



# FLORIDA GATEWAY COLLEGE

## HUM2020 012 – Introduction to the Humanities

Fall 2025 – A16

Online

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### Instructor Information

**Name:** Dr. Frederick Key Smith, Professor of Humanities

**Email:** Use of the Canvas inbox is *required* for ALL course-related matters. For matters not related to the course, please email me at [frederick.smith@fgc.edu](mailto:frederick.smith@fgc.edu) or by phone, listed below.

**Office:** I do not have a physical office on campus.

**Office Hours:** I will hold virtual office hours every Tuesday, Wednesday, and Thursday from 11:00 a.m. to 2:30 p.m., except on college holidays. Please contact me via the Canvas Inbox to arrange an appointment outside of my scheduled office hours.

**Office Phone:** 386-754-4380

**Other Available Hours:** I will respond to most e-mail/Canvas Inbox messages within 24 hours.

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### Course Information

**Credits:** 3

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

**General Education Area:** Group 1 Humanities

**Prerequisites:** Completion of ENC0025 and REA0017 with a grade of C or better, or ENC0027C with a grade of C or better, or score out on appropriate placement test.

### Course Description

In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the Western Canon and may also include expressions from around the globe.

### Required Texts/Learning Resources

Fiero, Gloria K. *Landmarks in Humanities*. 4<sup>th</sup> edition. McGraw Hill, 2024. ISBN-13: 9781260672855. Access to either the Connect or eBook version of the textbook is required for this course. The physical print version of the textbook will NOT work for this course as it does not include the required multimedia content.

### General Learning Outcome

**Cultural Awareness:** *Students will explain how aspects of culture relate to the human experience.*

### Course Learning Outcomes

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

- Students will demonstrate knowledge of arts and ideas and synthesize information from various sources.
- Students will analyze and interpret selected expressions of arts and ideas.
- Students will compare and contrast selected expressions of arts and ideas.
- Students will identify contextual influences on the development of interdisciplinary arts and ideas.

## **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**

|                                                   | <b>Module</b> | <b>Dates</b> | <b>Topic(s)</b>                                                           | <b>Coursework</b>                                                                                                                                                                                                               |
|---------------------------------------------------|---------------|--------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>UNIT I: Individual, Politics, and Religion</b> | 1             | 8/18 – 8/24  | <ul style="list-style-type: none"> <li>Ancient Culture</li> </ul>         | <ul style="list-style-type: none"> <li>Textbook: Chapters 1, 2, and 3</li> <li>Lecture(s) [DUE Thursday]</li> <li>Discussion [DUE Thurs. (IP) and Sun. (FPs)]</li> </ul>                                                        |
|                                                   | 2             | 8/25 – 8/31  | <ul style="list-style-type: none"> <li>Ancient Culture, cont.</li> </ul>  | <ul style="list-style-type: none"> <li>Textbook: Chapters 1, 2, and 3</li> <li>Lecture(s) [DUE Thursday]</li> <li>Exam [DUE Thursday]</li> <li>Analysis (Essay) [DUE Sunday]*</li> </ul>                                        |
|                                                   | 3             | 9/1 – 9/7    | <ul style="list-style-type: none"> <li>Medieval Culture</li> </ul>        | <ul style="list-style-type: none"> <li>Textbook: Chapters 4, 5, 6, and 7</li> <li>Lecture(s) [DUE Thursday]</li> <li>Discussion [DUE Thurs. (IP) and Sun. (FPs)]</li> </ul>                                                     |
|                                                   | 4             | 9/8 – 9/14   | <ul style="list-style-type: none"> <li>Medieval Culture, cont.</li> </ul> | <ul style="list-style-type: none"> <li>Textbook: Chapters 4, 5, 6, and 7</li> <li>Lecture(s) [DUE Thursday]</li> <li>Exam [DUE Thursday]</li> <li>Analysis (Essay) [DUE Sunday]*</li> </ul>                                     |
|                                                   | 5             | 9/15 – 9/21  | <ul style="list-style-type: none"> <li>Cultural Connections</li> </ul>    | <ul style="list-style-type: none"> <li>Textbook: Chapters 1, 2, 3, 4, 5, 6, and 7</li> <li>Lecture(s) [DUE Thursday]</li> <li>Evaluation (Blueprint) [DUE Thursday]</li> <li>Evaluation (Presentation) [DUE Sunday]*</li> </ul> |

