

# AEB 2014 Economic Issues, Food, and You Syllabus Fall 2021

## Course Location & Description

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

Credits: 3. Prerequisites: none. The role of agriculture and economics: the how's and why's of their influence on food prices and the world food situation, the environment, natural resources and government policy; and economic issues, including inflation and money.

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.

## Instructor and office hours

Instructor: Ms. Jennifer Clark  
Office location: 1191 McCarty Hall A  
Office telephone: (352) 294-7636  
Email (not Canvas): [tspartin@ufl.edu](mailto:tspartin@ufl.edu) (Include “AEB 2014” in subject line)  
Office Hours: MON 9:00 – 11 am; TUE 9 – 11 am & 2 – 3 pm; also by appointment

*\*To request an office hour appointment; send email to [tspartin@ufl.edu](mailto:tspartin@ufl.edu) (Include AEB 2014 in subject line)*

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

## 0.1 Course Goals

The primary goal of this course is to explore economic concepts that will enable critical analysis of food-related choices from the context of individual consumers and as global citizens. At the conclusion of this course, the successful student will be able to:

- Use analytical models to generalize economic decision-making associated with food supply and demand, productivity gains from investment and technological advances, market failures associated with pollution and common resources, the situation of income inequality and unemployment, as well as the basic tools of fiscal, monetary, and agricultural policy analysis influencing society’s well-being.
- Apply principles of positive and normative policy analysis to assess how parts of the U.S. economy are inter-related and further develop an ability to analyze current economic issues and problems related to food that are both local and global in context.

Additional information about Canvas and a Course Map “Introduction to the Course” video are available in the online Canvas > Syllabus.

## 0.2 Required Materials

### Textbook

The textbook for this class is an eBook: McConnell, C.R., Brue, S.L., and Flynn, S.M., Economics, McGraw-Hill, Ed. 22, New York, NY.

The eBook and assignments are accessed through Economics McGraw-Hill Connect by registering via UF All Access registration. Illustrated step-by-step instructions are provided in the next section. After registering through UF All Access, you will have access to the eBook, SmartBook, and graded assignments. Supplemental readings will be available on Canvas in pdf format. Readings are available on Canvas in pdf format. Students are responsible for downloading the most current (free) version of Adobe Acrobat Reader to access course readings:

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

The UF Computing Helpdesk is available 24 hours a day, 7 days a week if you need assistance. Refer to their website: <http://helpdesk.ufl.edu> for contact information.

### McGraw-Hill Connect – UF All Access (registration required)

AEB 2014 students MUST acquire McGraw-Hill Connect to complete graded assignments in this course. Step-by-step illustrated instructions for registering for McGraw-Hill Connect through UF All Access are located in Canvas > Syllabus > 0.2 Required Materials (McGraw-Hill Connect) > UF All Access Registration Instructions.

No payment is immediately required to log in and begin using materials in this course. Payment is transacted through your UFL student account. Use your UFL email address to register for Connect. Contact the UF Bookstore through Gator1 Central for any other textbook advising needs.

The Gator1 Central Portal can be located at:

<https://www.bsd.ufl.edu/G1CO/IPay1f/start.aspx?TASK=INCLUDED>

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

### Supplementary Material (Optional)

Sometimes readings in the chapter can be better understood by seeing or hearing a different perspective of course content. One perspective is the open source (free) supplemental textbook through LibreText titled, [“Principles of Economics”](#). Content in the LibreText book is supplemental and solely for reinforcing chapter material in the required textbook.

You may want to consider joining the AEB 2014 weekly ‘Book Club’ meeting, as your time permits, to discuss chapter readings and ask questions. A weekly Zoom meeting is provided for students who want to meet periodically to discuss course material in a guided group setting. The Book Club is optional and will be recorded and sent to all students through Canvas > Announcements. More information and scheduling will be sent through Canvas > Announcements during the first week of classes.

## 0.3 Calendar & Due Dates

The beginning of the semester is the best time to organize Due Dates into your schedule, planner, or calendar. You can 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 potential technical issues.

*\*Note that extra time is already built into the course design to give you opportunity to complete assignments without feeling rushed.*

All times, reflect Eastern Standard Time zone (EST). If you work or have extracurricular commitments that will impact your ability to meet the 5:00 pm EST deadline, you WILL need to schedule your due dates early and remember that YOU are the manager of your own time!

