FLORIDA GATEWAY COLLEGE

ENC1101 0I2 – Freshman Composition
Fall 2025 –A16
Online

Instructor Information
Name: Liz Cobb, Professor of English
Email: elizabeth.cobb@fgc.edu or through Canvas message. I should respond to your correspondence within one business day.
Office: Building 2, Room 26
Office Hours: Monday: 11:30 a.m.-12:30 p.m.; 1:00-1:30 p.m. **Tuesday:** 10:30 a.m.-11:30 a.m.; 12:30-1:30 p.m. **Wednesday:** 11:30 a.m.-12:30 p.m. **Thursday:** 8:00-11:00 a.m.
Office Phone: 386-754-4359

Course Information
Credits: 3
Requirements Met: AATR, GE, GEC, GR
General Education Area: Group 1 Communications
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 an accepted placement 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.

Required Texts/Learning Resources

Lunsford, Andrea, et al.: *Everyone's an Author (with Readings)*. 4th edition. W.W. Norton & Company, 2023.   ISBN: 978-1-324-04534-2

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

Critical Dates – Fall 2025

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

Schedule of Class Events

Module	Dates	Topic(s)	Coursework
START HERE		• Topic #1: Introductions and Orientation to course	• Read the introductory information about the professor and watch the welcome video in Canvas under the "Get Started" module

Module	Dates	Topic(s)	Coursework
			• Open up the "FGC Student Tools Resource" and review what is under the "Canvas Student Guides" tab. • Introductory email to professor **due Wednesday 8/20 11:59 p.m.**
1	8/18-8/24	• Topic #1: The Writing Process and Academic Expectations of Writing • Topic #2: Attribution and Analysis of Narrative Writing	• Introductory email to instructor **due Wednesday 8/20 11:59 p.m.** • Complete "How to Use Inquizitive" **due Friday 8/22 11:59 p.m.** • Quiz over chapters 5 and 9 **due Sunday 8/22 11:59 p.m.** • Access assignment sheet for Essay #1 • Watch lecture video on notetaking
2	8/25-8/31	• Topic #1: Elements of Composition • Topic #2: Narrative Essay Writing • Topic #3: Rhetorical Situation	• Discussion Post #1 **due Tuesday 8/26 11:59 p.m.;** replies to two classmates **due Wednesday 8/27** • Read multiple documents pertaining to essay writing • View the lecture video over narrative essay writing • Complete the participation check questions over the video **due Friday 8/29 11:59 p.m.** • Complete pre-writing for your first essay as Journal #1 **due Sunday 8/31 11:59 p.m.** • Quiz over rhetorical situation, chapters 1-3, **available starting Sunday 8/31**, **due Sunday 9/7 11:59 p.m.**
3	9/1-9/7	• Topic #1: Narrative Essay Writing • Sentence structure errors: comma splices and fragments • The rhetorical situation	• Complete two quizzes in Inquizitive: 1) comma splices2) sentence fragments **due Tuesday 9/2 11:59 p.m.** • Submission of rough draft of Essay #1 to peer review assignment **due Friday 9/5 11:59 p.m.;** review **due Sunday 9/7** • Quiz over rhetorical situation, chapters 1-3 **due Sunday 9/7 11:59 p.m.**

