



School of Resort & Hospitality Management

## COURSE SYLLABUS

Please read this syllabus in its entirety. It is a part of the course content. Further, it is important that you understand what is required in this course and the times for completing all activities.



This Scholarly-Enriched Course has been designed to teach specific course content, which will include the production of scholarly work that utilizes writing, critical thinking, and information literacy.

### SECTION 1: COURSE INFORMATION

**Course Number & Name:** HFT 1000 Introduction to Hospitality and Tourism

**CRN:** 11632

**Course Credit Hours:** 3

**Semester:** Spring 2020

**Department/Program:** Resort & Hospitality Management

**Meeting Times/Location:** Tuesday 4:30 – 7:15 pm Sugden Hall 111

**Format** On campus -Lecture/discussion

**Instructor:** Sherie Brezina , PhD.

**Office Location:** Sugden Hall, Room #:222

**Contact Information:** Email: sbrezina@fgcu.edu; Phone: 239- 590- 7710 (Office) I will provide my text information in class.

**Office Hours:** Monday 4:00 -5:30 pm., Tuesday 2:00 – 4:30 pm And on- line Thursday 9:30-10:30 am. Specific Office hour appointments are scheduled by email for either a phone or in person discussion at the best available time for the student and professor’s schedule. Walk in to office any time I am on campus OK.

**Prerequisites:** None

**Course Description:** All segments of the hospitality and tourism industry will be introduced. Emphasis will be placed on current issues, guest needs, service quality and career opportunities.

**Required Text:** Hospitality, An Introduction. Robert and Rhett Brymer, Lisa Cain, 16<sup>th</sup> edition. Kendall-Hunt Publication. This text is available in FGCU bookstore and on-line, new, used and to rent.

**Supplemental Reading:** Assignments will require use of Textbook, on-line reading and research, video viewing

**Course Website (CANVAS):** <http://fgcu.edu/canvas/> (requires ID and password to login). Canvas is used for communication to students. Unless your communication is part of the course assignment, direct any one on one communication to me via my FGCU email or office phone 239-590-7710 or cell phone. If you have a specific question for me regarding your personal situation or concern, please use my FGCU email address: sbrezina@fgcu.edu. Put “Student Question Intro to RHM Class ” in the subject line. I will do my best to answer you within forty-eight hours. If I do not, send the email again and put “Student Question Intro to RHM Class Second Request” in the subject line. I have somehow overlooked your email. (This is not a frequent happening).

If you have not used Canvas prior to this class, please spend an hour or so going through some of the help tutorials about effectively using Canvas, dropbox submissions in Canvas etc. In particular review how to do media and audio recordings using Canvas so that you understand how to do this prior to having to turn in an assignment and using it for the first time. This also allows you to time to work with IT if your link has a problem, as some students have experienced in the past.

## **SECTION 1: COURSE INFORMATION CONT.**

### **First Week Attendance Policy**

In accordance with the Federal mandate, students are required to complete an attendance verification activity on Canvas before the deadline during the first week of class. Failure to do so will result in a delay in the disbursement of your financial aid. The confirmation of attendance is required for all students, not only those receiving financial aid.

## **SECTION 2: MISSION, LEARNING OUTCOMES, & MEASUREMENTS**

### **A. PROGRAM MISSION**

“The mission of the Resort and Hospitality Management program is to provide students with core competencies and experiential learning opportunities in preparation for successful management careers and leadership roles in the resort and hospitality industry and to instill values of lifelong learning and community service.”

**B. PROGRAM LEARNING OUTCOMES**

1. Illustrate proficiencies and skills relevant to the operational areas of Resort and Hospitality Management.
2. Apply effective communication skills.
3. Evaluate information and make decisions using critical thinking and problem -solving skills.
4. Apply ethical reasoning and professional judgment.

**C. COURSE LEARNING OUTCOMES**

At the completion of this course, students should be able to:

1. Examine the characteristics of the hospitality and tourism industry.
2. Explain the importance of service in the hospitality and tourism industry.
3. Identify the interrelated nature of the hospitality and tourism industry.
4. Define key terminologies in the hospitality and tourism industry.
5. Explain the unique service sector characteristics of the hospitality and tourism industry, and how they differ from manufacturing industries.
6. Identify career opportunities in the hospitality and tourism industry.
7. Apply effective communication skills.
8. Apply critical thinking and problem- solving skills.