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

1. In each main Module page (Canvas > Modules > "BEGIN Module Here")
2. Canvas > Assignments (left-side navigation column)
3. Canvas > Syllabus (bottom of the page, in the "Course Summary")

Due dates are listed on the following pages and are available in Canvas > Syllabus > Due Dates & Course Calendar

**Please organize your planner now! Space is provided for notes.**

ALL ASSIGNMENTS DUE AT 5:00 PM (EST) ON THE DUE DATE			
COURSE MATERIAL	ACTION	DUE DATE	TIME
<b>Syllabus - Getting Started (Pre-Lessons 0.1-0.10)</b>	<b>Opens</b>	Monday, August 23, 2021	9:00 A.M.
McGraw-Hill Connect Orientation (Canvas > Syllabus > 0.2 Required Materials)			
Syllabus Quiz - Score 20/20 (100%) correct will unlock Module 1 content	<i>Due</i>	Friday, September 03, 2021	
COURSE MATERIAL (MUST complete Syllabus Quiz 10/10 to open Module 1)	ACTION	DUE DATE	TIME
<b>Module 1 - The fundamental theory of markets and how they operate (Lessons 1-3)</b>	<b>Opens</b>	Monday, August 23, 2021	9:00 A.M.
<i>LESSON 1: "Limits, Alternative, and Choices" (Chapter 1)</i>			
<i>LESSON 2: "The Market System and the Circular Flow" (Chapter 2)</i>			
<i>LESSON 3: "Demand, Supply, and Market Equilibrium" (Chapter 3)</i>			
<b>*DISCUSSION Post Module 1 (Final call for responses 5 days later)</b>	<i>Due</i>	Tuesday, August 31, 2021	5:00 P.M.
<b>*ACTIVITY 1</b>	<i>Due</i>	Thursday, September 02, 2021	5:00 P.M.
<b>*Final call for (Discussion) RESPONSES Module 1</b>	<i>Due</i>	Friday, September 03, 2021	5:00 P.M.
<b>*HOMEWORK_01</b>	<i>Due</i>	Wednesday, September 08, 2021	5:00 P.M.
<b>*QUIZ 1 (Lessons 1-4)</b>	<i>Due</i>	Friday, September 10, 2021	5:00 P.M.
End Module 1	<b>Begin assignments early - do not wait until last minute!</b>		
COURSE MATERIAL	ACTION	DUE DATE	TIME
<b>Module 2 - Using economic models to analyze resource allocations (Lessons 4-6)</b>	<b>Opens</b>	Sunday, September 05, 2021	9/1/2014
<i>LESSON 4: "Market Failures Caused by Externalities" (Chapter 4)</i>			<i>n/a</i>
<i>LESSON 5: "Public Goods, Public Choice, and Government Failure" (Chapter 5)</i>			
<i>LESSON 6: "Elasticity" (Chapter 6)</i>			
<b>*DISCUSSION Post Module 2 (Final call for responses 5 days later)</b>	<i>Due</i>	Tuesday, September 14, 2021	5:00 P.M.
<b>*ACTIVITY 2</b>	<i>Due</i>	Thursday, September 16, 2021	5:00 P.M.
<b>*Final call for (Discussion) RESPONSES Module 2</b>	<i>Due</i>	Friday, September 17, 2021	5:00 P.M.
<b>*HOMEWORK_02</b>	<i>Due</i>	Wednesday, September 22, 2021	5:00 P.M.
<b>*QUIZ 2 (Lessons 5-8)</b>	<i>Due</i>	Friday, September 24, 2021	5:00 P.M.
End Module 2	<b>Begin assignments early - do not wait until last minute!</b>		
<b>*GRADED ASSIGNMENT</b>			

