



# FLORIDA GATEWAY COLLEGE

## Course Syllabus Macroeconomics – ECO 2013 (Section # 10526) Fall 2025 (Term A16) Online Asynchronous

### Instructor Information

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**Name:** Jack Wiesner, Assistant Professor of Economics

**Email:** [jack.wiesner@fgc.edu](mailto:jack.wiesner@fgc.edu) (it is preferred that you message me through Canvas)

**Office:** Building 16, Room 104

**Office Hours:** By appointment

**Office Phone:** 386-754-4477

### Course Information

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**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 learn the foundations of macroeconomics as the branch of economics concerned with how decision-making, in an environment of scarcity, maps onto the aggregate economy. Students will examine theories, and evidence related to the following core set of topics: national income determination, money, monetary and fiscal policy, macroeconomic conditions, international trade and the balance of payments, and economic growth and development.

### Required Textbook and Online Learning Platform

- *Principles of Macroeconomics* | McEachern/Dolar | 7<sup>th</sup> Edition | © 2025 Cengage Learning, Inc.
- *MindTap + eBook* (Online Learning Platform) | ISBN-13: 9780357902097
- **Note:** Students must purchase the *MindTap + eBook* for this course since the chapter homework assignments and quizzes will be completed in this platform. These can be purchased together at the campus bookstore.

### Student Learning Outcomes

- Students will recognize that all decisions happen in an environment of scarcity.
- Students will examine theories and evidence regarding how changes in aggregate measurements are related to economic performance.
- Students will recognize the relationships between the components of the national income accounts.
- Students will analyze theory and evidence regarding fiscal and monetary policies and how they affect the economy.
- Students will identify theories of long-term economic growth and examine evidence for those theories.

## Critical Dates – Fall 2025

Dates	Events
August 18	Fall Term A16 classes begin
August 18 – August 22	Add/Drop period for Fall Term A16
September 1	Labor Day Holiday
October 27	Spring Registration Begins
November 7	Last day for withdrawal for full term classes (Completed forms must be received in Enrollment Services before 4:30 p.m.)
November 11	Veterans Day Holiday
November 26 – 28	Thanksgiving Holiday
December 4	Final Exam Submission Deadline
December 5	Fall Term A16 Ends

## Grading Policies (Student Performance Measures)

Grading Scale:		Grading Criteria:	
90 – 100%	A	Chapter Notes Writing Assignments	15%
87 – 89%	B+	Chapter Homework ( <i>MindTap</i> )	15%
80 – 86%	B	Chapter Quizzes ( <i>MindTap</i> )	20%
77 – 79%	C+	Unit Tests	50%
70 – 76%	C		
66 – 69%	D+		
60 – 66%	D		
0 – 59%	F		

### Chapter Notes Writing Assignments (15%)

To incentivize studying on a regular basis and to promote the development of good note-taking skills, students will be required to take notes of each chapter. These notes must be hand-written, legible so I can easily read them, and include: (1) the chapter learning objectives, (2) the key terms and definitions, and (3) the chapter summary. Once completed, you will need to take a photo image of each page and then upload them into Canvas. A more complete set of instructions for these are located in Canvas.

### Chapter Homework (including ConceptClips) (15%)

Homework (including the ConceptClips) for each chapter will be assigned regularly in *Cengage MindTap*, which can be accessed through Canvas. Students will be given three attempts to correctly answer each question; these assignments will not be timed.

### Chapter Quizzes (20%)

Chapter quizzes will also be assigned regularly in *Cengage MindTap*, which again can be accessed through Canvas. For each quiz, students will be given two takes/attempts, three “*check my work*” clicks to see if an answer is correct, and “hints” when available; your final score on any quiz will be the higher of the two takes. These quizzes will be timed to prepare students for the Unit Tests.

### Unit Tests (50%)

Unit tests will be assigned at the end of each unit and completed in Canvas. Students will only be able to access these tests through Honorlock<sup>1</sup>. The unit tests will be timed and students will get 1 attempt.

\*All assignments are due by 11:59 pm on the closing date of the module in which they are associated; please see the Course Calendar and Schedule of Assignments below. For example, Module 1 closes on

August 31, therefore, any of the coursework associated with Module 1 that is not submitted by 11:59 pm on August 31 will incur late penalties.