**C. MEASUREMENTS OF STUDENT LEARNING OUTCOMES**

ALC/ILO/ PLO Learning Objectives	Course Learning Outcomes	Assessment Use To Measure Outcomes
<b>Content/Discipline Knowledge &amp; skills</b> ILO1, PLO1 ILO1, PLO1 ILO1, PLO1 ILO1, PLO1 ILO1, PLO1 ILO1, PLO1 ILO1, PLO1 ILO1, PLO1	1. Examine the characteristics of the hospitality and tourism industry. 2. Explain the importance of service in the hospitality and tourism industry. 3. Identify the interrelated nature of the hospitality and tourism industry. 4. Define key terminologies in the hospitality and tourism industry. 5. Explain the unique service sector characteristics of the hospitality and tourism industry, and how they differ from manufacturing industries. 6. Identify career opportunities in the hospitality and tourism industry.	Quizzes, Exams and Assignments. On property field trip or on-line observation research of hospitality operations, class, team and or individual assignments
<b>Communication</b> ILO2, PLO 2	7. Apply effective communication skills.	Written Assignment and Projects
<b>Critical/Analytical Thinking</b> ILO3, PLO3	8.. Apply critical thinking and problem-solving skills.	Exams and Assignments. Field Trip observations or on-line property observations, current event assignments and interactive discussions and assignments

**ALC – Academic Learning Compact (State of Florida requirements)**

**ILO – University Learning Outcomes**

**PLO – RHM Program Learning outcomes**

**SECTION 3: LEARNING OUTCOME EVALUATION METHODS AND GRADING POLICIES**

**A. Course Grading Activities:** based on the total number of points assigned below:

GRADE COMPONENT	POSSIBLE POINTS	ACTUAL POINTS	CUMULATIVE TOTAL
<b>INDIVIDUAL ASSIGNMENT</b>			
<b>Two Current Event Submissions 10 points each. Due over the course of the semester at your choosing, see guidelines and stipulations. Current Event discussion dates are September 9,30, October 7, 14 and 21 and November 18- See Canvas for details</b>	20		
<b>Weekly Chapter content participation quizzes and assignments. Case Studies, discussion posts, career chapter discussions, media/video assignments. Class participation points 10 point professional appearance assignment due week 3,Sept 6<sup>th</sup> .</b>	70		
<b>Exam # 1 Week 6 Sept 23</b>	75		
<b>Exam #2 Mid term Week 11 Oct 28th</b>	100		
<b>Exam #3 Week 15 Nov 25<sup>th</sup></b>	75		
<b>Field Trip Hospitality Property Observation Reports and compare and contrast assignment. 3 at 10 points each . See syllabus schedule.</b>	30		
<b>Report on Hospitality Sector and Career Opportunities. Part one and two Due Week 13</b>	25		
<b>Required first week assignment. Due by Sunday at 11:59 pm</b>	5		
<b>Total Course Points</b>	<b>400</b>		
<b>Extra credit ( all class members will be allowed to do one extra credit assignment at the end of semester worth up to 10 extra credit points. )</b>	+10		
<b>Extra credit <i>may</i> also be awarded for attending the spring career fair.</b>			


**B. How your final course grade is determined based 400 points**

Grade	Percentage Range	List Points Range
A	90% - 100.0%	360-400
B+	88% - 89.9%	352-359
B	80% - 87.9%	320-351
C+	78% - 79.9%	312-319
C	70% - 77.9%	280-311
D+	68% - 69.9%	272-279
D	60% - 67.9%	240-278
F	Less than 60.0%	<239 =0

**All RHM majors must pass a major core course with a C ( 70%) or better or the class must be re-taken to proceed in major.**

