Politics of the European Union
Fall 2023

Course ID & Section	CPO 4101 0W61
Credit Hours	3
Location & Semester/Year	World Wide Web; Fall 2023
Prerequisites	ENC 1102 or POS 2041
Corequisites	None

Instructor Contact

Instructor	Dr. Anca Turcu
GTA	TBA
Office Hours	Thursdays 10:30 AM - 12:00PM online via Canvas Chat or in my office. If you have a scheduling conflict, feel free to e-mail me and we can make arrangements for a meeting at a different time.
E-mail	• Anca.Turcu@ucf.edu • You may also e-mail me by using the Canvas e-mail/ messages system. I will use that system to send out updates, important messages or announcements. If you e-mail me, I will do my best to get back to you quickly, but I may take up to 48 hours to respond. Also, please note that I do not answer e-mails after business hours or during weekends. At the same time, I can only discuss your grades by using Canvas e-mail, but not via UCF Knights or other e-mail.
Academic and Content Related Questions	If you have questions about the academic material or class content, do not hesitate to contact me! Questions, feedback or comments are all welcome. For technical questions please contact Canvas web support.
Office	302 Howard Phillips Hall

Course Description

The class provides an overview of the history, evolution and institutions of the European Union. Topics covered include theories of European Integration, EU policies, EU enlargement and the current economic crisis.

Course Objectives

The course objectives and learning outcomes for Politics of the European Union (CPO4101) strive to meet the criteria outlined by the Department of Political Science Academic Learning Compacts: https://oeas.ucf.edu/doc/cos/alc_cos_political_science_ba.pdf

On completing this course students will be able to:

1. Describe the main characteristics of the European Union and of several member states.
2. Discuss politics and policy-making in the European Union.
3. Understand the economic development, institutions and social realities of the European Union.
4. Evaluate the impact of EU enlargement on the union's newest members.
5. Discuss the causes and impact of the recent economic crisis on EU institutions and member states.

Course Materials

- Required Text: “Understanding the European Union: A Concise Introduction“ by John McCormick, 2021. Eight Edition. **ISBN-10:** 1352011190 **ISBN-13:** 978-1352011197
- Note: Political Science is a very dynamic subject matter. Due to ongoing elections and unfolding events, material we study is time sensitive and has to be constantly updated with the latest developments. **This is why it is imperative that students use the textbook edition indicated above**. Older editions will not provide the most up to date information and might negatively affect your answers and your grades.

Other Materials: Respondus Webcam, Documentaries and Clips

Weekly quizzes for this class will be proctored via Respondus Lockdown Browser and Respondus Monitor. Monitor is a UCF test monitoring system that utilizes a webcam to monitor test-taking activity during online testing. It is an add-on to the Respondus Lockdown browser. Videos are only accessible to your instructor and are stored in a secure environment. If you do not have a webcam, there are computers with webcams in the UCF library, or you can visit the LibTech desk at the library to check one out. LibTech can also direct you to a computer in the library with a webcam. Please note that these computers cannot be reserved ahead of time. It is your responsibility to ensure that you will have access to a computer with a webcam and know how to log into and use Monitor prior to the time that the tests start. If an issue occurs during a test, finish the test and contact me via my email, as listed above.
For information on Respondus, and in order to download the Browser, access this link: https://cdl.ucf.edu/support/student/proctored-exams/

For assistance with setup, contact Webcourses@UCF Support at 407-823-0407 or visit their webpage

It is your duty to install both Respondus Browswer and the webcam and microphone associated with the Respondus proctoring monitor during the introductory week of the semester. Late submission of assignments because you needed to install these last minute will not be allowed. Assignments submitted without meeting Respondus requirements (lockdown browser and monitoring via camera and microphone) will not receive any credit. In order to best help you get acquainted with Respondus and Monitor before your first graded quiz is due, I require you to install and use Respondus and Monitor in order to complete the Federal Financial Aid Quiz, which is due during the first week of classes.

For several modules in this class, you will be asked to watch documentaries, clips and other multimedia materials. Some of these clips will be available for free online via YouTube, PBS.org, TED Talks and other sources. I will provide details about these video materials in each individual module and provide you with links or a clear indication where you can find the material. Not viewing these clips is not an option, since they are a central part of the class and quizzes and the final assignment will draw on these materials quite extensively.

