



FLORIDA GATEWAY COLLEGE

POS1041 003 – American Government

Spring 2026 – A16

Monday/Wednesday, 1pm – 2:15pm

Building 002, Room 015

Instructor Information

Name: Dr. John Eaton

Email: john.eaton@fgc.edu

Office Phone: (386) 754-4328

Office: Building 002 – Room 019

Office Hours*: Monday: 8-9am | Tuesday: 8-10:30am | Wednesday/Thursday: 8-9:45am

Virtual Office Hours: [Mondays from 4-5:30pm](#) | [Fridays from 9-10:30am](#)

*Also available by appointment

Course Information

Credits: 3

Requirements Met: AATR, GE, GEC, GR

General Education Area: Group 1 Social Science

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

Course Description

In this course, students will investigate how the national government is structured and how the American constitutional republic operates. It covers the philosophical and historical foundations of American government, including but not limited to the Declaration of Independence, the United States Constitution and all its amendments, and the Federalist Papers. The course examines the branches of government and the government's laws, policies, and programs. It also examines the ways in which citizens participate in their government and ways their government responds to citizens.

Required Texts/Learning Resources

Lowi, T.J., Ginsberg, B., Shepsle, K.A., Ansolabehere, S., & Han, H. (2025). *American government: A brief introduction* (18th ed.). Norton. ISBN-13: 978-1324088295.

Course Learning Outcomes

By the end of the course:

- Students will demonstrate an understanding of the basic principles and practices of America's constitutional republic.
- Students will demonstrate knowledge of the nation's founding documents, including the Declaration of Independence, the U.S. Constitution and its amendments, and the Federalist Papers.
- Students will demonstrate knowledge of landmark U.S. Supreme Court cases, landmark legislation, and landmark executive actions.

- Students will demonstrate knowledge of the history and development of the American federal government and its impact on law and society.
- Students will demonstrate an ability to apply course material to contemporary political issues and debates.
- Students will demonstrate the ability to engage in discussion and civil debate on American politics that are associated with multiple points of view.

Civic Literacy

This course will satisfy part of the Florida Civic Literacy credit that is needed for graduation. New college students as of Fall 2021 will also need to pass the **Florida Civic Literacy Exam (FCLE)** sometime before graduation. Dual enrollment students will need to take this exam *at their school*. Civic literacy competencies and outcomes include:

- An understanding of the basic principles of American democracy and how they are applied in our republican form of government.
- An understanding of the United States Constitution.
- Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-governance.
- An understanding of landmark Supreme Court cases and their impact on law and society.

Critical Dates – Spring 2026

Date	Event
Wednesday, December 10	Spring H Term start
Wednesday – Friday, December 10-12	Add/Drop period for Spring H
Monday, December 29	Deadline for student-initiated withdrawals – H
Tuesday, January 6	Course End Date – H
Monday, January 12	Spring A16 and A8 classes start
Monday – Wednesday, January 12-14	Add/Drop period for Spring A8
Monday – Friday, January 12-16	Add/Drop period for Spring A16
Monday, January 19	Martin Luther King, Jr. Day – No Classes
Monday, February 9	Spring B12 classes start
Monday – Wednesday, February 9-11	Add/Drop period for Spring B12
Monday, February 16	President’s Day – No Classes
Friday, February 20	Deadline for student-initiated withdrawals – A8
Monday, February 23	Spring B10 classes start
Monday – Thursday, February 23-25	Add/Drop period for Spring B10
Friday, March 6	Course End Date – A8
Monday, March 9	Spring B8 classes start
Monday – Wednesday, March 9-11	Add/Drop period for Spring B8
Friday – Friday, March 20-27	Spring Break
Friday, April 10	Deadline for student-initiated withdrawals – A16

Date	Event
Friday, April 17	Deadline for student-initiated withdrawals – B12
Monday, April 20	Deadline for student-initiated withdrawals – B10
Friday, April 24	Deadline for student-initiated withdrawals – B8
Thursday, May 7	Course End Date – A16, B12, B10, B8

Student Expectations

Attendance/Participation

Attendance will be taken each class period and will count for 10% of your grade. Class sessions are recorded on eLearning with Microsoft Teams for later viewings (attendance points are only given when attending class in-person).

