# FGCU

# Core Syllabus Policy Statements

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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 **https://www.fgcu.edu/studentlife/studentconduct/**.

**Non-Discrimination and Equal Opportunity Statement**

Florida Gulf Coast University (University) is an equal opportunity employer and educational provider. As set forth in the Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy (1.006), the University prohibits discrimination on the basis of race, color, national origin, ethnicity, religion, age, disability, pregnancy status, sex, marital status, sexual orientation, veteran status, or genetic predisposition with regard to admissions, employment, programs, or other activities operated by the University. Sexual harassment and sexual assault are forms of sex discrimination. This prohibition extends to enforcement of Title IX of the Education Amendments of 1972 and the Genetic Information Non-Discrimination Act.

The University's policies cover access and opportunity in the administration of education, programs, services, and activities throughout all divisions, departments, and units of the University.

Questions regarding the University's non-discrimination statement or compliance with the laws applicable thereto should be directed to the person and office identified below

Precious Gunter, JD, CCEP
Chief Ethics and Compliance Officer and Title IX Coordinator
Office of Institutional Ethics & Compliance
10501 FGCU Boulevard South
Fort Myers, Florida 33965-6565 (239)745-4366
Or TTY: 711
Email: **oiec@fgcu.edu**

**Statement of Free Expression**

Florida Gulf Coast University vigorously protects freedom of inquiry and expression and categorically expects civility and mutual respect to be practiced by faculty, students and staff in all deliberations on its campus. As such, the FGCU Community as well as the Florida Gulf Coast University Board of Trustees shares the commitment of the State University System of Florida and the Florida Board of Governors to civil discourse and endorses their commitment with this Statement of Free Expression. Approved by Cabinet on May 11, 2022

The Board of Governor's Statement of Free Expression: **https://www.flbog.edu/2019/04/15/state-university-system-free-expression-statement/**

**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 and the email is adaptive@fgcu.edu. 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 a.m. and 5:00 p.m. to schedule an initial contact appointment.  Visit the CAPS website at **https://www.fgcu.edu/studentlife/healthandsafety/caps/** for more information. CAPS offers a 24/7 crisis line at (239) 745-3277 (EARS).

## Generative AI

Generative artificial intelligence (generative AI) refers to artificial intelligence techniques and models that generate or create new outputs based on a particular input dataset. Examples of generative AI tools include, but are not limited to ChatGPT, GPT-4, Bard, Claude, and AlphaCode. Students in this course may use generative AI tools only with explicit permission to do so for specific course assignments and activities. If explicit permission to use generative AI is not given on an assignment or course activity, it is not permitted. When permission is given by the instructor, students should pay close attention to the guidelines specified by the instructor as to how generative AI may or may not be used.

If generative AI is used with the instructor's permission on a course assignment or activity, then the content produced by generative AI must be cited in the manner approved by the instructor.

Using generative AI without permission from the instructor or in ways not explicitly permitted by the instructor, or failing to properly cite material created by generative AI, falls under the university's **Student Code of Conduct's academic integrity policy.**

## 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/**.

## Library Resources

Main page: https://library.fgcu.edu/

Tutorials: https://library.fgcu.edu/tutorials/

Research Guides: https://library.fgcu.edu/guides

Contact Us: https://library.fgcu.edu/askus

**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*:* https://web.respondus.com/he/monitor/

- *Respondus LockDown Browser* overview*:* https://web.respondus.com/he/lockdownbrowser/

**Instructor Recordings of Courses**

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 online 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.

**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.

**Student Recordings of Courses**

Consistent with Legislation effective as of July 1, 2021, a student may, without prior notice, record (video or audio) a faculty lecture for the limited purpose of 1) personal educational use, 2) for use in a complaint against the institution, or 3) for use as evidence in a civil or criminal proceeding. Recordings for any other purpose (except as a permitted accommodation) are not permitted. Recordings that are accomplished in such a way as to cause disruption to the learning environment can be prohibited. Such a recorded lecture may not be made public to a third party (i.e. publish) without the faculty member's prior, written consent. Moreover, students are expressly prohibited from recording any other student in such a manner that personally identifies the student. Some negligible/inconsequential recording of a student's voice as a by-product of recording will not be deemed a violation of a permitted recording.

## COLLEGES

College of Arts & Sciences

College of Education

Honors College

Lutgert College of Business

Marieb College of Health & Human Services

U.A. Whitaker College of Engineering

## SCHOOLS

Bower School of Music & the Arts

Daveler & Kauanui School of Entrepreneurship

School of Nursing

School of Resort & Hospitality Management

The Water School

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