Note: In Canvas grade book, please look on computer in the **last total point column** in order to have an accurate point total. I only use the point total to compute grade (**NOT the Percentage columns**) Canvas reports what you have turned in and what is graded in the percentage column. *Often I do not submit zero's for your assignments until the end of the semester when it is clear you are not turning in an assignment late.* So, if you miss assignments the percentage will be significantly inflated to what grade you are actually earning. *Canvas only computes the work and points that are graded. Your grade is strictly based on the number of points that you earned out of 400 total. With extra credit there may be more than 400 points, but I only look at points out of 400. If you look at percentages, it appears that extra credit is hurting, not helping your grade.*

**C. CLARIFICATIONS ON EXAMS, QUIZZES & ASSIGNMENTS**

Please check Canvas for assignment details. Quizzes and Exams are found in the Quizzes Tab to the left on the Home page or syllabus page. The rest of your assignments will be under assignments and also found listed by due date on the home page. I will provide you with study guides for the major exams. **Do not wait until the assignment due date to preview the work involved. It may take you several days to complete. So read all assignments instructions as they are posted to keep up and do well.**

**Changes to due dates or quiz/exam dates.** I do my best to adhere to the schedule as represented in the tentative class schedule section. In most semesters the field experience trips are set by week three of class. Please review it weekly so that you know what is expected of you. Any changes that I make will be announced in class and/or posted on Canvas . It is your responsibility to keep up with any changes to the schedule. **If you**

must miss class, get the information you missed from a fellow student/class buddy. I will encourage you to find a class buddy during the first break , the first day and exchange email or text information for the purposes of contact regarding what you need to know from class.

- A. **Current Events Assignments.** You must do two current event reports over the course of the semester. You have three months to turn these in during in class meeting times and they must be turned in prior to the discussion of the topics on that day. You must submit your current event report in different months- no credit for two current events turned in the same month. \*Incentive: All January submissions receive two extra credit points. Current Event Reports are not accepted as email attachment, through Canvas or in my office.( EVER) The current event articles must have occurred during the months that the semester that the course is being taken.
- B. **Property Observation Reports** **In place of a field trip you will visit assigned hospitality properties using the internet.** You will write up a report about your observation about the property and what you learned from your research. The report directions will be found on Canvas.. Three observation reports are due.
- C. **Hospitality Career Segment Report.** Each student selects a career area of interest and writes a researched report on that particular career segment, following specific guidelines outlined in the assignment instructions. This report typically has two parts and is worth a total of 25 points.
- D. **Professional Appearance/Image Assignment.** This is a short report /paper that includes outside research on dressing for an interview or professional job and on making a good first impression with regard to your appearance and demeanor. The assignment includes finding examples of what to wear for specific types of work and professional situations. This is due early in the semester to prepare you for field trips and is worth ten points.

#### **SECTION 4: TEACHING METHODS, PHILOSOPHY, & MESSAGE TO STUDENTS**

##### **A. TEACHING METHODS**

Students learn through a variety of instructional methods. This course uses lecture, discussion, field trips, guest speakers, in class and on-line assignments and projects to introduce, reinforce and emphasize subject matter and terminology unique to the Resort, Hospitality and Tourism Industries.

##### **B. TEACHING PHILOSOPHY**

Student involvement in the class is encouraged through discussion, assignments, on-site classes, field trips, projects and guest speakers. Critical thinking is encouraged through assignments and experiences which apply theoretical concepts hospitality industry observation, experience and practice. Assignments, projects and examinations require students to integrate their knowledge of the resort, hospitality, and tourism terminology and business into clear, concise written and verbal communication.

**C. MESSAGE TO STUDENTS** This course provides foundation knowledge of the many segments of the resort, hospitality and tourism management field. It also exposes the student to many potential career opportunities available to hospitality students with education, experience and enthusiasm for the industry.

It is my pleasure to be your professor this semester and it is my intention that you will have a rewarding education experience in the class. Please know that I do care about your academic progress and should you need help or assistance I am available to attend to your concerns.

