

## Florida Gulf Coast University Guidelines for Course Syllabus

Faculty should adhere to the following guidelines for the development and distribution of a course syllabus:

- On the first day of class, distribute the course syllabus to students either in hard copy or electronically.
- Provide a copy to your department chair.
- Include all of the items listed below under **Course Syllabus Information** in your syllabus either by directly including them in the document or by providing hyperlinks.
- Include items you deem necessary listed under Recommended Course Syllabus Information in your syllabus either by directly including them in the document or by providing hyperlinks.
- Include any additional course-related information as you deem necessary or as required by your college, department, and/or program.
- Ensure that the syllabus and course content are accessible to individuals with disabilities. This may include closed captioning of videos and compatibility with screen readers. The offices of Adaptive Services, Academic and Event Technology Services, and e-Learning and Academic Web Support are available if assistance is needed.

### Course Syllabus Information

1. Course number, course reference number (CRN), and course title
2. Semester and year
3. College and department offering the course
4. Course credit hours
5. Meeting times and locations
6. Distance Learning/Hybrid Course/Off Campus Course Information (as applicable)
7. Instructor's name, FGCU rank, and any relevant degree(s), licensures(s), and/or certification(s)
8. Faculty office number, campus telephone number, email address, and office hours
9. Course description (as listed in Gulfline)
10. Student learning outcomes for the course
11. Required, recommended, and optional textbook(s) and other course materials
12. List of relevant course topics
13. Evaluation methods, assessment, and grading policy, and relevant due dates
14. Attendance policy
15. Policy regarding assignment completion deadlines
16. Special department or college policies (as applicable)
17. Required University statement regarding academic behavior standards and academic dishonesty (below)
18. Required University statement regarding disability accommodations (below)
19. Required University policy (Policy 4.005) regarding religious holiday accommodations (below)
20. If Respondus Monitor technology is adopted, include the corresponding statement (below). Faculty must complete one-time Respondus Monitor training prior to initial implementation of this technology.
21. If Respondus LockDown Browser technology is adopted, include the corresponding statement (below). Faculty must complete one-time Respondus LockDown Browser training prior to initial implementation of this technology.

22. If Lecture Capture technology is adopted, include the corresponding statement (below). Faculty must complete one-time Lecture Capture Technology (“FGCU->Capture”) training prior to initial implementation of this technology.

**Recommended Course Syllabus Information**

1. Schedule of course activities and assignments, including due dates for papers, projects, and exams, with note that schedule is subject to change with notice
2. Pre and co-requisites for the course (as approved by the University Curriculum Team and listed in Gulfline)
3. Statement regarding the level of technology usage and any policies regarding use of cell phones, PDAs, laptops, and other personal electronic devices
4. Statement on e-mail usage in Eagle mail and/or CANVAS conversations
5. Statement on the last day to drop/withdraw without academic penalty

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**Academic Behavior Standards and Academic Dishonesty**

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under **the Student Code of Conduct and Policies and Procedures** sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>

**University Nondiscrimination Statement**

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of **Title IX** of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC’s phone number is (239)745-4366; the OIEC email address is [OIEC@fgcu.edu](mailto:OIEC@fgcu.edu).

**Disability Accommodations Services**

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university’s guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

### **Student Observance of Religious Holidays**

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

### **Resources for Faculty General Education**

Information on General Education program requirements is available online at [http://www.fgcu.edu/General\\_Education/index.html](http://www.fgcu.edu/General_Education/index.html)

### **Service-Learning**

Information on integrating service-learning into the course and course syllabus is available online at <http://www.fgcu.edu/Connect/>

### **Distance-Learning**

Information on distance learning courses is available online at <http://itech.fgcu.edu/distance/>

### **Online Tutorials**

Information on online tutorials to assist students is available online at <http://www.fgcu.edu/support/Approved>

**Canvas Learning Management System and Demonstration Site** Information on Canvas is available online at <http://canvas.fgcu.edu/> and <https://fgcu.instructure.com/courses/7692>

### **Library Resources**

Main page: <http://library.fgcu.edu/>

Tutorials & Handouts: <http://library.fgcu.edu/RSD/Instruction/tutorials.htm>

Research Guides: <http://fgcu.libguides.com/>

Faculty Support: [http://library.fgcu.edu/faculty\\_index.html](http://library.fgcu.edu/faculty_index.html)

Contact Us: <http://library.fgcu.edu/LBS/about/contactus.htm>

### **Respondus Monitor – Remote, Online Exam Monitoring**

In order to protect the integrity of online assessments that are delivered to students off site in a non-proctored location, this course may employ *Respondus Monitor* technology that will allow for the web-enabled monitoring of exams and quizzes. Students must own a computer device and an associated webcam that meet the minimum requirements of the University's standard remote monitoring system.

Additional information:

- *Respondus Monitor* overview: <http://respondus.com/products/monitor/>
- *Respondus Monitor* Faculty Training and Workshops: TBA

### **Respondus LockDown Browser – Classroom and/or Remote Online Exams**

In order to protect the integrity of classroom *or* remote online exams, this course may employ *Respondus LockDown Browser* technology that will allow for the student's temporary restriction to a designated online testing website, disabling the ability to print, copy, access other applications or move to any other URL for the duration of the assessment. This technology may be used on campus in University computer classrooms *or* for remote delivery of quizzes and exams. [For online classes only: students must own a computer that meets the minimum requirements of the University's standard lock down browser application.] Additional information:

- *Respondus LockDown Browser* overview: <http://respondus.com/products/lockdown-browser/>
- *Respondus LockDown Browser* Faculty Training and Workshops: TBA

#### **Lecture Capture Technology/FGCU Capture – Classroom Recording**

This course may employ technology that will allow for audio and/or video recording of live classroom sessions. This lecture capture technology is utilized for the sole purpose of enhancing student learning. It may provide for supplemental student instruction via secure links to recorded session(s,) the live stream of courses, presentations of off-site guest speakers and/or the delivery of course instruction utilizing “flipped classroom” methodologies. Student questions and/or comments may be included as a part of any session being recorded. See FGCU-CAPTURE for additional details and training <http://aets.fgcu.edu/fgcucapture.asp>