|                                          | Module | Dates         | Topic(s)                                                                                        | Coursework                                                                                                                                                                                                               |
|------------------------------------------|--------|---------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| UNIT II: Individual, Society, and Nature | 6      | 9/22 – 9/28   | <ul style="list-style-type: none"> <li>Renaissance Culture</li> </ul>                           | <ul style="list-style-type: none"> <li>Textbook: Chapters 7 and 8</li> <li>Lecture(s) [DUE Thursday]</li> <li>Discussion [DUE Thurs. (IP) and Sun. (FPs)]</li> </ul>                                                     |
|                                          | 7      | 9/29 – 10/5   | <ul style="list-style-type: none"> <li>Renaissance Culture, cont.</li> </ul>                    | <ul style="list-style-type: none"> <li>Textbook: Chapters 7 and 8</li> <li>Lecture(s) [DUE Thursday]</li> <li>Exam [DUE Thursday]</li> <li>Analysis (Essay) [DUE Sunday]*</li> </ul>                                     |
|                                          | 8      | 10/6 – 10/12  | <ul style="list-style-type: none"> <li>Seventeenth/Eighteenth Century Culture</li> </ul>        | <ul style="list-style-type: none"> <li>Textbook: Chapters 10 and 11</li> <li>Lecture(s) [DUE Thursday]</li> <li>Discussion [DUE Thurs. (IP) and Sun. (FPs)]</li> </ul>                                                   |
|                                          | 9      | 10/13 – 10/19 | <ul style="list-style-type: none"> <li>Seventeenth/Eighteenth Century Culture, cont.</li> </ul> | <ul style="list-style-type: none"> <li>Textbook: Chapters 10 and 11</li> <li>Lecture(s) [DUE Thursday]</li> <li>Exam [DUE Thursday]</li> <li>Analysis (Essay) [DUE Sunday]*</li> </ul>                                   |
|                                          | 10     | 10/20 – 10/26 | <ul style="list-style-type: none"> <li>Cultural Connections</li> </ul>                          | <ul style="list-style-type: none"> <li>Textbook: Chapters 7, 8, 10, and 11</li> <li>Lecture(s) [DUE Thursday]</li> <li>Evaluation (Blueprint) [DUE Thursday]</li> <li>Evaluation (Presentation) [DUE Sunday]*</li> </ul> |

|                                             | Module             | Dates         | Topic(s)                                                                            | Coursework                                                                                                                                                                                       |
|---------------------------------------------|--------------------|---------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| UNIT III: Individual, Technology, and World | 11                 | 10/27 – 11/2  | <ul style="list-style-type: none"> <li>Nineteenth Century Culture</li> </ul>        | <ul style="list-style-type: none"> <li>Textbook: Chapters 12 and 13</li> <li>Lecture(s) [DUE Thursday]</li> <li>Discussion [DUE Thurs. (IP) and Sun. (FPs)]</li> </ul>                           |
|                                             | 12                 | 11/3 – 11/9   | <ul style="list-style-type: none"> <li>Nineteenth Century Culture, cont.</li> </ul> | <ul style="list-style-type: none"> <li>Textbook: Chapters 12 and 13</li> <li>Lecture(s) [DUE Thursday]</li> <li>Exam [DUE Thursday]</li> <li>Analysis (Essay) [DUE Sunday]*</li> </ul>           |
|                                             | 13                 | 11/10 – 11/16 | <ul style="list-style-type: none"> <li>Twentieth Century Culture</li> </ul>         | <ul style="list-style-type: none"> <li>Textbook: Chapters 14 and 15</li> <li>Lecture(s) [DUE Thursday]</li> <li>Discussion [DUE Thurs. (IP) and Sun. (FPs)]</li> </ul>                           |
|                                             | 14                 | 11/17 – 11/23 | <ul style="list-style-type: none"> <li>Twentieth Century Culture, cont.</li> </ul>  | <ul style="list-style-type: none"> <li>Textbook: Chapters 14 and 15</li> <li>Lecture(s) [DUE Thursday]</li> <li>Exam [DUE Thursday]</li> <li>Course Project (Blueprint) [DUE Sunday]*</li> </ul> |
|                                             | THANKSGIVING BREAK |               |                                                                                     |                                                                                                                                                                                                  |
|                                             | 15                 | 12/1 – 12/5   | <ul style="list-style-type: none"> <li>Cultural Connections</li> </ul>              | <ul style="list-style-type: none"> <li>Textbook: Chapters 12, 13, 14, and 15</li> <li>Lecture(s) [DUE Thursday]</li> <li>Course Project (Presentation) [DUE Thursday]</li> </ul>                 |

\*This assignment will become available by the fourth day of its module as you are encouraged to first complete the module's other assignments.

