

AEB 2014 Economic Issues, Food, and You

Syllabus Summer B 2020 online

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.

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 (MUST include "AEB 2014" in subject line)
Office Hours: MON & TUE 10:00 am – 12:00 noon; WED 12:30 – 2:30 pm (via ZOOM)

**Office hours also by appointment; send email to tspartin@ufl.edu (MUST include AEB 2014 in subject line)*

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

Teaching Assistants will be announced after the drop/add period ends.

Students are responsible for information sent via Canvas Announcements. Set up Canvas Announcement forwarding to your UFL email address, so that you do not miss important information during the semester! Instructions are provided as you continue to read the Syllabus.

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

A specific textbook not required; all readings are 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.

Homework registration: Pearson “MyLab and Mastering” (Required)

AEB 2014 students MUST acquire required Pearson MyLab and Mastering (also known as MyEconLab"). This material is available when classes begin (not before) to complete graded assignments.

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 by following the Instructions in Canvas Syllabus online. In this option, payment is transacted through your UFL student account and no payment is immediately required to log in and begin using. Use your UFL email address to register.

**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 \(Links to an external site.\)](#)

- **Summer B 2020 Course ID is: clark18521**

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](#) above. The Gator1 Central Portal can be located at: <https://www.bsd.ufl.edu/G1CO/IPay1f/start.aspx?TASK=INCLUDED>

Supplementary Material (Optional)

A purchased (or rented) textbook is not required; all reading materials required to complete this course successfully are provided in Canvas. Some students prefer to acquire a hard-copy textbook to support their studies. Please find available options listed below.

Optional textbook resources:

1. **Any basic economic textbook** (new or used) can serve as a supplemental guide for economics principles.

2. **Open-source (free) textbooks** are available online such as one available from University of Minnesota's, Open Textbook Library, available at: <https://open.umn.edu/opentextbooks/BookDetail.aspx?bookId=126>
3. Some students prefer to **rent or purchase the textbook** that closely aligns with the Pearson "MyLab and Mastering" homework assignments.
- Bade, R., Parkin, M. (2017) "Essential Foundations of Economics", , 8th edition, Pearson publishing, ISBN-13: 978-0134491974 (*this is a printed copy of the book*)
 - Option available in Pearson MyEconLab to purchase a copy of the eText (*this is an e-book online*). Information for ordering included when you register for your Pearson Homework account using the Instructions above or through the UF Bookstore at www.bsd.ufl.edu/G1C/bookstore/bookstore.asp , or you may contact any local Gainesville, FL area bookstore to inquire about ordering a hard copy of this text.

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. 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!

Space is provided for your notes.

ACTIVITY	MODULE OPENS @ 9:00 am EST	ASSIGNMENTS DUE @ 5:00 pm EST
SYLLABUS MODULE: Getting Started Syllabus main page located Canvas > Syllabus (left-side navigation tab) 0.1 Course goals and map 0.2 Required materials 0.3 Calendar & Due Dates 0.4 "My Choices" Grading Policy 0.5 Grade calculation 0.6 Asking questions & communicating online 0.6.1 Forward your Canvas Announcements 0.6.2 Set up ZOOM for online meetings 0.6.3 Discussion tabs > Ask a QUESTION 0.7 Getting the technology to work	7/06/2020	
You try it! Practice DISCUSSION/RESPONSES 0 (no points in gradebook)		W: 7/08/20 (Available until 7/13/20 "late")
You try it! Practice ACTIVITY 0 (no points in gradebook)		W: 7/08/20 (Available until 7/13/20 "late")
You try it! HOMEWORK_0 MyEconLab - Getting Started Practice Questions (no points in gradebook)		W: 7/08/20 (Available until 7/13/20 "late")
SYLLABUS QUIZ > Need 20/20 correct to open Module 1		W: 7/08/20 (Available until 7/13/20 "late")
0.10 University Policies and Assistance		

*Refer to the class website for specific reading assignments for each Module. Students are responsible for information in the Syllabus and for regularly checking for any new information about the class sent via Canvas Announcements.