## **SECTION 5: CLASSROOM FORMAT, POLICIES, & MANAGEMENT STATEMENT**

### **A. CLASSROOM FORMAT**

#### **CLASSROOM POLICIES**

I will provide information for you through Canvas . for assignments and projects that I cover in class. I may also send you emails and if I do, read them. Please ask questions if you are not clear as to how you should proceed with an assignment. This can be during break or before and after class ---where I have posted office hours

The class is set up in weekly topic modules. Most participation points are earned during class time, but occasionally there will be a participation content quiz or chapter assignment that is due by 1pm in the Canvas drop box prior to the class . Make sure to read over the syllabus each week and check the Canvas home page to see what you are responsible to complete,. You will find these assignment directions on the home page. Typically these are worth between 5 and 10 points. After 11:59 that night all work except current events may be turned in with a 10% automatic late penalty.

For major point projects that are due such as the Professional Appearance Assignment , Career Segment Report, the Property Observation Reports see the Canvas instructions for the due dates and time and any grace periods that may be allowed before the submission is considered late to accommodate work schedules, unexpected technology glitches and life happens situations. Once an assignment is late, it will receive a 10% late penalty. This will be indicated on assignment directions in Canvas or the in class assignment directions.



**Guest Speaker sessions-** . We are so fortunate to have a supportive hospitality industry. We may have arranged guest speakers . Points are associated with attendance.

**Guest Speakers** – On days that a guest speaker is scheduled **please** come to class in conservative attire. It does not need to be interview standard attire, but in keeping with the professionalism of the occasion please refrain from wearing revealing tops, short shorts or skirts, shorts that reveal undergarments, or T shirts with obnoxious graphics!

Field Trips : **These are not scheduled for this semester.**

**Class Presentation days... ( if scheduled)** These are days that you should choose to wear clothing that does not detract from what you are presenting and if possible reinforces your credibility.

**Extra credit Opportunities/points** : These typically come through participation in RHM events or other University sponsored events. I will make them available on a first come, first serve basis. Check your email for opportunities. So if you miss an assignment this is a way to make it up. If you have done all the work in class, kudos to you and you get bonus points.

I do give the opportunity at the end of the semester for all students to make up 10 extra credit points.

## **SECTION 5: CLASSROOM FORMAT, POLICIES, & MANAGEMENT STATEMENT**

### **A. CLASSROOM FORMAT**

The class is set up in weekly modules that cover one or more chapters. Canvas weekly written assignments have a due date time of 1:00 pm. However, all other work such as major point assignments has a grace late submission time until 11:59 pm on the day due in case the student has technology glitches or work schedules they are working around. At 12 midnight the assignment is late and will receive a 10% penalty.

**Directions for Assignments.** I will provide information for you through Canvas and email attachments for assignments and reports. Please email or text me with questions if you are not clear how to proceed with an assignment or have a specific question.

### **B. CLASSROOM CONDUCT POLICIES**

**Students are expected to do all work on their own unless it is a team assignment and the instructions say that it can be done in teams or groups.**

**Cell Phones....off and out of sight.** Enthusiasm and attention count in this class and in the hospitality profession, start practicing now. **No texting conversations in class.**

Please engage in your social media life OUT of this classroom. If discovered, **Five points** from class participation points will be taken off for each infraction.

**We do break each hour and at this time you may catch up on your communication.**

(It is a long three hours some days, but the information you are learning provides the foundation for your career in hospitality management ☺. Power on!

**IPADS/Laptops** must not be disruptive. This is also not a time to be streaming a TV program etc!!!! I prefer that you are engaged with the class and not as a passive note taker. Laptops are useful for classroom and group project assignments. (Not a necessary requirement )

We will take class breaks and you are free to use your technology in and out of the classroom during our breaks.

**Exams and Tests – If you miss an exam or test the make- up date is the last week of class no matter the reason for missing the exam.**

**Absences from class.** Each in class session is critical. **Missing class negatively impacts your grade because you cannot make up the points you did not earn for participation in class activity.**

**Almost every in class session has at least 5- 10 points of credit given for doing the in class assignment.** These add up and if missed will cost you at least a grade lower. Please come to see me if you have extenuating circumstances ( miss more than two classes in a row) and we will work to resolve the situation. **I do not give make up points for missed assignments in class and most classes will be attached to earning points for in class activities.** So **please do not ask for credit for the missed points.** If you do miss a class you may do the extra credit at the end of the semester to make up to 10 extra credit points.