## **Student Expectations**

### **Attendance**

Weekly participation in this course is mandatory, meaning that you should complete each module's assignments by their posted due date(s). Failure to participate on a weekly basis will have a negative impact on your understanding of the material and overall success in the course.

### **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, discussions, 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, as detailed in Canvas, throughout!

*PLEASE NOTE: I will not respond to any type of communication that is sent in obvious anger, is blatantly disrespectful, or includes vulgar language. Further, if warranted, I will forward your message to the Dean of Academic Programs for review. If you are upset about a grade or other course issue, please wait to contact me until you are able to do so calmly, logically, and respectfully. I will always do the same for you!*

### **Late Work**

Assignments will not be accepted late without penalty, except in the case of documented medical issues and/or family emergencies. In most cases, the penalty will be 10% of the highest possible grade for the assignment per day that it is late. Neither lectures nor discussions may be submitted after their closing dates, however, as they are considered "live" class participation. It is your responsibility to contact me ASAP to discuss *your* situation. I reserve the right to make the final decision regarding the submission and acceptance of any missed or late work.

### **Gordon Rule Requirement**

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

*PLEASE NOTE: You must earn a passing grade on the combined designated writing assignments (see below) in order to be eligible to earn a passing grade in the course, regardless of your grades on other assignments. As such, you are strongly encouraged to concentrate on your writing in this course!*

### **Outside Research & AI**

The only material that you may use for this course are the course textbook and those provided in Canvas. Such major course assignments as discussions, essays, and presentations rely primarily on your opinion and critical thinking skills, making outside research unnecessary. Further, since this is a *humanities* course focused on human intellect, ability, and creativity, the use of artificial intelligence (AI)—including ChatGPT, Copilot, Grammarly, etc.—runs contrary to the spirit of this course. For these reasons, the unauthorized use of both outside research and AI in this course is prohibited and will be treated as academic dishonesty (cheating).

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

### **Learning Activities**

This course includes several different types of graded assessments, as listed in the above *Schedule of Class Events*. Each assessment type (and its value for the total assignments of that type) is summarized below, with specific instructions for each individual assignment being provided in Canvas.

- **Lectures, Exams, etc. (20%):** Formative assessments of various types in which you will gain and/or display learning of the respective material.
- **Discussions (20%):** Formative writing-based assessments in which you will discuss the respective material with your classmates and instructor.
- **Analyses (20%):** Formative writing-based assessments (essays) in which you will analyze and provide your opinion about specific arts and ideas.
- **Evaluations (20%):** Summative multimedia assessments (presentations) in which you will evaluate how specific arts and ideas express relationships.
- **Course Project (20%):** Summative course-based multimedia assessment in which you will demonstrate your understanding of the Cultural Awareness GLO.

**Extra Credit:** While extra credit opportunities *may* be offered to the entire class, they are not guaranteed and should not be relied on for your success in this course. Requests for individual extra credit will not be granted.

*PLEASE NOTE: Any indication of academic dishonesty in this course (including the unauthorized use of AI) will be dealt with severely, with the first instance allowing you to resubmit the assignment with a 20% penalty. Any further instances will result in a "0" for each assignment without the ability to resubmit. In situations where academic dishonesty on an assignment is strongly suspected but cannot be clearly proven, you may be required to redo the assignment under the supervision of Honorlock or the FGC Testing Center.*

### **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 may require two weeks. This will give me ample time to provide constructive, useful feedback to help you progress and grow as a student in this course. Once an assignment's grades are released, check your grade, read my comments (if provided), and let me know immediately if you have any questions or concerns. With very few exceptions, each assignment's grades will be finalized and unchangeable a week after they are posted.

## **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).

## **Florida Gateway College Policies and Statements**

### **The Library**

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

Phone- 386-754-4401

Email- [library@fgc.edu](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/>), 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 withdraw 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.