

AEB 4424
Managing Human Resources
Tentative Distance Learning Syllabus
Fall 2015

Instructor: Jane L. Bachelor, MBA, SPHR

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Email: <http://lss.at.ufl.edu> Use Sakai email for all instructor correspondence.

Back up Email: jbach@ufl.edu (NOTE: If Sakai is unavailable, utilize backup email address)

Class: 100% Asynchronous Distance Education Course

University of Florida Distance Learning: <http://www.distance.ufl.edu/>

Teaching assistant(s)

The name(s) of the Teaching Assistant(s) and contact information will be posted in “Announcements” in Sakai after the close of “Add/Drop”.

TEACHING ASSISTANT(S) ACCESS

Your Teaching Assistant(s) is/are readily available via email and will respond to e-correspondence within a reasonable timeframe. Your Teaching Assistant(s) will make every effort to respond to emails sent during the week within 48 hours. Emails sent over the weekend may not be answered until the following business day (generally Monday).

Meetings can be scheduled with your assigned TA, if you so desire, either via telephone, in person (if you are physically located in or near Gainesville) or virtually, utilizing Adobe Connect. Please notify your TA via email that you wish to schedule a one-on-one meeting with a requested date and time AND with an alternative date and time to meet. The TA will then confirm the meeting date and time with you via email.

Questions regarding homework or on-going weekly assignments should be reviewed initially with your assigned Teaching Assistant(s), rather than with the instructor. If you have additional questions once you have contacted your Teaching Assistant(s), contact the instructor.

INSTRUCTOR ACCESS

Your instructor is readily available via email and will respond to e-correspondence within a reasonable timeframe. Your instructor will make every effort to respond to emails sent during the week within 48 hours. Emails sent over the weekend may not be answered until the following business day (generally Monday).

Alternatively, meetings can be scheduled and conducted via telephone or Adobe Connect (virtual meeting). Please notify the instructor via email that you wish to schedule a one-on-one meeting with a requested date and time and with an alternative date and time.

Questions regarding homework or on-going weekly assignments should be reviewed initially with your assigned Teaching assistant(s), rather than with the instructor. If you have additional questions once you have contacted your Teaching assistant(s), contact the instructor.

Adobe Connect class discussion sessions will be held periodically throughout the semester to answer students' questions about the course, assignments, projects, etc. All students are encouraged to attend these interactive internet sessions. **For students who are unable to attend due to a course, lab or work conflict, each session will be recorded and the link will be posted in Sakai.**

Students use the 'Sign-Up' tool in Sakai to register for the session prior to its delivery. If fewer than 10% of the students enrolled in the class sign up for the class meeting twenty-four hours (24) prior to a scheduled session, the session will be pre-recorded, the link will be posted in Sakai, and no live session will be held.

Extra credit will be available for those who either attend the virtual meeting sessions or who watch the recorded sessions posted in Saki AND complete the Discussion Session Student Questionnaire by the stated due date.

- However, students who sign up for an Adobe Connect session and fail to attend that meeting **forfeit their opportunity to receive extra credit** upon submission of the Student Questionnaire.

COURSE DESCRIPTION

This course serves as an introduction to basic Human Resources information and practices common in domestic (U.S.) businesses, agricultural firms and agribusinesses. The course is presented from three view points: the strategic focus of HR as it fits within the mission and vision of the business, the day-to-day practical and tactical elements of HR; and the impacts of Federal, State and local legislation on HR practices. Students will gain an introductory understanding of the skills necessary to become a successful Human Resources professional. Students will also see how organizations can gain a sustainable competitive advantage through their people-resources. You will also discover the critical role HR managers play in actively participating in the strategic planning and decision-making within organizations.

Managing Human Resources provides a functional and practical understanding of HR programs to enable students to see how HR affects all employees, the organization, the community and the larger society. Students will learn that HR professionals and managers don't focus on HR topics in isolation from one another. Each of the HR practices is combined into an overall system to enhance employee involvement and productivity.

In addition to interactive course exercises, textbook homework assignments, case studies, self-skills assessments, syllabus, chapter and readings quizzes and an exam, the course Résumé project will provide a comprehensive opportunity for each student to develop a professional résumé and cover letter, along with exploring key tips for conducting a 'Killer Interview' when interviewing for a job.