**SECTION 6: TENTATIVE CLASS SCHEDULE OUTLINED FOR Spring 2020**

This will be firmed up with confirmed field trip and assignment dates in next couple weeks and updated to reflect any changes and posted to Canvas.

WEEK	Date	Chapters, Topics, Assignments, & Deadlines
1	T Jan 7	<p><b><u>Student Learning Outcomes:3</u></b></p> <p>Introduction to course/RHM program and major expectations/Tourism, Hospitality and Economic Impact discussion  <b>Dr Brezina Syllabus Review with class .</b>  <b>Participation – In class interview assignment</b>  <b>Assignment</b> Read Chapters 1-3 and 18 Brymer text Mandatory first week assignment – go to Canvas and find assignment 5pts</p>
2	T Jan 14	<p><b><u>Student Learning Outcomes: 1,3,4,7</u></b></p> <p>Take the participation content quizzes or do the assignments associated with each chapter. See Canvas Home page, modules and/ or Quizzes Tab for directions and due dates. <b>You will check this and complete each week prior to class as assigned.</b></p> <p><b>In Class</b>  <b>Go over all semester assignments in detail</b>  <b>Review /Look over all major point assignments in detail as they are posted to Canvas including:</b>  <b>Professional Appearance/Impression Assignment</b>  <b>Current Event Assignment(s)</b>  <b>Hospitality Segment and Career Report</b>  <b>Field Trips- Hotel Property observation, and compare and contrast report</b>  <b>Country Club observation, and compare and contrast report</b>  <b>Resort Property observation and compare and contrast report</b></p> <p>Lecture/discussion chapters 1-3 and Resort /Tourism information in class.  In class activity 1- 5pts</p> <p>Assignment:</p> <p>Read Steve Jeffes notes from his book on Appearance on why appearance matters , appearance discrimination in many industries ( including hospitality) and ways to avoid it in your career. Find information in Canvas.</p> <p>Assignment : Written Assignment : Using information from Brymer Chapter 18 on <i>Career Expectations and Realities</i> and outside research complete <b>the Professional Appearance/impression assignment ( 10 points)</b> – See <b>Canvas for Directions and due date and time.</b> – Due next week.</p>
3	T Jan 21	<p><b><u>Student Learning Outcomes: 1,3,4,7</u></b></p> <p><b>NO in class session</b>  <b>Turn in Professional Appearance /impression Assignment by Friday at 4:30 pm 10pts</b></p>

		<p>Assignment : Read Chapters 6 and 7 on <i>Independent and Entrepreneurial Operations and Chain Operations</i> -Brymer</p> <p>Brief participation content Quiz over chapter3 readings, due before class next week. See canvas quizzes . <b>5pts</b></p> <p>Chapter Question Assignment, – End of Chapter Questions</p> <p><b>Assignment: End of Chapter questions 1, 4, 6, 8. -Independent and Entrepreneurial Operations Chapter and –questions 2,4,5,6,7,8.- Chain Operations Chapter</b></p>
4	T Jan 28	<p><b>*Current Event Discussion in Class</b></p> <p>Continue Chapter 3 lecture if not finished , chapter 18 and Discussion of first impressions and appearance (Steve Jeffes)</p> <p>And start Chapter 6 lecture</p> <p>In class activity 2- <b>5 pts</b></p> <p>Reading Assignment : Chapters 6 and 7 on <i>Independent and Entrepreneurial Operations and Chain Operations</i> -Brymer</p> <p>Content quiz for chapter three on Canvas due</p> <p>Turn in Chapter Questions Assignment -<b>5pts</b></p> <p>Property Observation Report due next week</p>
5	T Feb 4	<p><b>Student learning outcomes 1,2,3,4,5,6</b></p> <p><b>*Current Event discussion in class-</b></p> <p>Property Observation Report #1 Due</p> <p>Internship- RHM and Major information, goes with Chapter 18 reading material on careers</p> <p>In class activity 3- <b>5pts</b> .</p> <p>Continue Chapter Lecture 6 and 7 , Discussion</p> <p>Study Guide review for exam and chapter power points will be sent via Canvas</p>
6	T Feb 11	<p><b>Student learning outcomes 1,2,3,4,5,6</b></p> <p><b>Exam #1 ( Six Chapters *)</b> Brymer and Jeffes notes and any Tourism <b>Taken on- line- opens on Canvas during class hours and closes at 7:15pm.</b> Do not meet in class</p> <p>Begin Assignment <b>Read Chapters 4,5,8 and 9 and take the participation content quiz and/or do the assignments associated with the Chapter. (total 15 points – 2.5 each chapter for individual notes and 2.5 for group participation ) See Canvas for instructions</b></p>
7	<b>T Feb 18</b>	<p><b>Student Learning Outcomes 1,3,4,5 , 8</b></p> <p><b>*Current Event Day</b></p> <p><b>Dr. Brezina will cover Chapter 4. Hospitality Service</b></p> <p><b>Class group Exercise on Chapter 5 ( 2.5 pts for notes, 2.5 pts in class)</b></p> <p><b>Directions sent via Canvas email.</b></p> <p><b>-see canvas and</b></p>

