FLORIDA GATEWAY COLLEGE

ENC1101-0I1 (30030) Freshman Composition
Fall 2025
Online

Instructor Information

Name: Jennifer Henderson
Email: jennifer.henderson@fgc.edu or Canvas Inbox message (preferred). I will respond to your Canvas Inbox correspondence within one to two business days.
Office: Remote/Home Office
Office Hours: By appointment
- Optional Office Hours: Monday—6 PM to 6:40 PM (By appointment)

Office Phone: (904) 628-1257 (Google Voice)

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.

ENC 1101 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.

Note: Completion of a department essay is required.

Required Texts/Learning Resources
- Lunsford, Andrea, et al.: Everyone's an author (with readings). 4th edition. W.W. Norton & Company, 2023. ISBN-13: 9781324045274.
  - Access to InQuizitive is required. (This access is usually included with the purchase of a new book but may be purchased separately if need be.)

General Learning Outcomes
- Communication: Students will effectively communicate through oral or written skills.
- Critical Thinking: Students will logically evaluate, analyze, and synthesize information.

- **ENC 1101 Course Learning Outcomes:**
  - Apply rhetorical knowledge to communicate for a range of audiences and purposes.
  - Employ critical thinking to analyze forms of communication.
  - Engage in writing processes that involve drafting, revising, and reflecting.
  - Develop essays with a focused and logical structure
  - Construct essays using standard academic conventions
  - Connect arguments to a larger rhetorical context
  - Demonstrate ethical use of information

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 8	Fall A16, B12, B10, and B8 classes end

Schedule of Class Events

Assignments are due by the end of a given week unless, otherwise, indicated within the class schedule below.

Module	Dates	Topic(s)	Coursework

START HERE	Week 1: 09/15 - 09/21	• Welcome & Introduction	• Welcome Video and Walkthrough Videos
			• **Assignment:** Introduction Discussion Board
			   o Initial post due Sat., 09/20
			   o Two follow-up responses to classmates due Sun., 09/21
			• **Assignment:** Course Orientation (due Sun., 09/21)

Module	Dates	Topic(s)	Coursework

Start Here and M1	**Week 1:** 9/15 - 09/21	• Narrative
		• Rhetorical Situations
			Module 1
			• Essay 1 Instructions (Narrative, 1250-1500 words)
			• How to Use InQuizitive
			• InQuizitive Exercises (due Sunday, 09/21)
			   o Rhetorical Situations
			• Readings
			   o Ch 1: Thinking Rhetorically
			   o Ch 3: Rhetorical Situations
			   o Ch 9: Managing the Writing Process

M2	**Week 2:** 00/22 - 09/28	• Narrative
		• Invention & Prewriting
		• Essay Introductions
			Module 2
			• Invention Techniques & Prewriting
			• Assignment: Inventions
			• Assignment: Essay Introductions
			• InQuizitive Exercises (due Sunday, 09/28)
			   o Comma Splices
			   o Sentence Fragments
			• Readings:
			   o Ch 14: Writing a Narrative
			   o Canedy (868)
			   o Quizzes due Sunday, 09/28

M3 and 4	**Week 3:** 09/29 - 10/05	• Narrative
		• Thesis Statements
		• Paragraph Development
			Module 3
			• Thesis Statements & Topic Sentences
			• DUE: Paper 1 First Draft (Sat.,10/04)
			• DUE: Peer Reviews (2) (Sunday, 10/05)
			• InQuizitive Exercises (due Sunday, 06/01)
			   o Critical Reading Strategies
			   o Thesis Statements
			• Readings:
			   o Ch 2: Understanding College Expectations
			   o Ch 5: Engaging Productively with Others
			   o Ch 6: Reading Rhetorically
			     • Quizzes due Sunday, 10/05

