



# FLORIDA GATEWAY COLLEGE

## EVR1001 0I1 – Introduction to Environmental Science

Fall 2025 – A16

Online

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### Instructor Information

**Name:** Janet Bargar, M.S., Associate Professor of Environmental Science

**Email:** [janet.bargar@fgc.edu](mailto:janet.bargar@fgc.edu) or through Canvas message. I should respond to your correspondence within one business day.

**Office:** Building 101

**Office Hours:** Monday and Wednesday 10:00am-11:30am and 1pm-2pm or by appointment.

**Office Phone:** (386) 754-4484

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### Course Information

**Credits:** 3

**Requirements Met:** AATR, GE, GEC

**General Education Area:** Group 2 Science

### 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**

| <b>Date</b>                         | <b>Event</b>                                     |
|-------------------------------------|--|
| 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****UNIT I**

| <b>Module</b> | <b>Dates</b> | <b>Topic(s)</b>   | <b>Coursework</b>   |
|---------------|--------------|---|---|
| START<br>HERE | 8/18/2025    | <ul style="list-style-type: none"> <li>• Meet your instructor</li> <li>• Learn about the course</li> <li>• Review FGC policies and statements</li> <li>• Access technical, academic, and accessibility support</li> </ul> | <b>Instructor Information</b> <ul style="list-style-type: none"> <li>• Instructor Bio</li> </ul> <b>Course Information</b> <ul style="list-style-type: none"> <li>• Welcome Video</li> <li>• Syllabus</li> <li>• Textbook</li> <li>• Course Policies</li> </ul> <b>Learner Support</b> <ul style="list-style-type: none"> <li>• Student Tools</li> <li>• Canvas, Honorlock, and Unicheck Guides</li> </ul> <b>About FGC</b> <ul style="list-style-type: none"> <li>• Policies and Statements</li> </ul> |

| Module | Dates     | Topic(s)  | Coursework  |
|--------|-----------|---|---|
| 1      | 8/18-8/24 | <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Library Orientation</li> <li>• Plagiarism Review</li> </ul>                   | <p><b>Explore the Topics:</b></p> <ul style="list-style-type: none"> <li>• M1 – Readings</li> <li>• M1 – Library Orientation Video and Participation Quiz</li> <li>• M1 – Additional Learning Resources</li> </ul> <p><b>Coursework (Assignments):</b></p> <ul style="list-style-type: none"> <li>• M1 – Discussion Question (Class Intro)</li> <li>• M1 – Application of Library Skills</li> <li>• M1 – Plagiarism: Demonstrate Understanding</li> <li>• M1 – Introductory Materials Quiz</li> </ul> <p><b>Module Transition:</b></p> <ul style="list-style-type: none"> <li>• M1 – Exit Ticket</li> </ul> |
| 2      | 8/25-8/31 | <ul style="list-style-type: none"> <li>• Environment, Sustainability, and Science</li> <li>• The Physical Science of the Environment</li> </ul> | <p><b>Explore the Topics:</b></p> <ul style="list-style-type: none"> <li>• Read Chapters 1 and 3</li> <li>• M2- Lecture</li> <li>• M2 – Additional Learning Resources</li> </ul> <p><b>Coursework (Assignments):</b></p> <ul style="list-style-type: none"> <li>• M2 – Discussion Question</li> <li>• M2 – Quiz</li> </ul> <p><b>Module Transition:</b></p> <ul style="list-style-type: none"> <li>• M2 – Exit Ticket</li> </ul>  |
| 3      | 9/1-9/7   | <ul style="list-style-type: none"> <li>• Environmental Ethics, Economics, and Policy</li> </ul>   | <p><b>Explore the Topics:</b></p> <ul style="list-style-type: none"> <li>• Read Chapter 2</li> <li>• M3- Lecture</li> <li>• M3 – Additional Learning Resources</li> </ul> <p><b>Coursework (Assignments):</b></p> <ul style="list-style-type: none"> <li>• M3 – Discussion Question</li> <li>• M3 – Quiz</li> </ul> <p><b>Module Transition:</b></p> <ul style="list-style-type: none"> <li>• M3 – Exit Ticket</li> </ul>   |
| 4      | 9/8-9/14  | <ul style="list-style-type: none"> <li>• Human Population Growth</li> </ul>   | <p><b>Explore the Topics:</b></p> <ul style="list-style-type: none"> <li>• Read Chapter 5</li> <li>• M4- Lecture</li> <li>• M4 – Additional Learning Resources</li> </ul> <p><b>Coursework (Assignments):</b></p> <ul style="list-style-type: none"> <li>• M4 – Discussion Question</li> <li>• M4 – Exam I</li> <li>• M4 – PhotoVoice Project Introduction</li> </ul> <p><b>Module Transition:</b></p> <ul style="list-style-type: none"> <li>• M4 – Exit Ticket</li> </ul>   |

