



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 4464 Resort & Hospitality Financial Management
CRN:	11671
Course Credit Hours:	3
Semester:	Spring 2020
Department/Program:	School of Resort & Hospitality Management
Meeting Times/Location:	Mon 4:30 pm – 7:15 pm / SH 114
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:	Monday: 10:30 pm-12:30pm Monday: 12:30 pm-1:30pm Tuesday: 1:00 pm - 3:00pm
Prerequisites:	HFT 3407 RHM Management Accounting
College Level Writing Skills:	ENC 3250 Professional writing recommended
College Level Math Skills	Linear Algebra or Elementary Calculus
Course Description:	An introduction to financial management applications used in decision-making and value creation in the resort and hospitality industry.
Required Text:	HFT 4464 RHM Financial Management (FGCU Customized) Publisher: Pearson © 2016 ISBN: 9781323358702
Required Calculator:	Texas Instruments BA II Financial Calculator.

Optional course materials: All optional and additional materials will be available on Canvas.

Course Website (CANVAS): ID and password are required to login. <http://fgcu.edu/canvas/>

Exams: **There will be NO makeup for missed Exam(s). See tentative schedule**

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 on Canvas before the deadline during the first week of class. Please go to the class home page on Canvas and fill out the attendance verification survey. 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.

Scantron: **You are required to provide scantrons for ALL exams**

The FGCU bookstore sell these scantron.

Please Use the BLUE side of each scantron for ALL exams

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 (REVISED FALL 2014)

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. Analyze the concepts of the time value of money and cash flow.
2. Examine principles of capital budgeting decision models and the estimation of cash flow.
3. Assess the determinants of hospitality business capital structures and issues in capital structure management.
4. Evaluate various risk measures and models of risk and return in the resort and hospitality industry.
5. Interpret the concept of market efficiency and its implications for securities' returns.
6. Evaluate the principles of financial planning for the hospitality entrepreneur.
7. Measure working capital and financial ratios affecting hospitality organization performance.
8. Apply effective communication skills.
9. Evaluate critical thinking and problem solving skills in hospitality organizations finance situations (e.g., valuation and required rates of return, asset management, leasing, expansion via franchising, expansion via management contracts, feasibility studies, and valuation of hospitality real estate).
10. Evaluate ethical reasoning and professional judgment required for hospitality financial management applications.

D. MEASUREMENTS OF STUDENT LEARNING OUTCOMES

ALC/ILO/ PLO Learning Objectives	Course Learning outcomes	Assessment Use To Measure Outcomes
<p>Content/Discipline Knowledge & skills ILO1, PLO1 ILO1, PLO1 ILO1, PLO1 ILO1, PLO1 ILO1, PLO1 ILO1, PLO1 ILO1, PLO1</p>	<p>1. Analyze the concepts of the time value of money and cash flow. 2. Examine principles of capital budgeting decision models and the estimation of cash flow. 3. Assess the determinants of hospitality business capital structures and issues in capital structure management. 4. Evaluate various risk measures and models of risk and return in the resort and hospitality industry. 5. Interpret the concept of market efficiency and its implications for securities’ returns. 6. Evaluate the principles of financial planning for the hospitality entrepreneur. 7. Measure working capital and financial ratios affecting hospitality organization performance.</p>	<p>Exams and Assignments</p>
<p>Communication ILO2, PLO 2</p>	<p>8. Apply effective communication skills</p>	<p>Written Projects</p>
<p>Critical/Analytical Thinking ILO3, PLO3 ILO3, PLO4</p>	<p>9. Evaluate critical thinking and problem solving skills in hospitality organizations finance situations (e.g., valuation and required rates of return, asset management, leasing, expansion via franchising, expansion via management contracts, feasibility studies, and valuation of hospitality real estate). 10. Evaluate ethical reasoning and professional judgment required for hospitality financial management applications.</p>	<p>Exams and Assignments Written Projects</p>

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: assigned based on the total number of points earned on the following assignments:

GRADE COMPONENT	PERCENTAGE
Attendance	1%
First Week Assignment Due 1/12	0%
Homework 1 (CH. 1 & 2) Due 1/20	4%
Homework 2 (CH. 3) Due 1/27	4%
Homework 3 (CH. 4) Due 2/10	4%
Homework 4 (CH. 5 & 6) Due 2/17	4%
Homework 5 (CH.7) Due 2/24	4%
Homework 6 (CH.9) Due 3/23	4%
Exam 1 (CH.1 & 2 & 3) 1/27	15%
Exam 2 (CH.4 & 5& 6 & 7) 2/24	15%
Exam 3 (CH.8 & 9 &10 &11) 3/30	15%
Exam 4 (CH.12 & 13 & 14 & A) 4/20	15%
Exam 5 (OPTIONAL and CUMULATIVE) This exam can be used to replace the lowest score of previous exams.	
Ethical Written Assignment Due 3/2	7%
Assigned Writing Due 4/20	7%
Quiz 4/27	1%
Total	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.*

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 3 points). 1 points 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.