Academic Calendar

Week	Module	Subject/ Topic	Readings
8/21 - 8/28	Introductory Module	Introduction and Class Overview	Syllabus
8/28 - 9/5	Module 1	What is the European Union?	McCormick Ch. 1
9/5 - 9/11	Module 2	The Idea of Europe	McCormick Ch. 2
9/11 - 9/18	Module 3	The Evolution of the EU	McCormick Ch. 3
9/18 - 9/25	Module 4	The European Institutions	McCormick Ch. 4
9/25 - 10/2	Module 5	The EU and Its Citizens	McCormick Ch. 5
10/2 - 10/9	Module 6	The EU Policy Process	McCormick Ch. 6
10/9 - 10/16	Module 7	Economic Policy	McCormick Ch. 7
10/16 - 10/23	Module 8	Internal Policies	McCormick Ch. 8
10/23 - 10/30	Module 9	The EU and the World	McCormick Ch. 9
10/30 - 11/6	Module 10	EU Current Challenges: Migration	TBA in Module Overview

11/6 - 11/13	Module 11	EU Current Challenges: Brexit/ War in Ukraine	TBA in Module Overview
11/13 - 11/20	Module 12	EU Current Challenges: The Environment/ Climate Change	TBA in Module Overview
11/20 - 11/27	Final Paper	Final Paper: Complete and Submit Final Paper by 12/4	None
11/27 - 12/4	Final Paper	Final Paper: Complete and Submit Final Paper by 12/4	None

Course Policies

Weekly Assignments Twelve weekly assignments (starting with week of 8/28-9/5) will test your knowledge of the material from the module covered during each week. Your two lowest scoring weekly assignments will be dropped at the end of class, leaving you with ten weekly assignments scores, worth 7% of your grade each. That is, ten weekly assignments will make up 70% of your final grade. If you miss a weekly assignment, or fail to submit it on time, you will automatically be assigned a grade of 0 for that assignment. Assignments will be available, with the rest of the content for each module, on the Monday of each week and will close by the Monday evening (at 11:59 PM EST), of the following week. After an assignments closes, I will release grades and correct answers within a week and you will have one week to review your answers and let me know if you have questions regarding your grade. After that, assignment questions and correct answers will no longer be visible. Note that no weekly assignments will be due for the introductory week and weeks 14 and 15. Weekly assignments may be quizzes, short essays or discussion posts. On some weeks, you might be given a choice between a quiz and a written assignment or discussions. More details to follow in the weekly module overviews.

Final Paper: Students will have to submit a final paper. This paper will be worth 30% of your final grade. The final paper will be posted on Monday, 11/20 and will be due on Monday, 12/4 at 11:59 PM. Note that the final assignment must be submitted through the Canvas online submission system. This system is designed to help me identify plagiarism, so make sure to take all necessary measures needed to avoid plagiarism. If you are not sure what constitutes plagiarism and how to avoid it, take this UCF library tutorial: http://infolit.ucf.edu/students/modules/#article116 Students who cheat, commit plagiarism or engage in any other type of dishonest academic behavior will fail the class, (will receive an FZ grade) and will also be subject to disciplinary proceedings. Please review the UCF Golden Rule: http://goldenrule.sdes.ucf.edu/ Please allow for plenty of time to complete each assignment, so that you avoid last minute submissions and the technical difficulties that sometimes accompany them. Final assignments should not be submitted late. Final assignments submitted more than 24 hours post due date will not be accepted and will be given a grade of 0. **Note:** students who request a review of final paper grading should be aware that I re-grade the whole paper once I receive such a request. This may sometimes result in a lower grade than the one previously granted.

Due Dates

Weekly assignments: due weekly on Monday evenings by 11:59 PM EST. Modules open always on Monday mornings, except for Week 1, when it will open on Tuesday 9/5, as the Monday previous UCF is closed for Labor Day. **Final Paper:** due by 12/4 at 11:59 PM EST

Academic Honesty: Respondus Monitoring During Quizzes

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In order to best help you get acquainted with Respondus and Monitor before your first graded quiz is due, I require you to install and use Respondus and Monitor in order to complete the Federal Financial Aid Quiz, which is due during the first week of classes.