### Late Work Policy

Grades on any assignment that is submitted late will be penalized at a rate of 10% per day. Allowances to make up past due work without a late penalty will only be granted to students who have: (1) had their absences *pre-approved* by the instructor, (2) had a serious injury or health issue requiring hospitalization of the student, (3) had a death, serious injury, or health issue requiring hospitalization of a student’s immediate family member (parent, sibling, spouse, or child). All requests to make up past due work without a late penalty will require evidentiary documentation.

## Course Calendar and Schedule of Assignments

UNIT 1: INTRODUCTION TO ECONOMICS		
MODULE/ DATES	TOPICS	COURSEWORK/ASSIGNMENTS
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Module 1</div> <p>(Aug 18 – Aug 31)</p>	<p>Chapter 1: The Art and Science of Economic Analysis</p> <p>Chapter 1: Appendix</p> <p>Chapter 2: Economic Tools and Economic Systems</p>	<ul style="list-style-type: none"> <li>▪ Syllabus Statement (<i>Canvas</i>)</li> <li>▪ Practice Assignments (<i>MindTap</i>)               <ul style="list-style-type: none"> <li>○ How to Do Aplia Assignments</li> <li>○ Refresh Your Math &amp; Graphing Skills</li> </ul> </li> <li>▪ Chapter 1 Reading</li> <li>▪ Chapter 1 Notes Assignment</li> <li>▪ Chapter 1 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 1 Quiz (<i>MindTap</i>)</li> <li>▪ Chapter 2 Reading</li> <li>▪ Chapter 2 Notes Assignment</li> <li>▪ Chapter 2 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 2 Quiz (<i>MindTap</i>)</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Module 2</div> <p>(Sep 1 – Sep 7)</p>	<p>Chapter 3: Economic Decision Makers</p>	<ul style="list-style-type: none"> <li>▪ Chapter 3 Reading</li> <li>▪ Chapter 3 Notes Assignment</li> <li>▪ Chapter 3 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 3 Quiz (<i>MindTap</i>)</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Module 3</div> <p>(Sep 8 – Sep 14)</p>	<p>Chapter 4: Demand, Supply, and Markets</p>	<ul style="list-style-type: none"> <li>▪ Chapter 4 Reading</li> <li>▪ Chapter 4 Notes Assignment</li> <li>▪ Chapter 4 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 4 Quiz (<i>MindTap</i>)</li> <li>▪ <b>Unit 1 Test (<sup>1</sup>Honorlock)</b></li> </ul>

## UNIT 2: FUNDAMENTALS OF MACROECONOMICS

MODULE/ DATES	TOPICS	COURSEWORK/ASSIGNMENTS
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Module 4</div> (Sep 15 – Sep 21)	Chapter 5: Introduction to Macroeconomics	<ul style="list-style-type: none"> <li>▪ Chapter 5 Reading</li> <li>▪ Chapter 5 Notes Assignment</li> <li>▪ Chapter 5 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 5 Quiz (<i>MindTap</i>)</li> </ul>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Module 5</div> (Sep 22 – Sep 28)	Chapter 6: Gross Domestic Production	<ul style="list-style-type: none"> <li>▪ Chapter 6 Reading</li> <li>▪ Chapter 6 Notes Assignment</li> <li>▪ Chapter 6 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 6 Quiz (<i>MindTap</i>)</li> </ul>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Module 6</div> (Sep 29 – Oct 5)	Chapter 7: Inflation  Chapter 8: Unemployment	<ul style="list-style-type: none"> <li>▪ Chapter 7 Reading</li> <li>▪ Chapter 7 Notes Assignment</li> <li>▪ Chapter 7 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 7 Quiz (<i>MindTap</i>)</li> <li>▪ Chapter 8 Reading</li> <li>▪ Chapter 8 Notes Assignment</li> <li>▪ Chapter 8 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 8 Quiz (<i>MindTap</i>)</li> </ul>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Module 7</div> (Oct 6 – Oct 12)	Chapter 9: Productivity and Growth	<ul style="list-style-type: none"> <li>▪ Chapter 9 Reading</li> <li>▪ Chapter 9 Notes Assignment</li> <li>▪ Chapter 9 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 9 Quiz (<i>MindTap</i>)</li> <li>▪ <b>Unit 2 Test (<sup>1</sup>Honorlock)</b></li> </ul>

