



## 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 time frames for completing assignments and activities.

#### SECTION 1: COURSE INFORMATION

<b>Course Number &amp; Name:</b>	HFT 3757 – Principles of Event Management
<b>CRN:</b>	13295
<b>Course Credit Hours:</b>	3
<b>Semester:</b>	Spring 2020
<b>Department/Program:</b>	Resort and Hospitality Management
<b>Meeting Times/Location:</b>	Thursday, 1:30 – 4:15 p.m. <b>Classroom:</b> 111 (lecture & mock events)
<b>Instructor Name:</b>	Premila Whitney, CMP, CHE, Ed.D.
<b>Office Location:</b>	<b>220</b>
<b>Contact Information:</b>	Canvas e-mail is the preferred method of communication when not F2F.
<b>Office Hours:</b>	<b>Monday:</b> 12:00 – 1:00 pm and 4:30 – 5:30 pm <b>Thursday:</b> 12:00 – 1:00 pm and 4:30 – 5:30 pm By Appointment – Please contact Dr. Whitney via Canvas e-mail for an appointment if needed. Both phone and face-to-face appointments are welcome. Also, if my office door is open, feel free to see me even if it's not regular office hours!
<b>Prerequisites:</b>	None
<b>Course Description:</b>	Overview of the event industry including conventions, expositions, and major national and international events and their operational requirements.
<b>Required Text:</b>	Special Events: Creating and Sustaining a New World for Celebration, 7th edition Author: Joe Goldblatt. eText available for purchase at: <a href="http://www.coursesmart.com/IR/5657767/9781118626771?hdv=6.8">http://www.coursesmart.com/IR/5657767/9781118626771?hdv=6.8</a> (Links to an external site.)

#### 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.

**COURSE WEBSITE (CANVAS):** <http://fgcu.edu/canvas/>

<b>SECTION 2: MISSION, LEARNING OUTCOMES, &amp; MEASUREMENTS</b>
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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 will have:

1. Utilized common special events terminology.
2. Described responsibilities of an event manager or planner.
3. Identified the 5 W's (Who, What, Where, When, Why) of an event.
4. Developed goals and objectives for a special event.
5. Identified 3 local event suppliers/vendors, at least one caterer providing food and beverage.
6. Developed a timeline for event planning and a schedule of events.

<b>ALC/ILO/ PLO Learning Objectives</b>	<b>Course Learning Outcomes</b>	<b>Assessment Used To Measure Outcomes</b>
<b>Content/Discipline Knowledge &amp; skills</b>  ILO1 & 3, PLO1 & 3  ILO1 & 3, PLO1 & 3  ILO1 & 3, PLO1 & 3  ILO1 & 3, PLO1 & 3	<ol style="list-style-type: none"> <li>1. Described responsibilities of an event manager or planner.</li> <li>2. Identified the 5 W's (Who, What, Where, When, Why) of an event.</li> </ol>	Exam questions Group Assignments

<b>Communication</b> ILO2 & 3, PLO2	1. Utilized common special events terminology.	Group Assignments
<b>Critical/Analytical Thinking</b> ILO1 & 3, PLO1 & 3	<ol style="list-style-type: none"> <li>1. Developed goals and objectives for a special event.</li> <li>2. Identified 3 local event suppliers/vendors, at least one caterer providing food and beverage.</li> <li>3. Developed a timeline for event planning and a schedule of events.</li> </ol>	Exam questions Group 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:** assigned based on the total number of points earned on the following assignments:

GRADE COMPONENT	POSSIBLE POINTS	% OF GRADE
<b>ASSIGNMENTS</b>		
Event Production Assignment (Team)	200	20%
Research Presentation (Team)	100	10%
Tablescape Competition (Team)	100	10%
Homework/In class activities (Individual)	200	20%
Attendance (Individual)	100	10%
MidTerm Exam (Individual)	150	25%
Final Exam (Individual)	150	25%
<b>Total Course Points</b>	<b>1000</b>	<b>100%</b>

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

Grade	Points Range
A	92 - 100.0
B	82 - 89.9
C	72 - 79.9
D	62 - 69.9
F	Less than 62.0

