

ARC1720

# Syllabus

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## Contact Information

### Instructor

Amie Edwards

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### Graduate Teaching Assistants

Angelina Bardell (primary contact for Weekly Writing Assignments for students: A-Kle )

Breanna Pedraza (primary contact for Weekly Writing Assignments for students: Klo-Z)

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### Lecture Videos

UF Faculty David Rifkind, Amie Edwards, Sarah Gamble, and more

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### Class Meeting Times

Not Applicable / class is asynchronous

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### Instructor Contact

Contact all members of the teaching team by Canvas Mail

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### Office Hours with Instructor

Please Canvas message in advance to schedule.

Professor Edwards: Tuesday 9am to 10am and by appointment

GTA Angelina: contact by Canvas mail to arrange

GTA Breanna: contact by Canvas mail to arrange

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## Writing Sections

ARC 1720-UFOW (10573); ARC 1720-WRIT (10475)

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## General Sections

ARC 1720-UFON (10440); ARC 1720-HSDE (10438); ARC1720-MCNW (10476)

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**Note:** When reviewing this syllabus, it is important to know which section you are registered for and whether it is a 'Writing Section' or 'General Section'. Required assignments differ for students within the two section types.

## Course Information

This course is conducted entirely online through e-Learning in Canvas. Students do not need to be in Gainesville for any portion of this course. Canvas will be used for all communication and the distribution of course information, including lectures, assignments, and announcements.

The course is organized into 15 modules, each with corresponding lectures, videos, and readings. Lectures, available through links on the Canvas "Home" tab, will be populated with photographs, drawings, and other media to communicate key principles and examples. Assigned readings, with important visuals, will provide a broader context to the subject matter and support content discussed in lectures. Videos will expand on content included in lectures and readings. Students are required to watch and read the assigned lectures, videos, and readings, and will be quizzed on their understanding of the material throughout the course.

Sharing the same Canvas shell, this course is offered in two formats: Writing Sections and General Sections. For students registered for a 'Writing Section', students will be required to

complete weekly writing assignments to fulfill **6,000 words of the University's Writing Requirement** [↗\(https://undergrad.aa.ufl.edu/general-education/gen-ed-program/writing-requirement/\)](https://undergrad.aa.ufl.edu/general-education/gen-ed-program/writing-requirement/), previously known as Gordon Rule. For students registered for a 'General Section', they will be required to complete three video reporting assignments.

Credit Hours: 3

## Course Description

ARC1720: This general survey course of Architectural History is offered for non-architectural major students and requires no previous knowledge of architectural history. It satisfies the University's general education course requirements for Humanities (H) and International credit (N). For sections designated as 'Writing Sections', the course satisfies 6,000 words of the University's Writing Requirement.

The primary objective of the course is to help students develop their own informed perspective for interpreting the built environment. The course explores the connections between form and idea in the creation of architecture. Architectural context and landscape are also discussed to let students understand the relationship between architecture and the surrounding environment.

The course approaches architectural history through a series of themes, which organize the course material into 15 learning modules grouped into 6 sections. We are taking this thematic approach, in contrast to organizing the material chronologically, to focus on big ideas, rather than comprehensively covering all periods of history, architectural styles, etc. Yet, the course intentionally covers a diversity of geographies, cultures, designers, and sources of historical information.

Throughout the course, architectural meaning and its embodiment will be emphasized. The course introduces fundamental principles of architectural design from a historical and critical perspective. As a result of learning, the students will begin to understand and interpret architecture as a historical, cultural, and aesthetic product, related to the time and place it was designed and constructed. The basic principles of design will become apparent and, as a result, these principles will prove meaningful to the student's personal, cultural, and professional growth.

## Course Objectives

By the end of this course, you will be able to:

1. **Develop** an informed perspective to interpret architecture as a historical, cultural, and aesthetic product, including a comparative perspective of architectural history across historical, cultural, and geographic differences.
2. **Identify** fundamental principles of architectural design from a historical and critical perspective.
3. **Interpret** how architecture is adapted to local physical conditions, including natural / built environments, and structural / material considerations.
4. **Interpret** how architecture is adapted to human factors.
5. **Identify** notable examples from architectural history, along with key specifics about design, location, context, time period, style, and designer.
6. **Reflect** on the perspectives and experiences of architectural designers, clients, users, and others, along with their needs and preferences.
7. For students enrolled in a Writing Section, **Ability** to express themselves and communicate through writing, in alignment with the University's Writing Requirement.

