



School of Resort & Hospitality Management

COURSE SYLLABUS

Welcome to Dr. Lan 's class! Every day will be a great experience for you!

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 3407 RHM Managerial Accounting
CRN:	11645
Course Credit Hours:	3
Semester:	Spring 2020
Department/Program:	School of Resort & Hospitality Management
Meeting Times/Location:	Mon 1:30 pm – 4:15 pm / SH 110
Format:	On-Campus
Instructor Name:	Dr. Lan Jiang, CHE, CHIA Associate Professor, School of Resort & Hospitality Management
Office Location:	Sugden Hall, Room 221
Contact Information:	Canvas Message; Email: ljiang@fgcu.edu ; Phone: 239-745-4296 (Office)
Office Hours:	<u>Monday: 10:30 pm-12:30pm</u> <u>Monday: 12:30 pm-1:30pm</u> <u>Tuesday: 1:00 pm - 3:00pm</u>
Prerequisites:	HFT 3404 RHM Financial Accounting
College Level Writing Skills:	ENC 3250 Professional writing required
Economic	ECO 2023 Principles of Microeconomics
College Level Math Skills:	Linear Algebra or Basic Calculus required
Course Description:	Managerial accounting techniques applicable to management decision making and the control of resort and hospitality establishment.
Required Text:	<u>Hospitality Industry Managerial Accounting</u> , 7th edition, By Schmidgall, Raymond ISBN: 9780866123594 Publisher: American Hotel & Lodging Educational Institute © 2011

- Optional course materials:** All optional and additional materials will be available on Canvas.
- Course Website (CANVAS):** ID and password are required to login.
- Exams:** **There will be NO makeup for missed Exam(s).** See tentative schedule for details.
- Assignments:** **ALL late assignments will receive zero (0) points, NO exception(s).**

FIRST WEEK ATTENDANCE POLICY:

In accordance with the Federal mandate students are required to complete an attendance verification activity 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 and or dropped from the class. The confirmation of attendance is required for all students, not only those receiving financial aid.

SCANTRONS:

Scantrons for are needed for ALL exams. Scantrons may be purchased in the FGCU Bookstore.

SECTION 2: MISSION, LEARNING OUTCOMES, & MEASUREMENTS
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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 (PLOs)

Upon successful completion of the program students will be able to:

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. Evaluate the distinguishing features of hospitality managerial accounting in relationship to departmental statements and industry operating statistics.
2. Compare and contrast traditional costing and activity-based costing in the hospitality industry.
3. List various types of cost and explain how they change in response to changes in sales volume.
4. Adapt cost-volume-profit concepts to make managerial decisions in the hospitality industry.
5. Explain cost approach to pricing rooms and food and beverage.
6. Predict cost effectiveness of the hospitality operation by using forecasting methods.
7. Interpret managerial decisions by using the budgetary planning process, cash management, and internal control.
8. Apply effective communication skills.
9. Apply critical thinking and problem-solving skills require in the areas of cost of quality, operations and capital budgets, relating to resort and hospitality managerial accounting.
10. Evaluate ethical reasoning and professional judgement required for hospitality managerial accounting.