Homework (40+40+40+40+40+40=240 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 (150+150+150+150=600 points)

Exam# 1 Chapters: 1, 2, & 3

2 Chapters: 4, 5, 6, & 7

3 Chapters: 8, 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.

***A Texas Instruments BAii financial calculator is required for this class.**

Ethical Written Assignment (70 points)

In evaluating a project, you are taught to compare the present value of all expected cash flows with the initial investment. If the net present value (NPV) is positive, the project should be accepted. If the NPV is negative, then the project should be rejected. What we may not discuss much is the fact that some projects or ideas should be rejected, even if the NPV is positive. If a firm was to decide whether to recall a faulty product based strictly on the numbers, some executives may choose the profitable path, but not the ethical one.

Watch the video clip (GM's recall) using the link in the assignment file, write a short essay (two pages, double-spaced) to discuss: "how to make a decision when profits and ethics collide?"

Assigned Writing (70 points)

Writing Assignment: (Minor Report) summarized in your own words The Financial Meltdown of 2008 listed on pages 19-20 of the text book HFT 4464 Resort and Hospitality Financial Management (or search the related information online). The summary will consist of a **maximum of two pages** using APA style.

Please see CANVAS Module for more details on the Writing Assignment

No late written assignment will be accepted regardless of circumstances.

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

A. CLASSROOM FORMAT	Minutes if meet once a week	Minutes if meet twice a week
a) Interactive Lecture	80	40
b) Interactive class work	10	10
c) Break	15	0
d) Interactive classroom work exercises	<u>60</u>	<u>25</u>
Total class time each class period	165	75

B. CLASSROOM POLICIES & MANAGEMENT STATEMENT

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 have to miss a class due to emergency, please notify the instructor ahead of time and get the class notes from your teammate.
2. Sit in group when team building is completed.
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.**
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 2018 (SUBJECT TO CHANGE)

- Ch.= Chapter in the Textbook, H=Homework, R=Additional Reading Materials.

Week	Date	Schedule of Topics	Readings	Due Dates
1	1/6	<p>Topic: Chapter 1: Introduction to Financial Management <u>Student Learning Outcomes:</u> 1. Explain the importance of finance in your personal and professional lives and identify the three primary business decisions that financial managers make. 2. Identify the key differences between the three major legal forms of business. 3. Describe the role of the financial manager within the firm and the goal for making financial choices. 4. Explain the four principles of finance that form the basis of financial management for both businesses and individuals</p> <p><u>Assignments:</u> (1) Read the syllabus and use the Student Learning Outcomes when reviewing the chapters before and after each class session. Complete First Week Assignment. (2) Make a notion of the dates for EXAMS, and ASSIGNMENTS. (3) Team Building (4 students in each group)</p>	Ch. 1	First Week Assignment Due 1/12
2	1/13	<p>Topic: Chapter 2: Time value of money1 <u>Student Learning Outcomes:</u> 1. Calculate future values and understand compounding. 2. Calculate present values and understand discounting. 3. Calculate implied interest rates and waiting time from the time value of money 4. Apply the time value of money equation using formula, calculator, and spreadsheet. 5. Explain the Rule of 72, a simple estimation of doubling values.</p> <p>Assignments: Homework 1</p>	Ch. 2	
3	1/20	<p>Topic: Chapter 3: Time value of money2 <u>Student Learning Outcomes:</u> 1. Compute the future value of multiple cash flows. 2. Determine the future value of an annuity. 3. Determine the present value of an annuity. 4. Adjust the annuity formula for present value and future value for an annuity due and understand the concept of perpetuity. 5. Distinguish between the different types of loan repayments: discount loans, interest-only loans, and amortized loans. 6. Build and analyze amortization schedules. 7. Calculate waiting time and interest rates for an annuity</p> <p>Assignments: Homework 2</p>	Ch. 3	H1 Due 1/20
4	1/27	<p>EXAM 1 (Cover all topics learned) We will go over exam questions and do more exercise questions this day</p>	Study Guide 1	H2 Due 1/27
5	2/3	<p>Topic: Chapter 4: Bonds and Bond Valuation <u>Student Learning Outcomes:</u></p>	Ch. 4	

