

## AEB 5757 Strategic Agribusiness Human Resources Management Syllabus Summer B 2022

### Instructor and office hours

Instructor: Dr. Jennifer Clark  
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Office Hours: M-F 3-4 pm in Zoom; or email to arrange an appointment

*\*To request an office hour appointment; send email to [tspartin@ufl.edu](mailto:tspartin@ufl.edu) (Include AEB 5757) in subject line*

**PLEASE DO NOT USE CANVAS EMAIL – CONTACT THE INSTRUCTOR USING @UFL EMAIL**

### Course Description

<http://lss.at.ufl.edu>

Credits: 3. Issues involved in strategic and effective leadership and management in agribusiness sector of economy. Emphasis on human resource ideas and techniques that managers utilize to improve organizational teamwork, productivity, and performance.

This course is designed to be delivered as an asynchronous course to accommodate a flexible learning schedule (i.e., lessons and assignments are delivered "on-demand" to students). Regular participation is required online, although there are no regular required meetings. Students are responsible for organizing their schedules to meet calendar scheduling and due dates.

Students are responsible for reading information sent via Canvas Announcements as the primary form of communication between students and the instructor. Students are encouraged to set up Canvas Announcement forwarding to their UFL email address. Instructions are provided online in Canvas > Syllabus > 0.6.1 Forward your Canvas Announcements & Best practices with UFL email.

### Course Pre-Requisites/ Co-requisites

None.

### 0.1 Course Goals

At the conclusion of this course, the successful student will be able to:

1. Evaluate the many activities that fall under the term "human resource management" and explain why these activities can be the responsibility of front-line managers with an active role in strategic planning and decision-making within an organization
2. Apply federal laws governing the recruitment, selection, and management of employees
3. Recognize HR management techniques in the context of motivational feedback, team-building, business communication and change management theory and procedures in HR
4. Outline procedures associated with conflict resolution, discipline, and termination
5. Apply important HR techniques, gained through practice and by working in teams, to gain experience in professional communication with associates and sharing feedback with employees.
6. Improve written communication skills through the development of a brief research-based paper on a self-selected topic in strategic human resources management.

Additional information available in the online Canvas > Syllabus.

## 0.2 Required Materials

### Textbook & Homework Materials (MyLab and Mastering)

AEB 5757 students MUST acquire required Pearson MyLab and Mastering text & homework materials to complete graded assignments. The registration includes the textbook:

- Dessler, G. (2020) Human Resource Management, 16e, Pearson, ISBN 9780135174470

You have two (2) options to access the Pearson Homework registration:

**Option 1 (recommended):** for a **reduced price**, you may “Opt-In” **UF All Access** MyLab and Mastering via information in Canvas Syllabus online “UF All Access Instructions”. In this option, payment is transacted through your UFL student account and no payment is immediately required to log in and begin using in the course. Use your UFL email address to register, go to Canvas > MyLab and Mastering link (left-side navigation).

*\*The discounted price ends shortly after the semester begins. Do not delay your registration!*

**Option 2:** you may purchase a standalone code through the UF Bookstore:  
<http://www.bsd.ufl.edu/G1C/bookstore/bookstore.asp>

- Summer B 2022 Course ID is: clark78029 (not needed if using UF All Access!)

Both of these options provide access to the same online materials; however, the discounted price with UF All Access is only available through the **Gator1 Central** portal using the instructions above. The Gator1 Central Portal can be located at: <https://www.bsd.ufl.edu/G1CO/IPay1f/start.aspx?TASK=INCLUDED>

Students are also responsible for downloading the most current (free) version of Adobe Acrobat Reader to access course readings:

- Adobe Reader [for PC](#)
- Adobe Reader [for Mac](#)

## 0.3 Calendar & Due Dates (all assignments due at 11:59 pm)

There is no better time to organize your schedule, planner, or calendar regarding final (absolute) deadlines for graded assignments than at the beginning of the semester. You can even set reminder alerts in your mobile device to stay on track. Successful and high-achieving students plan to submit online assignments at least one day before (or by 11:59 pm the evening before) the due date to avoid technical issues.

All times, reflect Eastern Standard Time zone (EST). If you work or have extracurricular commitments that will impact your ability to meet the 11:59 pm EST deadline, you **WILL** need to schedule your due dates early (such as 11:59 pm **THE NIGHT BEFORE** or sometime earlier in the day). **YOU** are the manager of your own time!

