

**AEB 3133**  
**Agribusiness Management**  
**Canvas Course Management System**  
**Tentative Distance Learning Syllabus**  
**Spring 2015**

**Instructor:** Jane L. Bachelor, MBA, SPHR

**Office:** Indian River Research and Education Center (IRREC), 2199 South Rock Road, Fort Pierce, FL 34945

**Office Phone:** 772-468-3922 x 151

**Fax:** 772-468-5668

**E-mail:** <http://lss.at.ufl.edu> Use Canvas email "Inbox" for all instructor correspondence

**Back-up Email:** [jbach@ufl.edu](mailto:jbach@ufl.edu) (NOTE: If Canvas is unavailable, utilize back-up email address)

**Class:** 100% Asynchronous Distance Learning Course via the Canvas Course Management System; 3 credit hours

**UF HELP Desk:** Contact the UF HELP Desk if technical difficulties occur while taking this course.

<http://helpdesk.ufl.edu/>; 352-392-4357.

**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 Canvas after the close of Add/Drop.

**TEACHING ASSISTANT ACCESS**

Your Teaching Assistant (s) 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 geographically 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 Teaching Assistant, rather than with the Instructor. If you have additional questions once you have contacted your Teaching Assistant, 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 an alternative date and time.

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

**Adobe Connect class discussion** sessions may be held periodically throughout the semester to answer students' questions about the course, assignments, etc., and to conduct higher-order Case discussions. All students are encouraged to attend these interactive internet sessions. **For students who are unable to attend due to a conflict, each session will be recorded and the link will be posted in Canvas.**

Students use the 'Sign-Up' tool in Canvas to register for the session prior to its delivery. If fewer than 10% of the class enrollment signs up for the class meeting forty-eight hours (48) prior to a scheduled session, the session will be pre-recorded, the link will be posted in Canvas, 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 Canvas AND complete the Discussion Session Student Questionnaire by the stated due date.

## **COURSE DESCRIPTION**

This course is an introduction to Agribusiness Management fundamentals and the application of economic principles, budgeting techniques, sales skills, human resources essentials, and tenets of marketing and management strategy in agribusiness. The primary focus of the course is based upon businesses operating in the United States and will highlight Florida businesses, when possible, in focused discussions. During this course, students will be exposed to financial and tax management strategies and to the requirements imposed on agribusiness management by local, state and federal government regulatory agencies.

In this course, introductory principles of finance and management are integrated to solve problems faced by local, rural and/or U.S. agricultural firms and agribusinesses. Topics are presented in a logical sequence built around the four functions of management--planning, organizing, controlling, and directing. Everything a manager does is related to efficiently, effectively maximizing long-term profits by profitably satisfying customers' needs. Students will gain insight into the skills and attributes necessary for success as a domestic business professional. The course also serves as an introduction to understanding and appreciating entrepreneurship, the importance of interpersonal (oral and written) communication capabilities, and the role of ethics and morality in the business environment. These skills and attributes are essential to all professional careers. **Everybody can and should know how to manage a business appropriately and effectively!**

AEB 3133 is one of the prerequisite courses for AEB 4141 Agribusiness Financial Management and AEB4136 Entrepreneurial Management.

## **COURSE DELIVERY**

**This is a 100% asynchronous, online, distance education course** delivered through a variety of electronic communication mediums, such as Articulate, Adobe Connect, and the Canvas Course Management System (CMS) 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 **required** 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.

The screenshot shows a website layout with a left sidebar and a main content area. The sidebar contains three sections: 'Undergraduate Programs' with links to Environmental Management website, Microbiology and Cell Science Online Program website, Undergraduate Admissions, and Non-Degree Application; 'Graduate Programs' with links to Agricultural Education & Communication, Ecological Restoration, Entomology and Nematology, Environmental Horticulture, Environmental Science, Graduate Admissions, and Non-Degree Application; and 'Important Links' with links to 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, and Gator Athletics. Below the sidebar is a map of Florida labeled 'IFAS Statewide Programs'. The main content area has a 'Teaching' section with text about online programs and contact information for Jackie White. Below this is a navigation bar with a blue arrow pointing to the 'Orientation for Distance Education Students' link. Other links include 'CALs Degrees and Certificates via Distance Education (PDF flyer)', 'B.S. Degree in Microbiology and Cell Science (PDF Brochure)', and 'B.S. Degree in Environmental Management (PDF Brochure)'. A 'Course Listings' section follows with two bullet points: 'CALs Statewide Distance Education Courses\_Undergraduate' and '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 Canvas Course Management System:**