Notes

ACTIVITY	MODULE OPENS @ 9:00 am EST	ASSIGNMENTS DUE @ 5:00 pm EST
MODULE 1: Understanding what economics is and what economists do	7/06/2020 (Complete Syllabus Quiz 100% to open Module 1)	"My Choices" grading policy for late/missed assignment applies to MODULE 1
Lesson 1 - Resources & scarcity		
Lesson 2 - Issues related to resources and food		
You try it! Practice questions 1 & 2 (no points in gradebook)		
DISCUSSION 1		W: 7/08/20
Lesson 3 - Model building		
Lesson 4 - "Mathematics review for economists"		
You try it! Practice questions 3 & 4 (no points in gradebook)		
ACTIVITY 1		W: 7/08/20
HW 1		R: 7/09/20
QUIZ 1		F: 7/10/20
Final call for Discussion Responses 1		S: 7/12/20
ACTIVITY	MODULE OPENS @ 9:00 am EST	ASSIGNMENTS DUE @ 5:00 pm EST
MODULE 2: The fundamental theory of markets and how they operate	7/06/2020	"My Choices" grading policy for late/missed assignment applies to MODULE 2
Lesson 5 - Demand and consumer decision-making		
Lesson 6 - Supply and producer decision-making		
You try it! Practice questions 5 & 6 (no points in gradebook)		
DISCUSSION 2		T: 7/14/20
Lesson 7 - Market dynamics		
Lesson 8 - Elasticity		
You try it! Practice questions 7 & 8 (no points in gradebook)		
ACTIVITY 2		W: 7/15/20
HW 2		R: 7/16/20
QUIZ 2		F: 7/17/20
Final call for Discussion Responses 2		S: 7/19/20
ACTIVITY	MODULE OPENS @ 9:00 am EST	ASSIGNMENTS DUE @ 5:00 pm EST

*Refer to the class website for specific reading assignments for each Module. Students are responsible for information in the Syllabus and for regularly checking for any new information about the class sent via Canvas Announcements.

Notes

MODULE 3: Using economic models to analyze scarce resource allocations	7/13/2020	"My Choices" grading policy for late/missed assignment applies to MODULE 3
Lesson 9 - Welfare economics		
Lesson 10 - Market failure and the environment		
You try it! Practice questions 9 & 10 (no points in gradebook)		
DISCUSSION 3		T: 7/21/20
Lesson 11 - Productivity & economic growth		
Lesson 12 - Economic development		
You try it! Practice questions 11 & 12 (no points in gradebook)		
ACTIVITY 3		W: 7/22/20
HW 3		R: 7/23/20
QUIZ 3		F: 7/24/20
Mid-Semester Feed back (5 points extra credit)		F: 7/24/20
Final call for Discussion Responses 3		S: 7/26/20
ACTIVITY	MODULE OPENS @ 9:00 am EST	ASSIGNMENTS DUE @ 5:00 pm EST
MODULE 4: Applying economic analysis to food issues	7/20/2020	"My Choices" grading policy for late/missed assignment applies to MODULE 4
Lesson 13 - Farms, agribusiness & the food supply chain		
Lesson 14 - International trade		
You try it! Practice questions 13 & 14 (no points in gradebook)		
DISCUSSION 4		T: 7/28/20
Lesson 15 - GDP and the circular flow of money		
Lesson 16 - Inflation		
You try it! Practice questions 15 & 16 (no points in gradebook)		
ACTIVITY 4		W: 7/29/20
A_05 Peers are Assigned		R: 7/30/20 @ 5:05 pm
HW 4		R: 7/30/20
QUIZ 4		F: 7/31/20
Final call for Discussion Responses 4		S: 8/02/20

*Refer to the class website for specific reading assignments for each Module. Students are responsible for information in the Syllabus and for regularly checking for any new information about the class sent via Canvas Announcements.