### UNIT 3: BUSINESS CYCLES AND SHORT-RUN FLUCTUATIONS

MODULE/ DATES	TOPICS	COURSEWORK/ASSIGNMENTS
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Module 8</div> (Oct 13 – Oct 19)	Chapter 10: Aggregate Demand	<ul style="list-style-type: none"> <li>▪ Chapter 10 Reading</li> <li>▪ Chapter 10 Notes Assignment</li> <li>▪ Chapter 10 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 10 Quiz (<i>MindTap</i>)</li> </ul>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Module 9</div> (Oct 20 – Oct 26)	Chapter 11: Aggregate Supply	<ul style="list-style-type: none"> <li>▪ Chapter 11 Reading</li> <li>▪ Chapter 11 Notes Assignment</li> <li>▪ Chapter 11 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 11 Quiz (<i>MindTap</i>)</li> </ul>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Module 10</div> (Oct 27 –Nov 2)	Chapter 12: Aggregate Demand and Aggregate Supply Model	<ul style="list-style-type: none"> <li>▪ Chapter 12 Reading</li> <li>▪ Chapter 12 Notes Assignment</li> <li>▪ Chapter 12 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 12 Quiz (<i>MindTap</i>)</li>   <li>▪ <b>Unit 3 Test (<sup>1</sup>Honorlock)</b></li> </ul>

## UNIT 4: FISCAL POLICY AND MONETARY POLICY

MODULE/DATES	TOPICS	COURSEWORK/ASSIGNMENTS
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Module 11</div> (Nov 3 – Nov 9)	Chapter 13: Fiscal Policy	<ul style="list-style-type: none"> <li>▪ Chapter 13 Reading</li> <li>▪ Chapter 13 Notes Assignment</li> <li>▪ Chapter 13 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 13 Quiz (<i>MindTap</i>)</li> </ul>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Module 12</div> (Nov 10 – Nov 16)	Chapter 15: Money and the Financial System	<ul style="list-style-type: none"> <li>▪ Chapter 15 Reading</li> <li>▪ Chapter 15 Notes Assignment</li> <li>▪ Chapter 15 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 15 Quiz (<i>MindTap</i>)</li> </ul>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Module 13</div> (Nov 17 – Nov 23)	Chapter 16: Banking and the Money Supply	<ul style="list-style-type: none"> <li>▪ Chapter 16 Reading</li> <li>▪ Chapter 16 Notes Assignment</li> <li>▪ Chapter 16 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 16 Quiz (<i>MindTap</i>)</li> </ul>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Module 14</div> (Nov 24 – Dec 4)	Chapter 17: Monetary Theory and Policy	<ul style="list-style-type: none"> <li>▪ Chapter 17 Reading</li> <li>▪ Chapter 17 Notes Assignment</li> <li>▪ Chapter 17 Homework (<i>MindTap</i>)</li> <li>▪ Chapter 17 Quiz (<i>MindTap</i>)</li>   <li>▪ <b>Unit 4 Test (<sup>1</sup>Honorlock)</b></li> </ul>

## **Student and Faculty Expectations**

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### **Attendance Policy**

It is expected that students will actively participate in the course by completing all assigned readings, notes, homework, quizzes, and unit tests in accordance with the course calendar and schedule of assignments.

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

Since this is an online course, interaction with each other is limited. Given that, the best online learning environment is one in which you:

- Treat everyone in the class with respect and dignity.
- Learn and participate with a good attitude! The pursuit of education is noble and is a privilege. Time spent in an economics course is never wasted, academically or personally.

## **Student Support and Tech Needs**

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This course requires students to have access to a computer and the internet. For those students who do not own a computer, computer labs are available on the FGC campus and in public libraries. Students without internet can come to the FGC campus, go to local public libraries, coffee shops, etc.

Minimal technical skills required for this course include the ability to use Microsoft Office products and navigate the internet.

If you have any additional questions, please contact IT at 386-754-4408. You can also email the Florida Gateway College helpdesk at [helpdesk@fgc.edu](mailto:helpdesk@fgc.edu).

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

[Ask-A-Librarian](#) text and chat

### **Fall & Spring Semester Library Hours**

Monday – Thursday: 7:30 am – 7:30 pm

Friday: 9:00 am – 4:00 pm

Saturday: 1:30 pm – 5:30 pm

Sunday: CLOSED

### **Summer Semester Library Hours**

Monday – Thursday: 7:30 am – 6:30 pm

Friday: CLOSED

Saturday & Sunday: CLOSED

### **Student Success Center (SSC)**

The Student Success Center (SSC) is located in Building 008. The SSC offers a variety of resources for students and faculty. Access to computers and limited printing is available. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the SSC. Tutoring in other subjects is also offered. The SSC provides space for students to study in subject specific learning groups. Stop by or call the Student Success Center to request the most current tutor schedule (386-754-4382).

