



**FLORIDA GATEWAY
COLLEGE**

ENC 1102 005 – Freshman Composition II

Spring 2026 – A16

Tuesday and Thursday, 11:30a – 12:45p
Building 200 (Library), Room 115

Disclaimer:

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

--The schedule of class events is subject to change. The student will be notified promptly of any changes.

Instructor Information

Name:

David Hurner, Associate Professor of English.

E-mail:

david.hurner@fgc.edu

Canvas:

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



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Note on Text Communication:

The instructor should respond to a student correspondence within one business day.

Office:

Building 200, Office 112.

Building 002, Office 020.

Office Phone:

386-754-4273.

Office Hours:

M-W: 01:00p-04:00p/200-112 (Building 200: Library).

T-R: 10:00a-11:15a/200-112 (Building 200: Library).

Friday: 09:00a-11:00a/Virtual*.

Friday: 02:00p-03:00p/Virtual*.

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

Other Available Hours:

Cellphone Text:

904-910-9147/Hours Variable.

Note: This number is for text only.



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Course Information

Credits:

3 hours.

Requirements Met:

AATR (A.A. Transferable).

GE (General Education).

GEC (General Education Core).

GR (Gordon Rule).

General Education Area:

Group 2 Communications.

Prerequisite:

--completion of ENC 1101 with a grade of C or better.

Course Description

This course requires documentation of collegiate-level essay writing as it relates to interpretation and analysis of a variety of texts. Students will learn and demonstrate an ability to comprehend, analyze, and synthesize meaning from texts of various styles while employing modes of argumentation. Essay assignments will document the writing, critical-thinking, and research fundamentals learned and demonstrated through a completion of ENC 1101.



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Required Texts/Learning Resources

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

General Learning Outcomes

--Communication:

Students will effectively communicate through oral or written skills.

--Information Literacy:

Students will locate, evaluate, and use information effectively and ethically.

Course Learning Outcomes

--Write multi-paragraph argument and analysis essays.

--Compose writing projects that apply the research process.

--Develop compositions with a focused and logical structure.

--Communicate using standard academic conventions.

--Create arguments that respond to a larger rhetorical context.

--Integrate information from other sources ethically.



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Critical Dates – Spring 2026

Date	Event
Monday, January 12	Spring A16 classes start
Monday-Friday, January 12-16	Add/Drop period for Spring A16
Monday, January 19	Martin Luther King, Jr. Holiday
Monday, February 16	Presidents Day Holiday
Friday, March 20-Friday, March 27	Spring Break Holiday
Friday, April 10	Last Day for Withdrawal
Wednesday, May 06	Spring Term Ends
Thursday, May 07	Spring Grades Due



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Course Schedule of Activities

Week 1: 01/12 – 01/18

Class Date	Before Class	During Class	After Class
01/13/26	Materials Plan: --Equipment (portable drive). --Access to Microsoft Word or an application that allows conversion to Microsoft Word . --Textbook Acquisition: Everyone's an Author, with Readings, 4th Edition Week 1.	Discussion: Course: --Course Overview (PowerPoint). --Syllabus. Discussion: Assignments: --Theme Definition 1. --Proof of Database Access. --Film Survey. Collaboration: --Testing Upload.	Draft: --Theme Definition 1. --Proof of Databases Access. --Film Survey.
01/15/26	Draft: --Theme Definition 1. --Proof of Databases Access. --Film Survey.	Discussion: --"Why Movies?" Collaboration: --Proof of Databases Access. --Theme Definition 1. Preview: --Week 2.	Assignments: Complete: --Testing Upload. --Theme Definition 1. --Proof of Database Access. --Film Survey.



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Due Date	Assignment	Location
Sunday January 18	--Testing Upload.	Canvas.
	--Proof of Database Access.	Canvas.
	--Film Survey.	Canvas.
	-- Theme Definition 1.	Canvas.