## Course Requirements

### Required Textbook

None. All readings are accessible through Canvas.

### Prerequisites

There are no prerequisites for this course.

### Minimum Technology Requirements

As with all online classes, students need ample access to a computer with speakers/headphones and the internet to watch lectures and videos, listen to podcasts, take quizzes, turn in assignments, etc. Remember, students can gain access to the internet

through private (i.e. home internet service or a smartphone) and public means (i.e. a public library or UF campus).

Students in the 'Writing Sections' need access to text editing software, like Microsoft Word. Students in the 'General Sections' need access to software to make short videos with voice overs, two examples are Microsoft Powerpoint and Zoom.

## Minimum Technical Skills


To complete your tasks in this course, you will need a basic understanding of operating a computer and how to use Canvas, software for word processing ('Writing Sections') and software making short videos ('General Sections').

## Materials/Supply Fees

There is no supply fee for this course.

## Zoom

Zoom is an easy-to-use video conferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants. While there are no scheduled meeting times for this course, Zoom is often used to meet with the teaching team and/or to complete video reporting assignments ('General Sections').

You can find resources and help using Zoom at the [University of Florida's Zoom](https://ufl.zoom.us/)  (<https://ufl.zoom.us/>)\_website.

## Course Policies

### Syllabus + Course Updates

As we move throughout the semester, you should expect minor changes and updates to the course and syllabus. These changes and updates will be clearly communicated via Canvas “Announcements”. It is the student’s responsibility to refer to Canvas “Announcements” on a regular basis.

## Submitting Assignments + Late Work Policy

All assignments will be submitted through Canvas. Assignments will not be accepted via Canvas mail, personal email, or links to outside websites (ie Google docs). Each assignment has a unique date / time that the assignment is 'available', 'due', and open 'until'. Students will be able to access the assignment and submit after the 'available' date. Assignments submitted past the 'due' date will receive an automatic 10% deduction in grading per 24 hours. *Assignments will not be accepted once the assignment has closed / after the 'until' date. This policy will be strictly enforced.*

It is entirely the responsibility of the student to verify due dates to ensure on-time submission. Consequences associated with work uploaded incorrectly or after they are 'due' are very strict. **Check and double check** that your submission is satisfactory and has been submitted in the correct place within Canvas. Be sure to provide ample time to get assignments properly submitted, keeping in mind technological glitches and problems often arise. Be sure you have uploaded the correct file.

## Make-Up Policy

Students have multiple days to submit work for each assignment, therefore the Make-Up Policy for the course is VERY limited. Adjustments to due dates will be made for those students who have serious technical difficulties that have been submitted and addressed with the UF Help Desk at 352-392-HELP (4357) and accompanied by a Help Desk Ticket Number. Reasonable allowances will be made for serious illness, family, or personal crisis that are accompanied by an appropriate documentation, such as a dated doctor's note.

## AI Writing Tools

In preparing this course, the teach team recognizes that there are a variety of AI programs available to assist writers. AI programs are not a replacement for human creativity, originality, and critical thinking, which align with the goals of the University's Writing Requirement. Writing is a craft that you must develop over time to develop your own individual voice as a writer. AI Writing tools, ChatGPT for example, are not permitted for any stage or phase of work in this class. If you use these tools, your actions would be considered academically dishonest and a violation of UF's Academic Honesty Policy. Violations will be reported to the Dean of Students Office.

Its important to note that the use of AI tools produces text that is easily recognized by the teaching team. For example, multiple student responses may be very similar and/or text appears well-written

from a language/grammar standpoint, but the facts/data/information included are not accurate or consistent with the writing prompt. Assessment software also assists the teaching team to recognize plagiarism in many forms.

## Lectures + Videos

Within each module, there are lectures, videos, and readings. For the lectures, information is shared at a pace that exceeds the typical in-person lecture, as these lecturers do not pause to advance the slides, answer questions, etc that would be common within an in-person lecture setting. It is highly recommended that students watch each lecture more than once and consider slowing down the video speed or pausing periodically to increase absorption of the material.