## UNIT II

| Module | Dates      | Topic(s)  | Coursework  |
|--------|------------|---|---|
| 5      | 9/15-9/21  | <ul style="list-style-type: none"> <li>Organism and Population Ecology and Evolution</li> </ul>   | <p><b>Explore the Topics:</b></p> <ul style="list-style-type: none"> <li>Read Chapter 4</li> <li>M5 –Lecture</li> <li>M5 – Additional Learning Resources</li> </ul> <p><b>Coursework (Assignments):</b></p> <ul style="list-style-type: none"> <li>M5 – Discussion Question</li> <li>M5 – Quiz</li> <li>M5 – PhotoVoice Project Photo &amp; Narrative Submission</li> </ul> <p><b>Module Transition:</b></p> <ul style="list-style-type: none"> <li>M5 – Exit Ticket</li> </ul>         |
| 6      | 9/22-9/28  | <ul style="list-style-type: none"> <li>Communities and Ecosystems</li> </ul>                      | <p><b>Explore the Topics:</b></p> <ul style="list-style-type: none"> <li>Read Chapter 6</li> <li>M6 –Lecture</li> <li>M6 – Additional Learning Resources</li> </ul> <p><b>Coursework (Assignments):</b></p> <ul style="list-style-type: none"> <li>M6 – Discussion Question</li> <li>M6 – Quiz</li> <li>M6 – PhotoVoice Project Narrative Presentation &amp; Discussion</li> </ul> <p><b>Module Transition:</b></p> <ul style="list-style-type: none"> <li>M6 - Exit Ticket</li> </ul>  |
| 7      | 9/29-10/5  | <ul style="list-style-type: none"> <li>The Geography of Life</li> <li>Forest Resources</li> </ul> | <p><b>Explore the Topics:</b></p> <ul style="list-style-type: none"> <li>Read Chapters 7 and 13</li> <li>M7 –Lecture</li> <li>M7 – Additional Learning Resources</li> </ul> <p><b>Coursework (Assignments):</b></p> <ul style="list-style-type: none"> <li>M7 – Discussion Question</li> <li>M7 – Quiz</li> </ul> <p><b>Module Transition:</b></p> <ul style="list-style-type: none"> <li>M7 – Exit Ticket</li> </ul>   |
| 8      | 10/6-10/12 | <ul style="list-style-type: none"> <li>Biodiversity Conservation</li> </ul>                       | <p><b>Explore the Topics:</b></p> <ul style="list-style-type: none"> <li>Read Chapter 8</li> <li>M8 – Lecture</li> <li>M8 – Additional Learning Resources</li> </ul> <p><b>Coursework (Assignments):</b></p> <ul style="list-style-type: none"> <li>M8 – Discussion Question</li> <li>M8 – Exam II</li> <li>M8 – PhotoVoice Project Group Assignments for Theme Analysis</li> </ul> <p><b>Module Transition:</b></p> <ul style="list-style-type: none"> <li>M8 – Exit Ticket</li> </ul> |

### UNIT III

| Module | Dates       | Topic(s)   | Coursework  |
|--------|-------------|--|---|
| 9      | 10/13-10/19 | <ul style="list-style-type: none"> <li>Climate Change and Global Warming</li> <li>Air Quality</li> </ul> | <b>Explore the Topics:</b> <ul style="list-style-type: none"> <li>Read Chapters 9 and 10</li> <li>M9 – Lecture</li> <li>M9 – Additional Learning Resources</li> </ul> <b>Coursework (Assignments):</b> <ul style="list-style-type: none"> <li>M9 – Discussion Question</li> <li>M9 – Quiz</li> <li>M9 – PhotoVoice Project Theme Analysis Discussion</li> </ul> <b>Module Transition:</b> <ul style="list-style-type: none"> <li>M9 – Exit Ticket</li> </ul>              |
| 10     | 10/20-10/26 | <ul style="list-style-type: none"> <li>Water</li> </ul>  | <b>Explore the Topics:</b> <ul style="list-style-type: none"> <li>Read Chapter 11</li> <li>M10 – Lecture</li> <li>M10 – Additional Learning Resources</li> </ul> <b>Coursework (Assignments):</b> <ul style="list-style-type: none"> <li>M10 – Discussion Question</li> <li>M10 – Quiz</li> </ul> <b>Module Transition:</b> <ul style="list-style-type: none"> <li>M10 – Exit Ticket</li> </ul>   |
| 11     | 10/27-11/2  | <ul style="list-style-type: none"> <li>Agriculture and the Ecology of Food</li> </ul>                    | <b>Explore the Topics:</b> <ul style="list-style-type: none"> <li>Read Chapter 12</li> <li>M11 – Lecture</li> <li>M11 – Additional Learning Resources</li> </ul> <b>Coursework (Assignments):</b> <ul style="list-style-type: none"> <li>M11 – Discussion Question</li> <li>M11 – Exam III</li> <li>M11 – PhotoVoice Project Annotated Bibliography Introduction</li> </ul> <b>Module Transition:</b> <ul style="list-style-type: none"> <li>M11 – Exit Ticket</li> </ul> |