D. MEASUREMENTS, ACTIVITIES, & ASSURANCE OF STUDENT LEARNING OUTCOMES

Course Learning Outcomes (CLO's)	Ways of Assessing the CLO's	Actual Teaching & Learning Activities	Helpful Resources for teaching & Learning	Alignment of CLO's, to PLO'S & ILO's
1. Evaluate the distinguishing features of hospitality managerial accounting in relationship to departmental statements and industry operating statistics.	Exams and Assignments	Lecture, Class Discussion, & Interactive Exercises	Text, Internet, & Supplemental	ILO 1, PLO 1
2. Compare and contrast traditional costing and activity-based costing in the hospitality industry.	Exams and Assignments	Lecture, Class Discussion, & Interactive Exercises	Text, Internet, & Supplemental	ILO 1, PLO 1
3. List various types of cost and explain how they change in response to changes in sales volume.	Exams and Assignments	Lecture, Class Discussion, & Interactive Exercises	Text, Internet, & Supplemental	ILO 1, PLO 1
4. Adapt cost-volume-profit concepts to make managerial decisions in the hospitality industry.	Exams and Assignments	Lecture, Class Discussion, & Interactive Exercises	Text, Internet, & Supplemental	ILO 1, PLO 1
5. Explain cost approach to pricing rooms and food and beverage.	Exams and Assignments	Lecture, Class Discussion, & Interactive Exercises	Text, Internet, & Supplemental	ILO 1, PLO 1
6. Predict cost effectiveness of the hospitality operation by using forecasting methods.	Exams and Assignments	Lecture, Class Discussion, & Interactive Exercises	Text, Internet, & Supplemental	ILO 1, PLO 1
7. Interpret managerial decisions by using the budgetary planning process, cash management, and internal control.	Exams and Assignments	Lecture, Class Discussion, & Interactive Exercises	Text, Internet, & Supplemental	ILO 1, PLO 1
8. Apply effective communication skills	Written Projects	Lecture using Supplemental Material	Business Writing Supplemental	ILO 2, PLO 2
9. Apply critical thinking and problem-solving skills require in the areas of cost of quality, operations and capital budgets, relating to resort and hospitality managerial accounting	Exams and Assignments	Lecture, Class Discussion, & Interactive Exercises	Text, Internet, & Supplemental	ILO 3, PLO 3
10. Evaluate ethical reasoning and professional judgement required for hospitality managerial accounting.	Exams and Assignments	Lecture using Supplemental Material, & Case Study	Case Studies & Supplemental	ILO 3, PLO 4

PLO – RHM Program Learning outcomes (see ACPHA Self-Study Report page 10)

ALC – Academic Learning Compact (State of Florida Requirements)

ILO – Institution Learning Outcomes (the same as the ALC)

ALC 1 & ILO 1: Content/Discipline Knowledge & skills (CLO's 1 to 7)

ALC 2 & ILO 2: Communication (CLO 8)

ALC 3 & ILO 3: Critical/Analytical Thinking (CLO's 9 to 10)

SECTION 3: LEARNING OUTCOME EVALUATION METHODS AND GRADING POLICIES

A. Course Grading: assigned based on the total number of points earned on the following assignments:

GRADE COMPONENT	POINTS	PERCENTAGE
Attendance	10	1%
Homework 1 (CH.2& 3) Due 1/20	20	2%
Homework 2 (CH.6) Due 2/10	20	2%
Homework 3 (CH.7) Due 2/17	20	2%
Homework 4 (CH.9) Due 3/16	20	2%
Homework 5 (CH.10) Due 3/23	20	2%
Homework 6 (CH.14) Due 4/20	20	2%
Exam 1 (CH.1 &2 &3&4) 1/27	180	18%
Exam 2 (CH.6 &7& 8) 2/24	180	18%
Exam 3 (CH.9 & 10 & 11) 3/30	180	18%
Exam 4 (CH.12 & 14) 4/20	180	18%
Exam 5 (OPTIONAL and CUMULATIVE) This exam can be used to replace the lowest score of previous exams.		
Quizzes 4/27	10	1%
Written Assignment 1(Sustainability Assignment, CH. 15) Due 3/9	70	7%
Written Assignment 2(Ethics Assignment, CH. 12) Due 4/13	70	7%
Total	1000	100%

B. How Your Final Course Grade Is Determined based on percentage points?

A = 90% - 100.0%

B = 80% - 89.9%

C = 70% - 79.9%

D = 60% - 69.9%

F = <60%

*C is the passing grade in the College of Business

C. Clarification on grade components

As of fall 2015, all faculty members are required to use Canvas to confirm a student's attendance for each course by the end of the first week of classes. 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.

First Week Mandatory Assignment

In accordance with the Federal mandate students are required to complete an attendance verification activity 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 and or dropped from the class. The confirmation of attendance is required for all students, not only those receiving financial aid.