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Week 2: 01/19 – 01/25

Class Date	Before Class	During Class	After Class
01/20/26	Read: Canvas: --Theme Definition 2. --Quotation, Summary, Synthesis 1. --Quotation, Summary, Synthesis 2.	Review: --Week 1. Discussion: --Inquisitive. --Theme Definition 2. --Quotation, Summary, Synthesis 1. --Quotation, Summary, Synthesis 2. Collaboration: --Quotation, Summary, Synthesis 1.	Draft Assignment: Quotation, Summary, Synthesis 1. --Quotation, Summary, Synthesis 2. --Theme Definition 2.
01/22/26	Draft Assignment: Quotation, Summary, Synthesis 1. --Quotation, Summary, Synthesis 2. --Theme Definition 2.	Collaboration: --Quotation, Summary, Synthesis 2. --Theme Definition 2. Preview: --Week 3.	Draft Assignment: --Quotation, Summary, Synthesis 2. --Theme Definition 2. --Inquisitive. Assignments: Complete: --Quotation, Summary, Synthesis 1. --Quotation Summary, Synthesis 2. --Theme Definition 2. --Inquisitive.



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Due Date	Assignment	Location
Sunday January 25	--Quotation, Summary, Synthesis 1.	Canvas.
	--Quotation, Summary, Synthesis 2.	Canvas.
	--Theme Definition 2.	Canvas.
	--Inquisitive.	Inquisitive Platform.



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Week 3: 01/26 – 02/01

Class Date	Before Class	During Class	After Class
01/27/26	Read: Canvas: --Supplement Book Excerpt: <i>How to Read a Film: "Film As An Art"</i> (PDF/Canvas). --Lecture Documents.	Film Viewing: -- The Story of Film: An Odyssey (Episode 1) (classroom/mandatory attendance).	Complete Assignment: --Quiz 1: The Story of Film: An Odyssey. Read: --"Film As An Art"
01/29/26	Complete Assignment: --Quiz 1: The Story of Film: An Odyssey. Draft Assignment: --Quiz 2: Film As An Art.	Collaboration: --Quiz 1: The Story of Film: An Odyssey (Second Attempt). Discussion: --Quiz 2: Film As An Art. Preview: -- <i>The Manchurian Candidate</i> . --Research Background 1. --Research Summary 1.	Assignments: Complete: --Quiz 1: The Story of Film: An Odyssey. --Quiz 2: Film As An Art. --Inquisitive.

Due Date	Assignment	Location
Sunday February 01	--Quiz 1: The Story of Film: An Odyssey.	Canvas.
	--Quiz 2: Film As An Art.	Canvas.
	--Inquisitive	Inquisitive Platform.



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Week 4: 02/02 – 02/08

Class Date	Before Class	During Class	After Class
02/03/2026	Read: Canvas: --Research Background 1. --Research Summary 1. --Cinema and Design Terms. --Lecture Notes: <i>The Manchurian Candidate</i> . --Research: <i>The Manchurian Candidate</i> .	Film Viewing: -- The Manchurian Candidate (classroom/mandatory attendance).	Draft: --Research Background 1. --Research Summary 1.
02/05/2026	Draft: --Research Background 1. --Research Summary 1.	Film Viewing: -- The Manchurian Candidate (classroom/mandatory). Preview: --Shot Analysis 1.	Assignments: Complete: --Research Background 1. --Research Summary 1. --Inquisitive.

Due Date	Assignment	Location
Sunday February 08	-- Research Background 1.	Canvas.
	-- Research Summary 1.	Canvas.
	-- Inquisitive.	Inquisitive Platform.



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Week 5: 02/09 – 02/15

Class Date	Before Class	During Class	After Class
02/10/2026	Read: Canvas: --Shot Analysis 1. Textbook: Chapter 3. Chapter 4. Chapter 13. Chapter 23. Chapter 25. Chapter 26. Chapter 27.	Review: -- <i>The Manchurian Candidate</i> . --Research Background 1. --Research Summary 1. Collaboration: --Shot Analysis 1.	Draft: --Shot Analysis 1.
02/12/2026	Draft: --Shot Analysis 1.	Station Work: --Shot Analysis 1. Discussion: --Individual Conferences. Preview: -- <i>The Sting</i> . --Research Background 2. --Research Summary 2.	Assignments: Complete: --Shot Analysis 1. --Inquisitive.