#### **Fall Semester SSC Hours**

Monday--Thursday: 8:00am – 6:00 pm

Friday: 9:00am – 4:30pm

#### **Spring Semester SSC Hours**

Monday--Thursday: 8:00am – 6:00 pm

Friday: 9:00am – 4:30pm

#### **Summer Semester SSC Hours**

Monday – Thursday: 7:30 am – 5:00 pm

If you have any questions, you may contact the center by phone at 386-754-4479, 386-754-4382, or by emailing Christina Slater at [christina.slater@fgc.edu](mailto:christina.slater@fgc.edu).

### **EAB Navigate**

The SSC initiates student progress reports to the entire campus through EAB Navigate. EAB Navigate is an early-alert tool designed to identify students who may be susceptible to falling behind in their course before they actually do.

Twice during the semester, we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your academic advisor, and the SSC. Your instructor's information is provided in the email.

Navigate Student is a mobile app designed to support students during their academic careers at FGC. Navigate Student is the ultimate student resource that acts as a personal advisor and provides students with the information they need, when they need it. Additionally, students may make an appointment with an advisor, view campus events, be alerted on important to-do's, view class schedules, explore their major, and much more.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the SSC is to help encourage and promote your educational journey here at FGC and beyond.

### **Class Recording**

A student shall not make a recording in class unless the recording is limited to the class lecture, and

1. the recording is made for the student's personal educational use,
2. in connection with a complaint to the college, **or**
3. as evidence in or in preparation for a criminal or civil proceeding.



Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. A recording of any meeting or conversation between students, or between students and faculty, is strictly prohibited unless all parties have consented to such recording. A recording of a class lecture may not be published without the prior express written consent of the recorded faculty member.

### **Resource Information**

Florida Gateway College has partnered with **BetterMynd**, (<https://www.bettermynd.com/students>) an online therapy platform for college students, to offer our students access to free video-therapy sessions with their diverse network of licensed mental health counselors.

Florida Gateway College students can now access free online therapy sessions on the BetterMynd platform with the counselor of their choice. These 50-minute, live video-sessions are private, confidential, and can take place from the convenience of your laptop, smartphone, or tablet. Sessions are available during the day, at night, and on the weekends.

To register and get started with a counselor that's a good fit for you, sign-up here. (<https://app.bettermynd.com/register>)

If you have any questions about these services, you can email BetterMynd at [students@bettermynd.com](mailto:students@bettermynd.com).

If you are in the need of additional resources please contact the Director of Student Life, Amy Dekle, at [amy.dekle@fgc.edu](mailto:amy.dekle@fgc.edu), or by visiting Building 007.

### **Academic Appeal; Grievances; General Complaint**

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website. Under Students and the Complaints & Appeals section (<https://www.fgc.edu/students/complaints-and-appeals/>), information regarding policy, procedure, and forms related to these topics is provided.

### **College Course Withdrawal and Drop Process**

A course may be dropped only during the published add/drop period. After add/drop, students must withdrawal from their course. Please visit the [College Catalog](#) for more detailed information about the drop and withdrawal process.

Students are responsible for withdrawing by the published deadline. Students must allow sufficient time for the process to be completed. **The fully approved withdrawal form is due to Enrollment Services by 4:30 p.m. on the deadline posted on the [Academic Calendar](#) or it is considered late.**

To withdraw from a course, the following steps must take place:

1. The student obtains the instructor's authorization and last date of attendance in person or via email.
2. The student meets with an academic advisor, who will sign the form (Building 14). Or, if an online student, emails the advisor a statement requesting a withdrawal from the course. The email must include the instructor's email with the last date of attendance.

3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

Students are strongly encouraged to begin the withdrawal process the day **before** the withdrawal deadline to allow sufficient time for the process to be completed by all offices involved (Instructor, Advising Services, Financial Aid, Enrollment Services).

It is the student's responsibility to understand all financial and academic implications of the withdrawal. Students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, a student must receive a grade for the course. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from the instructor.