Graded Assignments can be accessed directly from any of the following locations:

1. The printed copy of the Syllabus (located in To Do list in Syllabus main page)
2. In each main Module page (Canvas > Modules > "BEGIN Module Here") or any link in Modules
3. At the bottom of the main Syllabus online page, in the "Course Summary"

Due dates are listed on the following pages and are available in the online version of the Syllabus in Canvas.

**Please organize your planner now!**

**ALL GRADED ASSIGNMENTS DUE AT 11:59 PM (EST) ON THE DUE DATE**

COURSE MATERIAL	ACTION	DUE DATE	TIME
Syllabus - Read Getting Started	Opens	Monday, January 11, 2021	8:00 A.M.
Syllabus Quiz - Score 20/20 (100%) correct will unlock Module 1 content	Due	Thursday, June 30, 2022	
<b>COURSE MATERIAL (MUST complete Syllabus Quiz 10/10 to open Module 1)</b>	<b>ACTION</b>	<b>DUE DATE</b>	<b>TIME</b>
<b>Module 1 - The Human Resource Environment (Lessons 1-3)</b>	<b>Opens</b>	<b>Monday, June 27, 2022</b>	<b>8:00 A.M.</b>
LESSON 1: Introduction to Human Resource Management (HRM)		500 Graded Points	
LESSON 2: Equal Opportunity and the Law			
LESSON 3: HRM Strategy and Performance	Due		
*DISCUSSION 1 (65 possible points)		Thursday, June 30, 2022	11:59 P.M.
*ACTIVITY 1 (100 possible points)		Friday, July 01, 2022	11:59 P.M.
*DISCUSSION RESPONSES & PEER RUBRIC 1 (35 possible points)	Due	Sunday, July 03, 2022	11:59 P.M.
*HOMEWORK_01 (100 possible points)	Due	Sunday, July 03, 2022	11:59 P.M.
*EDIS 1 - Identify topic (50 points possible)	Due	Sunday, July 03, 2022	11:59 P.M.
*QUIZ 1 (100 possible points)	Due	Sunday, July 03, 2022	11:59 P.M.
*Triad 1 Teams & Role play discussion (50 points possible)	Due	Sunday, July 03, 2022	11:59 P.M.
End Module 1	<b>Begin assignments early - do not wait until last minute!</b>		
<b>COURSE MATERIAL</b>	<b>ACTION</b>	<b>DUE DATE</b>	<b>TIME</b>
<b>Module 2 - Recruiting, Planning, and Talent Management (Lessons 4-6)</b>	<b>Opens</b>	<b>Monday, June 27, 2022</b>	<b>8:00 A.M.</b>
LESSON 4: Job Analysis and the Talent Management Process		600 Graded Points	n/a
LESSON 5: Personnel Planning and Recruiting			
LESSON 6: Employee Testing and Selection			
*DISCUSSION 2 (65 possible points)	Due	Thursday, July 07, 2022	11:59 P.M.
*ACTIVITY 2 (100 possible points)		Friday, July 08, 2022	11:59 P.M.
*DISCUSSION RESPONSES & PEER RUBRIC 2 (35 possible points)	Due	Sunday, July 10, 2022	11:59 P.M.
*HOMEWORK_02 (100 possible points)	Due	Sunday, July 10, 2022	11:59 P.M.
*EDIS 2 Source support (100 points possible)	Due	Sunday, July 10, 2022	11:59 P.M.
*QUIZ 2 (100 possible points)	Due	Sunday, July 10, 2022	11:59 P.M.
*Triad 2 Recognizing Average Associates [RAA] (100 points possible)	Due	Sunday, July 10, 2022	11:59 P.M.
End Module 2	<b>Begin assignments early - do not wait until last minute!</b>		

