



FLORIDA GATEWAY COLLEGE

EVR1001 01P and 02P – Introduction to Environmental Science Fall 2025 – A16

Instructor Information

Name: Janet Bargar, Associate Professor of Environmental Science

Email: janet.bargar@fgc.edu or through Canvas message. I will respond to your message within 24 hours Monday through Thursday and 48 hours Friday through Sunday.

Office: Building 101

Office Hours: Tuesdays 10:00-11:00am, Wednesdays 9:30-10:30am, or by appointment.

Office Phone: 386-754-4484

Course Information

Credits: 3

Requirements Met: AATR, GE, GEC

General Education Area: Group 2 Science

Class Schedule:

Section 01P: Tuesday and Thursday TBD

Section 02P: Tuesday and Thursday TBD

Course Description

This course of study provides the student with an overview of current environmental concerns and the management of these concerns. Emphasis is on the application of biological, physical, and chemical methods to the understanding of and solutions to environmental problems. The student will gain insight into the natural interactions among living things and physical aspects of the environment.

Required Texts/Learning Resources

Christensen, N. L., Leege, L., & Juliana, J. S. (2019). *The Environment and You* (2nd ed.). Pearson.

General Learning Outcome

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

Course Learning Outcomes

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

- Describe the abiotic and biotic components of ecosystems, including their function and interaction.

- Evaluate the importance of ecosystem services and how we as a society affect the ability of the environment to provide such services.
- Explain common and adverse impacts of human activity on the environment.
- Suggest sustainable strategies to mitigate the adverse impacts of human activity on the environment.
- Create interdisciplinary approaches to address environmental problems.

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 1: 8/18-8/24

Class Date	Before Class	During Class	After Class
8/19	<ul style="list-style-type: none">• Read the syllabus• Review FGC policies and statements	<ul style="list-style-type: none">• Introduction• Review syllabus	<ul style="list-style-type: none">• Review Start Here! Module in Canvas• Syllabus quiz
8/21	<ul style="list-style-type: none">• Module Readings	<ul style="list-style-type: none">• Science in the Media	<ul style="list-style-type: none">• Complete M1- Exit Ticket

Module 2: 8/25-8/31

Class Date	Before Class	During Class	After Class
8/26	<ul style="list-style-type: none">• Read chapter 1	<ul style="list-style-type: none">• Environment, Sustainability, and Science	<ul style="list-style-type: none">• Review notes
8/28	<ul style="list-style-type: none">• Read chapter 3	<ul style="list-style-type: none">• The Physical Science of the Environment	<ul style="list-style-type: none">• Take M2- Quiz in Canvas• Complete M2- Exit Ticket

Module 3: 9/1-9/7

Class Date	Before Class	During Class	After Class
9/2	<ul style="list-style-type: none">• Read chapter 2	<ul style="list-style-type: none">• Environmental Ethics, Economics, and Policy	<ul style="list-style-type: none">• Read case study materials
9/4	<ul style="list-style-type: none">• Read chapter 2	<ul style="list-style-type: none">• Case Study	<ul style="list-style-type: none">• Take M3- Quiz in Canvas• Complete M3- Exit Ticket

Module 4: 9/8-9/14

Class Date	Before Class	During Class	After Class
9/9	<ul style="list-style-type: none">• Read chapter 5	<ul style="list-style-type: none">• Introduction of PhotoVoice Project	<ul style="list-style-type: none">• Review PhotoVoice Project Instructions

Class Date	Before Class	During Class	After Class
		<ul style="list-style-type: none"> Human Population Growth 	<ul style="list-style-type: none"> Bring questions about project to next class
9/11	<ul style="list-style-type: none"> Read chapter 5 	<ul style="list-style-type: none"> People Paradox Documentary 	<ul style="list-style-type: none"> Take M4- Exam I in Canvas Complete M4- Exit Ticket

Module 5: 9/15-9/21

Class Date	Before Class	During Class	After Class
9/16	<ul style="list-style-type: none"> Read chapter 4 	<ul style="list-style-type: none"> Organism and Population Ecology and Evolution 	<ul style="list-style-type: none"> Submission of PhotoVoice Photo and Narrative
9/18	<ul style="list-style-type: none"> Read chapter 4 	<ul style="list-style-type: none"> In Class Activity 	<ul style="list-style-type: none"> Take M5- Quiz in Canvas Complete M5- Exit Ticket

Module 6: 9/22-9/28

Class Date	Before Class	During Class	After Class
9/23	<ul style="list-style-type: none"> Read chapter 6 	<ul style="list-style-type: none"> Communities and Ecosystems 	<ul style="list-style-type: none"> Finalize PhotoVoice presentation
9/25	<ul style="list-style-type: none"> Read chapter 6 	<ul style="list-style-type: none"> PhotoVoice Narrative Presentation 	<ul style="list-style-type: none"> Take M6- Quiz in Canvas Complete M6- Exit Ticket