NOTE: Your attendance grade is not based just on you “showing up” to class. To receive full credit, you are expected to actively participate in class discussions and activities. If you are wearing headphones, or are consistently focused on your laptop or phone instead of class, you will not receive attendance credit for that day.

Courtesy and Student Conduct Code

Class Discussion: Discussion and critical engagement of material with others is an imperative, life-long skill. Disagreement is not a bad thing; it provides opportunities to learn, engage, and grow. That being said, given the volatile nature of politics and political issues today, discussion can be emotionally charged. I expect students to keep an open mind, seek to learn about “the other side,” and evaluate information in light of their own biases.

- Be helpful: Is your comment helpful? Remarks and responses should add to the discussion by articulating a different perspective, expanding on class material, or asking a question that is useful for other students. Debate is encouraged as long as you respond to the ideas shared by other student(s) and not attack the students themselves.
- Be polite: Is your comment polite? Remarks and responses should respect fellow users and not include insulting or abrasive language. Foul language is not permitted.
- Be sensitive: Is your comment sensitive? Remarks and responses should take care to be sensitive to users with different cultures and backgrounds.
- Be appropriate: Is the content of your remark appropriate? Users are not allowed to discuss inappropriate (e.g., obscene) material.

Disruptive Behavior: Disruptive behavior is defined as “behavior that interrupts or interferes with daily functions of the University of the education processes.” To create a welcoming environment for learning, no disruptive behavior is allowed in this class. Students who make inappropriate (e.g., hostile or threatening) remarks in class will be reported.

Late Work

You’ll have a full 24 hours to take the exams. So, each exam will “open” to you at 12am on the day of the exam and close at 11:59pm. Because of this timeframe, no make-up exams or extensions will be offered.

All assignments will be open for 48 hours after the original due date with a 20% penalty for late submissions. If there are any issues that arise (medical, family, personal) that prevent you from submitting assignments properly and on time, please contact me asap.

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). **In this course, students will write at least 3500 words, with these writing assignments making up 40% of the graded activities for this course.**

AI Use Policy

I expect all work you submit in this class to be your own original writing. The use of Artificial Intelligence (AI) tools must follow these guidelines:

Permitted Uses

- **Grammar & Spelling Assistance:** You may use Grammarly or similar tools *only* for correcting grammar, spelling, and punctuation.
- **Research:** You may use AI tools such as ChatGPT in the same way you might use Google — for finding information, brainstorming ideas, or clarifying concepts — but ***not*** for generating your written answers.

Prohibited Uses

- **No AI-Written Submissions:** Copying and pasting text generated by AI into your assignments and submitting it as your own work is strictly prohibited. This includes paraphrased or reworded AI-generated text.
- **No AI-Generated Drafting:** AI tools may not be used to compose or structure your full written answers for discussion posts, essays, or other assignments.

Using AI beyond the allowed purposes above is considered **cheating/academic dishonesty** under the institution's academic integrity policy. Violations will result in a grade penalty and may be reported for further disciplinary action.

Grading Policies (Student Performance Measures)

- **Attendance/Class Quizzes: (15%)**
- **Discussion Board/Writing Assignments (25%)** – There are two *writing assignments* and three *discussion board* requirements throughout the course. Failure to meet the word count on any of these assignments will result in an immediate 20% grade deduction.
 - You'll have to complete two writing assignments (essays) throughout the course with a 750 minimum word count. They are due by Sunday at 11:59pm following the week it is assigned (see Course Schedule for specifics) on Canvas. A more in-depth prompt for each paper will be on Canvas. These prompts will specifically tell you what each paper should include to get full credit.

