# CHM2045 001 – General Chemistry I

## Fall 2025 – A16

Monday/Wednesday, 11:30 – 12:45
Building 009, Room 101

## Instructor Information

**Name:** Dr. John Craig, Associate Professor of Biology and Chemistry
**Email:** john.craig@fgc.edu or through Canvas message. I should respond to your correspondence within one business day.
**Office:** Building 9; Office 121
**Office Hours: TBD**
**Office Phone:** 386-754-4306
**Other Available Hours:** By Appointment
**Virtual Hours: TBD**
Meeting link: Virtual Office Hours | Microsoft Teams | Meetup-Join

## Course Information

**Credits:** 3
**Requirements Met:** AATR, GE, GEC
**General Education Area:** Group 2 Science
**Prerequisite:** MAT1033 with a grade of C or better, or score out on an appropriate placement test.
**Corequisite:** CHM2045L

### *Course Description*

This course is the first of the series CHM2045/CHM2046 required for science, premedical, and engineering students. An introduction to fundamental principles and laws of chemistry. Topics include atomic structure, bonding, chemical stoichiometry and calculations, states of matter, thermochemistry, periodic properties, and properties of gases, liquids, and solids.

### *Required Texts/Learning Resources*

1. Our textbook will be Openstax Chemistry 2nd Edition This is a free online textbook available for download at: https://openstax.org/details/books/chemistry-2e
2. Smartwork Direct for General Chemistry. *Smartwork Direct for General Chemistry* ISBN-9780393419719

### *General Learning Outcome*

- **Scientific Reasoning:** Students will apply empirical evidence to evaluate natural phenomena.

### *Course Learning Outcomes*

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

- Learn proper application of dimensional analysis to solve unit/numeric conversions.

- Construct and interpret formulas, tables, and graphs.
- Use algebraic skills to solve chemistry problems.
- Demonstrate an understanding of major General Chemistry principles and their application.
- Demonstrate proper laboratory techniques, including the use of laboratory equipment and chemicals to facilitate an understanding of principles in General Chemistry.
- Apply the scientific method to understand chemical phenomena.
- Relate knowledge from math, physics, and biology courses to the studies of chemistry.

## ***Critical Dates – Fall 2025***

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

## ***Schedule of Class Events***

### Week 1

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 8/18 | • Read course syllabus<br>• Look through the course on Canvas | • Go over the syllabus in detail | • Download Textbook from OpenStax |

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| | | • Go through Canvas Course | • Enroll in Smartwork Direct<br>• Take Syllabus Quiz online through Canvas |
| 8/20 | • Read Chapter 1 of textbook pages 9-34 | • Cover History and Essential Ideas<br>• Physical and Chemical Properties<br>• Cover Metric System | • Begin Graded Homework for Chapter 1 Discussion Board<br>• Begin Smartwork Direct Chapter 1 Homework |

## Week 2

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 8/25 | • Read Chapter 1 of textbook pages 3-51 | • Go over density, temperature conversions, and introduce dimensional analysis | • Continue Graded Homework for Chapter 1 Discussion Board<br>• Continue Smartwork Direct Chapter 1 Homework<br>• Review and work problems from optional worksheets |
| 8/27 | • Chapter 1 Discussion Board 1, and Smartwork Direct | • **Quiz Chapter 1** | • |

## Week 3

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 9/1 | • ***NO SCHOOL*** | • ***NO SCHOOL*** | • ***NO SCHOOL*** |
| 9/3 | • Complete worksheets and Aktiv Chemistry Homework<br>• Right down questions for all homework | • Dimensional analysis practice problems<br>• Practice problems from homework on density, temperature conversions, and metric system | • Graded Homework for Chapter 2 Discussion Board 2, and Continue Smartwork Direct Chapter 2 Homework<br>Work problems from optional worksheets |

**Week 4**

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 9/8 | • Continue Reading Chapter 2; pages 67 - 113 | • Cover Atomic Particles, Atomic Mass, Isotopes, Finding Average Atomic Mass, Ionic and Molecular compounds writing<br>• Formula writing | • Continue Graded Homework for Chapter 2 Discussion Board 2, and Continue Smartwork Direct Chapter 2 Homework<br>• Review and work problems from optional worksheets |
| 9/10 | • Continue Reading Chapter 2; pages 67 - 113 | • Nomenclature | • Continue Graded Homework for Chapter 2 Discussion Board 2 and continue Smartwork Direct Chapter 2 Homework.<br>• Review and work problems from optional worksheets |

**Week 5**

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 9/15 | • Review for Quiz<br>• Finish Graded Homework for Chapter 2 Discussion Board and Smartwork Direct | • **Quiz Chapter 2** | • |
| 9/17 | • Read Chapter 3 pages 131-164 | • Formula Mass and Mole Concept<br>• Percent Mass by weight | • Begin Graded Homework for Chapter 3 for Discussion Board 3 and Smartwork Direct Homework for Chapter 3. |