Proper Quoting, Referencing and Citations for your Written Assignments

For weekly written assignments and your final paper, make sure to follow these citation and referencing rules:

All sources used have to be sanctioned by your professor (see prompts and module overview for every assignment) Do not use other sources for your answers.

If you are copy-pasting a text from a source into the assignment, that text should be put in inverted commas "…". This is called a direct quote. It should be followed by a parenthetical citation (page number, author, year).

However, be mindful that most assignments in this class do not allow direct quotes and such quotes will not receive credit (see individual assignment prompts). Instead, you should ***paraphrase***, in other words, use your own words to summarize and convey the same idea. This one too should be followed by a parenthetical citation (page number, author, year).

So, each time you paraphrase or use a source, make sure you use in text parenthetical citations. These can be: (page number, author, year)—for textbooks, books, articles, other sources such as documentaries. For sources in the module use: for PowerPoints (Turcu, current year, module number, slide number); or, for module overviews (Turcu, current year, module overview number).

Make sure to use this in text format to credit every source you use for your answer. Not giving credit, or not substantiating an answer with its rightful source may very likely result in a serious penalty, as it will very likely constitute plagiarism.

All sources included in parenthetical citations throughout the text, have to be listed as references at the end of the assignment, in APA, MLA or Chicago referencing styles (look online for details on each citation style). Just choose one of the styles and stick with it.

Turnitin.com

In this course we will utilize turnitin.com, an automated system which instructors can use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit assignments through the Canvas Assignment Tool in electronic format. After the assignment is processed, as an instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process, visit http://www.turnitin.com.

Missed Assignments/Make-Ups

Students who represent the university in an authorized event or activity (for example, student-athletes) and who are unable to meet a course deadline due to a conflict with that event must provide the instructor with documentation in advance to arrange a make-up. For more information, see the UCF policy at <https://policies.ucf.edu/documents/4-401.pdf>

I will not grant extensions if you fail to submit your work due to technical difficulties. You are solely responsible if you fail to submit an assignment due to technical difficulties, save for a major natural disaster (i.e. a hurricane). In the event of a hurricane, which causes power outages and evacuations, do not panic about your online assignments. Your safety and that of your family is your first priority. When power is restored, contact me and I will work with you to determine the best course of action. Other circumstances, which may be considered "unavoidable", include medical or legal emergencies.

Pertinent official documentation will be required if you plan on requesting to make up a quiz or assignment due to unavoidable circumstances. You have to submit such documentation no later than a week after the due date of the missed assignment has passed. Documentation submitted after that date will not be deemed acceptable.

Extra Credit

Your professor does not anticipate offering any extra credit assignments in this class. Should this change, you will be notified in a timely manner via Canvas e-mail.

Evaluation and Grading

Weekly grades will be recorded and released via Canvas. Final class grades will NOT be shown in Canvas. Students will need to use the scale, rules and formula below in order to calculate their final class grade.

Assignment	Percentage of Grade
Weekly Assignments (10)	70%
Final Paper	30%
Total	100%

Grading Scale

Letter Grade	Points
A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82

C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	59 and below

Grading Formula (Canvas does not display final grades correctly. Use this formula to calculate your final grade)

(final project*.30) + [(sum of 10 highest scoring weekly assignments assignments/10) *.70] = final grade

Attendance Policy

This course is web-based, fully online and considered a "W" course. Students are expected to fully participate in all online activities and to complete all assignments by the due dates.

Participation and a timely completion of work and assignments are both considered similar to attendance in a face-to-face class. Assignments that are not turned into Canvas before the due date, will receive 0 points. Missed quizzes cannot be retaken.