#### UNIT IV

| Module | Dates     | Topic(s)  | Coursework   |
|--------|-----------|---|--|
| 12     | 11/3-11/9 | <ul style="list-style-type: none"> <li>Nonrenewable Energy and Electricity</li> <li>Renewable Energy and Energy Conservation</li> </ul> | <b>Explore the Topics:</b> <ul style="list-style-type: none"> <li>Read Chapters 14 and 15</li> <li>M12 – Lecture</li> <li>M12 – Additional Learning Resources</li> </ul> <b>Coursework (Assignments):</b> <ul style="list-style-type: none"> <li>M12 – Discussion Question</li> <li>M12 – Quiz</li> <li>M12 – PhotoVoice Project Annotated Bibliography</li> </ul> <b>Module Transition:</b> |

| Module | Dates       | Topic(s)   | Coursework  |
|--------|-------------|--|---|
|        |             |  | <ul style="list-style-type: none"> <li>M12 – Exit Ticket</li> </ul>   |
| 13     | 11/10-11/16 | <ul style="list-style-type: none"> <li>Urban Ecosystems</li> <li>Waste Management</li> </ul> | <p><b>Explore the Topics:</b></p> <ul style="list-style-type: none"> <li>Read Chapters 16 and 17</li> <li>M13 – Lecture</li> <li>M13 – Additional Learning Resources</li> </ul> <p><b>Coursework (Assignments):</b></p> <ul style="list-style-type: none"> <li>M13 – Discussion Question</li> <li>M13 – Quiz</li> <li>M13 – PhotoVoice Project Inquiry Questions Revision</li> </ul> <p><b>Module Transition:</b></p> <ul style="list-style-type: none"> <li>M13 – Exit Ticket</li> </ul> |
| 14     | 11/17-11/23 | <ul style="list-style-type: none"> <li>The Environment and Human Health</li> </ul>           | <p><b>Explore the Topics:</b></p> <ul style="list-style-type: none"> <li>Read Chapter 18</li> <li>M14 – Lecture</li> <li>M14 – Additional Learning Resources</li> </ul> <p><b>Coursework (Assignments):</b></p> <ul style="list-style-type: none"> <li>M14 – Discussion Question</li> <li>M14 – Exam IV</li> </ul> <p><b>Module Transition:</b></p> <ul style="list-style-type: none"> <li>M14 – Exit Ticket</li> </ul>   |
|        | 11/24-11/30 | Thanksgiving Holiday   |   |

## UNIT V

| Module | Dates       | Topic(s)   | Coursework  |
|--------|-------------|--|---|
| 15     | 12/01-12/05 | <ul style="list-style-type: none"> <li>The Environment and You</li> <li>PhotoVoice Project Final Submission</li> </ul> | <p><b>Explore the Topics:</b></p> <ul style="list-style-type: none"> <li>Read Chapter 19</li> <li>M15 – Additional Learning Resources</li> </ul> <p><b>Coursework (Assignments):</b></p> <ul style="list-style-type: none"> <li>M15 – Discussion</li> <li>M15 – PhotoVoice Project Reflection Paper</li> </ul> <p><b>Module Transition:</b></p> <ul style="list-style-type: none"> <li>M15 – Exit Ticket</li> </ul> |

## **Student Expectations**

### **Attendance**

Online attendance is required. It is mandatory to visit the online classroom to participate in discussions, submit assignments, take quizzes, and check announcements. The discussion forum is equal to “attending class.” You are expected to log in and participate in discussions as well as participate in any assigned group work. If you are not able to participate during a given week due to personal or professional circumstances, arrangements must be made with the ***instructor*** prior to the absence or as immediately as possible when the absence occurs.

If you do not log in and/or are not active in the online classroom (e.g., discussion forum posting(s), 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, 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!

### **Class Structure and Deadlines**

This is an online course using Canvas as the learning platform. The course will be conducted in 16 one-week modules.