COURSE MATERIAL	ACTION	DUE DATE	TIME
<b>Module 3 - Acquiring, Training, and Developing Human Resources (Lessons 7-9)</b>	<b>Opens</b>	Monday, June 27, 2022	8:00 A.M.
<i>LESSON 7: Interviewing Candidates</i>		<b>600 Graded Points</b>	
<i>LESSON 8: Training and Developing Employees</i>			
<i>LESSON 9: Performance Management and Appraisal</i>			
<b>*DISCUSSION 3 (65 possible points)</b>	<i>Due</i>	Thursday, July 14, 2022	11:59 P.M.
<b>*ACTIVITY 3 (100 possible points)</b>		Friday, July 15, 2022	11:59 P.M.
<b>*DISCUSSION RESPONSES &amp; PEER RUBRIC 3 (35 possible points)</b>	<i>Due</i>	Sunday, July 17, 2022	11:59 P.M.
<b>*HOMEWORK_03 (100 possible points)</b>	<i>Due</i>	Sunday, July 17, 2022	11:59 P.M.
<b>*EDIS 3 Outline (100 points possible)</b>	<i>Due</i>	Sunday, July 17, 2022	11:59 P.M.
<b>*QUIZ 3 (100 possible points)</b>	<i>Due</i>	Sunday, July 17, 2022	11:59 P.M.
<b>*Triad 3 Helping Associates Improve Performance 1 [HAIP 1] (100 points possible)</b>	<i>Due</i>	Sunday, July 17, 2022	11:59 P.M.
<b>Mid-semester Feedback (5 Extra Credit points possible)</b>	<i>Due</i>	Monday, July 18, 2022	
End Module 3	<b>Begin assignments early - do not wait until last minute!</b>		
COURSE MATERIAL	ACTION	DUE DATE	TIME
<b>Module 4 - Managing Compensation &amp; Employee Performance (Lessons 10-12)</b>	<b>Opens</b>	Monday, June 27, 2022	8:00 A.M.
<i>LESSON 10: Managing Careers and Retention</i>		<b>600 Graded Points</b>	
<i>LESSON 11: Establishing Strategic Pay Plans</i>			
<i>LESSON 12: Pay for Performance and Financial Incentives</i>			
<b>*DISCUSSION 4 (65 possible points)</b>	<i>Due</i>	Thursday, July 21, 2022	11:59 P.M.
<b>*ACTIVITY 4 (100 possible points)</b>		Friday, July 22, 2022	11:59 P.M.
<b>*DISCUSSION RESPONSES &amp; PEER RUBRIC 4 (35 possible points)</b>	<i>Due</i>	Sunday, July 24, 2022	11:59 P.M.
<b>*HOMEWORK_04 (100 possible points)</b>	<i>Due</i>	Sunday, July 24, 2022	11:59 P.M.
<b>*EDIS 4 First draft (100 points possible)</b>	<i>Due</i>	Sunday, July 24, 2022	11:59 P.M.
<b>*QUIZ 4 (100 possible points)</b>	<i>Due</i>	Sunday, July 24, 2022	11:59 P.M.
<b>*Triad 4 Helping Associates Improve Performance 2 [HAIP 2] (100 points possible)</b>	<i>Due</i>	Sunday, July 24, 2022	11:59 P.M.
End Module 4	<b>Begin assignments early - do not wait until last minute!</b>		
COURSE MATERIAL	ACTION	DUE DATE	TIME
<b>Module 5 - Employee Well-being &amp; Management Relations (Lessons 13-15)</b>	<b>Opens</b>	Monday, June 27, 2022	8:00 A.M.