Time Commitment and UCF Resources

For most students striving for B grades or higher, I recommend that you schedule about 9-11 hours per week for engaging with this course, including materials in the online module, as well as assigned readings/ other materials (videos). Your background knowledge/experience and other variables may require you to spend additional time. Please plan accordingly by scheduling time on your calendar now. Several factors influence student academic performance and long-term learning. Active engagement in all course activities (e.g. participation, readings, homework, assignments, projects, studying, etc.) will contribute to your learning and to success in this course. UCF offers a wide range of free academic resources to support student success, including services

offered by KARS (Knights Academic Resource Services), SARC (Student Academic Resource Center), UCF Libraries, the University Writing Center, and VARC (Veterans Academic Resource Center). I am available, as listed above, if you are seeking more information on how to be successful in this course. Your academic advisor is another helpful resource to assist you in meeting the requirements of this course.

Online Learning

Online learning is not for everyone; some people may not be able to manage a course that does not meet face to face to learn. Online learning requires lots of planning and self-pacing so that you may be successful in my course. Since I will be covering much material in 16 weeks, I would highly recommend treating this course like a regular lecture course, and keeping up with lectures and assignments. Please do not be tempted to skip two weeks of lectures and expect to catch up easily.

Internet Usage

You will be expected to have daily access to the internet and email, since I will be emailing you constantly about assignment updates, additions and changes. All students at UCF are required to obtain a UCF Email account and check it regularly for official university communications. If you do not own a computer, there are computer accessible to you in all UCF's computer labs, and most computer labs have computers connected to the internet. For further information on computer labs, please see the following website: <http://guides.ucf.edu/c.php?g=78577&p=517810>.

Academic Honesty

Students should familiarize themselves with UCF's Rules of Conduct at <https://scai.sdes.ucf.edu/student-rules-of-conduct/>. According to Section 1, "Academic Misconduct," students are prohibited from engaging in

1. Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.

2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.

3. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's

PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.

4. Falsifying or misrepresenting the student's own academic work.

5. Plagiarism: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.

6. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.

7. Helping another violate academic behavior standards.

8. Soliciting assistance with academic coursework and/or degree requirements.

Unauthorized Use of Websites and Internet Resources

There are many websites claiming to offer study aids to students, but in using such websites, students could find themselves in violation of academic conduct guidelines. **These websites include (but are not limited to) Quizlet, Course Hero, Chegg Study, and Clutch Prep.** UCF does not endorse the use of these products in an unethical manner, which could lead to a violation of our University's Rules of Conduct. They encourage students to upload course materials, such as test questions, individual assignments, and examples of graded material. Such materials are the intellectual property of instructors, the university, or publishers and may not be distributed without prior authorization. Students who engage in such activity could be found in violation of academic conduct standards and could face course and/or University penalties. Please let me know if you are uncertain about the use of a website so I can determine its legitimacy.

Unauthorized Use of Technology for Graded Work

The use of A.I. technology (ChatGPT or any other) to complete any assignments or parts of assignments for this class is not allowed in any way, shape or form. Students who do not respect this rule will receive a zero for their assignments (or will fail the class, depending on the gravity of the transgression) and will be reported to the university for misconduct.

If you were in a classroom setting taking a quiz, would you ask the student sitting next to you for an answer to a quiz or test question? The answer should be no. This also applies to graded homework, quizzes, tests, etc.

Students are not allowed to use GroupMe, WhatsApp, or any other form of technology to exchange course material associated with a graded assignment, quiz, test, etc. when opened on Webcourses.

The completion of graded work in an online course should be considered a formal process: Just because you are not in a formal classroom setting being proctored while taking a quiz or test does not mean that the completion of graded work in an online course should not be treated with integrity.

The following is not all inclusive of what is considered academic misconduct. These examples show how the use of technology can be considered academic misconduct and could result in the same penalties as cheating in a face-to-face class:

- Taking a screen shot of an online quiz or test question, posting it to GroupMe or WhatsApp, and asking for assistance is considered academic misconduct.
- Answering an online quiz or test question posted to GroupMe or WhatsApp is considered academic misconduct. Giving advice, assistance, or suggestions on how to complete a question associated with an online assignment, quiz, or test is considered academic misconduct.
- The use of outside assistance from another student or by searching the internet, Googling for answers, use of websites such as Quizlet, Course Hero, Chegg Study, etc. is considered academic misconduct.
- Gathering to take an online quiz or test with others and sharing answers in the process is considered academic misconduct.