Due Date	Assignment	Location
Sunday February 15	--Shot Analysis 1.	Canvas.
	--Inquisitive.	Inquisitive Platform.



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Week 6: 02/16 – 02/22

Class Date	Before Class	During Class	After Class
02/17/2026	Read: Canvas: --Research Background 2. --Research Summary 2. --Lecture Notes: <i>The Sting</i> . --Research: <i>The Sting</i> .	Film Viewing: -- <i>The Sting</i> (classroom/mandatory attendance).	Draft: --Research Background 2. --Research Summary 2.
02/19/2026	Draft: --Research Background 2. --Research Summary 2.	Film Viewing: -- <i>The Sting</i> (classroom/mandatory attendance). Preview: --Shot Analysis 2.	Assignments: Complete: --Research Background 2. --Research Summary 2. --Inquisitive (TBA).

Due Date	Assignment	Location
Sunday February 22	-- Research Background 2.	Canvas.
	-- Research Summary 2.	Canvas.
	-- Inquisitive.	Inquisitive Platform.



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Week 7: 02/23 – 03/01

Class Date	Before Class	During Class	After Class
02/24/2026	Read: Canvas: --Shot Analysis 2.	Review: -- <i>The Sting</i> . --Research Background 2. --Research Summary 2. Collaboration: --Shot Analysis 2.	Draft: --Shot Analysis 2.
02/26/2026	Draft: --Shot Analysis 2.	Station Work: --Shot Analysis 2. Discussion: --Individual Conferences. Preview: -- <i>The Apostle</i> . --Research Background 3. --Research Summary 3.	Assignments: Complete: --Shot Analysis 2. --Inquisitive.

Due Date	Assignment	Location
Sunday March 01	--Shot Analysis 2.	Canvas.
	--Inquisitive.	Inquisitive Platform.



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Week 8: 03/02 – 03/08

Class Date	Before Class	During Class	After Class
03/03/2026	Read: Canvas: --Research Background 3. --Research Summary 3. --Lecture Notes: <i>The Apostle</i> . --Research: <i>The Apostle</i> .	Film Viewing: -- The Apostle (classroom/mandatory attendance).	Draft: --Research Background 3. --Research Summary 3.
03/05/2026	Draft: --Research Background 3. --Research Summary 3.	Film Viewing: -- The Apostle (classroom/mandatory attendance). Preview: --Shot Analysis 3.	Assignments: Complete: --Research Background 3. --Research Summary 3. --Inquisitive.

Due Date	Assignment	Location
Sunday March 08	-- Research Background 3.	Canvas.
	-- Research Summary 3.	Canvas.
	-- Inquisitive.	Inquisitive Platform.



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Week 9: 03/09 – 03/15

Class Date	Before Class	During Class	After Class
03/10/2026	Read: Canvas: --Shot Analysis 3.	Review: -- <i>The Apostle</i> . --Research Background 3. --Research Summary 3. Collaboration: --Shot Analysis 3.	Draft: --Shot Analysis 3.
03/12/2026	Draft: --Shot Analysis 3.	Station Work: --Shot Analysis 3. Discussion: --Individual Conferences. Preview: --Analysis Paper. --Research List Assignments.	Assignments: Complete: --Shot Analysis 3. --Inquisitive.

Due Date	Assignment	Location
Sunday March 15	--Shot Analysis 3.	Canvas.
	--Inquisitive.	Inquisitive Platform.