**Week 6**

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 9/22 | • Read Chapter 3 pages 131-164 | • Formula Mass and Mole Concept<br>• Percent Mass by weight | • Continue Graded Homework for Chapter 3 for Discussion 3 Board and Smartwork Direct Homework for Chapter 3. |
| 9/24 | • Read Chapter 3 pages 131-164 | • Empirical and Molecular Formulas | • Continue Graded Homework for Chapter 3 |

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| | | • Molarity and Dilutions | for Discussion Board and Smartwork Direct Homework for Chapter 3. |

## Week 7

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 9/29 | • Review for Quiz<br>• Finish Graded Homework for Chapter 2 Discussion Board and Smartwork Direct | • **Quiz Chapter 3** | • Read Chapter 4 Sections 4.3 & 4.4, pages 197-206 |
| 10/1 | • Read Chapter 4 Sections 4.3 & 4.4, pages 197-206 | • Continue Chapter 4A, Theoretical yields, Limiting Reactant, and Percent yields | • Continue Graded Homework for Chapter 4A for Discussion Board 4 and Smartwork Direct Homework for Chapter 4A.<br>• Review and work problems from optional worksheets and quizzes |
| | • | • | • |

## Week 8

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 10/6 | • Read Chapter 4 Sections 4.3 & 4.4, pages 197-206 | • Continue Chapter 4A, Theoretical yields, Limiting Reactant, and Percent yields | • Continue Graded Homework for Chapter 4A for Discussion Board 4 and Smartwork Direct Homework for Chapter 4A.<br>• Review and work problems from optional worksheets and quizzes |
| 10/8 | • Submit Graded Homework for Chapter 4A for Discussion Board and Smartwork Direct Homework for Chapter 4A. | • | • Review and work problems from optional worksheets and quizzes |

## Week 9

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 10/13 | • Read Chapter 4, Section 4.2 pages 182- 197 | • Begin Chapter 4 Part B, Sections 4.2 Classifying Chemical Reactions | • Begin Graded Homework for Chapter 4B for Discussion Board 4 and Smartwork Direct Homework for Chapter 4B.<br>• Read Chapter 4, Section 4.2 pages 182-197 |
| 10/15 | • Read Chapter 4, Section 4.2 pages 182- 197 | • Begin Chapter 4 Part B, Sections 4.2 Classifying Chemical Reactions | • Continue Graded Homework for Chapter 4B for Discussion Board 5 and Smartwork Direct Homework for Chapter 4B. Review and work problems from optional worksheets and quizzes |

## Week 10: 3/13 – 3/19

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 10/20 | • Read Chapter 4, Section 4.2 pages 182-197 | • Continue Chapter 4B<br>• Precipitation Reactions | • Continue Graded Homework for Chapter 4B for Discussion Board 5 and Smartwork Direct Homework for Chapter 4B. |
| 10/22 | • Continue Graded Homework for Chapter 4B for Discussion Board and Smartwork Direct Homework for Chapter 4B. | • Continue Chapter 4B: Acid/Base Reactions; Oxidation/Reduction Reactions<br>• Balancing Redox reactions | • Continue Graded Homework for Chapter 4B for Discussion Board and Smartwork Direct Homework for Chapter 4B<br>• Study for Quiz Chapter 4B<br>• Review and work problems from optional worksheets and quizzes |

## Week 11

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 10/27 | • Study for Quiz Chapter 4B | • **Quiz Chapter 4** | • Read Chapter 5 Pages 232-269 |

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| | • Submit Graded Homework for Chapter 4B for Discussion Board and Smartwork Direct Homework for Chapter 4B. | | • Begin Graded Homework for Chapter 5 for Discussion Board 6 and Smartwork Direct Homework for Chapter 5. |
| 10/29 | • Read Chapter 5 Pages 232-269 | • Continue Chapter 5: Energy Basics | • Graded Homework for Chapter 5 for Discussion Board 6 and Smartwork Direct Homework for Chapter 5 |

**Week 12**

| | | | |
|---|---|---|---|
| 11/3 | | Continue Chapter 5: Continue Chapter 5: Energy Basics Calorimetry and Energy Transfer | • Read Chapter 5 Pages 232-269<br>• Begin Graded Homework for Chapter 5 for Discussion Board 6 and Smartwork Direct Homework for Chapter 5. |
| 11/5 | • Submit Graded Homework for Chapter 5 for Discussion Board 6 and Smartwork Direct Homework for Chapter 5.<br>Study for Quiz Chapter 5 | • **Quiz Chapter 5** | • Study for Exam 3: Chapters 4B & 5 |

**Week 13**

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 11/10 | • ***NO SCHOOL*** | • ***NO SCHOOL*** | • ***NO SCHOOL*** |
| 11/12 | • Continue Graded Homework for Chapter 6 for Discussion Board and Smartwork Direct Homework for Chapter 6. | • Nature of Light<br>• Photons and Energy<br>• Waves and Calculations<br>• Emission Spectra | • Graded Homework for Chapter 6 for Discussion Board 7 and Smartwork Direct |