Canvas is the newly supported course management system at UF. It is the online source for the majority of your learning resources and assignments in this course.

- To access the course online through the e-Learning system:
  - Click on the link: [lss.at.ufl.edu](http://lss.at.ufl.edu)
  - Click the Blue “Canvas Login” bar
- OR**
- Click on the web page, <https://ufl.instructure.com>
- Log in with your GatorLink username and Password
- Click the orange “Login” bar
- Regardless of which method you use to access the course, once in the site, complete these steps:
  - On the main page in Canvas, click on the drop down arrow next to “Courses” in the menu bar
    - There is a tab for each course in which you are registered.
  - Click on “AEB 3133—Principles of Agribusiness Management” to enter the course site
    - The University of Florida’s network automatically adds students to the class website(s) upon registration.
    - If you are registered for this class and do not see a tab for this class in Canvas, contact your Academic Coordinator.
- Instructions for accessing a tutorial regarding E-Learning Canvas will be made available to students during the semester.

### **Adobe Connect:**

Adobe Connect is an application that provides 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 **required** 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"; select "Student Tutorials". To download the Student Manual, go to: [https://lss.at.ufl.edu/include/pdf/turnitin/student\\_manual.pdf](https://lss.at.ufl.edu/include/pdf/turnitin/student_manual.pdf).

**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 Canvas.

**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 Canvas. Please make note of this document naming protocol so your submissions can be opened by the instructor and TA(s).

**COURSE MANAGEMENT:**

- If you have a question that pertains to an assignment, **post that question in the Canvas "Discussion/Pinned Discussions/Questions About Assignments" section**, where either the instructor, the Teaching Assistant 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 any project activities, if assigned, will be **in addition to these 5-7 hours per week** devoted to course content understanding.
- Should you have any complaints with your experience in this course, please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

**"FEEDBACK/COMMENTS" IN CANVAS:**

- A "Feedback/Comments" section in Canvas may 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 Canvas to be "Open". In such cases, once a "Feedback/Comments" section is closed, access to the information posted may no longer available to the student.

**REQUIRED COURSE MATERIALS:**

**TEXTBOOK:** "Principles of Agribusiness Management", 4th Edition—by James G. Beierlein, Kenneth C. Schneeberger and Donald D. Osburn. Textbook 10-digit ISBN # **1-57766-540-6**; 13-digit ISBN # **978-1-57766-540-3**.

**UNDERCOVER BOSS EPISODES:** Students must purchase three (3) episodes of *Undercover Boss*. Episodes are available (currently priced at \$1.99 per episode for a total of \$9.95 per student) via Amazon.com. (NOTE: Episodes are free if individual has an AmazonPrime subscription.) Specific Undercover Boss episode numbers and names to be used during the semester will be listed in the course outline document posted in Canvas.

**SHARK TANK EPISODES:** Students must purchase two (2) episodes of *Shark Tank*. Episodes are available (currently priced at \$1.99 per episode for a total of \$9.95 per student) via Amazon.com. (NOTE: Episodes may be free if individual has an AmazonPrime subscription.) Specific Shark Tank episode numbers and names to be used during the semester will be listed in the course outline document posted in Canvas.

**LECTURES:** AEB 3133 "*Principles of Agribusiness Management*". Lecture presentations, narrated by Jane Bachelor, are available in the UF E-Learning Canvas course management system. Note shells are available in Canvas to download for course note taking. 508-Compliant note slides are also available for each recorded lecture.