		Continue Assignment Read Chapters ,8 and 9 and take the participation content quiz and/or do the assignments associated with the Chapter. See Canvas for instructions
8	T Feb 25	<p><b><u>Student Learning Outcomes:1,2,4,5</u></b>  <b>*Current Events</b>  <b><u>Go over Career Segment Assignment in detail.</u></b>  <b>Topic: Chapter : Cover content in chapters , format TBD. Lecture/class discussion on key concepts associated with Chapters, 8 and 9. Directions provided to each group.</b>  <b>All assignments associated with Chapters 8 and 9 due . See Canvas for instructions ( Each chapter worth 5 pts. 2.5 for notes, 2.5 for class )</b></p> <p><b><u>Assignments:</u></b>  <b>- Read Chapter 10 See Canvas for instructions If posted, complete the participation quiz/assignment for Chapter 10. Due before class next week.</b></p> <p><i>Students should be gathering research for the Hospitality Segment/Career Report this week found in text book chapters and outside research. Follow instructions in Canvas</i></p>
9	T Mar 3 Off Spring Break	
10	T Mar 10	<p><b><u>Student Learning Outcomes:1,3,4,5,6,7,8</u></b></p> <p><b>*Current Events</b>  <b>Lecture on chapter 10 and cover any remaining information association with chapter 8 or 9.</b></p> <p>Begin overview of Brymer Part 4 Career Menu Discussion of careers and in class assignment. Continue overview of Brymer Part 4 Career Menu  <b>Study Review for Mid-term to follow by Canvas Post this week</b>  <b>*Chapters covered for test one plus and emphasis on new chapters on <i>Franchising, Industry Trade Associations and Referral Services, Contract Management and Hospitality Service</i> plus other class material such as current events and additional discussions or notes .</b></p>
11	T Mar 17	<p><b><u>Student Learning Outcomes:1,3,4,6,7</u></b>  <b>Current Events</b>  <b>Exam #2 Mid Term Exam Chapters 1-10 plus other readings and class material to date. 100 pts</b>  <b>*Chapters covered for test one plus and emphasis on new chapters on <i>Franchising, Industry Trade Associations and Referral Services, Contract Management and Hospitality Service</i></b>  <b>Taken on- line- opens on Canvas during class hours and closes at 7:15pm. Do not meet in class</b></p>