COURSE MATERIAL	ACTION	DUE DATE	TIME
<b>Module 3 - Business incentives and fiscal policy (Lessons 7-9)</b>	<b>Opens</b>	Sunday, September 19, 2021	9:00 A.M.
<i>LESSON 7: "Businesses and the Costs of Production" (Chapter 9)</i>			
<i>LESSON 8: "Rent, Interest, and Profit" (Chapter 18)</i>			
<i>LESSON 9: "Public Finance: Expenditures and Taxes" (Chapter 20)</i>			
<b>*DISCUSSION Post Module 3 (Final call for responses 5 days later)</b>	<i>Due</i>	Tuesday, September 28, 2021	5:00 P.M.
<b>*ACTIVITY 3</b>	<i>Due</i>	Thursday, September 30, 2021	5:00 P.M.
<b>*Final call for (Discussion) RESPONSES Module 3</b>	<i>Due</i>	Friday, October 01, 2021	5:00 P.M.
<b>*HOMEWORK_03</b>	<i>Due</i>	Wednesday, October 13, 2021	5:00 P.M.
<b>*QUIZ 3 (Lessons 9-12)</b>	<i>Due</i>	Friday, October 15, 2021	5:00 P.M.
<b>Mid-semester Feedback (5 Extra Credit points possible)</b>		Friday, October 15, 2021	
End Module 3	<b>Begin assignments early - do not wait until last minute!</b>		
COURSE MATERIAL	ACTION	DUE DATE	TIME
<b>Module 4 - Economic analysis and national food policy (Lessons 10-12)</b>	<b>Opens</b>	Sunday, October 03, 2021	9:00 A.M.
<i>LESSON 10: "An Introduction to Macroeconomics" (Chapter 26)</i>			
<i>LESSON 11: "Measuring Domestic Output and National Income" (Chapter 27)</i>			
<i>LESSON 12: "Economic Growth" (Chapter 28)</i>			
<b>*DISCUSSION Post Module 4 (Final call for responses 5 days later)</b>	<i>Due</i>	Tuesday, October 19, 2021	5:00 P.M.
<b>*ACTIVITY 4</b>	<i>Due</i>	Thursday, October 21, 2021	5:00 P.M.
<b>*Final call for (Discussion) RESPONSES Module 4</b>	<i>Due</i>	Friday, October 22, 2021	5:00 P.M.
<b>*HOMEWORK_04</b>	<i>Due</i>	Wednesday, October 27, 2021	5:00 P.M.
<b>A_04 Peers assigned (complete in A_05)</b>	<i>Assigned</i>	Monday, October 25, 2021	5:05 P.M.
<b>*QUIZ 4 (Lessons 13-16)</b>	<i>Due</i>	Friday, October 29, 2021	5:00 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 - Agriculture &amp; global food trade policy (Lessons 13-15)</b>	<b>Opens</b>	Sunday, October 17, 2021	9:00 A.M.
<i>LESSON 13: "Agriculture: Economics and Policy" (Chapter 22)</i>			
<i>LESSON 14: "International Trade" (Chapter 40)</i>			
<i>LESSON 15: "The Economics of Developing Countries" (Chapter 42)</i>			
<b>*DISCUSSION Post Module 5 (Final call for responses 5 days later)</b>	<i>Due</i>	Tuesday, November 02, 2021	5:00 P.M.

*ACTIVITY 5	<i>Due</i>	Thursday, November 04, 2021	5:00 P.M.
*Final call for (Discussion) RESPONSES Module 5	<i>Due</i>	Friday, November 05, 2021	5:00 P.M.
*HOMEWORK_05	<i>Due</i>	Wednesday, November 10, 2021	5:00 P.M.
*QUIZ 5 (Lessons 19-20)	<i>Due</i>	Friday, November 12, 2021	5:00 P.M.
End Module 5	<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 6 - "Show me the money" using monetary policy (Lessons 16-18)</b>	<b>Opens</b>	Sunday, November 07, 2021	9:00 A.M.
<i>LESSON 16: "Money, Banking, and Financial Institutions" (Chapter 34)</i>			
<i>LESSON 17: "Money Creation" (Chapter 35)</i>			
<i>LESSON 18: "Interest Rates and Monetary Policy" (Chapter 36)</i>			
*DISCUSSION Post Module 6 (Final call for responses 5 days later)	<i>Due</i>	Tuesday, November 16, 2021	5:00 P.M.
*e-Portfolio interview with with the instructor	<i>Schedule your appointment between (11/17 /21 to 12/06/21)</i>		
*Final call for (Discussion) RESPONSES Module 6	<i>Due</i>	Friday, November 19, 2021	5:00 P.M.
*HOMEWORK_06	<i>Due</i>	Wednesday, December 01, 2021	5:00 P.M.
*QUIZ 6 (Lessons 21-24) Last day of class	<i>Due</i>	Friday, December 03, 2021	5:00 P.M.
*ACTIVITY 6	<i>Due</i>	Wednesday, December 08, 2021	5:00 P.M.
End Module 6	<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 7 - Conclusion (Feedback &amp; Course Evaluation)</b>	<b>Opens</b>	Sunday, November 07, 2021	9:00 A.M.
End-of-semester Feedback (5 Extra Credit points possible)		Wednesday, December 08, 2021	
UF course evaluation		Wednesday, December 08, 2021	
End Module 7	<b>Thank you for completing the course evaluation!</b>		

**\*GRADED ASSIGNMENT**



## 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 not practical or realistic. 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 if you are not proactively managing your workload. Students are advised to plan for possible situations and not "wait until the last minute" (i.e., the "last hour") before an assignment is due to submit assignments.