Attendance (10 points)

Attendance is required for ALL of my classes, unless I make special announcement. 2 points will be deducted from your grade for each absence (except final review, which is 20 points). 1 point will be deducted from your grade for being late over 10 minutes after class starts. Make sure you notice the instructor in advance if you have to be absent to the class. **Having more than four (4) absences in my class will be considered a failure.**

Homework (20+20+20+20+20+20=120 points)

A valuable part of this course is the problems assigned. They should be worked carefully and in good form. Each student is expected to do their own work! Homework must be submitted on Canvas. Late homework solutions are NOT accepted, there is no make-up homework if passed the due time.

Exams (180+180+180+180=720 points)

- Exam# 1 Chapters: 1, 2, 3, & 4
- 2 Chapters: 6, 7, & 8
- 3 Chapters: 9, 10, & 11
- 4 Chapters: 12, 13, 14, & A
- 5 Chapters: 1-14 & A (Optional Exam)

All students are to take special notice of the exam dates stated on this syllabus. Emergencies eligible for make-up exams only include a medical emergency involving yourself or a death in your immediate family. Regular medical appointments and travel plans are not emergencies. Additionally, excuses related to employment (working during the exam or sleeping late because of work the night before) do not meet the requirement for a make-up exam.

Quizzes (10 points)

Quiz: to determine your level of competency as established by the State of Florida ALC. Given at the end of the semester.

Written Assignment 1 - Sustainability Assignment (70 points)

Read either the *Restaurant Sustainability Report* or the *Hotel Sustainability Report* that is attached, and summarize its contributions to the three pillars of sustainability (environmental, social, and economics). This will be a summarized written report using APA style that must have an introduction paragraph, supporting paragraph for each major question, a conclusion paragraph, and reference(s) cited supporting information used in your summarized report. Summarized report should be two pages or less.

Written Assignment 2 -Ethics assignment (70 points)

Study the Sarbanes-Oxley Act (pp. 580–585), write a short essay (two pages) to describe the Sarbanes-Oxley Act and its background, and describe the auditing requirements of the Sarbanes-Oxley Act.

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

A. TEACHING METHODS

Teaching method comprises lectures/discussions, in-class exercises, applied problems/projects, and oral presentations. My teaching methods are assessment oriented and designed to provide a better understanding of what students are learning and engages students more in the process of learning content.

B. TEACHING PHILOSOPHY

My teaching philosophy is summarized as 6 “IN”s:

Inspiration. My mission of teaching is to inspire students’ originality and integrity through teaching knowledge in hospitality management and developing multiple talents among students. I am committed to preparing future leaders for the realm of hospitality management through active teaching.

Interest. Interest motives effective learning. I believe that a vital component of my role as teacher is to arouse students’ interest through persuading them that the knowledge and skills are valuable and worth learning. Especially if a course is commonly perceived as a “boring” subject such as finance, interest becomes significantly important.

Integration. To be future leaders, students have to grasp both quantitative and strategic skills and a creative approach to problem-solving. So it is my duty to provide them with integrative knowledge in class.

Interaction. My interaction with students will exist both in class and out of class. In class, I will interact with students through questions, discussions, and games. Out of class, web-based class system (Canvas) will be the platform for our interactions. I opened a discussion board where students can not only ask me question but also can communicate with each other. I value and inspire students’ different opinions arising as products of scientific thinking.

Involvement. A variety of multimedia including video, slides, and the Internet, will be employed to make my lecture more vivid, fun, and attractive. I try to create an involving environment that facilitates students’ learning. I encourage students into explaining, solving, talking, trying, working, and struggling in class.

Inclusive. Considering of the diversity issue of students in college, I will adopt many different ways of teaching according to different learning styles of students. As a foreigner myself, I have a deeper understanding of cultural diversity and its implication in higher education, which will help me create a more inclusive learning environment. I am dedicated to creating a learning environment where all students would have the same opportunity to learn, cooperate, share and voice their opinions.