Module 7: 9/29-10/5

Class Date	Before Class	During Class	After Class
9/30	<ul style="list-style-type: none"> Read chapter 7 	<ul style="list-style-type: none"> The Geography of Life 	<ul style="list-style-type: none"> Review notes
10/2	<ul style="list-style-type: none"> Read chapter 13 	<ul style="list-style-type: none"> Forest Resources 	<ul style="list-style-type: none"> Take M7- Quiz in Canvas

Class Date	Before Class	During Class	After Class
		<ul style="list-style-type: none"> • PhotoVoice Theme Analysis group assignments 	<ul style="list-style-type: none"> • Complete M7- Exit Ticket • Meet with project group members

Module 8: 10/6-10/12

Class Date	Before Class	During Class	After Class
10/7	<ul style="list-style-type: none"> • Read chapter 8 	<ul style="list-style-type: none"> • Biodiversity Conservation 	<ul style="list-style-type: none"> • Read case study materials
10/9	<ul style="list-style-type: none"> • Read chapter 8 	<ul style="list-style-type: none"> • The Dilution Effect Case Study 	<ul style="list-style-type: none"> • Take 8- Exam II in Canvas • Complete M8- Exit Ticket

Module 9: 10/13-10/19

Class Date	Before Class	During Class	After Class
10/14	<ul style="list-style-type: none"> • Read chapter 9 	<ul style="list-style-type: none"> • Climate Change and Global Warming 	<ul style="list-style-type: none"> • Review notes
10/16	<ul style="list-style-type: none"> • Read chapter 10 	<ul style="list-style-type: none"> • Air Quality • PhotoVoice Theme Analysis presentations 	<ul style="list-style-type: none"> • Take M9- Quiz in Canvas • Complete M9- Exit Ticket

Module 10: 10/20-10/26

Class Date	Before Class	During Class	After Class
10/21	<ul style="list-style-type: none"> • Read chapter 11 	<ul style="list-style-type: none"> • Water • Introduction to PhotoVoice Annotated Bibliography 	<ul style="list-style-type: none"> • Read case study materials • Review project instructions
10/23	<ul style="list-style-type: none"> • Read chapter 11 	<ul style="list-style-type: none"> • Klamath Basin Water Crisis Case Study 	<ul style="list-style-type: none"> • Take M10- Quiz in Canvas

Class Date	Before Class	During Class	After Class
			<ul style="list-style-type: none"> • Complete M10- Exit Ticket

Module 11: 10/27-11/2

Class Date	Before Class	During Class	After Class
10/28	<ul style="list-style-type: none"> • Read chapter 12 	<ul style="list-style-type: none"> • Agriculture and the Ecology of Food 	<ul style="list-style-type: none"> • Read case study materials
10/30	<ul style="list-style-type: none"> • Read chapter 12 	<ul style="list-style-type: none"> • Colony Collapse Disorder Case Study 	<ul style="list-style-type: none"> • Take M11- Exam III in Canvas • Complete M11- Exit Ticket

Module 12: 11/3-11/9

Class Date	Before Class	During Class	After Class
11/4	<ul style="list-style-type: none"> • Read chapter 14 	<ul style="list-style-type: none"> • Nonrenewable Energy and Electricity • Introduction of PhotoVoice Inquiry Questions 	<ul style="list-style-type: none"> • Finalize PhotoVoice Annotated Bibliography
11/6	<ul style="list-style-type: none"> • Read chapter 15 	<ul style="list-style-type: none"> • Renewable Energy and Energy Conservation 	<ul style="list-style-type: none"> • Take M12- Quiz in Canvas • Complete M12- Exit Ticket • Submit PhotoVoice Annotated Bibliography to Canvas

Module 13: 11/10-11/16

Class Date	Before Class	During Class	After Class
11/11	• NO SCHOOL	• NO SCHOOL	NO SCHOOL

Class Date	Before Class	During Class	After Class
4/12/23	<ul style="list-style-type: none"> • Read chapters 16 and 17 	<ul style="list-style-type: none"> • Urban Ecosystems • Waste Management 	<ul style="list-style-type: none"> • Take M13- Quiz in Canvas • Complete M13- Exit Ticket • Submit PhotoVoice Inquiry Questions to Canvas

Module 14: 11/17-11/23

Class Date	Before Class	During Class	After Class
11/18	<ul style="list-style-type: none"> • Read chapter 18 	<ul style="list-style-type: none"> • PhotoVoice Reflection Paper Introduction • The Environment and Human Health 	<ul style="list-style-type: none"> • Read biomagnification materials
11/20	<ul style="list-style-type: none"> • Read chapter 18 	<ul style="list-style-type: none"> • Biomagnification Activity 	<ul style="list-style-type: none"> • Take M14- Exam IV in Canvas • Complete M14- Exit Ticket

