Cover Sheet: Request 14801

DIG4XXX Advanced Design & Production Studio

Info

Process	Course|New|Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Phillip Klepacki pklepacki@arts.ufl.edu
Created	3/6/2020 12:29:03 PM
Updated	3/20/2020 8:39:44 AM
Description of request	Creation of a new advanced course in design and production.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CFA - Digital Worlds 015851001	James Oliverio		3/6/2020
DIG_4XXX_Adv_Design_Prod_Studio_V4.docx					3/6/2020
College	Approved	CFA - College of Fine Arts	Jennifer Setlow		3/20/2020
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			3/20/2020
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 14801

Info

Request: DIG4XXX Advanced Design & Production Studio
Description of request: Creation of a new advanced course in design and production.
Submitter: Phillip Klepacki pklepacki@arts.ufl.edu
Created: 3/9/2020 3:31:17 PM
Form version: 2

Responses

Recommended Prefix
Enter the three letter code indicating placement of course within the discipline (e.g., POS, ATR, ENC). Note that for new course proposals, the State Common Numbering System (SCNS) may assign a different prefix.

> Response:
> DIG

Course Level
Select the one digit code preceding the course number that indicates the course level at which the course is taught (e.g., 1=freshman, 2=sophomore, etc.).

> Response:
> 4

Course Number
Enter the three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles. For new course requests, this may be XXX until SCNS assigns an appropriate number.

> Response:
> XXX

Category of Instruction
Indicate whether the course is introductory, intermediate or advanced. Introductory courses are those that require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.

> Response:
> Advanced

• 1000 level = Introductory undergraduate
• 2000 level = Introductory undergraduate
• 3000 level = Intermediate undergraduate
• 4000 level = Advanced undergraduate
• 5000 level = Introductory graduate
• 6000 level = Intermediate graduate
• 7000 level = Advanced graduate
• 4000/5000= Joint undergraduate/graduate
• 4000/6000= Joint undergraduate/graduate

*Joint undergraduate/graduate courses must be approved by the UCC and the Graduate Council)

Lab Code
Enter the lab code to indicate whether the course is lecture only (None), lab only (L), or a combined lecture and lab (C).

Response:
None

Course Title
*Enter the title of the course as it should appear in the Academic Catalog. There is a 100 character limit for course titles. *

Response:
Advanced Design & Production Studio

Transcript Title
Enter the title that will appear in the transcript and the schedule of courses. Note that this must be limited to 30 characters (including spaces and punctuation).

Response:
Adv Design & Production Studio

Degree Type
Select the type of degree program for which this course is intended.

Response:
Baccalaureate

Delivery Method(s)
Indicate all platforms through which the course is currently planned to be delivered.

Response:
On-Campus

Co-Listing
Will this course be jointly taught to undergraduate, graduate, and/or professional students?

Response:
No

Effective Term
Select the requested term that the course will first be offered. Selecting "Earliest" will allow the course to be active in the earliest term after SCNS approval. If a specific term and year are selected, this should reflect the department's best projection. Courses cannot be implemented retroactively, and therefore the actual effective term cannot be prior to SCNS approval, which must be obtained prior to the first day of classes for the effective term. SCNS approval typically requires 2 to 6 weeks after approval of the course at UF.

Response:
Earliest Available

Effective Year
Select the requested year that the course will first be offered. See preceding item for further information.

Response:
Earliest Available

Rotating Topic?
Select "Yes" if the course can have rotating (varying) topics. These course titles can vary by topic in the Schedule of Courses.

Response:
No

Repeatable Credit?
Select "Yes" if the course may be repeated for credit. If the course will also have rotating topics, be sure to indicate this in the question above.

Response:
No

Amount of Credit
Select the number of credits awarded to the student upon successful completion, or select "Variable" if the course will be offered with variable credit and then indicate the minimum and maximum credits per section. Note that credit hours are regulated by Rule 6A-10.033, FAC. If you select "Variable" for the amount of credit, additional fields will appear in which to indicate the minimum and maximum number of total credits.

Response:
3

S/U Only?
Select "Yes" if all students should be graded as S/U in the course. Note that each course must be entered into the UF curriculum inventory as either letter-graded or S/U. A course may not have both options. However, letter-graded courses allow students to take the course S/U with instructor permission.

Response:
No

Contact Type
Select the best option to describe course contact type. This selection determines whether base hours or headcount hours will be used to determine the total contact hours per credit hour. Note that the headcount hour options are for courses that involve contact between the student and the professor on an individual basis.