C. MESSAGE TO STUDENTS

It is my pleasure to be your professor this semester. I trust that this semester I can both teach and learn from you. As a junior faculty member, my teaching style is innovative. I hope you will enjoy my class, because “Every class will be a great experience to you ---Dr.Lan”

SECTION 5: CLASSROOM FORMAT, POLICIES, MANAGEMENT STATEMENT

VERY IMPORTANT INFORMATION

1. Every class meeting is very important. You are responsible for what is communicated in class, whether or not you are present (regardless of the reason). If you miss a class (or come late or leave early), get the information from a classmate.
2. Sit in groups when team building is completed. But if you come to class late, take the seat closest to the door from which you entered.
3. Feel free to bring laptops, tablets, and other electronics that can help you take notes in class, make sure to mute your devices when class starts. **ACTIVITIES THAT WILL DISTRACT OTHER STUDENTS’ ATTENTION ARE NOT ALLOWED** (i.e. watch video, chat with others..)
4. All submissions must be submitted by the day/time that they are due. For online submission, double check if the file is successfully, correctly, uploaded and submitted.

SECTION 6: TENTATIVE CLASS SCHEDULE OUTLINED FOR FALL 2019 (SUBJECT TO CHANGE)

- Lecture=PPT slides; Ch.1= Chapter1 in the textbook; Ch. 2(PDF)= Chapter 2 in PDF notes; H=Homework.

<i>Week</i>	<i>Date</i>	<i>Topic</i>	<i>Readings</i>	<i>Due Dates</i>
1	1/6	<p>Topic: Syllabus explained Topic: Chapter 1: Introduction to Managerial Accounting <u>Student Learning Outcomes:</u> 1. Examine the language of business and its historical development. 2. Explain the important role that management accounting information. 3. Discuss the differences between management accounting and financial accounting. 4. Explain how management accounting creates value for organizations and how it relates to operations, marketing, and strategy. 5. Explain why management accounting information must include both financial and nonfinancial information. 6. Describe why activities should be the primary focus for measuring and managing performance in organizations. 7. Explain the behavioral and ethical issues faced in management accounting.</p> <p>Assignments: (1) MUST read the syllabus and make notion of the dates for EXAMS, and ASSIGNMENTS. (2) MUST complete the First Week Required Assignment</p>	Lecture 1 Ch. 1	First Week Assignment Due 1/11
2	1/13	<p>Topic: Chapter 2: Building Blocks of Managerial Accounting <u>Student Learning Outcomes:</u> 1. Distinguish among service, merchandising, and manufacturing companies. 2. Describe the value chain and its elements. 3. Distinguish between direct and indirect costs. 4. Identify the inventoriable product costs and period costs of merchandising and manufacturing firms 5. Prepare the financial statements for service, merchandising, and. F & B Dept. 6. Describe costs that are relevant and irrelevant for decision making. 7. Classify costs as fixed or variable and calculate total and average costs.</p> <p><u>Assignments: Homework 1</u></p>	Lecture 2 Ch.2(PDF)	
3	1/20	<p>Topic: Study Guide for Exam 1 Topic: Chapter 4: Activity-Based Costing, Lean Operations & the Cost of Quality (PDF Notes) <u>Student Learning Outcomes:</u> 1. Develop and use departmental overhead rates to allocate indirect costs. 2. Develop and use activity-based costing (ABC) to allocate indirect costs. 3. Understand the benefits and limitations of ABC/ABM systems. 4. Describe lean operations 5. Describe and use the costs of quality framework</p>	Lecture 3 Ch.4(PDF)	H1 Due 1/20