**\*GRADED ASSIGNMENT**

<i>LESSON 13: Benefits and Services</i>		<b>600 Graded Points</b>	
<i>LESSON 14: Building Positive Employee Relations</i>			
<i>LESSON 15: Labor Relations and Collective Bargaining</i>			
<b>*DISCUSSION 5 (65 possible points)</b>	<i>Due</i>	Thursday, July 28, 2022	11:59 P.M.
<b>*ACTIVITY 5 (100 possible points)</b>		Friday, July 29, 2022	11:59 P.M.
<b>*DISCUSSION RESPONSES &amp; PEER RUBRIC 5 (35 possible points)</b>	<i>Due</i>	Sunday, July 31, 2022	11:59 P.M.
<b>*HOMEWORK_05 (100 possible points)</b>	<i>Due</i>	Sunday, July 31, 2022	11:59 P.M.
<b>*EDIS 5 Peer review (100 points possible)</b>	<i>Due</i>	Sunday, July 31, 2022	11:59 P.M.
<b>*QUIZ 5 (100 possible points)</b>	<i>Due</i>	Sunday, July 31, 2022	11:59 P.M.
<b>*Triad 5 Discussing Disciplinary Action [DDA] (100 points possible)</b>	<i>Due</i>	Sunday, July 31, 2022	11:59 P.M.
End Module 5	<b>Begin assignments early - do not wait until last minute!</b>		
COURSE MATERIAL	ACTION	DUE DATE	TIME
<b>Module 6 - Additional topics in HRM (Lessons 16-18)</b>	<b>Opens</b>	Monday, June 27, 2022	8:00 A.M.
<i>LESSON 16: Safety, Health, and Risk Management</i>		<b>500 Graded Points</b>	
<i>LESSON 17: Managing Global HR</i>			
<i>LESSON 18: Managing HR in Small and Entrepreneurial Firms</i>			
<b>*DISCUSSION 6 (65 possible points)</b>	<i>Due</i>	Thursday, August 04, 2022	11:59 P.M.
<b>*ACTIVITY 6 (100 possible points)</b>		Friday, August 05, 2022	11:59 P.M.
<b>*DISCUSSION RESPONSE TO INSTRUCTOR (35 possible points)</b>	<i>Due</i>	Friday, August 05, 2022	11:59 P.M.
<b>*HOMEWORK_06 (100 possible points)</b>	<i>Due</i>	Friday, August 05, 2022	11:59 P.M.
<b>*EDIS 6 Final presentation (50 points possible)</b>	<i>Due</i>	Friday, August 05, 2022	11:59 P.M.
<b>*QUIZ 6 (100 possible points)</b>	<i>Due</i>	Friday, August 05, 2022	11:59 P.M.
<b>*Triad 6 Reflection Exercise (50 points possible)</b>	<i>Due</i>	Friday, August 05, 2022	11:59 P.M.
End Module 6	<b>Begin assignments early - do not wait until last minute!</b>		
COURSE MATERIAL	ACTION	DUE DATE	TIME
<b>Module 7 - Conclusion (Feedback &amp; Course Evaluation)</b>	<b>Opens</b>	Monday, June 27, 2022	8:00 A.M.
<b>End-of-semester Feedback (5 Extra Credit points possible)</b>		Friday, August 05, 2022	5:00 P.M.
<b>UF course evaluation</b>	<i>Due</i>	Friday, August 05, 2022	5:00 P.M.
End Module 7	<b>Thank you for completing the course evaluation!</b>		

**\*GRADED ASSIGNMENT**

## Triad Information

### A. What is a Triad?

A triad involves three people role playing a predetermined situation. For AEB 5757, the three triad members role play a manager, an associate (employee), and an observer. The triad team rotates roles so EACH triad member plays EACH role for EACH management situation. (see D3 below).

### B. What is the Objective of the Triad Exercise?

The objective of using triads is to provide students the opportunity to practice, via role playing, the application of important human resource management techniques that are discussed and illustrated in class.

### C. What Human Resource Management Situations Will Be Role Played in the Triad?

It is currently anticipated that three human resource management situations will be practiced via triad exercises. These will include:

1. Recognizing Average Associates (RAA)
2. Helping Associates Improve Performance (HAIP)
3. Discussing Disciplinary Action (DDA)

These triad assignments will be done outside scheduled class hours at mutually agreed upon times by the participants of each triad.

### D. Precisely, What is the Triad Assignment? What are the Assignment Expectations?

The expectations of the triad assignments will be explained utilizing the “Recognizing Average Associates” (RAA) situation as an example. Each student will be expected to do the following:

1. Develop (write up) a description of a specific average associate including details of both the associate’s work responsibilities and activities, and his/her personal life. Even though the associate is considered to be an average worker, be sure to detail two or three specific work activities that the associate performs well and some work activities that are not performed up to standard. Provide enough information so one of the other triad team members, by reading and studying the description, can effectively role play this average associate in the Triad Exercise. Be sure to be very specific and detailed about this average associate.
2. Submit your average associate description to the course facilitator for approval. This is a vital and necessary requirement.
3. After receiving course facilitator approval of your average associate description, share the approved description with the triad team member that will be playing the associate’s role.
4. Role play the situation utilizing the class discussed and illustrated process. Each student, acting as manager, has the responsibility for “recognizing” the average associate they have described in D1 above. All triad members, through rotation, will thereby play all three triad roles for the average associate as illustrated below:

<u>Triad Role</u>	<u>Rotation #1</u>	<u>Rotation #2</u>	<u>Rotation #3</u>
Manager	Student A	Student C	Student B
Associate	Student B	Student A	Student C
Observer	Student C	Student B	Student A