Notes

ACTIVITY	MODULE OPENS @ 9:00 am EST	ASSIGNMENTS DUE @ 5:00 pm EST
MODULE 5: Show me the money	7/27/2020	"My Choices" grading policy for late/missed assignment applies to MODULE 5
Lesson 17 - Money and banking		
Lesson 18 - Managing time value of money		
You try it! Practice questions 17 & 18 (no points in gradebook)		
DISCUSSION 5		T: 8/04/20
Lesson 19 - Fiscal policy		
Lesson 20 - Monetary policy		
You try it! Practice questions 19 & 20 (no points in gradebook)		
ACTIVITY 5		W: 8/05/20
HW 5		R: 8/06/20
QUIZ 5		F: 8/07/20
Final call for Discussion Responses 5		S: 8/09/20
ACTIVITY	MODULE OPENS @ 9:00 am EST	ASSIGNMENTS DUE @ 5:00 pm EST
MODULE 6: Income and agriculture policies	8/03/2020	"Missed Assignment" dropped score does NOT apply to Module 6. NO Module 6 late assignments accepted after 5:00 pm on last day of class!
Lesson 21 - Income		
Lesson 22 - Unemployment		
You try it! Practice questions 21 & 22 (no points in gradebook)		
DISCUSSION 6		T: 8/11/20
Lesson 23 - Credit and liquidity		
Lesson 24 - Agricultural policy		
You try it! Practice questions 23 & 24 (no points in gradebook)		
ACTIVITY 6		W: 8/12/20
HW 6		R: 8/13/20
QUIZ 6		F: 8/14/20
Final call for Discussion Responses 6		F: 8/14/20
MODULE 7: Conclusion & semester wrap-up	4/13/2020	
UF Course evaluation		F: 8/14/20
End-Semester Feed back (5 points extra credit)		F: 8/14/20

*Refer to the class website for specific reading assignments for each Module. Students are responsible for information in the Syllabus and for regularly checking for any new information about the class sent via Canvas Announcements.

Notes

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 "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 assignments available for you to work on for at least 2 weeks 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, 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 (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:

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 Friday (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 see me if you would like to discuss strategies for being successful in an 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 2014. 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 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.

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 Syllabus for Grades breakdown)

Note that 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 the Grade 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 these events are considered to be of a serious nature that require intervention preventing 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.

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 the intervention of a professional advisor and Letterhead Documentation 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 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 (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:

- your Mom (or Dad or Aunt, Uncle, cousin, Uncle who is a lawyer, best friend, boss, etc
- a walk-in clinic or the Student Health Center the day an assignment is due because you had a cold, overslept, had computer problems, or a job interview on a due date...these types of excuses do NOT satisfy the criteria for extenuating circumstances and the dropped score(s) policy will apply.

To submit your letterhead documentation, contact the UF Dean of Students Office to formally submit a request for Instructor Notification (refer to link below).

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/>

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	<i>“My Choices Grading”</i> <i>“Missed Assignment”</i>
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	<i>“My Choices Grading”</i> <i>“Missed Assignment”</i>
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	<i>“My Choices Grading”</i> <i>“Missed Assignment”</i>
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	<i>“My Choices Grading”</i> <i>“Missed Assignment”</i>
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	<i>“Missed Assignment” 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>
TOTAL		2000 TOTAL POINTS POSSIBLE	

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 "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 500 total 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
- LexisNexis Academic

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 Practice assignments and Syllabus Quiz online in Canvas

Practice assignments and the Syllabus Quiz are 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/

Campus Helping Resources

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

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/*
Counseling Services
Groups and Workshops
Outreach and Consultation
Self-Help Library
Wellness Coaching
- U Matter We Care, www.umatter.ufl.edu/
- *Career Connections Center, First Floor JWRU, 392-1601, 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!!!