

## Florida Gulf Coast University Guidelines for Course Syllabus

Faculty should adhere to the following **Course Syllabus Information** section for the development and distribution of a course syllabus by directly including them in the document or posting them in a clear place in the Learning Management System for the course. Faculty should include items they deem necessary under **Recommended Course Syllabus Information** section in your syllabus either by directly including them in the document or by posting them in a clear place in the Learning Management System for the course.

- On the first day of class, distribute the course syllabus to students either in hard copy or electronically.
- Provide a copy to your direct supervisor.
- 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 materials address the needs of students who require Adaptive Services, by working with the offices of Adaptive Services, Academic and Event Technology Services, and e-Learning and Academic Web Support as necessary.

### **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. Pre and co-requisites for the course (as approved by the University Curriculum Team and listed in Gulflines)
6. If applicable, indicate if the course meets the College-Level Writing Skills requirement (previously called Gordon Rule Writing)
7. If applicable, indicate if the course meets the College-Level Mathematics Skills requirement (formerly known as Gordon Rule Mathematics)
8. If the course is in the General Education Program, indicate which General Education subject area it satisfies (Communication, Mathematics, Humanities, Social Sciences, or Natural Sciences) and indicate if it meets the General Education Program Intercultural Knowledge competency.
9. If applicable, indicate if the course is an FGCUScholars: Think. Write. Discover course that explicitly engages students in the writing, critical thinking, and information literacy skills of the Quality Enhancement Plan (QEP).
10. Meeting times and locations
11. Distance Learning/Hybrid Course/Off Campus Course Information (as applicable)
12. Instructor's name, FGCU rank, and any relevant degree(s), licensures(s), and/or certification(s)
13. Faculty office number, campus telephone number, email address, and office hours
14. Course description (as listed in Gulflines)
15. Student learning outcomes for the course
16. Required, recommended, and optional textbook(s) and other course materials

17. List of relevant course topics
18. Schedule of course activities and assignments, including due dates for papers, projects, and exams, with note that schedule is subject to change with notice. Also include evaluation methods, assessment, and grading policy, and relevant due dates.
19. Attendance policy
20. Policy regarding assignment completion deadlines
21. Special department or college policies (as applicable)
22. Required University statement regarding academic behavior standards and academic dishonesty (below)
23. Required University Nondiscrimination Statement (below)
24. Required University statement regarding disability accommodations (below)
25. Required University policy (Policy 4.005) regarding religious holiday accommodations (below)
26. If Web-Enable Proctoring technology is adopted, include the corresponding statement (below).
27. If class recording technology is adopted, include the corresponding statement (below).
28. Minimum Technology Requirements for Students  
(<https://www.fgcu.edu/online/studentresources/technologyrequirements#MinimumTechnologyRequirementsforStudents>)

**Recommended Course Syllabus Information**

1. Statement regarding the level of technology usage and any policies regarding use of cell phones, PDAs, laptops, and other personal electronic devices
2. Statement on e-mail usage in Eagle mail and/or CANVAS conversations
3. Statement on the last day to drop/withdraw without academic penalty

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**The following statements are up-to-date; please ensure that your syllabus has the most current wording.**

**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 [fgcu.edu/studentlife/studentconduct/](http://fgcu.edu/studentlife/studentconduct/)

**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 Student and Community Counseling Center 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.

### **Counseling and Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS) provides free counseling and therapy services (including psychiatry) to all FGCU students. Please call CAPS at (239) 590-7950, Monday through Friday between 8:30 and 5:00pm to schedule an initial contact appointment. Visit the CAPS website at [fgcu.edu/studentlife/healthandsafety/caps/](http://fgcu.edu/studentlife/healthandsafety/caps/) for more information. CAPS offers a 24/7 Helpline at (239) 745-3277 (EARS).

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

Information on General Education program requirements is available online at <https://www.fgcu.edu/academics/undergraduatestudies/generaleducation/>

### **Service-Learning**

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

## **Distance-Learning**

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

## **Technology Support**

Information to assist students is available online at <https://www.fgcu.edu/its/students/>

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

## **Library Resources**

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

Instructional Materials <http://library.fgcu.edu/RSD/Instruction/tutorials.htm>

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

Faculty Support: <https://library.fgcu.edu/fac/facultySupport.html>

Contact Us: <https://library.fgcu.edu/rsd/askalibrarian.html>

## **Web-Enabled Proctoring**

In order to protect the integrity of online assessments, this course may employ web-enabled proctoring technology that will allow for the web-enabled monitoring of exams and quizzes and/or 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. 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 LockDown Browser* overview: <http://respondus.com/products/lockdown-browser/>

## **Class Recordings**

This course may employ technology that will allow for audio and/or video recording of live class sessions. Class recordings may be made in a physical classroom using webcams or classroom cameras and microphones, as well as in distance classes delivered via Canvas BigBlueButton, MS Teams, or Zoom. This recording technology should be 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. Students may only record if given permission by the instructor.

## **Plagiarism Detection Services**

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com or other plagiarism detection services (directly or via a learning management system, i.e. Canvas) for the detection of plagiarism. Turnitin generates a report on the originality of your writing by comparing it with a database of periodicals, books, online content, students' papers, and other published work. All submitted papers will be included as source documents

in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. The use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.