the prompt provided by the instructor.

2. **Quizzes**: **20%**

For each chapter covered in this course (one chapter/week) there will be a 25-question chapter quiz which may be posed in multiple choice, T/F, fill-in-the blank and/or short answer format. The spirit of the chapter quizzes is to ensure that the student is knowledgeable of, and well-versed re: psychological terminology, concepts, research, etc.

Each quiz will be timed and may be taken only once.

3. **Writing Assignments: 25%**

   Discussion Board (DB) Prompts: 10%

   Pursuant to the Schedule of Class Events, students will complete a Discussion Board prompt, as provided by the instructor. DB prompts will vary in accordance with the topic of study for the week, and may include separate, but related, required reading or viewing material. Students must respond to the prompt, as well as at least two peers.

   Student Reflection Papers: **15%**

Pursuant to the Schedule of Class Events, students will be directed to complete an Individual Reflection Paper [1 – 2-page max, double-spaced paper] on topics administered by the instructor. Topics will vary, and may include separate, required reading/viewing material relative to the course topic for the week. Student Reflection Papers will be checked for plagiarism via FGC's plagiarism-detection solution, Unicheck.

4. PPT Presentation- Psychological Disorders: 15%:

Student will select a psychological disorder, and/or topic from an approved list provided by instructor. Student will prepare and submit a PowerPoint Presentation on the disorder/topic. Student will not "present" the PPT, but 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.

5. General Learning Outcome (GLO) Essay: 25%

The premise of this assignment is to gauge the general learning outcomes of critical thinking and information literacy. Students will: select a documentary to view from an approved list provided by instructor and view the selected documentary while analyzing behaviors depicted, with connections to course material. Student will write a 1,700 – 2,000-word essay in APA format, using various concepts from divergent sources (two supporting FGC library resources required), which supports students' theories re: cause and effect of behaviors depicted in the documentary. **Failure to complete this assignment will result in an automatic failure of the course, and regardless of course GPA.**

6. Final Assignment: Contemporary Issues in Psychology: 10%

There is no comprehensive final exam in this course, however there is a final assignment. This assignment will consist of the instructor's presentation of a real-life psychological scenario/event requiring the student to analyze and synthesize course information in context with the scenario. The student will expound on questions posed by the instructor re: real-life psychological event, responding via the submission of a one-page, double-spaced reflection (two page max).

Returning Grades

I will grade most assignments within one week 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.

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.

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.