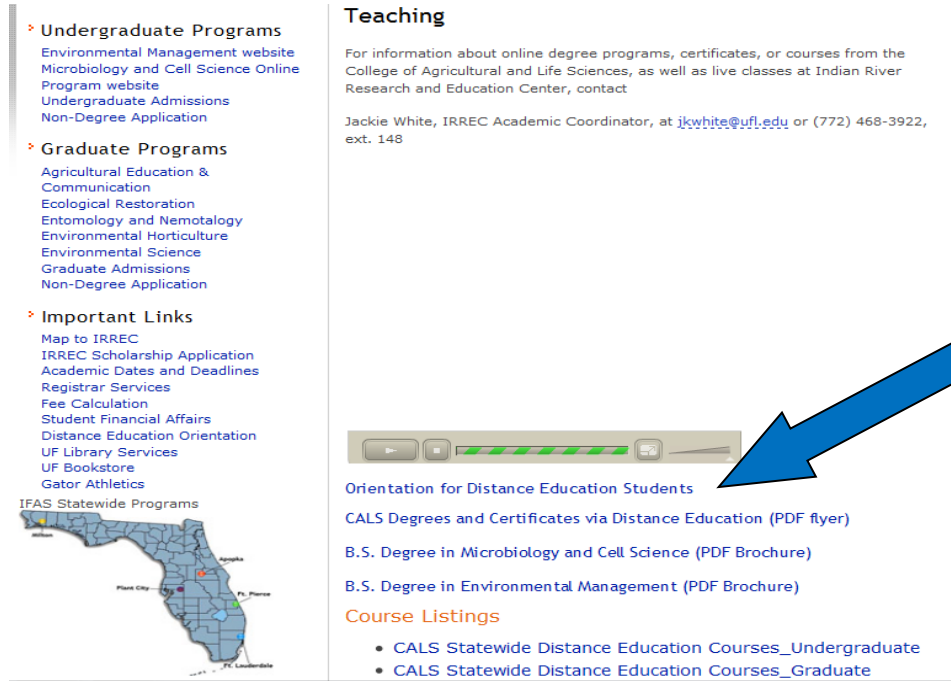
COURSE DELIVERY

This is a 100% asynchronous, online, distance education course delivered through a variety of electronic communication mediums, such as Accordent, Adobe Connect, and Sakai as described below. You will need regular access to an Internet-ready computer; some prior computer experience is also expected of each student enrolled in this course. A microphone headset and a camera (imbedded in your computer or a Skype camera) are also necessary for this course.

Distance Education Orientation:

For an orientation to distance education at UF IFAS, go to: <http://irrec.ifas.ufl.edu/teaching.shtml>. Click on “Orientation for Distance Education Students” or access via this direct link: <http://irrec.ifas.ufl.edu/files/orientation/DEOrientation.shtml>.

Completing this orientation activity is optional. It serves to acclimate students to services available at the University of Florida.



Undergraduate Programs
Environmental Management website
Microbiology and Cell Science Online Program website
Undergraduate Admissions
Non-Degree Application

Graduate Programs
Agricultural Education & Communication
Ecological Restoration
Entomology and Nematology
Environmental Horticulture
Environmental Science
Graduate Admissions
Non-Degree Application

Important Links
Map to IRREC
IRREC Scholarship Application
Academic Dates and Deadlines
Registrar Services
Fee Calculation
Student Financial Affairs
Distance Education Orientation
UF Library Services
UF Bookstore
Gator Athletics
IFAS Statewide Programs

Teaching
For information about online degree programs, certificates, or courses from the College of Agricultural and Life Sciences, as well as live classes at Indian River Research and Education Center, contact
Jackie White, IRREC Academic Coordinator, at jkwhite@ufl.edu or (772) 468-3922, ext. 148

Orientation for Distance Education Students
CALS Degrees and Certificates via Distance Education (PDF flyer)
B.S. Degree in Microbiology and Cell Science (PDF Brochure)
B.S. Degree in Environmental Management (PDF Brochure)
Course Listings

- CALS Statewide Distance Education Courses_Undergraduate
- CALS Statewide Distance Education Courses_Graduate

Where is my Online Course—Sakai or Canvas?