		• Narrative
		• Conclusions
		• Commas
			Module 4
			• Conclusions
			• Assignment: Paper 1 Process Memo
			• Assignment: Conclusions
			• InQuizitive Exercises (due Sunday, 10/05)
			   o Unnecessary Commas
			   o Omitted Commas
			• Readings:
			   o Conclusions Handout
			   o Barry (851)
			   o Newman (943)

			Quizzes due on Sunday, 10/05

M5	**Week 4:** 10/06 -10/12	• Narrative
		• Transitions
		• Fused Sentences
			Module 5
			• Transitions & Paragraph Development
			• Assignment: Transitions
			• InQuizitive Exercises (due Sunday, 10/12)
			  o Fused Sentences
			  o Paragraph Development
			• Readings:
			  o Ch 34: How to Craft Good Sentences
			  o Williams (1029)
			    • Quizzes due Sunday, 10/12

M6 and 7	**Week 5:** 10/13 - 10/19	• Analysis
		• Organizing Essays
		• Definitions
			Module 6
			• Organizing an Essay
			• Definitions
			• Paper 2 Walkthrough (Analysis)
			• **DUE: Paper 1 Final Draft (Sunday, 10/19)**
			• Assignment: Definitions
			• InQuizitive Exercises (due Sun., 10/19)
			  o Pronouns
			• Readings:
			  o Ch 15, part 1: Writing Analytically (234-259)
			  o Quiz due 10/19

Finish M7	**Week 5:** 10/13 - 10/19	• Analysis
		• Writing
		• Analytically
			Module 7
			• Writing Analytically
			• Narrowing a Topic
			• Assignment: Library Skills Assessment
			• InQuizitive Exercises (due Sunday, 10/19)
			  • Apostrophe Errors
			  • Pronouns in the Wrong Case
			• Readings:
			  • Chapter 15 part 2
			  • McGrady (929)
			• Quizzes due Sunday, 10/19

M8	**Week 6:** 10/20 - 10/26	• Analysis • Supporting Details	Module 8 • Supporting Details & Paragraph Development • DUE: Paper 2 Rough Draft due to Drop Box—**Sun., 10/26** • DUE: Paper 2 Peer Reviews (2) due **Sun., 10/26** • Readings: o Ch 32: What's your Style? • Quiz due **Sun., 10/26**

M9 and 10	**Week 7:** 10/27 - 11/02	• Analysis
		• Plagiarism
		• Documentation Annotated Bibliography
			Module 9
			• Plagiarism & In-Text Citations
			• Assignment: Paper 2 Process Memo
			• **Assignment**: Plagiarism Exercise
			• **InQuizitive Exercises (due Sun., 11/02)**
			  o Documenting Sources
			  o Plagiarism Tutorial
			• **Readings:**
			  o Ch 26: Annotating a Bibliography
			  o Ch 29: Giving Credit, Avoiding Plagiarism
			  o Ch 35, part 1: Polishing and Editing (723-745)

			o **Quizzes due Sunday, 11/02**

Finish M10	**Week 7:**
	10/27 - 11/02
		● Analysis
		● Quoting, Summarizing, Paraphrasing
		Annotated Bibliography
			Module 10
			● Quoting, Summarizing, Paraphrasing
			● Using Signal Phrases
			● **DUE: Annotated Bibliography (Sun., 11/02)**
			● **InQuizitive Exercises (due Sun., 11/02)**
			    o Mixed Constructions
			    o Editing Errors that Matter
			● **Readings**:
			    o Chapter 28: Quoting, Summarizing, Paraphrasing
			    o Chapter 35, part 2: Polishing and Editing
			    o **Quizzes due Sunday, 11/02**

M11	**Week 8:**
	11/03 - 11/09
		o Arguing a Position	**Module 11**
			● Arguing a Position
			● Developing an Argumentative Thesis Statement
			● **DUE: Paper 2 Final Draft (Sun., 11/09)**
			● **InQuizitive Exercises (Due Sun., 11/09)**
			    o Verb Tense
			    o Verb Form Errors
			● **Readings:**
			    o Chapter 13: Arguing a Position
			    o **Quizzes due on Sun., 11/09**