8	2/24	EXAM 2 (Cover all topics learned after Exam 1)	Study Guide 2	H5 Due 2/24
9	3/2	<i>SPRING BREAK (NO CLASS)</i>		Ethical Written Assignment Due 3/2
10	3/9	Topic: Chapter 8: Cash Flow Estimation <u>Student Learning Outcomes:</u> 1. Explain the importance of cash flow and the distinction between cash flow and profits. 2. Identify incremental cash flow. 3. Calculate depreciation and cost recovery. 4. Describe the cash flow associated with the disposal of depreciable assets. 5. Estimate incremental cash flow for capital budgeting decisions.	Ch. 8	
11	3/16	Topic: Chapter 9: The Cost of Capital <u>Student Learning Outcomes:</u> 1. Explain the different kinds of financing available to a company: debt financing, equity financing, and hybrid equity financing. 2. Calculate the debt and equity components of the weighted average cost of capital (WACC) and explain the tax implications on debt financing and the adjustment to the WACC. 3. Calculate the weights of the components using book values or market values. 4. Explain how the capital budgeting models use WACC. 5. Determine a project's beta and its implications in capital budgeting problems. 6. Select optimal project combinations from a company's portfolio of acceptable projects. <u>Assignments: Homework 6</u>	Ch. 9	
12	3/23	Topic: Chapter 10: Expansion Via Franchising <u>Student Learning Outcomes:</u> 1. Define franchising 2. Describe the types of franchises 3. Explain the benefits of franchising to the franchisee 4. Differentiate among the franchise fees 5. Calculate the various franchise fees 6. Explain the benefits and disadvantages to the franchisor 7. Explain the points of friction in franchising 8. Describe possible solutions to franchisee/franchisor conflicts 9. Evaluate when a franchise arrangement is financial viable Topic: Chapter 11: Expansion Via Management Contract <u>Student Learning Outcomes:</u> 1. Identify the parties to a management contract 2. Explain the reasons for the growth of management contracts 3. State the responsibilities of management companies 4. State the responsibilities of owners 5. Describe the different management fee structures 6. List the advantages of management contracts to lodging companies 7. List the disadvantages of management contracts to lodging companies 8. Define the major provisions of a management contract 9. Determine if a management contract should be signed	Ch. 10 Ch. 11	H6 Due 3/23

12	3/27	LAST DATE TO DROP/WITHDRAW		
13	3/30	EXAM 3 (Cover all topics learned after Exam 2)	Study Guide 3	
14	4/6	<p>Topic: Chapter 12: Feasibility Study Student Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Explain the purpose of a feasibility study 2. Identify the preparer's and user's of a feasibility study 3. Describe the different types of feasibility studies 4. Define the major components of a feasibility study 5. Explain the limitations of a feasibility study <p>Topic: Chapter 14: Financial Statement Analysis Student Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Define and differentiate between horizontal and vertical analysis 2. Identify three standards for ratio comparison 3. Explain the purposes of ratio analysis 4. Describe five common classes of ratios 5. Explain the purpose of liquidity ratios and identify several of them 6. Explain the purpose of solvency ratios and identify several 7. Explain the purpose of activity ratios and identify several 8. Explain the purpose of profitability ratios and identify several 9. Explain the purpose of operating ratios and identify several 10. Describe the limitations of ratio analysis <p>Assignments: Assigned Writing</p>	Ch. 12 Ch. 14	
15	4/13	<p>Topic: Chapter 13: Valuation of Hospitality Real Estate Student Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Define Market Value 2. Describe the user of appraisals 3. Identify the major steps in the real estate valuation process 4. Describe the Cost approach to valuation 5. Explain the Sales Comparison approach to valuation 6. Outline the Income Capitalization approach to valuation 	Ch.13	
16	4/20	<p>EXAM 4 (Cover all topics learned after Exam 3)</p> <p>Topic: Chapter A: Sustainable Financial Management Student Learning Outcomes:</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. Describe the relationship between finance and sustainability 4. Analyze which financial tools are effective (as measured by both sustainable impact and the ability to earn a financial return), and which are not. 5. Construct models of finance and sustainability that can be practically applied in a variety of contexts. 6. Identify key economic and environmental risks facing businesses and explain the interconnections among these risks and sustainability. 7. Explain the relationship between sustainability, risk management, and insurance 	Study Guide 4 R1	Assigned Writing Due

		8. Describe new risk management tools being developed to help address sustainability issues		
17	4/27	Final Review (Game & Quiz, MUST ATTEND)		
17	5/1	Optional EXAM (Cumulative) Time & Location TBD		

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