Module	Dates	Topic(s)	Coursework
4	9/8-9/14	• Topic #1: Writing process revision and proofreading stages for narrative essay • Topic #2: Argument mode of writing essays • Topic #3: Sentence structure—fused sentences	• Read chapter 13 "Arguing a Position" and then complete a mini analysis of one of the assigned pieces for Discussion Post #2 due **Tuesday 9/9 11:59 p.m**.; reply to peers **due Wednesday 9/10 11:59 p.m.** • Inquizitive quiz: fused sentences **due Friday 9/12 11:59 p.m.** • Final Draft of Essay #1 **due Sunday 9/14 11:59 p.m.**
5	9/15-9/21	• Topic #1: Argument mode of writing essays • Topic #2:writing a thesis • Topic #3: Writing process pre-writing with AI as a tool	• Access and read assignment sheet for Essay #2 • View the lecture video over argument writing • Complete the participation check assignment over the video **due Tuesday 9/16 11:59 pm.** • Complete Inquizitive quiz: thesis **Friday 9/19 11:59 p.m.** • Complete pre-writing using both original and AI-generated ideas Journal #2 **due Sunday 9/21 11:59 p.m.**
6	9/22-9/28	• Topic #1: Argument mode of writing essays • Topic #2: using focus, evidence, and details for paragraph development • Topic #3: Writing process peer review and revision	• Quiz over MLA in-text citation, chapter 28 **available starting Wednesday 9/24, due Wednesday 10/1 11:59 p.m.** • Complete Inquizitive quiz :) paragraph development **Friday 9/26 11:59 p.m.** • Submission of rough draft of Essay #1 to peer review assignment **due Sunday 9/28 11:59 p.m.;** review **due Monday 9/29** • Review office hours and set up optional phone or office conference with me the week of 9/29
7	9/29-10/5	• Topic #1: Argument	• Set up a conference with the professor if so desired, optional but recommended

Module	Dates	Topic(s)	Coursework
		mode of writing essays • Topic #2: plagiarism	• Quiz over MLA in-text citation, chapter 28 **due Wednesday 10/1 11:59 p.m.** • Complete Inquizitive quiz: plagiarism **Friday 10/3 11:59 p.m.** • Final Draft of Essay #1 **due Sunday 10/5 11:59 p.m.**
8	10/6-10/12	• Topic #1: Report writing • Topic #2: comma usage	• Read about "Reporting Information" and complete Journal #3 **due Friday 10/10** • Access the assignment sheet for Essay #3, a profile essay • Watch the lecture video over profile writing • Complete the participation check assignment over the lecture **due Sunday 10/12 11:59 p.m.** • Complete Inquizitive quiz: commas **due Sunday 10/12 11:59 p.m.**
9	10/13-10/19	• Topic #1: Report Writing • Topic #2: Peer review and writing process • Topic #3: verb agreement	• Read a sample profile, reflect, and use pre-writing strategies to generate an idea for Essay #3 in Journal #4 **due Wednesday 10/15 11:59 p.m.** • Complete Inquizitive quiz: verbs **due Friday 10/17 11:59 p.m.** • **Optional:** Submit rough draft of Essay #3 to peer review assignment for feedback and to earn extra credit **due Sunday 10/19** 11:59 **p.m.;** two reviews **due Monday 10/20 11:59 p.m.**
10	10/20-10/26	• Topic #1: Report Writing • Topic #2: Revising and proofreading writing process • Topic #3: apostrophe usage • Topic #4: Visual Analysis	• Complete Inquizitive quiz: apostrophes **due Tuesday 10/21 11:59 p.m.** • Access and read the assignment sheet for the visual analysis project • View this week's lecture over how to complete the visual analysis • Final Draft of Essay #3 **due Friday 10/24 11:59 p.m.**