4	1/27	EXAM 1 (Cover all topics learned)		
5	2/3	<p>Topic: Chapter 6 Basic Cost Concepts</p> <p><u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Define various types of costs and explain how they change in response to changes in sales volume. 2. Use various methods to estimate the fixed and variable elements of a mixed cost. 3. Explain how fixed and variable cost factors influence purchasing decisions. 4. Distinguish direct costs from indirect costs. 5. Identify overhead costs and explain how they may be allocated to profit centers. 6. Describe controllable, differential, relevant, sunk, opportunity, average, incremental, and standard costs <p><u>Assignments: Homework 2</u></p>	Lecture 4 Ch. 6	
6	2/10	<p>Topic: Chapter 7 Cost-Volume-Profit Analysis</p> <p><u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Define CVP analysis 2. Identify its major assumptions 3. Used CVP analysis in both single and multiple products. 4. Explain operating leverage and its effect on hospitality operations profits and risk <p><u>Assignments: Homework 3</u></p>	Lecture 5 Ch. 7	H2 Due 2/10
7	2/17	<p>Topic: Study Guide for Exam 2</p> <p>Topic: Chapter 8 Cost Pricing Decision & Customer Profitability</p> <p><u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Explain how the concept of price elasticity of demand applies to hospitality operations. 2. Describe informal approaches to pricing and identify factors that modify cost approaches to pricing. 3. Apply the ingredient and prime ingredient mark-up approaches to pricing food and beverage items. 4. Apply the \$1 per \$1,000 approach and the Hubbart Formula to pricing rooms. 5. Describe the reasons for and process of discounting room rates, and define and apply revenue management. 6. Use a bottom-up approach to pricing meals. 7. Describe how changes in sales mix affect gross profit. 8. Explain the menu engineering approach to pricing food and beverage items. 9. Identify the advantages and disadvantages of integrated pricing 	Lecture 6 Ch. 8	H3 Due 2/17
8	2/24	EXAM 2 (Cover all topics learned after Exam 1)		
9	3/2	<p><i>SPRING BREAK – NO CLASS</i></p> <p>Topic: Chapter 15 (A): Sustainability in Social and Environmental Corporate Reports (PDF Notes)</p>	Ch.15(PDF)	

		<p><u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Define sustainability and its impact on economic, environmental and social issues. 2. Explain the benefits to businesses having sustainable business practices 3. Examine the public responsibilities of corporations within a global community 4. Explore the rationale why corporations are now attempting to engage in issues beyond the conventional role of wealth generating entities. 5. Explore various metrics used to measure corporate social responsibilities (CSR) and to review existing primary and secondary data sources of these results. 6. Examine the impacts of externalities including a variety of stakeholders as influencing agents to CSR issues locally, national, and global. 7. Explain why companies cannot continue to operate under the linear "take-make-waste" economic model. 8. Explain why a company should use life-cycle-assessment (LCA) to evaluate its products and services. 9. Describe how sustainability increase business value. 10. Explain sustainability reporting and why should companies adopt it. 11. Describe the prevalence of CSR reports and who uses them. 12. Describe the types of information that an environmental management accounting (EMA) system should collect and analyze. 13. Use managerial concepts such as cost-volume-profit, budgeting, product costing and cost behaviors to evaluate sustainability project proposals 14. Evaluate capital expenditures for sustainability project proposals decisions using discounted cash model <p>Written Assignment 1 - Sustainability Assignment</p>		
10	3/9	<p>Topic: Chapter 9 Forecasting Methods</p> <p><u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Describe the nature and limitations of forecasting and identify the kinds of patterns that emerge from historical data of hospitality operations. 2. Describe and apply various quantitative forecasting methods and explain how they differ from qualitative forecasting methods. 3. Identify factors should consider when selecting a forecasting method. 4. Describe the methods used to create, short-term forecasts in the lodging industry. 5. Describe forecasting in the club industry <p><u>Assignments: Homework 4</u></p>	Lecture 7 Ch. 9	Written Assignment 1 Due 3/9
11	3/16	<p>Topic: Chapter 10 (Part 1) Operation Budgeting</p> <p><u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Describe the purposes of budgeting for operations. 2. Explain the process of preparing an operations budget. 3. Describe the budgeting control process. 	Lecture 8 Ch. 10	H4 Due 3/16