If you are uncertain if your course is in Canvas or Sakai, visit our “CMS Selector” to determine where your classes are being taught.

- To access course information online through the e-Learning system:
 - Click on the web page, <https://lss.at.ufl.edu>
 - Locate “Where’s My Course?” on the left-hand side of the page
 - Click on “CMS Selector”
 - Click the “Canvas” and/or the “e-Learning” orange box to find your course(s).

E-Learning Sakai Course Management System:

E-Learning Sakai is the centrally supported course management system at UF. It is the online source for the majority of your learning resources and assignments in this course.

- For a tutorial regarding E-Learning Sakai functionality, go to <https://lss.at.ufl.edu>. Under ‘Teaching Tools’, select “e-Learning in Sakai”; select “Tutorials, FAQs & Known Issues” OR select “Training”.
- To access course information online through the e-Learning system:
 - Click on the web page, <https://lss.at.ufl.edu>
 - Click the link on the left-hand side of the page “**e-Learning Login**”
 - Log in with your GatorLink username and Password to take you to your main page in Sakai “My Workspace”.

- At the top of the page next to the tab “My Workspace,” is a tab for each course in which you are registered.
 - The University of Florida’s network automatically adds students to the class website(s) upon registration.
 - If you are in a class and do not see a tab for that class in Sakai, contact your Academic Coordinator.

Adobe Connect:

Adobe Connect is an application that provides for online conversation and presentation using text, voice and video. It will be utilized periodically as a virtual meeting source during this course. To familiarize yourself with Adobe Connect functionality, go to <http://www.adobe.com/support/connect/gettingstarted/index.html>.

- A microphone headset and a camera (imbedded in your computer or a Skype camera) are necessary for this course.
- To eliminate problems during our Online Adobe Connect sessions, **PLEASE use a headset with built-in microphone.** This is necessary to prevent the entire class from hearing your feedback echo if you are using the speakers on your computer, which results in no one being able to effectively communicate during the Adobe Connect meeting. Online discussions will be smoother and more productive if you set this up and test your headset with built-in microphone before attending the actual Adobe Connect session.

Turnitin:

Turnitin is a widely recognized and trusted resource for maintaining academic integrity and honesty. It has been adopted by UF for use by faculty and students. To familiarize yourself with Turnitin, go to <https://lss.at.ufl.edu>. Under ‘Teaching Tools’, select “Turnitin” (Plagiarism Checker); select “Learn More, UF e-Learning Help--Turnitin.

Adobe Acrobat:

Adobe Acrobat reader is a free software required to view and print the lecture notes and other resources such as the Turnitin manual (all in the PDF format). To download the reader, go to: <http://get.adobe.com/reader/>

Accordent Capture Station:

Accordent Capture Station is a rich media creation software that allows organizations to implement enterprise webcasts and streaming media presentations. Accordent-recorded materials will be accessible to students via Sakai.

Personal Computers: All submitted documents must be in Word 97 - 2007 at this time to reduce document errors. Additionally, all documents must have all spaces removed from file names to be opened in Sakai.

COURSE MANAGEMENT:

- If you have a question that pertains to an assignment, **post that question in the Sakai “Discussion/Questions About Assignments” section**, where either the instructor, the Teaching assistant(s)(s), or your fellow classmates can respond to the question. This information is then available to everyone taking the course.

- You should expect to spend a **minimum** of **5-7 hours** per week on this course to complete the lectures, chapter quizzes and associated homework and discussion assignments. The development of the Sales activities will be **in addition to** these **5-7 hours** per week devoted to course content understanding.
- Each online distance learning program has a process for, and will make every attempt to resolve, student complaints within its academic and administrative departments at the program level. See <http://distance.ufl.edu/student-complaints> for more details.

“FEEDBACK” IN SAKAI:

- The “Feedback” section of Sakai will be used for some grade responses. Items posted in “Feedback” may be date-restricted, requiring them to be viewed during the dates listed by your instructor for that section of Sakai to be “Open”. In such cases, once the “Feedback” section is closed, access to the information posted is no longer available to the student.