Response:

Regularly Scheduled

• *Regularly Scheduled [base hr]*
• *Thesis/Dissertation Supervision [1.0 headcount hr]*
• *Directed Individual Studies [0.5 headcount hr]*
• *Supervision of Student Interns [0.8 headcount hr]*
• *Supervision of Teaching/Research [0.5 headcount hr]*
• *Supervision of Cooperative Education [0.8 headcount hr]*

Contact the Office of Institutional Planning and Research (352-392-0456) with questions regarding contact type.

Weekly Contact Hours
Indicate the number of hours instructors will have contact with students each week on average throughout the duration of the course.

Response:
3

Course Description
Provide a brief narrative description of the course content. This description will be published in the Academic Catalog and is limited to 50 words or fewer. See course description guidelines.

Response:
Course provides students with both conceptual understanding and practical applications of the evolving ecosystem of time-based digital media creation and production tools and techniques. Work incorporates both physical and virtual studio environments.

Prerequisites
Indicate all requirements that must be satisfied prior to enrollment in the course. Prerequisites will be automatically checked for each student attempting to register for the course. The prerequisite will be published in the Academic Catalog and must be formulated so that it can be enforced in the registration system. Please note that upper division courses (i.e., intermediate or advanced level of instruction) must have proper prerequisites to target the appropriate audience for the course.
Courses level 3000 and above must have a prerequisite.

Response:
MAJOR=DAR_BADA and DIG3526C(C)

Completing Prerequisites on UCC forms:

• *Use "&" and "or" to conjoin multiple requirements; do not used commas, semicolons, etc.*
• *Use parentheses to specify groupings in multiple requirements.*
• *Specifying a course prerequisite (without specifying a grade) assumes the required passing grade is D-. In order to specify a different grade, include the grade in parentheses immediately after the course number. For example, "MAC 2311(B)" indicates that students are required to obtain a grade of B in Calculus I. MAC2311 by itself would only require a grade of D-.*
• *Specify all majors or minors included (if all majors in a college are acceptable the college code is sufficient).*
• *"Permission of department" is always an option so it should not be included in any prerequisite or co-requisite.*

Example: A grade of C in HSC 3502, passing grades in HSC 3057 or HSC 4558, and major/minor in PHHP should be written as follows:
HSC 3502(C) & (HSC 3057 or HSC 4558) & (HP college or (HS or CMS or DSC or HP or RS minor)

Co-requisites
Indicate all requirements that must be taken concurrently with the course. Co-requisites are not checked by the registration system. If there are none please enter N/A.

Response:
N/A

Rationale and Placement in Curriculum
Explain the rationale for offering the course and its place in the curriculum.

Response:
This course builds upon the foundational knowledge provided by our lower-level digital studio course offerings with an emphasis on up-to-date industry developments and techniques. Careers in the contemporary digital content industries require advanced understanding of software environments as well as mastery of tools and techniques used in various applications, both of which are covered in considerable details in this capstone-level offering.

Course Objectives
Describe the core knowledge and skills that student should derive from the course. The objectives should be both observable and measurable.

Response:
- Use non-linear editing software to organize and sequence images efficiently
- Practice studio etiquette training to work collaboratively with others
- Manage two dimensional and three-dimensional compositing software to develop visual effects
- Apply cinematic compositing techniques to advance and complement a story
- Learn advanced color correction techniques for video post-production workflows
- Utilize physical and virtual lighting instruments
- Describe characteristics of well-designed and executed production
- Implement advanced camera operation techniques

Course Textbook(s) and/or Other Assigned Reading
Enter the title, author(s) and publication date of textbooks and/or readings that will be assigned. Please provide specific examples to evaluate the course.

Response:
NONE

Weekly Schedule of Topics
Provide a projected weekly schedule of topics. This should have sufficient detail to evaluate how the course would meet current curricular needs and the extent to which it overlaps with existing courses at UF.

Response:
Week 1
Goals of Class
Expectations from Students
Studio Etiquette

Week 2
Mastery of Editing Part 1:
Mastery of Editing Part 2 (DEMO):

Week 3

Cameras - Studio Lighting
Lighting Principles
Lighting for the green screen

Week 4
Studio Lighting Continued
Lighting Principles
Lighting for the green screen

Week 5
Camera Operation
Camera Production Workshop in the studio
Mastering Technical Execution

Week 6
Camera Operation Continued
Camera Production Workshop in the studio

Week 7
Compositing
Using chroma Key techniques to create photorealistic environments.