If a student or group of students are found to be exchanging material associated with a graded assignment, quiz, or test through any form of technology (GroupMe, WhatsApp, etc.), or use outside assistance (Googling answers, use of websites such as Quizlet, Course Hero, Chegg Study, etc.), they could receive anywhere from a zero grade on the exercise to an “F” in the course depending on the act.

Unauthorized Distribution of Class Notes

Third parties may attempt to connect with you to sell your notes and other course information from this class. **Distributing course materials to a third party without my authorization is a violation of our University’s Rules of Conduct.** Please be aware that such class materials that may have already been given to such third parties may contain errors, which could affect your performance or grade. Recommendations for success in this course include coming to class on a routine basis, visiting me during my office hours, connecting with the Teaching Assistant (TA), and making use of the Student Academic Resource Center (SARC), the University Writing Center (UWC), the Math Lab, etc. If a third party should contact you regarding such an offer, I would appreciate your bringing this to my attention. We all play a part in creating a course climate of integrity.

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, *The Golden Rule* <http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf>. UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and respond to academic misconduct when necessary. Penalties for violating rules, policies, and instructions within this course can range from a zero on the exercise to an "F" letter grade in the course. In addition, an Academic Misconduct report could be filed with the Office of Student Conduct, which could lead to disciplinary warning, disciplinary probation, or deferred suspension or separation from the University through suspension, dismissal, or expulsion with the addition of a "Z" designation on one's transcript.

Being found in violation of academic conduct standards could result in a student having to disclose such behavior on a graduate school application, being removed from a leadership position within a student organization, the recipient of scholarships, participation in University activities such as study abroad, internships, etc.

Let's avoid all of this by demonstrating values of honesty, trust, and integrity. No grade is worth compromising your integrity and moving your moral compass. Stay true to doing the right thing: take the zero, not a shortcut.

Federal Financial Aid Requirement

UCF must comply with a federal financial aid regulation that states that in order to receive federal aid, students must be actively academically engaged (according to a federal definition) in each course in which they are enrolled. All faculty are required to document students' academic activity at the beginning of each course. Without verification of this engagement, students will not receive their aid.

In order to document that you began this course, you will be required to complete a short quiz in Canvas, no later than the first Friday of the very first week of classes (introductory week). Failure to do so may result in a delay in the disbursement of students' financial aid or will mean that students will not receive their aid.

In order to best help you get acquainted with Respondus and Monitor before your first graded quiz is due, I require you to install and use Respondus and Monitor in order to complete the Federal Financial Aid Quiz, which is due during the first week of classes.

Incomplete Grades

Procedures regarding incomplete grades can be found here:
https://www.ucf.edu/catalog/undergraduate/#/policies

Class Withdrawal

Procedures regarding withdrawal policies can be found here:
https://www.ucf.edu/catalog/undergraduate/#/policies

Student Complaints and Appeals

Procedures regarding student grievances can be found here:
https://www.sdes.ucf.edu/student-complaints-and-appeals/

Diversity and Inclusion

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options
at www.shield.ucf.edu and http://cares.sdes.ucf.edu/.

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services.

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – OIE – http://oie.ucf.edu/ & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services – http://sas.sdes.ucf.edu/ & sas@ucf.edu
- Diversity and Inclusion Training and Events – www.diversity.ucf.edu
- Student Bias Grievances – Just Knights response team – http://jkrt.sdes.ucf.edu/
- UCF Compliance and Ethics Office – http://compliance.ucf.edu/ & complianceandethics@ucf.edu
- Ombuds Office – http://www.ombuds.ucf.edu

UCF Cares: Resources for Students' Personal Wellbeing

During your UCF career, you may experience challenges including struggles with academics, finances, or your personal well-being. UCF has a multitude of resources available to all students. Please visit UCFCares.com if you are seeking resources and support, or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to alcohol use, bias incidents, mental health concerns, and financial challenges. You can also e-mail ucfcares@ucf.edu with questions or for additional assistance. You can reach a UCF Cares staff member between 8 a.m. and 5 p.m. by calling 407-823-5607. If you are in immediate distress, please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811, or please call 911.