5. After each rotation the triad team should discuss the human resource management experience that was just concluded with the observer having the major responsibility for leading this discussion.
6. Each student, as the manager, develops an individual report of his/her triad experience which must include the following:
  - a. The description of the average associate
  - b. The observer's detailed and objective evaluation of the manager's performance. Special emphasis is to be placed upon the extent to which the manager followed the class discussed and illustrated procedure and specific managerial improvement opportunities. The observer is to rate the manager's performance on a 1-10 scale with 10 being perfect.
  - c. A brief observer's assessment of the appropriateness with which the associate played his/her role.
  - d. A detailed self-evaluation of your performance as manager including the extent to which you followed the discussed and illustrated procedure and how your performance could have been improved. The self-evaluation should also rank your performance on a 1-10 scale.
7. Observer's Role – No one's role in the triad exercise is more important than the observer's. The observer has the responsibility of leading a discussion after each rotation on what was done well and what might have been improved. It is also the observer's responsibility to provide the manager with a write-up on both the manager's and the associate's performance for inclusion in the manager's report.
8. Associate's Role – The associate has the responsibility of reading and studying the associate's description as developed by the manager and role-playing the part as realistically as possible. The associate, in all the triad exercises, should be neither a pushover nor a S-O-B.
9. In addition to a printed report of each triad exercise, students are required to submit a video of each process. It is requested that each triad team submit the three manager reports and the video together as one unit.

#### E. Conclusion

By following these triad guidelines, the triad exercises can be a valuable human resource management learning experience. Please advise should questions and/or should additional information be desired.

Note: Referring to Triad Rotation #1, Student A is the manager. He/she is to turn in the following to the course facilitator:

- Associate description
- Detailed observer critique of manager performance as written by Student C
- Associate performance critiques as written by Student C
- Detailed self-performance evaluation

These requirements exist for each student when they role play the manager for each of the three triad situations as identified in Section C. These printed reports and the video should be submitted as one unit for the Triad Team. Failure to precisely follow these instructions will be reflected in the triad grade for each triad team member.

## 0.4 "My Choices" Grading Policy

I understand that life events happen to all of us. To expect that they won't this semester is just not practical. Getting a sore throat or the flu, family responsibilities, a job interview, a vacation or other personal celebrations can cause you to miss an assignment. Students are advised to manage these situations and not make it a habit to "wait until the last minute" (i.e., the "last hour") before an assignment is due to try to submit their assignments.

To help you manage "life events" that are bound to occur during the semester, I've made all reading content available at the beginning of the semester and maximal time to work on assignments. This means that "extra time" has already been built into the course design to account for those of you who work or are involved with academic projects or other extra-curricular activities. This flexibility also provides you with planning time to work on assignments so that minor illness, holidays, family vacations, job interviews, or other day-to-day unexpected events that happen, will not derail your efforts to be successful. It is critically important that you organize your time now and schedule time in your planner for reading, studying, and working on assignments in this class. Do not expect that you will have time later to be proactive and manage your time!

### Assignments Always Due at 11:59 pm (EST)

All assignments are due at 11:59 pm Eastern Standard Time (EST), unless specifically noted otherwise in an Announcement (12:00 am/midnight is "LATE"). Do not wait until the "last minute" (i.e., within the last hour before an assignment is due) to submit graded work as technical issues are an uncontrollable possibility in an online class and students are responsible for submitting online assignments on time.

If you are a high-achieving student, you should plan to submit assignments at least one day early to avoid technical issues or unexpected life events. If you work or have other commitments this semester (e.g., extra-curricular academic activities, other non-academic obligations) you should ALWAYS plan to submit graded assignments early. High-achieving students (students who expect to earn an A) adhere to the "best practice" of submitting assignments at least one day earlier than the due date in order to manage avoidable technical issues.

Because of the extended availability of all assignments, pre-planned during the semester, it is a "choice" to organize your schedule at the beginning of the semester, manage your time, and be aware of due dates. Extra time has already been built into the course to accommodate busy schedules or unexpected life events. Therefore it is a "choice" to submit late work UNLESS serious extenuating circumstances apply.

The instructor reserves the right to adjust the deadlines, if necessary, and changes will be communicated via Canvas > Announcements. All assignments are available for at least one week before the due date; therefore, "extra time" has already been built into assignment due dates to account for planned/unplanned circumstances. It is the student's responsibility to stay up-to-date by reading Canvas Announcements on a regular basis.

**"My Choices" refers to your "choice" to submit late work, wait until the "last minute" to complete assignments, or miss assignment submissions entirely.** These circumstances in "My Choices" refers to "Late Submissions" and "Missed Assignments".