To help you accommodate "life events" that are bound to occur during the semester, I've made all assignments available for you to work on for more than 1 week in fall, spring semesters; and at least 1 week in summer semester. 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, a sore throat, 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 5:00 pm (EST)

All assignments are due at 5:00 pm Eastern Standard Time (EST), unless specifically noted otherwise in an Announcement (5:01 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, it is a "choice" to plan for and organize your schedule at the beginning of the semester, to block 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 events as well as 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.** The policies that will be used to accommodate these circumstances are outlined in "My Choices" and reference "Late Submissions" and "Missed Assignments".

## Late Submissions (5:01 pm 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. (*Note that NO late assignments accepted after 5:00 pm on last day of class!*)

### Late Submission grading example:

If an assignment is due on Wednesday @ 5:00 pm

- Assignment submitted prior to Wednesday @ 5:00 pm (100% possible point consideration)
- Assignment submitted during time period 5:01 pm Wednesday - 5:00 pm Thursday (20% point deduction from total possible points)
- Assignment submitted during time period 5:01 pm Thursday - 5:00 pm Friday (40% point deduction from total possible points)
- Assignment submitted during time period 5:01 pm Friday - 5:00 pm Saturday (60% point deduction from total possible points)
- Assignment submitted during time period 5:01 pm Saturday - 5:00 pm Sunday (80% point deduction from total possible points)
- Assignment submitted during time period 5:01 pm Sunday - 5:00 pm 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 plan to make an appointment early in the semester to discuss strategies for being successful in an online class or if you foresee any potential issues that I should be aware of.

## 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 this course during the semester. Each Module (1-6) includes a graded Discussion, Homework, Activity, and Quiz (i.e., "Category"). 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.

### 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 (HW) 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.



**All Module 6 assignments are required and 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 2,000 total possible points (refer to Canvas > Syllabus online for additional resources including an example of steps to calculate your final grade and an Excel spreadsheet calculator you can use to track your ‘real-time’ performance during the semester). *Please be aware that the Canvas Gradebook is limited in performance and therefore is NOT RELIABLE during the semester as a measure of your performance; the lowest grade drop is not engaged in Canvas until later in the semester after Module 5 assignments are graded).*

Additionally, Module 6 is a cumulative module - 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 “Grades” in the next section for additional details.

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 habitually miss assignments or submit late assignments.

*\*If you habitually procrastinate, or if this is your first online course, please make an appointment with the instructor early in the semester to discuss online course strategies in order to avoid problematic consequences.*

## Extenuating Circumstances Exception

Rarely does an excuse qualify as an Extenuating Circumstance as many opportunities are provided in support of your academic efforts including the dropped lowest score for each type of activity, extended time to complete assignment through Universal Design principles, the instructor’s willingness to help if you reach out early and do not wait until the last minute (i.e., the last day, the last hour) before an assignment is due. Learning is a two-way set of responsibilities and students are expected to maintain contact with the proactive instructor.

However, you have recourse involving events are considered to be of a serious nature that require intervention to accommodate you from an extended period of time away from campus (e.g., hospitalization, serious and/or recurrent illness, death of a family member).

Extenuating Circumstances DOES NOT include the variety of "life" events such as: a job interview, non-emergency family situations such as vacation or travel, a cold or sore throat, OR wireless connectivity issues when attempting to complete graded assignments.

Extenuating Circumstances REQUIRES the intervention of an advisor (who can support you in your time of duress) and Letterhead Documentation that must 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 Extenuating Circumstances policy, as published in the UF Undergraduate Student Catalog.

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

## Letterhead Documentation

Letterhead documentation DOES mean the submission of a formal, business letter on letterhead (or a UF email from advisor or UF Dean of Students). It must include relevant dates for the excuse submitted within 24 hours of a missed assignment.