- For the discussion boards, you will answer a few questions about the topic for the week (due date is the same as other assignments for the week). Then, the following week, you will go back and read other students' posts. You will then choose two posts to respond to (specifics on what you should focus on and what you will be graded on are in the Discussion Board on Canvas).

****If you are retaking this class, you may refer to your previous writing assignments as a starting point; however, you must substantially revise them before submission. Previously graded assignments will not be accepted.****

- **Campaign Poster Design (5%)** – Using Canva, you are going to create a campaign poster (could be for yourself, a fictional character, or a public figure) using visuals, themes, and slogans to communicate their political message. Your grade will be based on creativity, originality, and how effectively the poster conveys political ideas. After everyone has submitted their posters, you will reply to two classmates' posters discussing what you liked and a suggestion for improvement.
- **GLO Essay (15%)** – During Week 12, you will need to submit your 1,200-word GLO essay, which is a reflection on what you've learned during the class (more details will be given as the assignment gets closer). Failure to meet the word count on any written assignment will result in an immediate 20% grade deduction.
- **Exams (30%)**
- **FCLE Exam (10%)** – To get credit for this exam, you have to provide proof of your taking (or having already taken) the FCLE exam by uploading a document (or picture of the document) to Canvas by **Friday, 5/1 at 11:59pm**.
 - *Dual enrollment students:* You must take the FCLE with your own high school, which sets their own schedule on when you can take the test. In order to satisfy this requirement, your guidance counselor will sign a document confirming you are scheduled to take the FCLE on a certain date. Upload this document by 5/1 to get credit.

Class Quizzes: Class quizzes are given almost every week to ensure you are paying attention to the lectures. They will be conducted in-class on random days. Be sure to come to class having read the weeks' chapter and take notes during the lecture. I know that sometimes life happens, and you may have to miss a class. As such, your lowest 2 class quiz grades will be dropped- no questions asked. The same applies to your attendance grade (where you get two "free" attendance points). Because of this policy, no make-up quizzes will be offered. If you have further issues where you cannot make a class, please reach out to me via email.

Students caught cheating (i.e. sharing answers)– such as through class chat rooms, (i.e. GroupMe) – will receive an automatic '0' for the respective portion of their grade. Additionally, students are encouraged to report answer sharing to the Professor in order to maintain the integrity of this course. If answer sharing becomes an issue in this course, I reserve the right to remove or modify this portion of the grade at any time, including by dropping the class quizzes and counting each exam to be worth the remaining percentage of your grade.

Exams: You will take three exams over the course of the semester. Each exam is mandatory and is worth 10% of your final grade. These exams will assess your understanding of class and reading material. They are **NOT** open-note or open-book. Each exam will consist of 50 multiple choice and True-False questions. It is imperative to attend and actively participate in all class sessions. Exams will be accessed

using Honorlock (note: Honorlock will just be used to “lockdown” your browser- you won’t be required to scan an ID or the room you take the exam in).

You’ll have a full 24 hours to take the exam. So, each exam will “open” to you at 12am on the day of the exam and close at 11:59pm. Because of this timeframe, no extensions will be offered.

At the end of the semester, you have the option to take a cumulative make-up exam. This OPTIONAL cumulative exam (covers material from the whole semester) will take the place of your lowest exam grade from the first three exams. If you score lower on the cumulative make-up exam than the other three, then it will not count against you in your final grade.

Exam Time Length: The exams, consisting of 50 questions, will be 40 minutes long. Studies show that approximately 45 seconds per question is more than enough time for students who know the material to be able to answer the question. With 40 minutes, you have 48 seconds per question.

Grading Scale

- A** – 90% - 100%
- B** – 80% - 89.9%
- C** – 70% - 79.9%
- D** – 60% - 69.9%
- F** – 59.9% or below

Contesting your Grade:

- **Cooling off period:** It is understandable that, at times, you have questions or concerns with regard to a grade you received on one of your exams. That being said, I will not consider any grade related inquiries within the first 48 hours after the grades have been handed out. This ‘cooling off’-period provides the opportunity to let the initial emotions subside and think more clearly about the issue at hand.