Week 8
Compositing Continued
Using tracking and Rotoscoping techniques

Week 9
Sound and Audio
Capture Audio Demo

Week 10
Sound and Audio Continued
Handheld

Week 11
Writing a Treatment
Brainstorming Exercises
Expectations
Grouping

Week 12
Script Writing Fundamentals
Visualizing Your Film with Preproduction
Storyboarding
Location Scouting
Meta Tagging

Week 13
Creating a Shot List
Keeping Track of Continuity
Shooting B-Roll
Transitions

Week 14
Continued work on final project, in-class editing, filming.
Continue work on Treatment/Script
In-class Workshops

Week 15
Continued work on final project, in-class editing, filming.
Continue work on Treatment/Script
In-class Workshops

Week 16
Continued work on final project, in-class editing, filming.
Continue work on Treatment/Script
In-class Workshops

Grading Scheme

List the types of assessments, assignments and other activities that will be used to determine the course grade, and the percentage contribution from each. This list should have sufficient detail to evaluate the course rigor and grade integrity. Include details about the grading rubric and percentage breakdowns for determining grades. If participation and/or attendance are part of the students grade, please provide a rubric or details regarding how those items will be assessed.

Response:
"Class Participation and Attendance (15%)
To earn full attendance and participation credit, students must regularly contribute to the course. Course contributions will be noted by the teaching faculty or instructor and calculated on a "pass / fail" scale. Further detail provided on the attached syllabus.

Weekly Assignments & Projects (45%)
Weekly projects are due before the Sunday session of each week by 11:59 PM unless otherwise noted. The work will be uploaded to CANVAS. Two major group projects will be assigned through the semester.

Quizzes (15%)
Will cover course material from three sections of the course.

Final Project (25%)
Final Project is the result of the semester long effort in learning. It is expected that in this final project, students employ the principles and techniques they have learned during the semester."

Instructor(s)

Enter the name of the planned instructor or instructors, or "to be determined" if instructors are not yet identified.

Response:
Darius Brown

Attendance & Make-up

Please confirm that you have read and understand the University of Florida Attendance policy.
A required statement statement related to class attendance, make-up exams and other work will be included in the syllabus and adhered to in the course. Courses may not have any policies which conflict with the University of Florida policy. The following statement may be used directly in the syllabus.

• Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Response:
Yes

Accomodations

Please confirm that you have read and understand the University of Florida Accommodations policy.
A statement related to accommodations for students with disabilities will be included in the syllabus and adhered to in the course. The following statement may be used directly in the syllabus:

• Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Response:
Yes

UF Grading Policies for assigning Grade Points
Please confirm that you have read and understand the University of Florida Grading policies.
Information on current UF grading policies for assigning grade points is require to be included in the course syllabus. The following link may be used directly in the syllabus:

• https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Response:
Yes

Course Evaluation Policy
Course Evaluation Policy
Please confirm that you have read and understand the University of Florida Course Evaluation Policy.
A statement related to course evaluations will be included in the syllabus. The following statement may be used directly in the syllabus:

• 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 at https://gatorevals.aa.ufl.edu/public-results/. 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 https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

* *

Response:
Yes

DIG4XXX Advanced Design & Production Studio

Instructor
Darius Brown

Phone
(352) 294-2000

Email
Canvas Mail

Office Location
NORMAN GYM
REVE

Office Hours
Wednesdays 1 – 3 PM

Course Number
DIG4XXX

Semester/Year
Fall 2020

Course Credits
3 credits

Course Location
TBD

Course Meeting Times
TUE Period 3/4
THURS Periods 4

Course Description
Course provides students with both conceptual understanding and practical applications of the evolving ecosystem of time-based digital media creation and production tools and techniques. Work incorporates both physical and virtual studio environments.

Pre-Requisites
DAR major and DIG3526C with minimum grade of C

Objectives:
- Use non-linear editing software to organize and sequence images efficiently
- Practice studio etiquette training to work collaboratively with others
- Manage two dimensional and three-dimensional compositing software to develop visual effects
- Apply cinematic compositing techniques to advance and complement a story
- Learn advanced color correction techniques for video post-production workflows
- Utilize physical and virtual lighting instruments
- Describe characteristics of well-designed and executed production
- Implement advanced camera operation techniques

Required Materials
- At least 100 GB External Hard Drive for stock footage
- A collection of required readings will be available online through Canvas as .pdfs

Recommended Materials
- www.motionographer.com (*online resource for latest industry work*)
- www.videocopilot.com (*online resource for tutorials*)
- http://tv.adobe.com/ (*online resource for tutorials*)
- https://www.youtube.com/playlist?list=PLgFFLspkf_gzGJU32KO8mg0eTKwu (*PremiereProCC Tutorials*)
- Adobe Creative Suite 2020
- Personal HD camera (Phone, DSLR, etc). It is encouraged that students bring their personal camera to every DEMO (Thursday) day

Course Schedule

This schedule is only a guide and is subject to change. Unless otherwise indicated, assignments and readings are due the day they are listed on the syllabus, not the following day.