Module	Dates	Topic(s)	Coursework
			• Complete the participation check assignment over the lecture **due Sunday 10/26**
11	10/27-11/2	• Topic #1: Visual Analysis • Topic #2: mixed sentence construction • Topic #3: Using AI as a pre-writing tool	• Read a sample visual analysis "Advertisements R Us" and complete Journal #5 and use pre-writing and AI strategies to generate an idea for your visual analysis **due Tuesday 10/28 11:59 p.m.** • Complete two Inquizitive quizzes: Mixed Constructions and Words Often Confused **due Friday 10/ 31 11:59 p.m.** • Final Visual Analysis **due Sunday 11/2 11:59 p.m.**
12	11/3-11/9	• Topic #1: MLA in-text and Works Cited documentation skills • Topic #2: Composing an Annotated Bibliography	• View the lecture video on annotated bibliographies • Complete the participation check questions over lecture **due Tuesday 11/4** • Watch the "Citation Basics" video • Library skills assessment **due Friday 11/7 11:59 p.m.** • Review the "General Guidelines for Works Cited Entries" handout, and chapters 28 and 30 before completing Journal #6 **due Sunday 11/9**
13	11/10-11/16	• Topic #1: Composing an Annotated Bibliography • Topic #2: Proofreading and Editing writing	• Complete Inquizitive quiz: Editing Errors that Matter **due Friday11/14 11:59 p.m.** • Annotated Bibliography **due Sunday 11/16 11:59 p.m.**
14	11/17-11/23	• List topics covered in the module	• View the lecture video over the requirements for the departmental Essay #4 • Complete the participation check questions over the video **due Tuesday 11/18 11:59 p.m.** • Read and reflect on the assigned departmental essay articles for Discussion

Module	Dates	Topic(s)	Coursework
			#3 **due Friday 11/21 11:59 p.m.;** replies to two peers' posts **due Sunday 11/23** • View the extra resource videos over citation basics and database searching • **Suggestion:** Submit your rough draft of Essay #4 [the dept. essay] to a *Brainfuse* tutor, use their feedback to revise your draft, and submit evidence of their feedback along with your final draft submission for +5 added to your final essay grade. You would need to complete this task by Saturday 11/29 **by noon** in order to ensure you receive their feedback in time to use it to revise your essay.
15	11/24-12/2	• List topics covered in the module	• Final Draft of Essay #4, the departmental essay, due **Sunday 11/30**

Student Expectations

Attendance

Keeping on top of the assignments as they are assigned on the **schedule of class events** is a key element to your success in this course. Completing assignments in the order they are presented and on time will help you understand the course better as each skill set is built on the ones that came before it. *Participating in the course multiple times during any given week is a key element to your success* in this accelerated course. We move quickly through material, and you will feel very behind if you remain logged out for several days at a time.

Courtesy and Student Conduct Code

As a student, you are a part of a professional community. You have a responsibility not only to yourself in your own education, but you also have a responsibility to your community. Therefore, you should be aware of how your actions affect those around you. While discussing various topics with your classmates in groups or in discussion board posts, you'll inevitably encounter experiences and perspectives that are different from your own. Perhaps the most important aspect of your community and professional responsibility is respect. Treat each other and me with respect and all times. All of us should feel free to express our thoughts and opinions openly, without fear of penalty, as long as we do so in a courteous way. It is extremely important that you participate in class discussions, in the discussion posts, and that you complete the required rough drafts so that you can enter into the writing workshop groups in a meaningful way. When you are late or unprepared, it disrupts the flow of the class and can interfere with your classmates' experiences in the course. I respectfully ask that you also extend this to your communications with me. Please use my name when writing to me in an email and text. Be

friendly and express your gratitude. That kind of attention to your communication goes a long way. ☺

Course Policy for AI Use [ChatGPT etc.]

I am well aware of apps such as ChatGPT and "opportunities" for access to responses to prompts available online. I also know that I will not be able to "catch" every instance of submitted work that is plagiarized. I recognize that these aids can be helpful in thinking about writing topics and they can jumpstart your own work, but I expect you to submit writing that is 100% original, and I try to celebrate my students' originality and creativity. I look forward to reading your interpretations and discussions. I did not enter the teaching field to become a police officer, nor am I interested in what ChatGPT comes up with for a narrative or an analysis essay, for example. AI is not good at interpreting an individual professor's expectations, and my assignment directions are very specific. If you write in a certain mode such as narrative or argument, but you do not follow the directions that I present both in written and in lecture form, that is the first red flag for me. Plagiarism is a serious academic offense both because other authors' writing belongs to them and should be cited if used and because it demonstrates a student's unwillingness to learn the material assigned. If plagiarism is detected, a meeting will be required with you and me [the student and the professor] before I complete the grading process. A second infraction will require that you meet with me and my department head to discuss the infraction and the consequences which involve placing your standing with the college in a probationary status and recording the instances you have plagiarized in a separate file kept by the Dean of Academic Affairs.