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Week 10: 03/16 – 03/22

Class Date	Before Class	During Class	After Class
03/17/2026	Read: Canvas: --Lecture Notes: Analysis Paper Cycle. --Research List 1. --Research List 2. --Research List 3. --Research List 4. --Annotated Bibliography. --Annotated Bibliography Model. Draft: --Research Lists.	Review: --Week 9. Discussion: --Lecture Notes: Analysis Paper Cycle. --Analysis Paper. Collaboration: --Research Lists.	Draft: --Research Lists.
03/19/2026	Draft: --Research Lists.	Station Work: --Research Lists. Preview: --Annotated Bibliography.	Assignments: Complete: --Research Lists.

Due Date	Assignment	Location
Sunday March 22	--Research List 1.	Canvas.
	--Research List 2.	Canvas.
	--Research List 3.	Canvas.
	--Research List 4.	Canvas.



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Week 11: 03/23 – 03/29

Class Date	Before Class	During Class	After Class
03/24/26	Holiday	Holiday	Holiday
03/26/26	Holiday	Holiday	Holiday

Due Date	Assignment	Location
Sunday March 29	--Annotated Bibliography.	Canvas.

Week 12: 03/30 – 04/05

Class Date	Before Class	During Class	After Class
03/31/2026	Read: Canvas: --Lecture Notes: Analysis Paper Cycle --Theme Analysis.	Review: --Week 11. Collaboration: --Theme Analysis.	Draft: --Theme Analysis.
04/02/2026	Draft: --Theme Analysis.	Station Work: --Theme Analysis. Discussion: --Individual Conferences. Preview: --Analysis Paper.	Assignments: Complete: --Theme Analysis.

Due Date	Assignment	Location
Sunday April 05	--Theme Analysis.	Canvas.



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Week 13: 04/06 – 04/12

Class Date	Before Class	During Class	After Class
04/07/26	Read: Canvas: --Lecture Notes: Analysis Paper Cycle. --Analysis Paper Models. Draft: --Analysis Paper.	Review: --Week 12. Discussion: --Analysis Paper Models.	Draft: --Analysis Paper.
04/09/26	Draft: --Analysis Paper.	Discussion: --Analysis Paper Models.	Draft: --Analysis Paper.

Due Date	Assignment	Location
Sunday April 12	None.	



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Week 14: 04/13 -- 04/19

Class Date	Before Class	During Class	After Class
04/14/26	Read: Canvas: --Lecture Notes: Art. Draft: --Analysis Paper.	Review: --Week 13. Discussion: --Analysis Paper Models. Station Work: Analysis Paper.	Draft: --Analysis Paper.
04/16/26	Read: --Lecture Notes: Art. Draft: --Analysis Paper.	Collaboration: --Quiz 2: Film As An Art Review (second attempt).	Draft: --Analysis Paper.

Due Date	Assignment	Location
Sunday April 19	--Quiz 2: Film As An Art (second attempt).	Canvas.



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Week 15: 04/20 – 04/26

Class Date	Before Class	During Class	After Class
04/21/2026	Draft: --Analysis Paper.	Station Work: --Analysis Paper. Discussion: --Individual Conferences.	Draft: --Analysis Paper.
04/23/2026	Draft: --Analysis Paper.	Station Work: --Analysis Paper. Discussion: --Individual Conferences.	Draft: --Analysis Paper.

Due Date	Assignment	Location
Sunday April 26	--Revised Assignments. --Extra-Credit Assignments.	Canvas.

Week 16: 04/27 – 04/29

Class Date	Before Class	During Class	After Class
04/28/2026	Draft: --Analysis Paper.	Station Work: --Analysis Paper. Discussion: --Summation: ENC 1102 and Analysis.	Draft: --Analysis Paper.
	Draft: --Analysis Paper.	Discussion:	Draft: --Analysis Paper.

Due Date	Assignment	Location
Wednesday April 29	None.	



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Finals Week: 04/30 – 05/06

Finals Due Date	Assignment	Location
Sunday May 03 11:59 p.m.	Analysis Paper.	Canvas.



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Student Expectations

Attendance

--15% of final grade.