REQUIRED COURSE MATERIALS

Lectures: AEB 4424 “*Managing Human Resources*” Lecture presentations are available in the UF E-Learning Sakai course management system. Note shells are available in Sakai to download for course note-taking.

Additional Materials: Additional required materials outlining course projects, assignments, video presentations or reading resource materials are provided to students throughout the semester via the Sakai course management system.

PLEASE NOTE: This course requires students to post assignment videos into the Course Management system. Students who do not wish to adhere to these assignment requirements should not enroll in this course.

COURSE DUE DATES:

A detailed course document of all lectures, readings, assignments, assessments, weekly due dates, and milestone critical course dates, is posted in Sakai/Course Introduction.

Textbook: *Managing Human Resources*—Sixteenth Edition by George Bohlander and Scott Snell. ISBN No. 978-1-111-53282-6.

NOTE: The publisher also offers an e-textbook, as well as an ‘access card’ to provide admission to the publisher’s auxiliary Aplia site. **Students may elect the ‘hard copy’ text book OR the digital textbook, depending upon preference. This course will NOT utilize the publisher’s Aplia site; therefore, it is NOT necessary to purchase an ‘access card’ for this course.**

COURSE DESCRIPTION AND LEARNING OBJECTIVES

This course highlights the strategic and effective management of human resources in agribusiness. During the semester, students explore Human Resource management concepts and techniques designed to improve agribusiness organizational teamwork, productivity, performance and enterprise success. Case studies, comprehension assessments, and interactive threaded discussions are some of the mediums utilized during this course to allow students to apply their knowledge of course information and general business management principles.

Whether the student becomes a manager, a supervisor, an HR specialist or is employed in other areas of the organization, this course provides a functional and practical understanding of HR programs to enable individuals to see how HR affects all employees, the organization, the community and the larger society.

By the end of the course, as a student, you will be able to:

1. Understand how organizations can gain a sustainable competitive advantage through people;
2. Realize the importance of the HR function and of HR managers in assuming an active role in strategic planning and senior-level decision-making within an organization;
3. Identify the impact and importance of the HR department's strategic role in developing, coordinating, and enforcing policies and procedures relating to HR functions;
4. Recognize the manager's changing business management role;
5. Explain the key challenges to Human Resource Management in developing the flexible and skilled workforce needed to compete effectively;
6. Identify how the individual HR topics are combined to make a difference for businesses in today's competitive world. Managers typically don't focus on HR issues such as staffing, training, or compensation in isolation from one another. Each of these HR practices is combined into an overall system to enhance employee involvement and productivity; and
7. Provide examples of the roles and competencies of today's HR managers.

CAREER PLANNING AND RÉSUMÉ PROJECT OVERVIEW

For this project, you will assess your skills, determine your career areas of interest, develop your individual professional résumé, create a cover letter that 'sells' your skills and abilities (presented in appropriate business letter format) for a career position that is of interest to you.

- Complete a review of your career options
- Perform a Skills Self-Analysis
- Conduct a Skills Interview
- Develop **Your** Individual Résumé
 - Review "Killer Interview/Résumé " examples and techniques
- Secure a Job Description of interest for a future job interview
- Design an effective Cover Letter for your Résumé

GRADING POLICY: Your final course grade will consist of a weighted average of the following:

Comprehensive Final examination	10%
Career Planning Exercises 1, 2 & 3 (10% per exercise)	30%
Résumé Project	30%
Homework (Assignments, Case Studies, Threaded Discussions, etc.)	20%
Assessments: Syllabus, Chapter, and Readings Quizzes	<u>10%</u>
	100%

Course grades will be assigned using the following criteria:

A	94.00% and above Excellent Performance
A-	90.00% - 93.99%
B+	86.00% - 89.99% Very Good Performance
B	83.00% - 85.99% Good Performance
B-	80.00% - 82.99%
C+	76.00% - 79.99% Adequate Performance
C	73.00% - 75.99% Acceptable Performance
C-	70.00% - 72.99% Acceptable Performance
D+	66.00% - 69.99% Marginally Acceptable Performance
D	63.00% - 65.99% Weak Performance
D-	60.00% - 62.99%
E	Below 59.99% Unacceptable Performance

It is expected that students will keep track of their course progress and any questions should be discussed with the instructor as soon as possible.

