FLORIDA GATEWAY COLLEGE

ENC 1101 0I1 – Freshman Composition I
Fall 2025 – A16
Internet

Disclaimer:
--Please note that the syllabus includes highlights of classroom sessions and activities for which the student should prepare. Each class session may include additional learning activities, or learning activities may be modified. The student will be notified promptly of any changes.
--The schedule of class events is subject to change. The student will be notified promptly of any changes.

Instructor Information

Name:
David Hurner, Associate Professor of English.

E-mail:
david.hurner@fgc.edu

Canvas:
Message. Once you have accessed the Canvas platform, the Message application can be used.

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Note on Text Communication:
The instructor should respond to a student correspondence within one business day.

Office:
Building 002, Office 020.

Office Phone:
386-754-4273.

Office Hours:
M-W: 09:00a-11:00a/002-020 (Building 200: Library).
M-W: 04:00p-05:00p/002-020 (Building 2).
Friday: 09:00a-11:00a/Virtual*.
Friday: 01:00p-03:00p/Virtual*.

***Virtual**: This designates a time during which the instructor will utilize the internet platform Microsoft Teams. In order to communicate with the instructor, the student will have to register for and sign in to this Microsoft product; this will be made available for the student (without cost) on the Canvas platform.

Other Available Hours:
Cellphone Text:
904-910-9147/Hours Variable.
Note: This number is for text only.

Course Information

Credits:
3 hours.

Requirements Met:
AATR (A.A. Transferable).
GE (General Education).
GEC (General Education Core).
GR (Gordon Rule).

General Education Area:
Group 1 Communications.

Prerequisite:
--completion of ENC 0025 and REA 0017 with a grade of C or better.
--or completion of ENC 0027C with a grade of C or better.
--or score out on an accepted placement/aptitude test.

Course Description
This course introduces students to rhetorical concepts and audience-centered approaches to writing, including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

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Required Texts/Learning Resources

Lunsford, Andrea, et al.: *Everyone's an Author* (with readings). 4th edition. W.W. Norton & Company, 2023. ISBN: 978-1-324-04527-4.

General Learning Outcomes

--Communication:
Students will effectively communicate through oral or written skills.

--Critical Thinking:
Students will logically evaluate, analyze, and synthesize information.

Course Learning Outcomes
--Apply rhetorical knowledge to communicate for a range of audiences and purposes.
--Employ critical thinking to analyze forms of communication.
--Engage in writing processes that involve drafting, revising, and reflecting.
--Develop essays with a focused and logical structure.
--Construct essays using standard academic conventions.
--Connect arguments to a larger rhetorical context.
--Demonstrate ethical use of information.

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Critical Dates – Fall 2025

Date	Event
Monday, August 18	Fall A16 classes start
Monday-Friday, August 18-22	Add/Drop period for Fall A16
Monday, September 01	Labor Day Holiday
Friday, November 07	Last Day for Withdrawal
Tuesday, November 11	Veterans Day Holiday
Wednesday-Friday, November 26-28	Thanksgiving Holiday
Friday, December 05	Fall Term Ends
Monday, December 08	Fall Grades Due

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Course Schedule of Activities

Week 1: 08/18 – 08/24

Preparation	Read	Watch	Assignments
Materials Acquired: --Equipment (computer access, portable drive). --Access to **Microsoft Word** or an application that allows conversion to **Microsoft Word**. Note 2**:** **Students will have access to Microsoft Word through Microsoft 365 (your college e-mail account).** Note 3: **Purchase textbook (Everyone's an Author, with Readings, 4th Edition) Week 1.**	Canvas: --Syllabus Documents. --Lecture Documents. --Week 1 Assignments.	Discussion: --Canvas Access. --Course Orientation. --Inquisitive Orientation. --Testing Upload. --Diagnostic Sample.	Complete: --Testing Upload. --Diagnostic Sample. --Inquisitive (TBA).

Due Date	Assignment	Location
Sunday, August 24	**Testing Upload.**	**Canvas.**
	Diagnostic Sample.	**Canvas.**

	Inquisitive.	Inquisitive Platform (Canvas).

Week 2: 08/25 – 08/31

Read	Watch	Assignments
Canvas: --Analysis Essay 1. --Lecture Documents.	Review: --Week 1. Discussion: --Lecture Documents. --Analysis Essay 1 Cycle. Collaboration: --Proof of Database Access. --Library Skills Assessment.	Complete: --Proof of Database Access. --Library Skills Assessment. --Inquisitive.

Due Date	Assignment	Location
Sunday, August 31	**Proof of Database Access.**	**Canvas.**
	Library Skills Assessment.	**Library Web Page.**
	Inquisitive.	**Inquisitive Platform.**

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Week 3: 09/01 – 09/07

Read	Watch	Assignments
--**Everyone's an Author, with Readings, Fourth Edition:** See **Textbook Article List** (Canvas). **Text Analysis 1** (Canvas). Canvas: --Analysis Essay 1. --Analysis Essay 1 Notes. --Analysis Essay 1 Research. --Text Analysis 1. --Week 3 Lecture Documents.	Review: --Week 2. Discussion: --Week 3 Lecture Documents. --Analysis Essay 1 Cycle. --Inquisitive. Collaboration: --Text Analysis 1. Preview: --Week 4.	Complete: --Text Analysis 1. --Inquisitive.