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| | | | Homework for Chapter 6. |

**Week 14**

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 11/17 | • Continue Graded Homework for Chapter 6 for Discussion Board and Smartwork Direct Homework for Chapter 6. | • Nature of Light<br>• Photons and Energy<br>• Waves and Calculations<br>• Emission Spectra | • Continue Graded Homework for Chapter 6 for Discussion Board and Smartwork Direct Homework for Chapter 6. |
| 11/19 | • Continue Graded Homework for Chapter 6 for Discussion Board and Smartwork Direct Homework for Chapter 6. | • Electron Configurations<br>• Quantum Numbers | • Continue Graded Homework for Chapter 6 for Discussion Board and Smartwork Direct Homework for Chapter 6. |

**Week 15**

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 11/24 | • Study for Quiz 6: Chapter 6 | • **Quiz Chapter 6** | • |
| 11/27 | • ***NO SCHOOL*** | • ***NO SCHOOL*** | • ***NO SCHOOL*** |

**Week 16:**

| Class Date | Before Class | During Class | After Class |
|---|---|---|---|
| 12/2 | • Study for Final Exam | • Quiz Make-up Day | • Study for Final Exam |
| 12/3 | • Study for Final Exam | • **Final Exam Chapters 1-6** | • |

## Student Expectations

### ***Attendance***

Attendance for lecture is strongly suggested but, not mandatory. I will take roll each day to monitor attendance.

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

**Class Diversity Statement:** I value the perspectives of individuals from all backgrounds, reflecting the diversity of our students. I broadly define diversity to include race, gender identity, national origin,

ethnicity, religion, socio-class, age, sexual orientation, political background, and physical and learning ability. I strive to make this classroom an inclusive space for all students. I will affirm our commitment to the following and encourage you as well.

1.Respect the dignity and essential worth of all individuals
2.Promote a culture of respect for the FGC college community
3. Respect the privacy, property, and freedom of others
4. Reject bigotry, discrimination, violence, or intimidation of any kind
5. Practice personal and academic integrity and expect it of others
6. Promote the diversity of opinions, ideas, and backgrounds, which is the lifeblood of the college.
7. This is an agreement that we make so your class experience in this course is a successful one.

### ***Late Work***

MISSED QUIZES without prior notice CANNOT BE MADE UP and will receive a zero (0) for that quiz.
Late homework assignments will receive a grade deduction of 5% per day.

### ***Additional Student Expectation***

**All work must be shown** on exams, quizzes, and graded homework to get full credit. Calculation problems with a single number answer without showing how that answer was derived will receive no credit. If the work does not make sense or is illegible, that question will receive no credit.

## Grading Policies (Student Performance Measures)

### ***Learning Activities***

There are two graded homework assignments per chapter or chapter section.
**Discussion Board (**25 points) Based on active participation, helpfulness, and peer reviews.
**Smartworks:** (25 per chapter) Assigned graded online homework through Chem 101
**Quizzes:** (100 points) There will be six quizzes, one over each chapter.
**Final Cumulative Exam: (**150 points) Covers chapters 1-6

## Homework

There are two graded homework assignments per chapter or chapter section.
**1. Discussion Board:** Worth 25 points.
Instructions for Discussion Board Homework
1. You will be divided into groups. You must complete and submit your individual homework to the discussion board in one (1) document.
2. Once you have submitted your individual homework to the discussion board you must work with your group to correct and submit a final copy that will be graded.
**The document must be submitted electronically as a Word document or PDF only.**

**2. Smartworks:** There will also be assigned graded online homework through Norton's Smartworks 25 points each. Smartworks is accessed through Canvas with an access code purchased from the bookstore.

**All work must be shown** on exams, quizzes and graded discussion board homework to get full credit. Calculation problems with a single number answer without showing how that answer was derived will receive no credit. If the work does not make sense or is illegible, that question will receive no credit.

**Textbook Homework**: Homework problems from the text will be assigned from each chapter. **Chapter homework will not be turned in or collected for a grade**. The problems are there for your benefit. I will post solutions for all homework in the chapters. Doing graded homework and textbook problems is essential to success in general chemistry. **Some of the material on the exams and quizzes may be taken directly from the assigned textbook homework problems**, so it is in your best interest to complete the homework. You may work on homework assignments in groups but be sure that you understand the answers that you write down. You should aim for two hours of study time for every one hour of lecture.

### *Grading Scale*

| Letter Grade | Percentage% | Point Value |
|---|---|---|
| A | 90 – 100% | 945 - 1050 |
| B + | 85 – 89% | 892 – 944 |
| B | 80 – 84% | 840 - 891 |
| C + | 75 – 79% | 787 - 839 |
| C | 70 – 74% | 735 - 786 |
| D + | 65 – 69% | 682 - 734 |
| D | 60 – 64% | 630 - 681 |
| F | 0 – 59% | 0 - 629 |

### *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.

## 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/). 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

**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/), 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.