Information on current UF grading policies for assigning grade points may be found via the following link: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

STUDENT RESPONSIBILITIES:

Read the Course Syllabus and the Career Planning and Résumé Project documents to gain an understanding of what this course entails.

It is the student's responsibility to check the Sakai website **on a regular basis** for course materials, announcements, assignments and assessments.

Lectures, readings, videos, and interactive exercises, discussions and case studies will be utilized throughout the course.

- You are responsible for all course materials posted in Sakai and for all homework or other course assignments.
- **ALL** homework assignments and assessments are **DUE** as detailed weekly in Sakai and in the 'Course Outline – Due Dates' document.
 - **ALL assignments are to be submitted in English.** If you are taking this course in a foreign country, you must have your assignments translated in to United States English prior to submitting them to the instructor.
 - **ALL assignments are to be submitted via Sakai** ("Assignments", Assessments or "Discussions") and NOT via email unless the Sakai system is down, and you have a trouble ticket number on your assignment. Your instructor has provided a secondary email address as an emergency back-up, should there be a technical glitch with Sakai.
 - If the Sakai site is not working at the time of a deadline, it is your instructor's prerogative to extend the assignment/assessment deadline to accommodate the technical issues imposed by Sakai.
 - Students will not be penalized or held responsible for Sakai technical situations which are out of their control.
 - **Once the "Assignment" site, "Assessment" site, "Feedback" site or "Discussion" site is closed, no assignments will be accepted.**
 - Students will not receive points for late assignments or for partial assignments.
 - **No assignment will be accepted following the conclusion of the last class of the semester.** The last class of the semester is defined as that class or assignment period immediately preceding the final exam period.
 - Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> .
- It is the student's responsibility to ensure the instructor or Teaching Assistant has received each of his/her assignments.
 - Each assignment must be clearly marked in the Sakai submission with the student's name, the assignment and the due date period.
 - Assignments and grades are posted on the E-Learning Sakai site regularly; if you do not see an assignment posted that you have submitted, contact the Teaching Assistant.
- **Exams:**

- All exams are online in Sakai
- All students are encouraged to take the exam from a network-connected computer. It is not advisable to rely on a wireless network connection or a dial-up connection for the exam.
- **If you experience technical difficulties while taking the exam, you MUST obtain a Trouble Ticket from the UF HELP Desk (1-800-HELP), which is to be forwarded to the instructor. Absolutely no action will be taken to re-open the exam for completion without the submission of a Trouble Ticket to the instructor.**
- **Grades:**
 - Students must report missing grades in FEEDBACK, Gradebook2, or any other grading device utilized in the class within one week of the posting of the grades in FEEDBACK/Gradebook2.
 - **Failure to report a missing grade/concern over a grade received** in a timely manner (not to exceed two (2) weeks from the FEEDBACK/Gradebook2 posting) **will result in no grade change/adjustment for that assignment.**
 - **No grade discrepancies will be adjusted following the conclusion of the last class of the semester.** The last class of the semester is defined as that class or assignment period immediately preceding the final exam period.
 - It is expected that students will keep track of their course progress and any questions should be discussed with the instructor or the Teaching Assistant(s) as soon as possible.
 - The instructor responds to emails received from students. **If you do not receive a response to your email within one week** of sending it to the instructor, it is a clear indication the instructor did not receive your message; **re-send** both the message and the attachments originally sent to the instructor.
 - Information on current UF grading policies for assigning grade points may be found by accessing the following link for the appropriate undergraduate catalog web page: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>
- **Virtual Class Sessions:**
 - Adobe Connect Question and Answer Sessions will be scheduled periodically throughout the semester; all students are encouraged to attend these virtual Q & A sessions. Extra Credit points will be awarded to those students attending each Adobe Connect discussion session (OR those who watch the recorded session's link posted in Sakai) AND complete/submit the student questionnaire by the designated due date.
- **Online Course Evaluation Process (end of semester):**
 - Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu> .
 - Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Command of knowledge and course concepts will be shown through a number of written and oral activities.