Course Schedule

Week	Dates	Topic(s)	Assignments
1	1/12	Introduction	Chapter 1
	1/14		
2	1/19	MLK DAY (No Class)	Chapter 3
	1/21	Federalism	
3	1/26	Federalism	Chapter 2
	1/28	The U.S. Constitution	<i>Due 2/2: Discussion Board (DB) #1 - Post</i>
4	2/2	The U.S. Constitution	Chapter 5
	2/4	The U.S. Congress	<i>Due 2/8: DB #1 - Reply</i>
5	2/9	The U.S. Congress	Chapter 6
	2/11	The President/Executive Branch	<i>Due 2/15: DB #2 – Post</i>
6	2/16	President’s Day (No Class)	Chapter 6
	2/18	The President/Executive Branch	<i>Due 2/22: DB #2 - Reply</i>

7	2/23	Exam 1	Covers Weeks 1-6
	2/25	Federal Courts	Chapter 8
8	3/2	Federal Courts	Chapter 8
	3/4		<i>Due 3/8: Writing assignment #1</i>
9	3/9	Political Parties	Chapters 10 & 11
	3/11	Elections	<i>Due 3/15: Campaign Poster</i>
10	3/16	Elections/Campaigns	Chapters 9 & 10
	3/18	Public Opinion & Media	<i>Due 3/18: DB #3 – Post</i>
	3/23	SPRING BREAK	
	3/25		
11	3/30	Exam 2	<i>Due 3/29: DB #3 – Replies</i>
	4/1	Civil Liberties	Chapter 4
12	4/6	GLO ESSAY	
	4/8		
13	4/13	Civil Liberties	Chapter 4
	4/15		
14	4/20	Interest Groups	Chapters 12 & 13
	4/22	Domestic Policy	<i>Due 4/26: Writing assignment #2</i>
15	4/27	Foreign Policy	Chapter 14
	4/29	Exam 3	Covers Weeks 11-15
16	5/4	Optional Cumulative Exam	Covers Weeks 1-16

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 require for this course include the ability to use Microsoft Office products and navigate the Internet.

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

Florida Gateway College Policies and Statements

The Library

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

assist with research help, and there are helpful videos on library searching and citation help here: (<https://www.fgc.edu/academics/library/research-help-and-guides/>).

Phone- 386-754-4401

Email- library@fgc.edu

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

Fall & Spring Semester Library Hours

Monday – Thursday: 7:30 am – 7:30 pm

Friday: 9:00 am – 4:00 pm

Saturday: CLOSED

Sunday: CLOSED

Summer Semester Library Hours

Monday – Thursday: 7:30 am – 6:30 pm

Friday: CLOSED

Saturday & Sunday: CLOSED

Student Success Center (SSC)

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

Fall Semester SSC Hours

Monday--Thursday: 8:00am – 7:30 pm

Friday: 9:00am – 4:30pm

Spring Semester SSC Hours

Monday--Thursday: 8:00am – 6:00 pm

Friday: 9:00am – 4:30pm

Summer Semester SSC Hours

Monday – Thursday: 7:30 am – 5:00 pm

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/>), information regarding policy, procedure, and forms related to these topics is provided.

College Course Withdrawal and Drop Process

A course may be dropped only during the published add/drop period. After add/drop, students must withdrawal from their course. Please visit the [College Catalog](#) for more detailed information about the drop and withdrawal process.

Students are responsible for withdrawing by the published deadline. Students must allow sufficient time for the process to be completed. **The fully approved withdrawal form is due to Registration & Records by 4:30 p.m. on the deadline posted on the [Academic Calendar](#) or it is considered late.**

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

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

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

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

Incompletes

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

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, sex, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The Civil Rights & Compliance Officer is Cassie Buckles, Associate Vice President of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at cassandra.buckles@fgc.edu or by phone at 386-754-4313.

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 Registration & Records Office 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, quality higher education programs and lifelong learning opportunities.