11/24-11/30

Class Date	Before Class	During Class	After Class
11/25	• NO SCHOOL	• NO SCHOOL	• NO SCHOOL
11/27	• NO SCHOOL	• NO SCHOOL	• NO SCHOOL

Module 15: 12/1-12/5

Class Date	Before Class	During Class	After Class
12/2	<ul style="list-style-type: none"> • Read chapter 19 	<ul style="list-style-type: none"> • The Environment and You 	<ul style="list-style-type: none"> • Submit PhotoVoice Reflection Paper • Complete M15- Exit Ticket

Student Expectations

Attendance

Attendance is required. In addition to attending class, students must submit assignments, take quizzes, and check for announcements. If you are unable to attend class, it is your responsibility to find out what you missed from the instructor.

If you do not attend, log in, and/or are not active in the online classroom (e.g., assignments, quizzes, etc.) in the first week of class, you will be considered dropped unless prior arrangements are made with the ***instructor***.

Courtesy and Student Conduct Code

You are expected to communicate in a professional and respectful tone with the instructor and fellow classmates. All written communication (in email correspondence, 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!

Class Structure and Deadlines

This course uses Canvas as the supplemental learning platform. The course will be conducted in 15 one-week modules.

Each module begins Monday at midnight and ends Sunday at 11:59 pm unless dates are adjusted by the instructor. Deadlines for assignments are as follows (unless changed by the instructor):

- Assignments – Submitted no later than Sunday by 11:59PM.
- Quizzes and Exams – Submitted no later than Sunday by 11:59PM.

All course requirements must be completed by the end of term unless otherwise indicated or approved by the instructor.

Late Work

Assignments (homework, projects, case studies, labs, essays) are expected to be completed by the due date. Assignments submitted 4 days after the due date will not be accepted. Assignments submitted after the due date will receive a 10% grade deduction per day (24-hour period). In other words, assignments which would have been rated 100% will earn a grade of 90%.

If a late submission is requested in advance of the due date and the instructor grants an extension, no points will be deducted from the assignment grade.

When submitting an assignment in Canvas, it is your responsibility to ensure the assignment submits to the appropriate area in the classroom in Canvas. If technology issues arise, contact me with the following information:

- Name of the assignment.

- Details of the issue.

Based on the information, the instructor will use their discretion to wave the late penalty. If the required information is not provided, the late policy will be enforced.

Plagiarism

Plagiarism is the unauthorized use of the words or ideas of another, and the representation of them as one's own. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged. Plagiarism may result in reduced grade, failure of assignment, failure for course, or other actions by the college. Students caught plagiarizing will be given a warning and documentation will be placed on file. Any subsequent misrepresentations of work will result in removal from the program. For tips on avoiding plagiarism, please visit the Plagiarism page in the Student Tools.

If plagiarism is found in any discussion posting or assignment, the following will be instituted:

- First instance - warning and 50% reduction of the grade for that assignment. The student will be required to complete a preventing plagiarism tutorial.
 - If the tutorial is not completed by the given deadline, the incident will be reported to the Christal Clark.
- Second instance - zero on the assignment.
- Third instance - behavior reported to the Christal Clarke for student discipline.

Academic Misconduct

No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory assignment, examination, or other assignment included in an academic course. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to a class, including but not limited to tests, examinations, laboratory equipment and roll books.

No student shall sell, give, lend, or otherwise furnish to any person material which can be shown to contain the questions or answers to any examinations given at the College without authorization from the instructor.

You are to behave honorably. Remember that you will only get out of any course what you are willing to put into it. It is permissible for you to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. However, each person should develop his or her own projects, assignments, and tasks. Students should make themselves aware of the student code of conduct found in the Student Handbook. All FGC students are held to a high standard of ethics and require a clear understanding of such policies.

The consequences of academic misconduct are the following:

- First instance - warning and 50% reduction of the grade for that assignment.

- Second instance - zero on the assignment
- Third instance - behavior reported to Christal Clark for student discipline (see FGC Policies and Procedures for further information)

Grading Policies (Student Performance Measures)

Learning Activities

Module 1 (10%): The assignments in Module 1 exemplify the expectations of the course.

Participation (15%): This ensures being an active participant in the course. This grade is comprised of the class activities and Exit tickets.

Module Quizzes (20%): Weekly module quizzes are derived from chapter readings and lectures. Quizzes are closed notes and closed book. They are timed.

Exams (30%): Each exam covers a set number of modules and their associated lectures and is a similar format to chapter quizzes. Each are timed at 1.5 hours and are closed notes and closed book. They are taken on Canvas.

PhotoVoice Project (25%): This project allows students to identify and describe environmental issues in the community, as well as helps students produce common themes of shared environmental issues, evaluate related resources, and reflect on knowledge about these environmental issues.

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.

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.