Week	Subject	Assignment/Quizzes	Assignments Due
Week 1	Class Overview: o Goals of Class o Expectations from Students o Think about final ideas now ● Studio Etiquette o Safety o Class Calendar	Starter Assign 1: Download Explore Edit Stock footage and Create Behanced Page Pre knowledge Assessment. (Ungraded quiz) Assign: Weekly Gif 1	Pre knowledge Assessment. (Ungraded quiz)
Week 2	Mastery of Editing Part 1: Mastery of Editing Part 2 (DEMO):	Assign 2: Project 1: EditStock New Story Edit Assign: Weekly Gif 2	DUE: Project 1: Download Explore Edit Stock footage
Week 3	Cameras - Studio Lighting ● Lighting Principles ● Lighting for the green screen	Assign: Weekly Gif 3 Project Assignment 1	Assign 2: Project 1: EditStock New Story Edit Assign: Weekly Gif 2
Week 4	Studio Lighting Continued ● Lighting Principles ● Lighting for the green screen	Quiz 1: 10-15 questions based on Previous lectures Assign: Weekly Gif 4	Assign: Weekly Gif 3
Week 5	Camera Operation Camera Production Workshop in the studio ● Understanding Panning, Zoom, Tilt, Do: Part 1 (Advanced camera movement:) o Equipment o Purposeful Usage Mastering Technical Execution	Assign: Weekly Gif 5	Assign: Weekly Gif 4
Week 6	Camera Operation Continued Camera Production Workshop in the studio	Assign: Weekly Gif 6	Assign: Weekly Gif 5
Week 7	Compositing Using chroma Key techniques to create photorealistic environments.	Assign: Weekly Gif 7	Project Assignment 1 Assign: Weekly Gif 6
Week 8	Compositing Continued Using tracking and Rotoscoping techniques	Project Assignment 2 Quiz 2: 10-15 questions based on Previous lectures	

Week	Subject	Assignment/Quizzes	Assignments Due
Week 9	Sound and Audio Capture Audio Demo • Foley • Dialogue • Handheld	Assign: Weekly Gif 8	
Week 10	Sound and Audio Continued Capture Audio Demo • Foley • Dialogue Handheld		Assign: Weekly Gif 7
Week 11	Final Project Prep Writing a Treatment • Brainstorming Exercises • Expectations • Grouping	Assign: Weekly Gif 9	
Week 12	Final Project Prep Script Writing Fundamentals Visualizing Your Film with Preproduction • Storyboarding • Location Scouting • Meta Tagging	Quiz 3: 10-15 questions based on Previous lectures	Assign: Weekly Gif 9
Week 13	Final Project Prep Creating a Shot List • Keeping Track of Continuity • Shooting B-Roll • Transitions Go over storyboards in class	Assign: Weekly Gif 10	
Week 14	Final Project Prep Continued work on final project, in-class editing, filming. Continue work on Treatment/Script In-class Workshops		Assign: Weekly Gif 10
Week 15	Final Project Prep Continued work on final project, in-class editing, filming. Continue work on Treatment/Script In-class Workshops		
Week 16	Final Project Prep Continued work on final project, in-class editing, filming. Continue work on Treatment/Script In-class Workshops		Final Project Due

Evaluation of Grades

Assignment	Total Points	% of Grade
Class Participation and Attendance – Students are expected to attend class via the campus/online option that they elected during registration. See Course Policies for attendance and participation guidelines.	200	15%
Weekly Assignments & Projects – Weekly projects are due before the Sunday session of each week by 11:59 PM unless otherwise noted. The work will be uploaded to CANVAS. Two major group projects will be assigned through the semester.	200	45%
Quizzes – Will cover course material from three sections of the course	150	15%
Final Project – Final Project is the result of the semester long effort in learning. It is expected that in this final project, students employ the principles and techniques they have learned during the semester.	250	25%

Grading Scale

Letter Grade	% Equivalency	GPA Equivalency
A	94 – 100%	4.0
A-	90 – 93%	3.67
B+	87 – 89%	3.33
B	84 – 86%	3.00
B-	80 – 83%	2.67
C+	77 – 79%	2.33
C	74 – 76%	2.00
C-	70 – 73%	1.67
D+	67 – 69%	1.33
D	64 – 66%	1.00
D-	60 – 63%	.67
E, I, NG, S-U, WF	0 – 59%	0.00

More information on grades and grading policies is here:
https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

Materials and Supply Fees

Material and supply and equipment use fee information is available from the academic departments or from the schedule of courses (Florida Statutes 1009.24). The total course fee for this class is $0.00.