## Grading Policy

The teaching team will make every effort to have each assignment graded and posted as soon as possible. Weekly quizzes and discussions will be posted within one week. Weekly writing and video reporting assignments will be posted within 2 weeks.

## Course Grading Policy

For the 'Writing Sections', your grade will be a tabulation of the following:

Assignment	Points	Percentage
Quizzes (13 total)	390 (30 each )	39%
Weekly Discussion (15 total)	160 (10 each + 10 for full participation)	16%
Weekly Writing (15 total)	450 (30 each)	45%
Total	1000	100%

For the 'General Sections', your grade will be a tabulation of the following:

Assignment	Points	Percentage
Quizzes (13 total)	390 (30 each)	39%

<b>Assignment</b>	<b>Points</b>	<b>Percentage</b>
Weekly Discussion (15 total)	160 (10 each + 10 for full participation)	16%
Video Reporting (3 total)	450 (150 each)	45%
<b>Total</b>	<b>1000</b>	<b>100%</b>

All dates / times assignments are due is specified on Canvas.

## Grading Scale

Note: "A minimum grade of C is required for General Education Credit."

<b>Percent</b>	<b>Grade</b>	<b>Grade Points</b>
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00



Percent	Grade	Grade Points
60-62	D-	0.67
0-59	E	0.00

See the [current UF grading policies](#) 

(<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>) for more information.

## Assignments

### Canvas Terms

Links to all assignments are accessed in the 'Assignments' tab in Canvas.

Please note the day / time each assignment is:

**“available”**: This is the date / time that the assignment will be accessible to students.

**“due”**: This is the date / time that the assignment is due for submission to receive full credit.

**“until”**: This is the date / time the assignment will close. No submissions will be accepted beyond this date / time. Any submissions submitted between the “due” date and the time the assignment closes will be subject a grade reduction per the late work policy (see below).

All times are listed in Eastern Standard Time (EST), the time zone of Gainesville. If you are taking the course outside of the EST, you should adjust the time zone settings in Canvas.

### Quizzes (All Students)

There will be 15 quizzes over the semester, each covering 1 module. Quiz 1 covers Module 1, Quiz 2 covers Module 2, and so on. The quiz questions will be multiple choice and some questions will utilize images from the course material. Within Canvas, quiz questions will be randomly selected from question banks, generating many versions of each quiz.

Only 13 of the 15 quizzes will be used to tabulate the students final grade. The two lowest scoring quizzes will be discarded.

## **Weekly Discussion (All Students)**

Each week, students will dialogue using the Canvas Discussion Tool in response to a provided prompt. Each student is asked to make a minimum of 2 comments per week.

## **Weekly Writing (Required for 'Writing Sections' only)**

Students will author weekly writing responses to provided prompts and provide peer review on other students' responses. Over the course of the semester, the successful completion of the series of Writing assignments, at a minimum of 400 words per week, will satisfy the 6000 words for the University Writing Requirement (aka Gordon Rule).

Students will submit the writing responses via a provided text box for grading. Students may integrate images with captions and quotes within their responses. Students are required to cite their sources in Chicago Style formatting. Canvas has an integrated word count tool, which provides a word count for the submission. Take note, the official word count, in terms of contributing to the total 6000 words for the University's Writing Credit, does not include text for image captions, citations, or quotations. The teaching team will also use the word count tool within Microsoft Word, when needed, to clarify an official word count for each submission.

Software integrated into Canvas will assist the teaching team in grading writing assignments. For example, Turnitin is a software that reviews students' papers to prevent plagiarism and protect authorship. The software assesses the percentage of text within the students' paper that is drawn from outside sources, both properly cited text and improperly cited text.

## **Video Reporting (Required for 'General Sections' only)**


At three points in the semester, students will create short videos about architectural works of their choice and peer review other students' submissions. These videos will visually capture the architectural works through photographs, maps, drawings, etc found in the students' research and be narrated by the student. Students are required to cite their sources in Chicago Style formatting.

## **Extra Credit**

Extra credit is offered at the sole discretion of the Instructor. Any offerings of extra credit will be posted in the "Announcements" section of Canvas.