		<p>Begin/Read Chapters 11,12 and 13 and complete the participation content quiz or assignments , including end of Chapter 13 Questions Assignment due next week- All questions, omitting 3,11,13,18,20,24,25. and any other assignments associated with chapter(s) 15 points See Canvas for Instruction.</p>
12	T Mar 24 <sup>th</sup>	<p><b>Student Learning Outcomes:1,3,4,6,7</b>  <b>Property Observation Report #2 due</b>  Chapter assignments due. 15 pts  Assignment : Continue to Read Chapters 11,12,13</p> <p><b>Chapter 13 questions due, may turn in by Friday at 5pm.</b>  <b>Work on doing research and finishing up your Hospitality Career Segment reports due next week</b>  <b>Last Day to drop class without Academic penalty, Friday March 27<sup>th</sup></b></p>
13	T Mar 31 <sup>st</sup>	<p><b>Student Learning Outcomes:1,3,4,5,8</b>  TBD- Listen to Brief Lecture on chapters 14 ,15,16 video/audio on Canvas or Dr. Brezina will lecture in class over chapters . Class activity. 5pts</p>
14	T April 7 <sup>th</sup>	<p><b>Student Learning Outcomes:1,3,4,6,7, 8</b>  <b>See next page</b>  <b>Hospitality Career reports part one and two due this week. Do not meet in class.</b>  <b>See Canvas for turn in directions to drop box and discussion posts</b></p> <p>Complete any associated participation content quizzes or assignments. See Canvas.  <b>Class Extra Credit Activity Assigned- Due last week of class. See Canvas.</b></p>
15	T April 14 <sup>th</sup>	<p>Property Observation Report 33 due  <b>FINAL Current Events day.</b>  Discuss hospitality career segments in class in group 5 pts  <b>Finish up any chapter information not covered .</b>  <b>Study Guide will be sent via Canvas for final text by next week .</b></p>
16	T April 21 <sup>st</sup>	<p><b>Student Learning Outcomes 1,3,4,6 , 8</b>  <b>Exam # 3 Chapters ( 11-16 ) 75 pts</b>  Taken on- line- opens on Canvas during class hours and closes at 7:15 pm . Do not meet in class</p> <p><b>Last day of class - all make up tests that are missed are given this day see posted instructions from Dr. Brezina through email or homepage and in class.</b>  <b>Extra credit 10 points is due.</b></p>

17 T April 28-May 1<sup>st</sup> - Final Exam Schedule **NO Final Exam in this class.**

*\*denotes at the prerogative of instructor given time availability.*

## SECTION 7: UNIVERSITY & COLLEGE STANDARDS & POLICIES

**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>

Students are expected to maintain the highest standards of academic honesty and integrity while in this course and as a student at Florida Gulf Coast University. In addition to standard definitions of honesty, integrity, and plagiarism, this policy also prohibits you from possessing, using, viewing, accessing, or otherwise benefiting from previous and/or concurrent work products created for this course by other students or any other person, allowing persons outside your team to contribute to the creation of your team's work product, putting your name on a team project in which you did not contribute, and submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor. Failure to maintain these standards will result in severe academic penalties, including receiving an automatic F in this course.

A student's name on any written exercise shall be regarded as assurance that the work is the result of student's own thought and study, stated in student's own words and produced without assistance, except as quotation marks, references and footnotes acknowledging the use of other sources. Students may be authorized to work jointly, but such effort must be indicated as joint on the work submitted.

**Plagiarism** occurs whenever you copy someone's writing, even partially, and fail to reference it in your paper. If you copy a substantial amount of the sentence from a source, it should be referenced in quotes. If you paraphrase it, you must reference it but you do not need quotes. If any member of a team is found plagiarizing, they and their entire team will be given an automatic ZERO (0) for their assignment and turned over to Judicial Affairs. If anyone in your team is caught plagiarizing, then the whole team will be given a 0 for the assignment. **IF YOU HAVE ANY QUESTIONS AS TO WHETHER SOMETHING WILL BE CONSIDERED PLAGERIZED, BE SAFE AND REFERENCE THE SOURCE.**

**Please remember that plagiarism is a serious offense and will not be tolerated.** Plagiarism in projects will result in a failing grade of ZERO (0) POINTS and may lead to more serious consequences (FGCU Student Guidebook under the “Student Code of Conduct”). Therefore, your projects must be original material. **Also copying your classmate assignment(s) and turn them in will result in a failing grade of ZERO (0) POINTS for ALL parties involved.**

**Copyright** – The university requires all members of the university community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely

responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under university policies.