M12	**Week 9**
	11/10 - 11/16
		o Argument
		o Paired Essay Analysis
			Module 12
			● Paper 3 Walkthrough
			● **Assignment:** Paired Essay Analysis
			● **InQuizitive Exercises (due Sunday, 11/09)**
			    o Subject-Verb Agreement
			    o Misplaced and Dangling Modifiers
			● **Readings:**
			    o Pullum (959)
			    o Watson (1016)
			    o Wildfire (1024)
			    o **Quizzes due Sun., 11/09**

M13	**Week 10:**
	11/17 - 11/23
		o Argument
		o Supporting Details
			Module 13
			● Strategies for Supporting Arguments
			● **DUE: Paper 3 Rough Draft (Sun., 11/16)**
			● **Readings**:
			    o Ch 20: Strategies for Supporting Arguments
			    o **Quiz due Sun., 11/16**

M14	**Week 11:**
	11/17 - 11/23
		o Argument
		o Departmental Essay Assignment
			Module 14
			● Departmental Essay Assignment Walkthrough
			● **Assignment:** Paper 3 Process Memo
			● Complete Paper 3 Discussion Assignment
			    o Post first mini essay by Fri., 11/21
			    o Respond to two classmates' papers by Sun., 11/23
			● **InQuizitive Exercises (due Sun., 07/20)**
			    o Words Often Confused
			● **Readings**:

			o Ch 17: Writing a Review
			o Tolentino (973)
			o **Quizzes due Sun., 07/20**

M15	**Week 12:**
	11/24 - 11/30
		o Arguments
		o Remixing Projects
			Module 15
			
			Thanksgiving Break: 11/26 - 11/28
			● Remixing Your Writing
			● **Assignment**: Remix Reflection
			● **Readings**:
			    o Submit Paper 3 Final Draft
			    o Quiz--Ch 4: Language, Power, & Rhetoric
			    o Quiz--Ch 37: Remixing Across Media
			       • **Quizzes due Sun., 11/30**

M16	**Finals Week** 12/01 -12/05	o Final Work	**Module 16** ● Departmental Essay Due Wed., 12/03

Important Note: The instructor reserves the right to make minor changes to our schedule of class events as the course progresses. Students will be notified in advance should changes be anticipated or necessary.

Student Expectations

Attendance

You should make the attempt to sign in each week to complete your work, but since we are not a traditional face-to-face class, attendance is measured only by the work you produce.

Courtesy and Student Conduct Code

Inappropriate, disruptive, and/or insulting behavior will not be tolerated in this class. If I feel that a student is acting in a manner not suiting the conduct guidelines in the student handbook, I will remove the student. This includes any online portion of the class; often when students post on Canvas, they forget that actual people will be reading their comments. Remember to treat your peers with the respect that you wish to receive yourself. Peers are valuable tools in your education. I reserve the right to have a student withdrawn or to assign an early grade to any student enrolled in my courses.

Late Work
When you submit an assignment past the due date, Canvas will assign a zero, and I will have to manually remove this zero when I grade your assignment. Work submitted late will be penalized 5% for each day the assignment is late. Late penalties will be automatically applied by Canvas and within our grading rubrics for some assignments.

AI and Similarity Policy

Many students run their papers through sites, such as Grammarly, Office Co-Pilot, and other A.I. platforms capable of making revisions. Please avoid using such sites in this class as they may cause your paper to get flagged for excessive AI or similarity.