The total course fee for each course is listed on the UF Schedule of Courses. (https://registrar.ufl.edu/soc/).

Course Polices

Attendance Policy, Class Expectations, and Make-Up Policy

Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first class meeting.

In general, acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved.

Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. All assignments are due by the stated date and time. Late assignments as a result of an unexcused absence may be submitted up to one week after the scheduled due date, incurring a 10% grade penalty.

Attendance is taken at the beginning of each class period. Students have a total of **three unexcused absences**. Any unexcused absences in excess of three will lower a students' overall grade by a letter. After **six unexcused absences**, students are considered officially failing the course and may be encouraged to withdraw from the class. Exempt from this policy are only those absences involving university-sponsored events, such as athletics and band, and religious holidays, family emergencies, and health issues for which you must provide appropriate documentation in advance of the absence.

Additionally, tardiness will not be tolerated. If you are tardy for three class periods, you will receive an unexcused absence.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/

Course Participation
To earn full participation credit, students must regularly contribute to the course. Course contributions will be noted by the teaching faculty or instructor and calculated on a "pass / fail" scale.

Participation is evaluated using three criteria:

      1.) Relevance to the day's topic/the discussion at hand

      2.) Demonstrates outside preparation (you show you've read/watched/played the assigned media)

      3.) Moves beyond summary (you provide examples of application instead of simply repeating what we've already read)

If a contribution meets all of these requirements, the contributing student will be assigned a "P" for that day's lecture. Anything that falls outside of these criteria will not count towards participation for that day's class. Students must participate at least once per class to be eligible to earn a "P." At the conclusion of the course, all "passes" will be calculated together to determine the percentage of the total 10% that a student will earn for participation.

Course Technology
The students will be required to have access to and use a personal computer with the access to the Internet. Word editing software will be required for written assignments.

The University of Florida and Digital Worlds requires that students have access to and on-going use of a laptop/mobile computer for DIG courses in order to be able to function in the current learning environment. Digital Worlds requires each student's laptop computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met.

DW Technology Requirements: https://digitalworlds.ufl.edu/programs/ba-in-digital-arts-sciences/technology-requirements/

Course Communications
Students can communicate directly with the instructor regarding the course material through the course management system (CANVAS) using "Canvas Mail" or UF email.

Course Technology Support

The Technology Support Center provides computer support for Digital Worlds students who access Zoom, lecture recordings, student equipment, facilities and other technology-based resources.
http://digitalworlds.ufl.edu/support

For computer assistance related to Zoom, lecture recordings, student equipment, and facilities request please Submit a Help Ticket or email support@digitalworlds.ufl.edu.

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact the UF Computing Help Desk available 24 hours a day, 7 days a week at 352-392-4357 or helpdesk@ufl.edu.

UF Policies

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

Class Demeanor
Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

Students Requiring Accommodations

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

Netiquette Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats, more information can be found at: http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf

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. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html

Course Evaluation

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 at https://gatorevals.aa.ufl.edu/students/. 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 https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

Campus Resources

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or http://www.police.ufl.edu/.

E-learning Technical Support

352-392-4357 (select option 2) or e-mail to Learning- learning-support@ufl.edu

Career Connections Center
Reitz Union, 392-1601. Career assistance and counseling. https://career.ufl.edu

Library Support
Various ways to receive assistance with respect to using the libraries or finding resources.
http://cms.uflib.ufl.edu/ask

Teaching Center
Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. http://teachingcenter.ufl.edu/

Writing Studio
2215 Turlington Hall, 846-1138. Help brainstorming, formatting, and writing papers.
http://writing.ufl.edu/writing-studio/

Student Complaints Campus
http://regulations.ufl.edu/wp-content/uploads/2012/09/1.0063.pdf

Online Students Complaints
http://www.distance.ufl.edu/student-complaint-process

Disclaimer: This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.