### **Incompletes**

Incomplete grades are reserved for students who are unable to complete a course and the withdrawal date has passed. A student should only be issued an incomplete if at least 75% of the course assignments have been submitted and the student can reasonably complete the remaining assignments **within the first three weeks** of the next term to earn a passing overall grade. Otherwise, students should be issued the earned letter grade in the course at the end of the current term.

The **Incomplete Grade Request Form** must be completed and submitted for approval by the **FIRST day of Final Exams and BEFORE** issuing the "I" grade. The instructor will describe the circumstances leading up to the requested "I" for the course, and list the missing assignments, quizzes, exams, and any other course requirements needed to satisfactorily complete the course **within the first three weeks** of the next term. The form must be signed by the instructor, student, and the Dean/Executive Director over the program. Once all participants have signed, an approval email will be sent to the instructor for authorization to assign the "I" grade.

### **Student Communication Standards**

You are expected to communicate in a professional and respectful tone with the instructor and fellow classmates. All written communication (in email correspondence, discussion forums, assignments, quizzes and exams, etc.) must use proper written English. Please refrain from using online and texting abbreviations and language. Oral communications, if applicable, must be made with a respectful tone and body language. Use proper [netiquette](#) throughout!

### **Academic Honesty**

At Florida Gateway College, we value the development of critical thinking, effective communication, and academic growth. To ensure fairness and uphold the principles of academic integrity, any instances of academic dishonesty (i.e., cheating, plagiarism, bribery, misrepresentation, fabrication, unauthorized use of AI technologies, etc.) are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook. We believe in your ability to think critically and develop your own unique perspectives. By adhering to these guidelines and committing to the principles of academic integrity, you will not only enhance your learning experience, but also foster an environment of trust and respect within our academic community.

### **Use of AI Technologies**

The use of AI technologies to generate or assist in the creation and completion of assignments is strictly prohibited, unless explicitly allowed by the instructor as described in the course syllabus. It is your responsibility to read this thoroughly and carefully at the beginning of the semester.

Your assignments should reflect your own thoughts, analysis, and original work. Florida Gateway College employs the use of AI detection tools to assess the authenticity of your assignments. These tools are designed to identify instances of cheating and plagiarism, including the use of AI technologies. Any submissions that violate this policy will be subject to disciplinary action. If you have any questions or concerns regarding the use of AI technologies in your courses, please review your course syllabus or reach out to your instructor for clarification.

### **Civil Rights and Compliance Statement**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The Civil Rights & Compliance Officer is Cassie Buckles, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at [cassandra.buckles@fgc.edu](mailto:cassandra.buckles@fgc.edu) or by phone at 386-754-4313.

### **Disability Statement**

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the OAS to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent to them each semester to share with their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

**In person:** Building 007, Room 107  
**Phone:** (386) 754-4393  
**Email:** [Accessibility.Services@fgc.edu](mailto:Accessibility.Services@fgc.edu)

### **FERPA Statement**

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Office of Enrollment Services in Building 015 or on the Florida Gateway College website ([www.fgc.edu/students/registration-and-records/ferpa/](http://www.fgc.edu/students/registration-and-records/ferpa/)).

### **SACSCOC Statement**

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane,

Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### **Honorlock Statement**

Florida Gateway College has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring service that allows you to take your exam. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension on the Honorlock website ([www.honorlock.com/install/extension/](http://www.honorlock.com/install/extension/)). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, by phone at 844-243-2500, and/or by email at [support@honorlock.com](mailto:support@honorlock.com).

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu or by clicking the **Canvas Support** link within your course(s).

### **Turnitin Statement**

Instructors may require writing assignments to be submitted to Turnitin when uploaded to Canvas. Turnitin is an internet-based service that looks for similarities and potential plagiarism by comparing your assignment submissions with its massive database of student work (including previous student submissions at Florida Gateway College), the Internet, and its entire archive, books, and journal and reference publications. Turnitin generates a [similarity report](#), which can help you and your instructor determine whether you used sources fairly and ethically, cited correctly, and paraphrased effectively.

You are encouraged to submit your written work to Turnitin prior to assignment deadlines, whether through Canvas or [Draft Coach](#). If needed, that would allow you time to review the [library's research and help guides](#) or seek writing assistance from your instructor or a tutor in the Student Success Center.

### **Mission Statement**

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, foster career readiness, and enrich the diverse communities it serves through affordable, higher quality education programs and lifelong learning opportunities.