Due Date	Assignment	Location
Sunday, September 07	**Text Analysis 1.**	**Canvas.**
	Inquisitive.	**Inquisitive Platform.**

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Week 4: 09/08 – 09/14

Read	Watch	Assignments
Canvas: --Week 4 Lecture Documents. --Analysis Essay 1 Notes. --Analysis Essay 1 Research.	Review: --Week 3. Discussion: --Week 4 Lecture Documents. Collaboration: --Analysis Essay 1 Notes. --Analysis Essay 1 Research. Preview: --Week 5.	Complete: --Analysis Essay 1 Notes. --Analysis Essay 1 Research. --Inquisitive.

Due Date	Assignment	Location
Sunday, September 14	**Analysis Essay 1 Notes.**	**Canvas.**
	Analysis Essay 1 Research.	**Canvas.**
	Inquisitive.	**Inquisitive Platform.**

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Week 5: 09/15 – 09/21

Read	Watch	Assignments
Canvas: --Week 5 Lecture Documents. --Quotation, Summary, Synthesis 1.	Review: --Week 4. Discussion: --Notes-to-Draft 1. Collaboration: --Quotation, Summary, Synthesis 1. Preview: --Week 6.	Complete: ---Quotation, Summary, Synthesis 1. --Inquisitive.

Due Date	Assignment	Location
Sunday, September 21	**Quotation, Summary, Synthesis 1.**	**Canvas.**
	Inquisitive.	**Inquisitive Platform.**

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Week 6: 09/22 – 09/28

Read	Watch	Assignments
Canvas: --Analysis Essay Models.	Review: --Week 5. Discussion: --Analysis Essay Models. Preview: --Week 7.	Complete: --Analysis Essay 1. --Inquisitive.

Due Date	Assignment	Location
Sunday, September 28	**Analysis Essay 1.**	**Canvas.**
	Inquisitive.	**Inquisitive Platform.**

Week 7: 09/29 – 10/05

Read	Watch	Assignments
--**Everyone's an Author, with Readings, Fourth Edition:** See **Textbook Article List** (Canvas). **Text Analysis 2** (Canvas). Read (Canvas): --Analysis Essay 2. --Analysis Essay 2 Notes. --Analysis Essay 2 Research 2. --Text Analysis 2.	Review: --Week 6. Discussion: --Analysis Essay 2 Cycle. Collaboration: --Text Analysis 2. Preview: --Week 8.	Complete: --Text Analysis 2. --Inquisitive.

Due Date	Assignment	Location
Sunday, October 05	**Text Analysis 2.**	**Canvas.**
	Inquisitive.	**Inquisitive Platform.**

Week 8: 10/06 – 10/12

Read	Watch	Assignments
Canvas: --Analysis Essay 2 Notes. --Analysis Essay 2 Research.	Review: --Week 7. Collaboration: --Analysis Essay 2 Notes. --Analysis Essay 2 Research. Preview: --Week 9.	Complete: --Analysis Essay 2 Notes. --Analysis Essay 2 Research. --Inquisitive.

Due Date	Assignment	Location
Sunday, October 12	**Analysis Essay 2 Notes.**	**Canvas.**
	Analysis Essay 2 Research.	**Canvas.**
	Inquisitive.	**Inquisitive Platform.**

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Week 9: 10/13 – 10/19

Read	Watch	Assignments
Canvas: --Notes-to-Draft 2. --Quotation, Summary, Synthesis 2.	Review: --Week 8. Discussion: --Notes-to-Draft 2. Collaboration: --Quotation, Summary, Synthesis 2. Preview: --Week 10.	Complete: --Quotation, Summary, Synthesis 2. --Inquisitive.

Due Date	Assignment	Location
Sunday, October 19	Quotation, Summary Synthesis 2.	Canvas.
	Inquisitive.	Inquisitive Platform.

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Week 10: 10/20 – 10/26

Read	Watch	Assignments
Canvas: --Analysis Essay Models. --Analysis Essay Checklist.	Review: --Week 10. Discussion: --Analysis Essay 2 Models. --Analysis Essay Checklist. Preview: --Week 11.	Complete: --Analysis Essay 2. --Inquisitive.

Due Date	Assignment	Location
Sunday, October 26	Analysis Essay 2.	Canvas.
	Inquisitive.	Inquisitive Platform.

Week 11: 10/27 – 11/02

Read	Watch	Assignments
Canvas: --Department Final Essay Cycle.	Review: Week 10. Discussion: --Department Final Essay Cycle. --Textbook Articles (see Department Final Essay). Preview: --Week 12.	Complete: --Inquisitive.