## UF Policies


### University Policy on Accommodating Students with Disabilities

Students with disabilities requesting accommodations should first register with the [Disability Resource Center](https://disability.ufl.edu/)  (<https://disability.ufl.edu/>) (352-392-8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Please send accommodation letters to [amie.edwards@ufl.edu](mailto:amie.edwards@ufl.edu).

### University Policy on Academic Conduct


Academic dishonesty in any form will not be tolerated. All students are expected to conduct themselves in accordance with the highest standards of academic integrity. Any student who submits plagiarized material will receive a failing grade for the course.

UF students are bound by The Honor Pledge, which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code." On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The [Student Honor Code and Student Conduct Code](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/) 

[\(https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/\)](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions.

Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### Plagiarism

The [Student Honor Code and Student Conduct Code](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/)  [\(https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/\)](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/) states that:

"A Student must not represent as the Student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

- Stealing, misquoting, insufficiently paraphrasing, or patch-writing.
- Self-plagiarism, which is the reuse of the Student's own submitted work, or the simultaneous submission of the Student's own work, without the full and clear acknowledgment and permission of the Faculty to whom it is submitted.
- Submitting materials from any source without proper attribution.
- Submitting a document, assignment, or material that, in whole or in part, is identical or substantially identical to a document or assignment the Student did not author."

## Communication

### Canvas Announcements + Notifications

Students should regularly check the 'Announcements' section of Canvas for important information from the Professor, such as reminders, changes to assignment due dates, and new course information. *Students are solely responsible for reading all 'Announcements' and staying up to date with information posted on Canvas, including Assignments.*

In Canvas, you have the ability to set notifications that will alert you when a new announcement, discussion post, or Canvas mail is posted. Students should set these up on the first day of class to not miss important course information.

### Frequently Asked Questions (FAQs) / Discussion Boards

If you have a question and can find the answer within the syllabus or on Canvas, all questions that would benefit the entirety of the class should be posted within the appropriate thread in Canvas 'Discussions'. Students can comment and/or add to questions posted by other students. The teaching team will check the discussion threads once each day to respond to questions.

Remember, other students likely have the same question as you! Using the 'Discussion' boards ensures your question will be answered quickly and avoids a large number of repetitive messages. If you contact the teaching team with a general question that the entirety of the class would benefit from, you'll be asked to post the question to the 'Discussion' boards for answering.

If your question is private in nature or concerning a grade, you should contact the GTAs and/or Professor privately by Canvas message. Expect a response within 48 hours.

## Contacting the Instructor + Graduate Assistants

If you need to contact the teaching team, please use the Canvas Mail tool. Students can send an email through Canvas by going to the “Inbox” in the left-hand, blue bar in Canvas. Before sending course questions, please refer to Canvas “Discussions” section to see if the question has already been asked and answered.

Messages to the Professor’s personal email address will be delayed and/or not returned. It is important messages are sent through Canvas email for security / student privacy and tracking of student messages.

## Netiquette and Communication Courtesy

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

### Security

### General Guidelines

### Messages

### Discussion Boards

### Zoom

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone.
- Change your password if you think someone else might know it.
- Always log out when you are finished using the system.

When communicating online:

- Treat the instructor with respect, even via email or in any other online communication.
- Always use your professors’ proper title: Dr. or Prof., or if you are unsure use Mr. or Ms.
- Unless specifically invited, don’t refer to a professor by their first name.
- Use clear and concise language.
- Remember that all college-level communication should have correct spelling and grammar.

- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
- Use standard fonts such as Times New Roman and use a size 12 or 14 point font.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) .
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or be construed as being offensive.
- Be careful with personal information (both yours and others).
- Do not send confidential information via email.

When you send a message to your instructor, teaching assistant, or classmates:

- Use a descriptive subject line.
- Be brief.
- Avoid attachments unless you are sure your recipients can open them.
- Avoid HTML in favor of plain text.
- Sign your message with your name and return email address.
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “Reply All.”
- Be sure that the message author intended for the information to be passed along before you click the “Forward” button.

When posting on the discussion board in your online class:

- Check to see if anyone already asked your question and received a reply before posting to the discussion board.
- Remember your manners and say please and thank you when asking something of your classmates or instructor.
- Be open-minded.
- If you ask a question and many people respond, summarize all posts for the benefit of the class.
- When posting:
  - Make posts that are on-topic and within the scope of the course material.
  - Be sure to read all messages in a thread before replying.