--Determined through instructor monitoring. Results will be posted on Canvas through the Roll Call application.

--Definition:

Student is present before the adjournment of a class (non-viewing classes).

Student is present before the opening credits of the film (film-viewing classes).

Student is present through the film viewing to the class adjournment (film-viewing classes).

--Remediation:

Student spends an hour in the library outside of class time.

Student works on ENC 1102 content during library hour (non-viewing context).

Student views film in the library (viewing context).

Student reports the remediation through a Canvas message to the instructor.

--See Grades for ENC 1102 (Canvas) for more detailed explanation.



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Courtesy and Student Conduct Code

See *Florida Gateway College Student Handbook 2024-25*:

- “Discrimination” (12).
- “Disruption-free Learning Environment” (12).
- “Academic Misconduct” (14).
- “Intellectual Property” (14).
- “Plagiarism” (14).
- “Computer Honor Code” (15).
- “Discrimination and Harassment” (18).
- “Disorderly Conduct” (19).
- “False Information” (19).
- “Sex/Gender Discrimination and Sexual Misconduct” (20).

See “Student Behavior Policy” (Canvas).

Late Work

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

See “Grades for ENC 1102” (Canvas/Syllabus) for elaboration.



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Grading Policies (Student Performance Measures)

Learning Activities

Inquisitive (2%): See “Grades for ENC 1102” (Canvas)

Procedural (3%): See “Grades for ENC 1102” (Canvas).

Quizzes (10%): See description above.

Attendance (15%): See description above.

Writing (70%): See description above.

Note:

ENC 1102 is a Gordon Rule course. According to the Florida Department of Education, the “Gordon Rule” requires a degree-seeking or certificate-seeking college student to “demonstrate college-level writing skills through multiple assignments” in a composition course. This requirement will be met once all assignments are completed for this course; in Canvas, see this document for the pertinent assignments.

Grading Scale

A: 90%-99%

B+: 85%-89%

B: 80%-84%

C+: 75%-79%

C: 70%-74%

D+: 65%-69%

D: 60%-64%

F: 0%-59%



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

Returning Grades

I will grade most assignments within two weeks after the due date. This gives me time to provide constructive, useful feedback to help you progress and grow as a student in this course.

Student Support and Tech Needs

This course requires students to have access to a computer and the internet. For those students who do not own a computer, our classroom (200-115) and computer labs are available on the FGC campus and in public libraries. Students without internet can come to the FGC campus, go to public libraries, coffee shops, etc.

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

If you have any additional questions, please contact Institutional Technology (IT) at 386-754-4408. You can also e-mail the Florida Gateway College Help Desk at helpdesk@fgc.edu .



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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 or Color 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: CLOSED

Sunday: CLOSED



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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 – 7:30 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



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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.



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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.



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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.



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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 Registration & Records by 4:30 p.m. on the deadline posted on the [Academic Calendar](#) or it is considered late.**



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

1. The student will log in to MyFGC and navigate to the Withdrawal form.
2. First, click the Student tab; next click Registration; and then click Course Withdrawal Form.
3. The student will enter the course information, the instructor's email address, and the advisor's name and email address. Once all information is entered, submit the form.
4. The form then routes directly to the instructor for approval and the last date of attendance. Once the instructor has completed their portion, the form will route to the advisor.
5. The advisor will complete their portion of the form and submit.
6. The form then routes to Registration & Records for processing. The student will receive an email notification to their FGC Wolves email account once this step is completed.
7. If the form is denied, the student will be notified by email and should contact the advisor with any questions.



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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, Registration & Records).

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.



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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.



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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.



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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, sex, 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, Associate Vice President of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at cassandra.buckles@fgc.edu or by phone at 386-754-4313.



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Disability Statement

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

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



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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 Registration & Records Office in Building 015 or on the Florida Gateway College website (www.fgc.edu/students/registration-and-records/ferpa/).



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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.



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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).



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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, quality higher education programs and lifelong learning opportunities.