### **Late Submissions (12:00 am/midnight on due date is "late")**

Late submissions will incur a **20% per day penalty deduction** (from total Assignment Points Possible) for each 24-hour period an assignment is submitted beyond the due date, unless Extenuating Circumstances apply. NO late assignments accepted after 11:59 pm on last day of class, an Incomplete protocol will apply.

### **Late Submission grading example:**

Assignment is due on Wednesday @ 11:59 pm

- Assignment submitted prior to Wednesday @ 11:59 pm (100% possible point consideration)
- Assignment submitted during time period 12:00 am/midnight Wednesday - 12:00 am/midnight Thursday (20% point deduction from total possible points)
- Assignment submitted during time period 12:00 am/midnight Thursday - 12:00 am/midnight Friday (40% point deduction from total possible points)
- Assignment submitted during time period 12:00 am/midnight Friday - 12:00 am/midnight Saturday (60% point deduction from total possible points)
- Assignment submitted during time period 12:00 am/midnight Saturday - 12:00 am/midnight Sunday (80% point deduction from total possible points)
- Assignment submitted during time period 12:00 am/midnight pm Sunday - 12:00 am/midnight Monday (100% point deduction from total possible points, which means no credit received)

I understand that real-life events may impact your ability to complete all graded work this semester. Your semester grade will not be unduly penalized for late work unless late submissions are a habitual occurrence, as discussed in Missed Assignment section. Please see me if you are experiencing any circumstance or a situation arises during the semester that I can offer support. I understand the rigor of academic work and am here to help you succeed in this class. If you contact me during the semester when you realize you need help, we can discuss individual strategies for being successful in this online class.

### **Missed Assignments (Applies to Modules 1-5; does not apply to Module 6)**

A total of six (6) graded Modules are to be completed in AEB 5757. Each Module (1-6) includes a graded Discussion, Homework, Activity, and Quiz (i.e., “Category”) as well as an EDIS writing assignment and Triad exercise. For Modules 1-5, for each assignment “Category” (e.g., Discussion, Homework, Activity, and Quiz), the lowest score will be dropped in the final grade calculation. This dropped lowest score for each category (for Modules 1-5) will serve as missed assignment consideration UNLESS the Extenuating Circumstances Exception applies to your specific circumstances.

All of the EDIS & Triad assignments must be completed, none of these assignments are dropped in the grade calculation.

### **Summary of dropped grade(s) as summarized from the Syllabus:**

- Discussions 1-5 [5 @ 100 points each; drop lowest score] for a total of 400 possible Discussion points counted towards final grade.

- Activities 1-5 [5 @ 100 points each; drop lowest score] for a total of 400 possible Activity points counted towards final grade. Homework 1-5 [5 @ 100 points each; drop lowest score] for a total of 400 possible HW points counted towards final grade.
- Quizzes 1-5 [5 @ 100 points each; drop lowest score] for a total of 400 possible Quiz points counted towards final grade.
- No triad exercise or EDIS assignments are dropped in the final grade calculation.

Module 6 assignments and are not dropped in the final grade calculation:

- Module 6 [Discussion + Activity + HW + Quiz] for a total of 400 possible Module 6 points
- Semester grade is out of 3,000 total possible points (refer to Syllabus for Grades breakdown)

Note that Module 6 is a cumulative module which is why ALL Module 6 Category assignments must be submitted by all students (i.e., the “Missed Assignment” policy does NOT apply to Module 6 assignments.) Refer to the Grade in the next section for additional details.

The Triad Exercises and EDIS assignments are similarly cumulative and ALL of these assignments are counted towards the final grade.

I understand that real-life events may impact your ability to complete all graded work this semester. Your semester grade will not be unduly penalized for missed assignments unless you miss assignments as a habitual occurrence.

*\*If you foresee difficulty with the due dates or if this is your first online course, please make an appointment with the instructor early in the semester to discuss individualized course strategies so that I can offer support to help you to be successful in your academic efforts this semester.*

## **Extenuating Circumstances Exception**

Generally, the missed assignment policy will cover most situations in which a missed assignment occurs; however, some events do qualify as an Extenuating Circumstance as these events are considered to be of a serious nature that require you to take extended time away from academic work (e.g., hospitalization, serious and/or recurrent illness, family situations).

Extenuating Circumstances DOES NOT include an email, sent within the last hour of an assignment due date, or after an assignment due date regarding any variety of "life" events such as: a job interview, non-emergency family situations such as vacation or travel, a sudden illness one hour prior to due date, OR wireless connectivity issues. Please refer to the “Missed Assignment Policy” when considering your circumstances; reach out to the instructor if you need support to be successful in your academic efforts this semester.