- Be as brief as possible while still making a thorough comment.
- Don't repeat someone else's post without adding something of your own to it.
- Take your posts seriously. Review and edit your posts before sending.
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point.
- If you refer to something that was said in an earlier post, quote a few key lines so readers do not have to go back and figure out which post you are referring to.
- Always give proper credit when referencing or quoting another source.
- If you reply to a classmate's question make sure your answer is correct, don't guess.
- Always be respectful of others' opinions even when they differ from your own.
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
- Do not make personal or insulting remarks.
- Do not write anything sarcastic or angry, it always backfires.
- Do not type in ALL CAPS, if you do IT WILL LOOK LIKE YOU ARE YELLING.

#### When attending a Zoom class or meeting:

- Do not share your Zoom classroom link or password with others.
- Even though you may be alone at home, your professor and classmates can see you! While attending class in your pajamas is tempting, remember that wearing clothing is not optional. Dress appropriately.
- Your professor and classmates can also see what is behind you, so be aware of your surroundings.
- Make sure the background is not distracting or something you would not want your classmates to see.
  - When in doubt use a virtual background. If you choose to use one, you should test the background out first to make sure your device can support it.
  - Your background can express your personality, but be sure to avoid using backgrounds that may contain offensive images and language.
- Mute is your friend, especially when you are in a location that can be noisy. Don't leave your microphone open if you don't have to.
- If you want to speak, you can raise your hand (click the "raise hand" button at the center bottom of your screen) and wait to be called upon.

## General Education Objectives and Learning Outcomes

### Humanities (H)

This course is a Humanities (H) subject area course in the UF General Education Program. Humanities courses provide instruction in the history, key themes, principles, terminology, and theory or methodologies used within a humanities discipline or the humanities in general. Students will learn to identify and analyze the key elements, biases, and influences that shape thought. These courses emphasize clear and effective analysis and approach issues and problems from multiple perspectives.

### Humanities Student Learning Outcomes

At the conclusion of the course, students will be able to:

- Identify, describe, and explain the history, underlying theory and methodologies used in the course (Content).
- Identify and analyze key elements, biases and influences that shape thought within the subject Approach issues and problems within the discipline from multiple perspectives (Critical Thinking).
- Communicate knowledge, thoughts and reasoning clearly and effectively (Communication).

### International (N)


This course also meets the International (N) subject area course of the UF General Education Program. International courses promote the development of students' global and intercultural awareness. Students examine the cultural, economic, geographic, historical, political, and/or social experiences and processes that characterize the contemporary world, and thereby comprehend the trends, challenges, and opportunities that affect communities around the world. Students analyze and reflect on the ways in which cultural, economic, political, and/or social systems and beliefs mediate their own and other people's understanding of an increasingly connected world.

### International Student Learning Outcomes


At the conclusion of the course, students will be able to:




- Identify, describe, and explain the historical, cultural, economic, political, and/or social experiences and processes that characterize the contemporary
- Analyze and reflect on the ways in which cultural, economic, political, and/or social systems and beliefs mediate understandings of an increasingly connected contemporary world.

Please refer to the UF General Education Program <https://undergrad.aa.ufl.edu/general-education/gen-ed-program/subject-area-objectives/>  [\(https://undergrad.aa.ufl.edu/general-education/gen-ed-program/subject-area-objectives/\)](https://undergrad.aa.ufl.edu/general-education/gen-ed-program/subject-area-objectives/) for more information on the Humanities (H) and International (N) subject areas.

## Writing Requirement


For students registered for a 'Writing Section', this course provides 6,000 words towards the [Writing Requirement](https://undergrad.aa.ufl.edu/general-education/gen-ed-program/writing-requirement/)  [\(https://undergrad.aa.ufl.edu/general-education/gen-ed-program/writing-requirement/\)](https://undergrad.aa.ufl.edu/general-education/gen-ed-program/writing-requirement/) (WR), which ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning. While helping students meet the broad learning outcomes of content, communication, and critical thinking, students will be evaluated and provided feedback on written assignments with respect to grammar, punctuation, clarity, coherence, and organization.