Each module begins Monday at midnight and ends Sunday at 11:59 pm. Make sure to be an active participant in the course at least four days during the week. Deadlines for assignments are as follows:

- Lecture videos and associated participation quizzes – No later than Thursday by 11:59PM
- Initial Discussion Post – No later than Wednesday by 11:59PM for full credit. The topic and description will be posted by Monday at 8:00AM EST.
- Follow-up Response Posts – Follow-up responses are submitted before noon on Sundays with answers to questions posed by classmates being posted prior to 11:59PM.
- 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 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 A will be graded as B. This policy does not apply to discussion forum postings and replies due to late penalties stated in the grading rubric.

Contact the instructor in advance if you are going to be late or miss an assignment. Timely communication is an e-learning best practice. Prior email notice to the instructor in sufficient time to allow for discussing an alternative schedule is required.

The instructor will review late requests and circumstances on a case-by-case basis and make decisions accordingly. If an emergency arises that prevents you from completing your work on time, email the instructor as soon as possible so that arrangements can be made for you to keep up in the class. The late policy may be waived at the instructor's discretion in case of an emergency. Emergencies are defined as anything that is serious and unexpected. Emergencies cannot be written on the calendar in advance. Examples of emergencies are heart attacks, car accidents, a serious health crisis of the student or in the student's immediate family. Examples of non-emergencies are family weddings, vacations, conferences or any other event, which can be planned around. Documentation may be requested.

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.

While technology is great, it also can cause problems when a computer crashes, the Wi-Fi is down, or Canvas is down. It is your responsibility to ensure the assignment is submitted 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.
- A screenshot showing the issue must include date and time on the device.

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 a 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 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 Director of Student Life.
- Second instance - zero on the assignment.
- Third instance - behavior reported to the Director of Student Life 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 the Director of Student Life for student discipline (see FGC Policies and Procedures for further information)

### **Grading Policies (Student Performance Measures)**

#### **Learning Activities**

**Participation (10%):** This ensues being an active participant in the course. This grade is comprised of the Module 1 Assignments, Lecture and Participation Quizzes, and Exit tickets.

**Discussions (20%):** Due weekly as shown in the discussion guidelines. Required postings include one original post of 200 words or more by Wednesday, at least two substantive follow-up posts on a classmate's thread, and answering questions posed by peers by Sunday.

**Module Quizzes (20%):** Weekly module quizzes are derived from chapter readings and lectures. Quizzes are closed note, closed book, and closed websites. Honorlock proctoring is required.

**Exams (25%):** Each exam covers a set number of modules and their associated lectures and is a similar format to chapter quizzes. Each are timed at two hours and are closed note/book and closed websites. Honorlock proctoring is required.

**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.

### **Student Support and Tech Needs**

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

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

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

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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/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](mailto:library@fgc.edu)

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

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

Monday – Thursday: 7:30 am – 7:30 pm

Friday: 9:00 am – 4:00 pm

Saturday: 1:30 pm – 5:30 pm

Sunday: CLOSED

### **Summer Semester Library Hours**

Monday – Thursday: 7:30 am – 6:30 pm

Friday: CLOSED

Saturday & Sunday: CLOSED

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

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

### **Fall Semester SSC Hours**

Monday--Thursday: 8:00am – 6:00 pm

Friday: 9:00am – 4:30pm

### **Spring Semester SSC Hours**

Monday--Thursday: 8:00am – 6:00 pm

Friday: 9:00am – 4:30pm

### **Summer Semester SSC Hours**

Monday – Thursday: 7:30 am – 5:00 pm

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

### **EAB Navigate**

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

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

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

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

### **Class Recording**

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

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

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

### **Resource Information**

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

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

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

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

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

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

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website. Under Students and the Complaints & Appeals section (<https://www.fgc.edu/students/complaints-and-appeals.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](mailto:cassandra.buckles@fgc.edu) or by phone at 386-754-4313.

### **Disability Statement**

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

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

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

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

### **FERPA Statement**

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

### **SACSCOC Statement**

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

### **Honorlock Statement**

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

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

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

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

### **Turnitin Statement**

Instructors may require writing assignments to be submitted to Turnitin when uploaded to Canvas. Turnitin is an internet-based service that looks for similarities and potential plagiarism by comparing your assignment submissions with its massive database of student work (including previous student

submissions at Florida Gateway College), the Internet, and its entire archive, books, and journal and reference publications. Turnitin generates a [similarity report](#), which can help you and your instructor determine whether you used sources fairly and ethically, cited correctly, and paraphrased effectively.

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

### **Mission Statement**

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