**ADDITIONAL MATERIALS:** Lecture notes and additional required materials outlining course projects, information, and assignments are provided to students throughout the session via the Canvas course management system.

**COURSE DUE DATES:** A detailed course outline (document) of all lectures, readings, assessments, assignments, Undercover Boss and Shark Tank episodes, weekly due dates, and milestone critical course dates, is posted in Canvas/Pages.

**LEARNING OBJECTIVES:**

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

- Gain a complete exposure to the principles of agribusiness management
- Understand the four functions of management in agribusiness
- Identify the role of agribusiness management in your daily business life
- Recognize how to be an effective agribusiness manager in the twenty-first century

**GRADING POLICY:**

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

|   |              |
|---|--------------|
| • Three examinations <sup>1</sup>           | 30.0%        |
| • Weekly Chapter Comprehension Quizzes      | 15.0%        |
| • Threaded Discussions and Blogs            | 30.0%        |
| • "Are you a CEO or an Entrepreneur?" Video | 10.0%        |
| • Homework Assignments                      | <u>15.0%</u> |
|   | 100.0%       |

<sup>1</sup> Two Semester Examinations (10% each) and one Comprehensive Final Exam (10%).

**Course grades will be assigned by 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 Course documents to gain an understanding of what this course entails.

You will not be able to progress to the next assignments in this course until you have successfully completed the Syllabus Quiz by meeting the minimum passing grade requirement.

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

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

- You are responsible for all course materials posted in Canvas and for all homework or other course assignments.
- **ALL** homework assignments and assessments are **DUE** as detailed weekly in Canvas site 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 Canvas** ("Assignments", Assessments, or "Discussions") and NOT via email unless the Canvas system is down. Your instructor has provided a secondary email address as an emergency back-up, should there be a technical glitch with Canvas.
  - If the Canvas 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 Canvas.
    - Students will not be penalized or held responsible for Canvas 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 Canvas submission with the student’s name, the assignment name, and the due date period.
  - Assignments and grades are posted on the E-Learning Canvas site regularly; if you do not see an assignment posted that you have submitted, contact the Teaching Assistant.
- **Exams:**
  - All exams are online, administered in Canvas
  - 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 (352-392-HELP(4357), 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, Gradebook, or any other grading device utilized in the class, within one week of the posting of the grades in FEEDBACK/Gradbook2.
  - **Failure to report a missing grade/concern over a grade received in a timely manner (not to exceed two (2) weeks from the Gradebook 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) as soon as possible.
  - The Instructor and/or TA respond to all emails received from students. **If you do not receive a response to your email within one week** of sending it to the Instructor/TA, it is a clear indication the Instructor/TA did not receive your message; **re-send** both the message and the attachments originally sent to the Instructor/TA.
  - 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 Canvas) 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 class 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 Agribusiness Management principles is what helps an individual progress and become comfortable as a developing manager 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 Canvas.
- 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 will create a short biography video, introducing yourself to your fellow classmates and will post a picture along with this bio video in Canvas “Discussions”. This picture may be an informal one of you enjoying your preferred hobby or sport, posing with your animal(s), in a favorite vacation location, enjoying a beautiful outdoor spot, etc. **The picture must be appropriate for public posting and viewing.** You are also encouraged to respond to others’ biographies posted in the site. Specific instructions regarding this assignment are posted in “Discussions” in Canvas.

## **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 Canvas 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/Canvas 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 Canvas account experience technical difficulties.

### **NEXT STEPS:**

Once you have completed reading the Syllabus, please return to the Canvas Course Management Site, Module 1/Week 1, for information and instructions regarding assignments and activities to be completed. You will progress to Module 2/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 Principles of Agribusiness Management. Class time will be devoted to understanding critical thinking concepts, including, but not limited to, the elements of reason, the standards of reason, and Socratic questioning. Critical thinking will be emphasized in class discussions and class projects.

**A good agribusiness management foundation provides  
a strong strategy for career success!!!**

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

### **Academic Honesty:**

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/process/student-conduct-honor-code>

### **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/](http://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/](http://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/](http://www.dso.ufl.edu/drc/)*