For 'Writing Sections', student evaluations have two components. At the conclusion of the course, students will receive both a grade and a writing evaluation (Yes or No) on completion of the required writing. To receive Writing Requirement credit, a student must receive a grade of C or higher and a satisfactory completion of the writing component of the course, per the minimum word requirement and other criteria outlined in the Writing Requirement rubric. *Students who do not successfully satisfy the Writing Requirement will not receive credit. This policy will be strictly enforced.*

**Note:** It is possible to pass the course, while not receiving credit toward the Writing Requirement. Please refer to the 'Writing Requirement' policy outlined in the Undergraduate Catalog (<https://catalog.ufl.edu/UGRD/student-responsibilities/writing-requirement/>  [\(https://catalog.ufl.edu/UGRD/student-responsibilities/writing-requirement/\)](https://catalog.ufl.edu/UGRD/student-responsibilities/writing-requirement/)) for complete information.






## Getting Help

### Technical Difficulties

Students have been given multiple days to complete assignments for both flexibility in scheduling and to provide ample time to resolve any technology problems that arise. The UF Computing Help Desk is available to assist via <https://helpdesk.ufl.edu> , <https://helpdesk.ufl.edu>, 352-392-4357, e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu) <mailto:helpdesk@ufl.edu>, or walk in at HUB 132. Do not wait until the last minute to complete / submit assignments – technology problems are bound to arise!

Extensions on coursework will NOT be granted due to technology problems, unless an extreme situation can be documented through a ticket from the UF Help Desk, documentation from the power company / internet service provider of an outage, or similar. Its important to note that Canvas can be accessed from any smartphone and does not require your personal computer. Watching lectures, taking quizzes, etc can be done from a smartphone, shared computer, etc.

### Health and Wellness

- **U Matter, We Care:** If you or someone you know is in distress, please email [umatter@ufl.edu](mailto:umatter@ufl.edu), call 352-392-1575, or visit **U Matter We Care**  [\(http://umatter.ufl.edu/\)](http://umatter.ufl.edu/) to refer or report a concern, and a team member will reach out to the student in distress.
- **Counseling and Wellness Center:** Visit the **UF Counseling & Wellness Center**  [\(http://counseling.ufl.edu/\)](http://counseling.ufl.edu/) website or call 352-392-1575 for information on crisis services and 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 **UF Student Health Care Center**  [\\_\(http://shcc.ufl.edu\)](http://shcc.ufl.edu) website.
- **University Police Department:** Visit the **UF Police Department**  [\\_\(http://police.ufl.edu/\)](http://police.ufl.edu/) website or call 352-392-1111 (or 9-1-1 for emergencies).
- **UF Health Shands Emergency Room/Trauma Center:** For immediate medical care in Gainesville, call 352-733-0111, or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the **UF Health Shands Emergency Room/Trauma Center**  [\\_\(http://ufhealth.org/emergency-room-trauma-center\)](http://ufhealth.org/emergency-room-trauma-center) website.
- **Sexual Violence:** 352-392-5648 or 352-392-1111 after hours, confidential reporting.

- **University of Florida Dean of Students:** 352-392-1261, after hours: 352-392-1111 (ask for on-call staff); <https://dso.ufl.edu> ↗ (<https://dso.ufl.edu>)
- **Alachua County Victim Services and Rape Crisis Center:** (24hrs/day); 352-264-6760
- **Alachua County Crisis Center:** (24 hrs/day), 352-264-6789

## Academic and Student Support

- **Career Connections Center:** For career assistance and counseling services, visit the [UF Career Connections Center](http://career.ufl.edu) ↗ (<http://career.ufl.edu>)\_website or call 352-392-1601.
- **Library Support:** For various ways to receive assistance concerning using the libraries or finding resources, visit the [UF George A. Smathers Libraries Ask-A-Librarian](https://uflib.ufl.edu/find/ask/) ↗ (<https://uflib.ufl.edu/find/ask/>)\_website.
- **Teaching Center:** For general study skills and tutoring, visit the [UF Teaching Center](http://teachingcenter.ufl.edu) ↗ (<http://teachingcenter.ufl.edu>)\_website or call 352-392-2010.
- **Writing Studio:** For help with brainstorming, formatting, and writing papers, visit the [University Writing Program Writing Studio](http://writing.ufl.edu/writing-studio/) ↗ (<http://writing.ufl.edu/writing-studio/>)\_website or call 352-846-1138.