*\*Please note that for this course I do not use a (+) (-) system, nor do I round. If you earn an 89.999, your grade will be recorded as a B. Please do not ask for an exception. Instead, take advantage of bonus points offered throughout the term!*

### C. CLARIFICATIONS ON GRADING ASSIGNMENTS REQUIRED

In addition to regular attendance, exams, and class activities and assignments, there are three main assignments for this course:

Event Production Assignment (Team)	200
Research Presentation (Team)	100
Tablescape Competition (Team)	100

#### **Event Production Assignment (Team)**

This assignment requires you to select an event that will be produced during our class time and then to plan and produce the event. Planning needs to incorporate many areas and these are outlined in:

#### **CANVAS/ASSIGNMENT/EVENT PRODUCTION ASSIGNMENT**

**Event Production Group Projects (The Events)** – please make sure that you are available on the date and time for the event before signing up for that group. All events are during class time, thus everyone should be available for all events, barring an emergency or sickness. You will likely need to be available to set-up before class starts and after to breakdown/cleanup. If you need the ballroom before class, follow the protocols to determine if it's available (i.e. check Chef).

1. Guest speaker or Panel of Event Professionals– **February 20**
2. Philanthropy Focused event – **February 27**
3. Mock Wedding - **March 19**
4. Teambuilding Outdoor or Indoor Activity – **March 26**
5. Game show, music, food, or art festival – **April 2**
6. Tablescape Competition – **April 16**. This group will manage the tablescape competition (rules, procure judges), set up and etc. Group will also compete in the competition.

**Event Production Rubric: 200 points possible** which includes the 40 points of budget and goals/objectives assignment separately listed in Canvas.

Event	Inadequate or Did not participate	Somewhat Effective	Effective	Highly Effective
Event worked well logistically in regards to traffic flow, ingress/egress. Follow through on all items including set-up, prep, cleanup, room re-set, etc.	0	30	33.5	40
Event Elements (F&B, theming, entertainment, education, etc.) accomplished the event objectives. BEO and Production schedule	0	30	33.5	40

created and submitted to professor via email the day before or of the event.				
An appropriate projected budget was developed & submitted as outlined in the syllabus. A final budget with an accurate accounting of expenses was submitted via email to the professor the day before or on the event day.	0	30	33.5	40
Teamwork – everyone worked well together as a team. Peer evaluations completed as decided by the team.	0	24	27.5	30
A final survey was distributed to the class (attendees) to ascertain what went well and what could use improvements. The summary results were emailed to the professor by the next class day (following Tuesday).	0	0	0	10

### Research Presentation (Team)

This assignment requires the team to select & research an Event Association, event Certification, or event/meeting trend that the team believes impacts the event industry. The area your team wishes to research must be approved in advance! The team will have no less than 10 minutes and no more than 13 minutes to present the following to the class:

- Background on the researched item. What is it? Overall educational presentation.
- Costs associate with Association membership, earning the certification or implementing the trend.
- How does it improve a meeting or an event or how might it help your career aspirations? Benefits?

### Research Presentation Rubric: 100 points possible (95 on rubric/5 of prior approval assignment)

Presentation	Inadequate or Did not participate	Somewhat Effective	Effective	Highly Effective
Covers all required elements: What is it?, Costs/benefits, How does it improve meetings or help careers. Overall educational.	0	34	42	50
Presentation contains no more than an average of 3 crutch	0	14	17	20

words/presenter (ah, um, like etc.), and positive body language including eye contact, smiles etc. is maintained by all team members. No more than 3 minutes spent using a video or online quiz medium.				
<b>Everyone</b> dressed in business casual or business attire. No jeans, shorts, flip flops, or sunglasses on head. Dresses/skirts come no shorter than 2 inches above the knee.	0	7	8	10
Presentation included a visual, flowed well, each person had a speaking part, every team member was introduced (no roll call), and remained in time constraint of no less than 10 and no more than 13 minutes.	0	6	8	10
<b>Q&amp;A Session:</b> team was able to answer audience questions with accuracy and ease.	0	5	5	5