- You are responsible for applying what you have learned not only during the semester in this course, but also from other courses leading to this one, to actual business situations.
- In addition to quality of analysis and synthesis, quality of presentation (written or oral) will be part of the grading.

- This course requires that students go beyond mere memorization or rote implementation of facts. As a student in this course, you must apply concepts and models to business situations and exercises. You are encouraged to maintain an open, receptive, and inquisitive attitude toward learning.

Contribution to virtual class discussions with your peers is absolutely essential for successful completion of this course. It is only through contribution that you show a continuous command of the issues presented through the course materials.

It is important that you participate in the end-of-chapter quizzes.

- Quizzes may be taken numerous times during the 'open lesson' period for each chapter.
- The quiz grade recorded for each chapter will be the highest quiz grade at the close of the lesson period. As such, if a quiz is taken more than one time, the grade recorded will be the highest score acquired by the close of the lesson period.

Practice and review of major Human Resources principles is what helps an individual progress and become comfortable as a developing manager or HR specialist with his/her individual implementation style.

Accommodations

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

Class Demeanor

- All assignments are due on the date indicated in the "Course Outline & Due Dates" document posted in Sakai.
- Show respect for all class members, interact and have fun!!
- **Plagiarism will not be tolerated.**
 - University policy will be followed for students submitting an assignment determined by the instructor to have violated the Academic Honesty Policy and Honor Code.
 - **Abide by the University Academic Honesty Policy and Honor Code**
"Each student is expected to abide by the University Honor Code. The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty.Therefore, the university will take severe action against dishonest students."

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to

appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated.

The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code> .

PICTURES AND INTRODUCTORY BIO:

To facilitate getting to know each other and enhancing discussion opportunities, each student is asked to create a short video biography, introducing yourself to your fellow classmates. Specific instructions regarding this assignment are posted in “Discussions” in Sakai.

E-MAIL ACCOUNTS

Every student at the University of Florida has the privilege of a Gatorlink account that provides a mailbox, computer lab access, E-Learning access and limited Internet dialup. From the IFAS Computer lab, you may access the Gatorlink site to establish a Gatorlink account. The URL is <http://www.gatorlink.ufl.edu>.

During the course of the semester, the instructor will rely heavily on Sakai e-mail as a vehicle for distribution of important information. Therefore, each student is required to have an e-mail account no later than second day into the semester.

Students are required to check their Gatorlink/Sakai e-mail account daily. Also, each student is required to provide the instructor with a second, individual e-mail account to facilitate communications. Please provide the instructor with a secondary, individual e-mail address that you check frequently. This account will be used as a backup account for communications should the Sakai account experience technical difficulties.

NEXT STEPS:

Once you have completed reading the Syllabus, please return to the Sakai Course Management Site, Course Introduction/Week 1, for information and instructions regarding assignments and activities to be completed. You will progress to Week 2 and beyond as the semester unfolds. Each ‘Module Week’ opens on a Monday and closes on a Sunday.

Critical Thinking

It is your instructor’s view that the ability to think critically is a skill that can and will be nurtured in Managing Human Resources. This course will be devoted to understanding critical thinking concepts, including, but not limited to, the elements and standards of reason, logic and critical, evaluative thinking. Critical thinking will be emphasized in threaded discussions, course projects and on all class activities and assignments.

If you work strategically, you will succeed!!!

Academic Honesty, Software Use, UF Counseling Services, Services for Students with Disabilities

In 1995 the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

The Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

On all work submitted for credit by students at the university, the following pledge is either required or implied: **“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”**

The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean or Student Honor Court.

(Source: 2008-2009 Undergraduate Catalog)

It is assumed all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor.

This policy will be vigorously upheld at all times in this course.

For more information regarding the Student Honor Code, please see:
<http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php> .

Software Use:

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Campus Helping Resources:

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575

www.counseling.ufl.edu/cwc/

- Counseling Services
- Groups and Workshops
- Outreach and Consultation
- Self-Help Library
- Wellness Coaching

University Police Department 352-392-1111 or 9-1-1 for emergencies.

Career Resource Center, First Floor, JWRU, 352-392-1601, www.crc.ufl.edu/

Students with Disabilities:

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues.

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

Disability Resource Center, 0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/