Student Accessibility

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need access to course content due to course design limitations should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (SAS) <http://sas.sdes.ucf.edu/> (Ferrell Commons 185, sas@ucf.edu, phone 407-823-2371). For students connected with SAS, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential course access and accommodations that might be necessary and reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student. Further conversation with SAS, faculty and the student may be warranted to ensure an accessible course experience.

Deployed Active-Duty Military Students

Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

Religious Observances

The University of Central Florida welcomes diversity of religious beliefs and practices, recognizing the contributions differing experiences and viewpoints can bring to the community. There may be times when an academic or work requirement conflicts with religious observances and practices. If that happens, students may request reasonable accommodation of their religious practices. In all cases, you must put your request in writing and present it to the instructor at the beginning of the semester, no later than the tenth day of classes. The instructor or supervisor will review the situation in an effort to provide a reasonable accommodation when possible to do so without fundamentally

altering a course or creating an undue burden for the department. For more information, see the UCF policy at <http://regulations.ucf.edu/chapter5/documents/5.020ReligiousObservancesFINALJan19.pdf>.

Campus Safety Statement for Students in Online-Only Courses

Though most emergency situations are primarily relevant to courses that meet in person, such incidents can also impact online students, either when they are on or near campus to participate in other courses or activities or when their course work is affected by off-campus emergencies. The following policies apply to courses in online modalities.

To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the toolbar, scroll down to the blue "Personal Information" heading on the Student Center screen, click on "UCF Alert", fill out the information, including e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK." Students with special needs related to emergency situations should speak with their instructors outside of class.

Viruses

A virus can spell disaster. Your use of a reputable anti-virus program is a requirement for participation in this course (good ones include McAfee or Norton).

Also, back up your files: "My hard drive crashed." "My modem doesn't work." "My printer is out of ink." These are today's equivalents of "My dog ate my homework." These events really do occur and they are really inconvenient when they do. However, these are not valid excuses for failing to get your work in on time.

E-mail Protocols

E-mail will be an integral part of this course. Make sure you: Check your e-mail at least once every 48 hours during regular business hours (more often is better).

Be patient. Don't expect an immediate response when you send a message. Generally, two days is considered reasonable amount of time to receive a reply. Please not that your professor only checks and answers to e-mails during regular business hours.

Include "Subject" headings: use something that is descriptive and refer to a particular assignment or topic.

Be courteous and considerate. Being honest and expressing yourself freely is very important, but being considerate of others online is just as important as in the classroom.

Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.

Do not use all caps. This makes the message very hard to read and is considered "shouting." Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or e-mail).

Break up large blocks of text into paragraphs and use a space between paragraphs.

Sign your e-mail messages.

Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail. Never send or keep anything that you would mind seeing on the evening news.

Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Technical Assistance

For specific problems in any of the areas below or for further information go to the corresponding link for assistance.

UCF Home Page will help find UCF resources.

UCF Service Desk – You can also call the Service Desk at 407-823-5117.

Learning Online This site provides information on study skills for distance learners, the library and the writing center.

Buying a new computer or upgrading your current equipment – http://www.cstore.ucf.edu/

Technical Discussion Topic: If you have technical questions and/or problems, please post a message to the Technical Discussion Topic. I encourage members of the class who are technically proficient to also monitor this discussion topic and assist your classmates.

If your equipment problems prevent you from using e-mail from home, there are many computer labs on campus and virtually every public library offers Internet access.

Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

Important Disclaimers

These descriptions and timelines are subject to change at the discretion of the professor. I will provide notification of such changes in a timely manner.

Fundamental to University of Central Florida's mission is support for an environment where divergent ideas, theories, and philosophies can be openly exchanged and critically evaluated. Consistent with these principles, this course may involve discussion of ideas that you find uncomfortable, disagreeable, or even offensive. These ideas are intended to be presented in an objective manner and not as an endorsement of what you should personally believe. Objective means that the idea presented can be tested by critical peer review and rigorous debate, and that the idea is supported by credible research. Not all ideas can be supported by objective methods or criteria. Regardless, you may decide that certain ideas are worthy of your personal belief. In this course, however, you may be asked to engage with complex ideas and to demonstrate an understanding of the ideas. Understanding an idea does not mean that you are required to believe it or agree with it.