Due Date	Assignment	Location
Sunday, November 02	**Inquisitive.**	**Inquisitive Platform.**

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Week 12: 11/03 – 11/09

Read	Watch	Assignments
--Department Final Essay Notes. --Department Final Essay Research.	Review: --Week 11. Discussion: --Department Final Essay Notes. --Department Final Essay Research. Preview: --Week 13.	Complete: --Department Final Essay Notes. --Department Final Essay Research. --Inquisitive.

Due Date	Assignment	Location
Sunday, November 09	Department Final Essay Notes.	Canvas.
	Department Final Essay Research.	Canvas.
	Inquisitive.	Inquisitive Platform.

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Week 13: 11/10 – 11/16

Read	Watch	Assignments
Canvas: --Notes-to-Draft 3. --Quotation, Summary, Synthesis 3.	Review: --Week 12. Discussion: --Notes-to-Draft 3. --Quotation, Summary, Synthesis 3. Preview: --Week 14.	Complete: --Quotation, Summary, Synthesis 3. --Inquisitive.

Due Date	Assignment	Location
Sunday, November 16	**Quotation, Summary, Synthesis 3.**	**Canvas.**
	Inquisitive.	**Inquisitive Platform.**

Week 14: 11/17 – 11/23

Draft	Watch	Assignments
--Department Final Essay.	Review: --Week 13. Discussion: --Department Final Essay. Preview: --Week 15.	Draft: --Department Final Essay. --Inquisitive.

Due Date	Assignment	Location
Sunday, November 23	**Inquisitive.**	**Inquisitive Platform.**

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Week 15: 11/24 – 11/30

Draft	Watch	Assignments
--Department Final Essay.	Review: --Week 14. Discussion: --Department Final Essay. Summation.	Draft: --Department Final Essay.

Due Date	Assignment	Location
Sunday, November 30	**No Assignments due.**	

Finals Week: 12/01 – 12/05

Finals Due Date	Assignment	Location
Wednesday, December 03, 11:59 p.m.	**Department Final Essay.**	**Canvas.**

Student Expectations

Attendance
--10% of final grade.
--Determined through instructor monitoring. Results will be posted on Canvas through the Roll Call application.
--Definition:
Student submits assignments by its deadline.
--Remediation:
Student spends an hour in the Florida Gateway Library.
Student works on ENC 1101 content during library hour.
Student reports the remediation through a Canvas message to the instructor.
Student will receive credit for the remediation, but remediation will not remove the absence.

See "Grades for ENC 1101" (Canvas/Syllabus) for elaboration.

Courtesy and Student Conduct Code
See *Florida Gateway College Student Handbook 2024-25*:
--"Discrimination" (12).
--"Disruption-free Learning Environment" (12).
--"Academic Misconduct" (14).
--Intellectual Property" (14).
--"Plagiarism" (14).
--"Computer Honor Code" (15).
--"Discrimination and Harassment" (18).

--"Disorderly Conduct" (19).
--"False Information" (19).
--"Sex/Gender Discrimination and Sexual Misconduct" (20).

See "Student Behavior Policy" (Canvas/Syllabus) for elaboration.

Note: Some of these highlighted elements relate solely to on-campus context, but any communication that the instructor deems to be a significant distraction, regardless of whether in an in-person or virtual context, will be interpreted as problematic.

Late Work
--Student must submit assignments, even if late.
--Work is evaluated on quality; no penalty is given.
--Student will be given two attempts at each assignment.
Exception: Department Final Essay (one attempt).

See "Grades for ENC 1101" (Canvas/Syllabus) for elaboration.

Grading Policies (Student Performance Measures)

Learning Activities

Procedural (5%).
Inquisitive (5%).
Attendance (10%).
Final Exam (20%): Department Final Essay.
Writing (60%).

See "Grades for ENC 1101" (Canvas/Syllabus) for elaboration.

Note:
ENC 1101 is a Gordon Rule course. According to the Florida Department of Education, the "Gordon Rule" requires a degree- or certificate-seeking college student to "demonstrate college-level writing skills through multiple assignments" in a composition course. This requirement will be met once all assignments are completed for this course; in Canvas, see this document for the pertinent assignments.

Grading Scale

A: 90%-99%
B+: 85%-89%
B: 80%-84%
C+: 75%-79%
C: 70%-74%
D+: 65%-69%
D: 60%-64%
F: 0%-59%

Note: Because this is a Gordon Rule course, the student must achieve at least a C in order to pass it.

Returning Grades

I will grade most assignments within one week after the due date. For more expansive assignments (essays), I will attempt to return each within two weeks. This gives me time to provide constructive, useful feedback to help you progress and grow as a student in this course.

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, our classroom (200-115) and computer labs are available on the FGC campus and in public libraries. Students without internet can come to the FGC campus, go to 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 Institutional Technology (IT) at 386-754-4408. You can also e-mail the Florida Gateway College Help Desk 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/). 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://www.fgc.edu/academics/library/research-help-and-guides/).

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

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.

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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, 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.

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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/), information regarding policy, procedure, and forms related to these topics is provided.

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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.

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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.

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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

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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.

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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.