**A health-clinic note on the day an assignment is due does not warrant extenuating circumstances and the “Missed Assignment” Policy (above) will apply.**

Extenuating Circumstances DOES require meeting with the instructor, communication with your advisor, or Letterhead Documentation that should be received by the instructor within 24 hours of an assignment deadline (see below); otherwise the "Missed Assignment" (Dropped Score)

policy applies. The [Twelve-Day Rule](#) (Links to an external site.) falls within the AEB 2014 Extenuating Circumstances policy, as published in the UF Undergraduate Student Catalog.

### Letterhead Documentation

Letterhead documentation DOES mean the submission of a formal, business letter on letterhead (medical professional, a UF email from advisor or Instructor Notification from the UF Dean of Students). It must include relevant dates for the excuse submitted promptly after a missed assignment.

### Request an Instructor Notification

If you need support for consideration of an Extenuating Circumstance, including family emergencies or other matters of serious nature, please contact the UF Dean of Students, U Matter Care Team and **request an Instructor Notification:** <https://care.dso.ufl.edu/instructor-notifications/>

It is important to me that you are aware of, and have access to, professional support services provided by UF during matters of a serious nature. Please understand that I want you to be successful in your academic efforts.

### Student Responsibility for Online Submissions

Students are responsible for verifying assignments are successfully uploaded into Canvas. Wireless connections good for watching lectures or reading materials, but are problematic for quizzes or assignments because uploads may not be saved (without warning). The instructor cannot be responsible for internet connections or failures. **Be advised that your choice to use a wireless connection to complete quizzes or upload assignments is problematic and may negatively affect performance.** A hard-wired connection can be located at any UF computer lab on campus or any public library to submit graded assignments. Locating a hard-wired connection greatly reduces the instance of technical issues.

Contact the instructor early if you foresee difficulty with maintaining a hard-wired connection (e.g., military service or internship abroad).

### UF Computing Help Desk & Ticket Number

All technical issues require a UF Helpdesk Ticket Number. If you have a technical issue and do not have a ticket number, you will be redirected to the Contact the UF Computing Help Desk at <http://helpdesk.ufl.edu/> for technical assistance. Any technical problems require the following UF Computing Help Desk Ticket Number procedure:

- Contact the UF Computing Help Desk and obtain a UF Computing Helpdesk Ticket Number issued AT LEAST ONE HOUR prior to assignment due date
- Send an email to the instructor's UFL email address before the assignment is due,

If you are a high-achieving student who expects to earn an A in this class, do not wait until the "last minute" to submit assignments (i.e., the "last hour" before an assignment is due).

No student should rely on a wireless connection to submit online assignments (hardwired computers are available at any UF computer lab or any public library). Wireless connections are unreliable, especially at peak times close to assignment due dates.

Ask me if you have questions about any of the information in the Syllabus, I am here as a source of support in your academic efforts and want you to be successful. I can help you identify strategies for your success in an online class at UF!

### 0.5 Grades

The following information explains how semester grades are calculated in this class. It is important that you recognize shared responsibility in the communication process to use information provided and to ask when you have questions.

### Grading rubric

Your semester grade will be determined as follows:

Assignment Category	Possible points each Assignment	Possible Gradebook Points	Applicable Policies
Modules (1 – 5) Discussion/Responses (5); drop lowest score	100	(4) Discussion/Responses points (lowest score dropped) equals a total of 400 points possible for this category	“My Choices Grading” “Missed Assignment”
Modules (1 – 5) Activities (5); drop lowest score	100	(4) Activities points (lowest score dropped) equals a total of 400 points possible for this category	“My Choices Grading” “Missed Assignment”
Modules (1 – 5) Homework (5); drop lowest score	100	(4) Homework assignment points (lowest score dropped) equals a total of 400 points possible for this category	“My Choices Grading” “Missed Assignment”
Modules (1 – 5) Quizzes (5); drop lowest score	100	(4) Quizzes points (lowest score dropped) equals a total of 400 points possible for this category	“My Choices Grading” “Missed Assignment”
Module (6): Discussion/Responses (1); Homework (1); Activity (1); Quiz (1); all scores included	100	Module 6 points equals a total of 400 points possible for this category	“No missed assignments in Module 6 (fall, spring, summer semesters); No late assignments (summer semester)”
EDIS paper	variable	(6) assignments equals a total of 500 points; details of each will be shared in class	“No missed assignments”