Every assignment in this course will be subject to Turnitin inspection. Essays and other written assignments should not generate an AI likelihood or similarity report that exceeds 20%. The following penalties will be imposed on assignment submissions that generate AI likelihood or similarity reports greater than 20%:

- 21% -25% AI likelihood and/or similarity reports = 21–25-point deduction.
- 26%-50% AI likelihood and/or similarity reports = 26-50-point deduction.
- More than 50% AI likelihood and/or similarity reports = 0 for the assignment

Assignment Submission Policy
Unless otherwise indicated, all assignments (excluding rough and final drafts of formal essays) should be submitted in the appropriate Assignment Drop Boxes. For each formal essay assignment, all rough drafts will be turned in, along with the final drafts, in electronic format to the appropriate Canvas drop boxes; these submissions will be figured into your grade for each assignment. Failure to submit rough draft(s) and workshop drafts means that the best grade a paper can earn is a "B." All electronic files should be submitted in MS Word format (.doc or .docx) or RTF format (NO .odt, .PAGES or .GDOC files—if you use OpenOffice, Pages, or Google Docs, make sure to save it to one of the appropriate formats.), and should follow the naming convention Assignment+LastName+FirstInitial (So my draft of Paper 2 would be Paper2DraftHendersonJ.docx).

Grading Policies (Student Performance Measures)
Learning Activities

Final Drafts of Formal Essays • Students will compose and revise three formal essays over the course of the semester, turning in a minimum of one rough draft per essay. Grading will focus on organization and structure, thesis, amount of revision, and grammatical/ mechanical correctness.	40%
General Assignments and Rough Drafts • Short writings include paragraph-length and one-page essay assignments in addition to rough drafts of first three essays, • Also included in the category is the Annotated Bibliography assignment. • Process Memos 1, 2, and 3	30%
Quizzes • Reading quizzes • InQuizitive Assignments	14%
Final Exam • The student will demonstrates a mastery of course objectives in the form of a short essay.	11%
Participation/Attendance • Exit Tickets • Peer Reviews	5%

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 home internet service can come to the FGC campus, go to local public libraries, coffee shops, etc.

The 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.

Florida Gateway College Policies and Statements
The Library
The Wilson S. Rivers Library is located in Building 200 and also includes millions of e-books and articles (https://www.fgc.edu/academics/library/index.html). The library has more than 70 computers with 50 pages daily of free B&W printing for students. There are also small and large study rooms available for two hours at a time. Click the link above for more information. Librarians are available to assist with research help, and there are helpful videos on library searching and citation help here: (https://fgc.libguides.com/researchhelpguides).

Phone- 386-754-4401
Email- library@fgc.edu
Ask-A-Librarian text and chat

Fall & Spring Semester Library Hours
Monday – Thursday: 7:30 am – 7:30 pm
Friday: 9:00 am – 4:00 pm
Saturday: 1:30 pm – 5:30 pm
Sunday: CLOSED

Summer Semester Library Hours
Monday – Thursday: 7:30 am – 6:30 pm
Friday: CLOSED
Saturday & Sunday: CLOSED

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

Fall Semester SSC Hours
Monday--Thursday: 8:00am – 6:00 pm
Friday: 9:00am – 4:30pm

Spring Semester SSC Hours
Monday--Thursday: 8:00am – 6:00 pm
Friday: 9:00am – 4:30pm

Summer Semester SSC Hours
Monday – Thursday: 7:30 am – 5:00 pm

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

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

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

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

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

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

1. the recording is made for the student's personal educational use,

2. in connection with a complaint to the college, **or**

3. as evidence in or in preparation for a criminal or civil proceeding.

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

Resource Information

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

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

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

If you have any questions about these services, you can email BetterMynd at students@bettermynd.com.

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

Academic Appeal; Grievances; General Complaint
If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website. Under Students and the Complaints & Appeals section

(https://www.fgc.edu/students/complaints-and-appeals.html), information regarding policy, procedure, and forms related to these topics is provided.

College Course Withdrawal and Drop Process
A course may be dropped only during the published add/drop period. After add/drop, students must withdrawal from their course. Please visit the College Catalog for more detailed information about the drop and withdrawal process.

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

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

1. The student obtains the instructor's authorization and last date of attendance in person or via email.

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

3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.

4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SACSCOC Statement
Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension on the Honorlock website (www.honorlock.com/install/extension/). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking

Launch Proctoring will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

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

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

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

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

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