### Tablescape Competition (Team)

Further details will be given during class time. This is a hands-on, group activity where you will have the chance to showcase your creativity via the creation of a tablescape. Be sure to look within the Canvas modules to get some information on the world of tablescapes and how they can truly impact your event in either a positive or negative way. **\*Note: the team that is planning the actual tablescape event will also compete in the competition and earn a grade for this assignment - - separate from the event project grade. The team planning the event will inform the class on the number of teams, overall event theme (if there is one i.e. holiday, and judging criteria and general guidelines.**

### Tablescape Competition Rubric: 100 points possible

Criteria	Inadequate or Did Not Participate	Missing Significant Criteria	Somewhat Effective	Effective	Highly Effective
Elements of design & practicality were reflected in the Tablescape. Clean dishes, spotless glasses,	0	23	29	34	40

table balance etc.					
Clear theme and event purpose evident and reflected in the Tablescape design choices.	0	23	29	34	40
Participation of team members – each member participated and was given an opportunity to do so during planning & execution.	0	15	15	15	20

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

##### A. TEACHING METHODS

The instructor may incorporate the following methods while presenting this course: Lecture, Discussion, PowerPoint Presentations, Student Presentations, In-Class Individual and Group Exercises, Video Films and clips, Guest Speakers, Field Trips, Group Reports and Demonstrations

##### B. TEACHING PHILOSOPHY

I believe the best learning opportunities happen when each individual is actively engaged with the course material. Please come to class prepared to get involved and actively engage your classmates and professor regarding the course material. Further, I believe that we are all adults and should act accordingly. There should be no name-calling or disrespectful behavior toward the instructor, yourself or other students. Adults are autonomous, therefore I do not provide study guides for exams. Further, I do not provide reminders when assignments are due. Please keep track of these items yourself. I will answer questions about content or materials that you need further information about & encourage you to ask when something is not clear!

#### SECTION 5: CLASSROOM FORMAT, POLICIES, and MANAGEMENT STATEMENT

##### CLASSROOM POLICIES

##### A. COURSE POLICIES

- On-time attendance is important for this class. Please allow yourself enough time to arrive on campus, park your car, and be seated in the classroom prior to when class starts. If you are late for class, you will not receive the full percentage (100%) for being in class that day. If you are not in class when I take attendance, you will not receive credit. If I pass around a sign in sheet and you forget to sign, you will not receive credit. Failure to participate in the in-class assignment will result

in 0 credit for attendance that day. Written, original proof must be provided to be considered excused:

- i. Jury duty
  - ii. Court order
  - iii. Death in the immediate family
  - iv. Sick (with doctor's note)
  - v. Unavoidable extreme circumstance (i.e. flat tire, school sanctioned event)
- The use of proper grammar, spelling and punctuation is expected on every assignment for this course. Assignments with more than 4 errors of this type will automatically lose 10% of the total possible points for the assignment unless otherwise noted in the assignment guidelines.
  - **Assignments:** All assignments, unless given during class time, are due as outlined in Canvas. Unless otherwise noted, all assignments should be submitted via Canvas by the due date and time indicated. Late work is accepted in some circumstances with a loss of 20% of the total points possible for that assignment. Late work is always accepted with no additional point loss when an excuse listed in section B is documented.
  - **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!
  - **Cell Phones:** Though helpful, these should not be used unless prior permission is granted. In 99% of the cases, cell phones will not be permitted during presentations, lecture or when guest speakers are visiting. The good rule of thumb is to put it away so it's not tempting!
  - **Ipads/Laptops:** These can be used and are encouraged to take notes while in class. They should not be used to update your Facebook status or Tweet what you are having for dinner. Should your use of iPads or Laptops be found disruptive or not for class use, you will be asked to leave your device at home the rest of the term.
  - **Bonus Points:** These will be made available throughout the term. They usually are items like helping with the job fair, volunteering at a local event or other University sponsored event. Please check your Canvas email and Canvas Announcement sections for these opportunities often!

## B. CLASS ROOM FORMAT

- a. To optimize your full learning potential, the professor requires students to be actively engaged in class meetings, activities, and assignments in the classroom, and online.