Triad team exercises	variable	(6) assignments equals a total of 500 points; details of each assignment in Canvas	<i>“No missed assignments”</i>
<b>TOTAL</b>		<b>3,000 TOTAL POINTS POSSIBLE</b>	

***All assignments are due at 11:59 pm Eastern Standard Time unless specifically noted otherwise***

Syllabus Quiz	100% -> Opens Module 1
Mid-semester Course Feedback	5 possible points extra credit
End of semester Course Feedback	5 possible points extra credit

\*Note that the extra credit points serve as a "rounding" aspect for marginal grades "so close" to being rounded up to the next grade (e.g., B- to a B). No other rounding or extra credit is offered during the semester. Your carefully considered feedback is genuinely appreciated.

### **Grade Calculation**

Your final grade for the course is determined by the total of all points earned during the semester divided by total possible points. Letter grades are calculated in Canvas at two (2) decimal points and will be awarded accordingly:

A	≥ 95
A-	93.00-94.99
B+	88.00-92.99
B	83.00-87.99
B-	80.00-82.99
C+	78.00-79.99
C	73.00-77.99
C-	70.00-72.99
D+	68.00-69.99
D	63.00-67.99
D-	60.00-62.99
E	≤ 59.99

If you have a dispute about a grade posted in Canvas, you must contact the professor within 7 days after the grade is posted. After that, there will be no appeal on posted grades. Please be advised that this is your responsibility to do so within the time limit.

Refer to the Grading Rubric above to calculate your points earned; do not rely on the Canvas Gradebook prior to the end of the semester. An email will be sent when final grades are calculated in Canvas.

Note that a grade of C or better is required to earn Gen Ed credit. UF grading policy: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Steps to calculate your grades are provided in Canvas in the online Syllabus

## **Grade calculator**

Due to limitations in Canvas Grades programming, the Canvas gradebook will not accurately reflect your semester grade until after Module 5 assignments are graded and the lowest grade for each type of assignment is dropped. An Excel spreadsheet is provided for you in Canvas to accurately calculate your grades during the semester, including the dropped lowest score for each assignment category (e.g., Discussion, Assignment, Homework, Quiz).

Please ask the Instructor if you have questions.

## **0.6 "Asking questions & communicating online"**

You are not alone in this online class! There are plenty of opportunities to engage with others but it's important to understand best practices for communication. Messages are sent out to the entire class via Canvas Announcements & email is ONLY through Gatorlink UFL email (not Canvas email).

The following additional information about getting connected online is available in the Canvas Syllabus online:

- Use UFL Email --> Forward Canvas Announcements
- ZOOM online office hours & meetings
- Ask a QUESTION" Discussion Boards

## **0.7 "Getting the technology to work"**

Resources to support your success in an online class are available including technical issues that you can manage, recommended browser, ways to avoid grade point loss, the UF Helpdesk Ticket Number procedure and free UF resources you'll use this semester. The following additional information about getting connected online is available in the Canvas Syllabus online:

- LinkedIn Learning
- UFL VPN (access to library content while you are away from campus)
- LexisNexis Academic (online database connecting you to national and international news articles)

## **0.8 Expectations of university rigor**

Readings available in the Canvas Syllabus online will answer many questions you have about university level expectations of professionalism and to help you be successful in your career.

- 0.8.1 "Avoiding plagiarism & source citation"
- 0.8.2 "TurnItIn's Similarity Score"
- 0.8.3 "Academic professionalism"

## **0.9 Syllabus Quiz online in Canvas opens Course Content**

The Syllabus Quiz is available in the Canvas Syllabus online. You must complete the Syllabus Quiz with 100% before the Module 1 will open for you to begin the course content. Please ask if you have questions.

## **0.10 UF Policies and Assistance**

### **Grades and Grade Points**

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### **Absences and Make-Up Work**

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

### **Online Course Evaluation Process**

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

### **Academic Honesty**

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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. 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: <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.

## Services for 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. Additional information can be found at [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

## 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
- U Matter We Care, [www.umatter.ufl.edu/](http://www.umatter.ufl.edu/)
- *Career Connections Center, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)*

## Complaint Resolution Procedure

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.

If you have any questions about content you do not see answered in the syllabus, please ask.

**By enrolling in this course, you are agreeing to the terms outlined in this syllabus. University of Florida Policies upheld at all times.**

# GO GATORS!!!