Late Work

All assignments should be completed by the specific time listed on the course schedule and in the weekly module. Late work is penalized, usually receiving no higher than a "C." **NO CREDIT AFTER TWO WEEKS**. If you have extenuating circumstances that prevented you from turning in an assignment, ***please contact me via email during the period of the delay.*** During the last two weeks of class I can only accept the assignments that are due during that time period. In this class that would be from **November 16th**   **until the end of the course. *Do not attempt to complete work that was due prior to that time.*** I cannot grade late assignments AND all the essays I will be receiving from students in all my classes.

Gordon Rule

This course is a Gordon Rule course. In accordance with the State of Florida's Rule 6A-10.030, popularly known as the "Gordon Rule," all courses designated as Gordon Rule ("GR") in the college catalog will include the requirement that students demonstrate the ability to produce college-level, discipline-based writings. Such courses include, but are not limited to, those in the Communications, Humanities, and Social Sciences categories. This requirement will be met in each class through the student's successful completion of multiple and substantive college-level writing assignments as designed and assessed by the instructor in such a way as to measure both course-specific learning and development of writing skills over the progress of a given term. In addition to demonstrating a satisfactory understanding of the written English language, all such writing assignments submitted by a student should exhibit critical thinking skills and be directly related to the discipline's specific General Learning Outcome(s).

Manuscript Requirements [for Essays]

Essays should be typed and double spaced (set line spacing at "two") and include your full name, instructor's name (Ms. Liz Cobb), course title (Freshman Composition I), and date in the upper left-hand corner of your first page (MLA guidelines). Save your essays in Microsoft Word or Google Docs. If you have an older computer or if you are using a program other than Microsoft Word or Google, (such as "Pages"), save your document as an "rtf" file (rich text) under "Save As Type." Additionally, please name your files in the following manner: Last Name First Name Title of Assignment [such as Essay #1 Final Draft} I would name my own file like this: Cobb Liz Essay #2 Rough Draft [if that was the title of the assignment at the time]. Also, don't forget to include a title on essays which should be centered two lines above your first paragraph.

Grading Policies (Student Performance Measures)

Grade Breakdown: All work will be worth a certain percentage of your overall grade, and attendance will affect the final grade. You can find your current grade in this course by looking at the "Total" column under "Grades" in *Canvas.* **Note:** This is only accurate if all grades are posted and there are no "blanks" which are assignments you have not turned in. Sometimes, I wait a little to record "0's" to see if students will turn in a late assignment for a late grade.

Learning Activities

Journals and Grammar Quizzes (35%): This involves completing journal entries in a thorough, thoughtful manner, explaining and supporting answers using textual evidence. A rubric is used and is available to students before the assignment is due. The category also includes Inquizitive quizzes and chapter quizzes must be completed on time to receive full credit.

Discussion Posts and Rough Draft (10%): This is the part of the class that involves interacting and participating with each other. Your grade will depend on your investment in responding to prompts in a complete way that demonstrates critical thinking and providing substantive feedback to your classmates on the content of what they are writing about. A rubric is used for discussion post grading and is available to students before the assignment is due. You must also participate fully in the workshop groups.

Final Essays (35%): This grade is based on writing college-level essays that are focused, developed, and supported. Grammar and mechanics will also figure in prominently. A rubric is used that students have access to before they submit their essays.

Departmental Essay (20%): This grade is based on writing college-level essays that are focused, developed, and supported. The departmental essay must include citations and a Works Cited page that are correctly formatted in MLA. Grammar and mechanics will also figure in prominently. A rubric is used that students have access to before they submit their essays.

Grading Scale

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

Returning Grades
I will grade most assignments within 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.