**Letterhead documentation does NOT include a note or email from:**

- a parent or guardian, cousin, Uncle who is a lawyer, best friend, boss, etc.
- a walk-in clinic note or the Student Health Center note submitted within the last two hours on the day an assignment is due

An email that you have a job interview, overslept, had computer problems does NOT satisfy the criteria for extenuating circumstances and the dropped score(s) policy will apply.

For serious illness or circumstances, please contact the UF Dean of Students Office to formally submit a request for Instructor Notification (link is provided in the next section).

The instructor is supportive of your academic efforts and wants to support your goals in higher education.

## Request an Instructor Notification

If you need support for consideration of an Extenuating Circumstance including family emergencies or other matters of very 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 can be problematic and may negatively affect performance.** For this reason, students are strongly 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 and associated stress that can occur.

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. Please follow the 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**; waiting until the last minute to submit assignments is discouraged.
- 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) HW (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	“Missed Assignment” <i>dropped score does NOT apply to Module 6 (fall, spring, summer semesters); NO Module 6 late assignments accepted after 5:00 pm on last day of class.</i>
<b>TOTAL</b>		<b>2000 TOTAL POINTS POSSIBLE</b>	

***All assignments are due at 5:00 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 that are very 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 500 total points. Step-by-step illustrated guidance to calculate your grades is provided in the course Canvas > Syllabus online. Letter grades are calculated in Canvas at two (2) decimal points and 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>

## Grade calculator

An Excel spreadsheet is provided for you in Canvas > Syllabus > 0.5 Grades as a downloadable file that can be used to accurately calculate your 'real-time' course grade at any time throughout the semester. This file

incorporates the dropped lowest score for each assignment category (e.g., Discussion, Assignment, Homework, Quiz) outlined in the Syllabus Missed Assignment (pg. 8) during the semester. Canvas will not reflect your dropped lowest score until engaged after Module 5 has been graded. You are encouraged to reach out and ask the Instructor if you have any questions about grades to avoid end of the semester requests for accommodations.

## 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).

Additional information about getting connected online is available in the Canvas > Syllabus online:

- Forward Canvas Announcement to UFL Email
- ZOOM for 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 (guest lecture videos)
- 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.

- Avoiding plagiarism & source citation (with examples)
- TurnItIn's Similarity Score
- Academic professionalism (explains the difference between e.g. and i.e. used in written communication)

## 0.9 Check your "To Do" list and complete the Syllabus Quiz

A summary of the primary activities for getting started this semester is provided as a To Do list in Canvas (with links). If this is your first semester using Canvas, practice assignments (optional) are provided to help you learn what to expect and to receive feedback (practice assignments are not included in semester grade calculation).

A link to complete the Syllabus Quiz is provided in the Canvas > Syllabus (online) > 0.9 To Do list & Complete the Syllabus Quiz.

You must complete the Syllabus Quiz with 100% correct before the Module 1 will open and you can begin the course content. You have unlimited attempts to complete this quiz; it is untimed. Ask if you have questions in the "Ask a QUESTION: About the Syllabus" discussion board; a link is provided in the Canvas > Syllabus > 0.9 Check the "To Do" list & complete the Syllabus Quiz

## 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 professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner](#). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/](http://ufl.bluera.com/ufl/). Summaries of [course evaluation results are available to students here](#).

### 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 campus resources.

### Health and Wellness Resources

- *U Matter, We Care*: If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- *Counseling and Wellness Center*: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- *Student Health Care Center*: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- *University Police Department*: [Visit UF Police Department website](#) or call 352-392-1111 (or 911 for emergencies).
- *UF Health Shands Emergency Room / Trauma Center*: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

### Academic Resources

- *E-learning technical support*: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- *Career Connections Center*: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- *Library Support*: Various ways to receive assistance with respect to using the libraries or finding resources.
- *Teaching Center*: Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
- *Writing Studio*: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- *Student Complaints On-Campus*: [Visit the Student Honor Code and Student Conduct Code webpage for more information](#).
- *On-Line Students Complaints*: [View the Distance Learning Student Complaint Process](#).

You have resources on campus to support you in your academic journey, ask if you have questions.

## 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 [Student Complaint Process](#) for more details.

If you have any questions about content you do not see answered in the syllabus, please ask. I am here as a source of support in your academic efforts.

## In-Class Recording

- Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.
- A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.
- Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

## 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 [Student Complaint Process](#) for more details.

If you have any questions about content you do not see answered in the syllabus, please ask. I am here as a source of support in your academic efforts.

**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!!!**