## Course Evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available on the GatorEvals [Providing Constructive Feedback](https://gatorevals.aa.ufl.edu/students/) ↗ (<https://gatorevals.aa.ufl.edu/students/>)\_FAQ page. 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 the [GatorEvals](https://ufl.bluera.com/ufl/) ↗ (<https://ufl.bluera.com/ufl/>)\_website. Summaries of course evaluation results are available to students at the [GatorEvals Public Results](https://gatorevals.aa.ufl.edu/public-results) ↗ (<https://gatorevals.aa.ufl.edu/public-results>)\_page. More information about UF's course evaluation system can be found at the [GatorEvals Faculty Evaluations](https://gatorevals.aa.ufl.edu/) ↗ (<https://gatorevals.aa.ufl.edu/>)\_website.






## Tips for Success




Taking a course online can be a lot of fun! Here are some tips that will help you get the most of this course while taking full advantage of the online format:

- Schedule "class times" for yourself. It is important to do the coursework on time each week. You will receive a reduction in points for work that is turned in late!
- Read ALL of the material contained on this site. There is a lot of helpful information that can save you time and help you meet the objectives of the course.
- Print out the Course Summary located in the Course Syllabus and check things off as you go.
- Take full advantage of the online discussion boards. Ask for help or clarification of the material if you need it.
- Do not wait to ask questions! Waiting to ask a question might cause you to miss a due date.
- Do your work well before the due dates. Sometimes things happen. If your computer goes down when you are trying to submit an assignment, you'll need time to troubleshoot the problem.
- To be extra safe, back up your work to an external hard drive, thumb drive, or through a cloud service.

## Privacy and Accessibility Policies

For information about the privacy policies of the tools used in this course, see the links below:

- Instructure (Canvas)
  - [Instructure Privacy Policy \(https://www.instructure.com/policies/privacy\)](https://www.instructure.com/policies/privacy)
  - [Instructure Accessibility \(https://www.instructure.com/canvas/accessibility\)](https://www.instructure.com/canvas/accessibility)
- Microsoft
  - [Microsoft Privacy Policy](https://privacy.microsoft.com/en-us/privacystatement)  (https://privacy.microsoft.com/en-us/privacystatement)
  - [Microsoft Accessibility](https://www.microsoft.com/en-us/accessibility/office?activetab=pivot_1%3aprimar2)  (https://www.microsoft.com/en-us/accessibility/office?activetab=pivot\_1%3aprimar2)
- Vimeo
  - [Vimeo Privacy Policy](https://vimeo.com/privacy)  (https://vimeo.com/privacy)
  - [Vimeo Accessibility](https://vimeo.com/blog/post/accessibility-updates-to-the-vimeo-player/)  (https://vimeo.com/blog/post/accessibility-updates-to-the-vimeo-player/)
- YouTube (Google)
  - [YouTube \(Google\) Privacy Policy](https://policies.google.com/privacy)  (https://policies.google.com/privacy)

- [YouTube \(Google\) Accessibility](https://support.google.com/youtube/answer/189278?hl=en)    
(<https://support.google.com/youtube/answer/189278?hl=en>)
- Zoom
  - [Zoom Privacy Policy](https://zoom.us/privacy)  (<https://zoom.us/privacy>)
  - [Zoom Accessibility](https://zoom.us/accessibility)  (<https://zoom.us/accessibility>)

## Course Schedule

Week 1: 1/13 - 1/19. Module 1

Week 2: 1/20 - 1/26. Module 2

Week 3: 1/27 - 2/2. Module 3

Week 4: 2/3 - 2/9. Module 4

Week 5: 2/10 - 2/16. Module 5

Week 6: 2/17 - 2/23. Module 6

Week 7: 2/24 - 3/2. Module 7

Week 8: 3/3 - 3/9. Module 8

Week 9: 3/10 - 3/16. Module 9

Week 10: 3/17 - 3/23. Module 10

Week 11: 3/24 - 3/30. Module 11

Week 12: 3/31 - 4/6. Module 12

Week 13: 4/7 - 4/13. Module 13

Week 14/ Week 15: 4/14 - 4/23. Module 14/15

(No Final Exam)