<b>SECTION 6: CLASS SCHEDULE OUTLINE – Spring 2020 (SUBJECT TO CHANGE AS NEEDED)</b>
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**THE INSTRUCTOR RESERVES THE RIGHT TO AMEND THE TENTATIVE SCHEDULE AS DEEMED NECESSARY.**

WEEK	Date	Chapters, Topics, Assignments, & Deadlines
1	1/9	<b>Due Online 1/10 by 11:59 p.m.:</b> Syllabus Acknowledgement Quiz <b>Activity:</b> Introduction to Course, Introduction to Projects and Tablescape Competition, Group Selection, and Ice Breaker
2	1/16	<b>Lecture:</b> Goals & Objectives, The 5Ws of an event <b>Activity:</b> Goals & Objectives <b>Activity:</b> Finalize teams if not yet complete from last week <b>Visitor:</b> Jennifer McGurk will briefly discuss the Job Fair - <b>Tentative</b>
3	1/23	<b>Lecture:</b> Budgets & Accounting for Events <b>Lecture:</b> Creativity (not in text) <b>Activity:</b> Teams meet if time permits
4	1/30	<b>Due Online by 4:15 pm:</b> Event Objectives & Event Budget for Event Production Project <b>Lecture:</b> Standard Event Forms – BEO's & Timelines; Event Suppliers, DMOs, Tablescape Training Discussion <b>Review:</b> Finalize team budgets <b>Inform:</b> Production Schedule option (in Canvas) & Career Fair option (in Canvas)
5	2/6	<b>Lecture:</b> Marketing, Public Relations and Social Media for Events; RSVP's; Event wrap-up/follow-up <b>Activity:</b> Review standard event forms, event suppliers, & DMOs <b>Activity:</b> Event Project teams meet and report status on event projects if time permits
6	2/13	<b>Due Online by 1:30 pm:</b> Starbucks ads <b>Lecture:</b> Contracts, ADA, ASCAP, and BMI <b>Activity:</b> Negotiation strategies in class activity <b>Activity:</b> Discuss ads found <b>Activity:</b> Teams meet if time permits
7	2/20	<b>Event 1:</b> Guest Speaker or Panel of Event Professionals <b>All students attend the event.</b> Class time once event concludes to wrap up, produce evaluations and review content to date. <b>Lecture:</b> Review of tablescapes
8	2/27	<b>Event 2:</b> Philanthropy Focused Event <b>All students attend the event.</b> <b>Visitor:</b> Dawn McKinney – 3:45
9	3/5	<b>Spring Break! No class</b>
10	3/12	<b>Due Online by 4:15pm:</b> Research topic approval. See assignment for details. <b>Midterm Exam F2F:</b> Midterm Exam will be taken during class time via Canvas. Covers all lecture and topics covered to date. <b>Activity:</b> Teams meet if time permits

11	3/19	<b>Event 3:</b> Mock Wedding. <b>All students attend the event.</b> Class time when it concludes <b>Lecture:</b> Adult Learning (not covered in text) <b>Activity:</b> Teams meet if time permits
12	3/26	<b>Event 4:</b> Outdoor or Indoor Team Building Activity <b>Activity:</b> Teams meet if time permits
13	4/2	<b>Event 5:</b> Game show, music, food, or art festival (team choice). <b>All students attend the event.</b> <b>Activity:</b> Ice Breaker Creation Activity
14	4/9	<b>Due F2F:</b> Team Research Project/Presentations
15	4/16	<b>Event 6:</b> Tablescape Competition: Group 5 executes event; <b>ALL</b> students participate in the competition in their Tablescape groups. <b>Review:</b> Final exam
16	4/23	Outside class assignment
Finals Week	4/30	<b>ONLINE:</b> Final Exam begins @ <b>12:30 p.m. until 2:45 p.m.</b> Exam will be taken via Canvas. We will not meet F2F for the exam

***Although every effort will be made to keep the schedule outlined above, the instructor reserves the right to amend the schedule as deemed necessary.***

## **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 that outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgc.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](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.

## **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](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](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 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>

## **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)

## 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>

**9. Counseling and Psychological Services (CAPS)**

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).