		<p>4. Use information from budget reports to calculate and analyze several kinds of variances related to revenue, cost, volume, and labor.</p> <p>5. Describe the proper management response to the results of variance analysis</p> <p>Topic: Chapter 10 (Part 2): Performance Evaluation (PDF Notes) <u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Understand decentralization and describe different types of responsibility centers 2. Develop performance reports 3. Calculate ROI, sales margin, and capital turnover 4. Describe strategies and mechanisms for determining a transfer price 5. Prepare and evaluate flexible budget performance reports 6. Describe the balanced scorecard and identify key performance indicators (KPIs) for each perspective <p><u>Assignments: Homework 5</u></p>	Lecture 8 Ch.10(PDF)	
12	3/23	<p>Topic: Study Guide for Exam 3 Topic: Chapter 11: Cash Management <u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Explain cash management and the cash conversion cycle 2. Distinguish between income and cash flows. 3. Explain the function of and two approaches to cash budgeting. 4. Explain how the following factors affect cash management: float, cash flow information, working capital, collection of accounts receivable, inventory control, current liabilities, trade credit, and cash discounts 5. Identify critical elements in accounting for gift card sales. 6. Describe issues involved in using various unsecured bank loans. 7. Describe an integrated cash management system 	Lecture 9 Ch.11	H5 Due 3/23
12	3/27	LAST DATE TO DROP/WITHDRAW		
13	3/30	EXAM 3 (Cover all topics learned after Exam 2)		
14	4/6	<p>Topic: Chapter 12 Internal Control <u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Identify the general conditions that facilitate fraud and describe the hospitality industry's vulnerability to theft. 2. Explain the major objectives of an internal control system. 3. Identify general characteristics of an effective system of internal control. 4. Describe specific procedures that meet basic requirements for the internal control. 5. Explain the use of flowcharting and internal control questionnaires, and describe the auditing requirements of the Sarbanes-Oxley Act. 6. Identify the key control duties of the owner or manager of a small operation. 7. Distinguish between detective and preventive controls. <p><u>Assignments:</u> Written Assignment 2 -Ethics Assignment</p>	Lecture 10 Ch.12	
			Lecture 11	

		Topic: Chapter 13: Capital Investment & the Time Value of Money Student Learning Outcomes: 1. Define capital expenditures and how they differ from revenue expenditures. 2. Explain the relationship of capital budgeting to operations budgeting and identify types of capital budgeting decisions. 3. Calculate the time value of money. 4. Describe the relevance of cash flow to capital budgeting. 5. Describe and apply five capital budgeting models. 6. Explain the need for and process of capital rationing.	Ch.13	
15	4/13	Topic: Study Guide for Exam 4 Topic: Chapter 14 Lease Accounting Student Learning Outcomes: 1. Describe leases and explain the function of a lease agreement. 2. Describe some of the advantages and disadvantages of leases. 3. Identify and describe common lease provisions. 4. Differentiate between operating and capital leases. 5. Define leasehold improvements and sale and leasebacks. 6. Explain the effect that capital leases have on financial ratios. 7. Select and use relevant information to make buy-or-lease decisions Assignments: Homework 6	Lecture 12 Ch. 14	Written Assignment 2 Due 4/13
16	4/20	Exam 4 (Cover all topics learned after Exam 3)		H6 Due 4/20
17	4/27	Topic: Final Review (Game/Quiz Session MUST ATTEND)		
17	5/1	Optional EXAM (Cumulative) <div style="border: 1px solid black; padding: 2px; display: inline-block;">Time & Location TBD</div>		

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.

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.

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

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

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 FERPA (Family Educational Rights and Privacy Act, 1974), 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.

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.

RESPONDUS MONITOR - REMOTE, ONLINE EXAM MONITORING

In order to protect the integrity of online assessments that are delivered to students off site in a nonproctored location, this course may employ Respondus Monitor technology that will allow for the webenabled 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 for more information. CAPS offers a 24/7 Helpline at (239) 745-3277 (EARS).