## **SECTION 7: UNIVERSITY & COLLEGE STANDARDS & POLICIES CONT.**

### **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.

**University Policy about 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.

<http://www.fgcu.edu/generalcounsel/files/policies/4.005%20Student%20Observance%20of%20Religious%20Holidays.pdf>

**Grading Policies and Grading Systems** - The grading system at FGCU is described in the FGCU Catalog and is overseen by the Office of Planning and Institutional Performance. (<http://www.fgcu.edu/catalog/>)

In accordance with Family Educational Rights and Privacy Act, 1974 (FERPA), grades may not be announced in class or displayed in any public view by use of the Student ID number (or social security number) in a paper or electronic format. Electronic display format includes email or a web-based environment such as Canvas.

**Retention of Papers, Tests, Student and Class Records** - University policy dictates that any materials, hardcopy or electronic, that contribute to the determination of a course grade be maintained by individual faculty for one full academic year after the end of the semester. In addition, departments/programs must maintain all records pertinent to grades for any faculty no longer with the university.

<b>SECTION 7: UNIVERSITY &amp; COLLEGE STANDARDS &amp; POLICIES CONT.</b>
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**Eagle Mail** - is Florida Gulf Coast University's student e-mail system. Your FGCU Eagle Mail account **MUST** be activated. If you are a first time student, you will need your PIN and Student ID, both of which are assigned at registration.

- If you don't know your PIN, you will need to go to the Registrar's office to retrieve it.

- To activate your account, **visit**

<http://admin.fgcu.edu/IS/applications/studentaccts/activate.asp>.

- The Canvas (**at <http://elearning.fgcu.edu>**) will be used as the primary application for learning and communication. Additional course information may be distributed via Eagle Mail, so make sure you know how to retrieve your Eagle mails, and check it very frequently (**at least once a day**).

- Log in to Canvas at <http://elearning.fgcu.edu>. You need to use FGCU Eagle Mail account and password to log in.

- Assignments, instructions, and other course information on Canvas are integral components of the course material and are hereby incorporated as part of this syllabus.

**The FGCU Writing Center** - assists student writers through free, accessible, learning-based writing consultations. Our primary goals are to help students improve their abilities to think independently, to write critically, and to learn and implement strategies that will assist them in producing effective writing assignments. Consultants help writers with brainstorming, formulating a clear thesis, developing their ideas, and revising. Writing Center sessions are designed to assist writers in improving their ability to revise independently. Writing Consultants also help writers identify issues of style and mechanics; however, **they do not edit or proofread**. The Writing Center is located in Library West, 202C. Library West is not accessible from the main Library building (Library East). Phone: 239/590-7141

## SECTION 8: UNIVERSITY & SUPPORT RESOURCES

### 1. Useful FGCU Resources for Students:

ONLINE: Florida Gulf Coast University Catalog (<http://www.fgcu.edu/catalog/>)

ONLINE: Florida Gulf Coast University Student Guide Book

(<http://studentservices.fgcu.edu/JudicialAffairs/>) ONLINE: Florida Gulf Coast University Code of Conduct (<http://studentservices.fgcu.edu/JudicialAffairs/>)

### 2. Service-Learning

Information on integrating service-learning into the course and course syllabus is available online at <http://www.fgcu.edu/Connect1>

### 3. Distance-Learning

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

### 4. Online Tutorials

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

**5. 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>

### 6. 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)

## SECTION 8: UNIVERSITY & SUPPORT RESOURCES Cont.

### 7. LCOB Statement:

#### Center for Academic Achievement

The Center for Academic Achievement (CAA) provides academic support services to all FGCU students. Students can take advantage of our free peer tutoring and Supplemental Instruction sessions for lower-level math and science courses, as well as workshops to facilitate the development of skills necessary for college success. If you would like to participate in any of our programs, learn about tutoring services, or meet with an Academic Retention Coordinator, please visit the CAA in Library 103 or call us at (239) 590-7906. Our website is [www.fgcu.edu/caa](http://www.fgcu.edu/caa).

### 8. Protocol for Online Classes

#### 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>

**Counseling and Psychological Services (CAPS)** provides free counseling and therapy services (including psychiatry) to all FGCU students. [Please walk in to the second floor Howard Hall office any week day between 8:30 and 4:30 to schedule an initial contact appointment.](#) Visit the CAPS website at [www.fgcu.edu/caps](http://www.fgcu.edu/caps) for more information. CAPS offers a 24/7 Helpline at (239) 745-3277 (EARS).