POLITICAL SCIENCE 2041.002
AMERICAN NATIONAL GOVERNMENT

Spring 2024

SYLLABUS

Professor: Dr. Drew N. Lanier	**Office Hours: TR, 09:30 am – 10:15 am, 12:00 pm – 1:30 pm; *or by app't* (Zoom available)**
Office: Phillips Hall 302O	**Discussion Time: Office Hours (optional)**
Phone: (407) 823-2608 [main office] **(407) 823-6378 (direct dial)**	**Class Time and Place: TR, 10:30 am -11:50 am (MSB 359)**
E-mail: drew.lanier@ucf.edu	**Credit Hours: Three (3)**

COURSE OBJECTIVES

POS 2041 is the introductory course in American National Government that you may complete before you can earn your undergraduate degree. It is designed (hopefully) to increase your knowledge about, and understanding of, several important aspects of American government:

- *The Constitution and the Governmental Structure*, including the reasons for and characteristics of democracy.
- *Political Participation*, including voting, elections, political parties, interest groups and public opinion.
- *Institutions of Government and Their Processes*, including the legislative, executive, and judicial branches as well as the bureaucracy;
- *Rights*, including civil liberties, such as freedom of religion and speech, and civil rights, which focus on the issue of equality; and,
- *Public Policy*, including policymaking, as well as discussion of particular policy issues, including social welfare, economic, and foreign and military policies.

WHAT YOU WILL LEARN

- You should become more knowledgeable about government, with greater command of facts and principles related to government.
- Your new knowledge and understanding of American politics should increase your interest in government now and in the future.
- We will encourage students to consider and explore the diverse groups active within American politics by focusing on those who have been historically disadvantaged within American culture as defined by race, gender, ethnicity, social and economic class, age, sexual orientation, and physical ability. We will discuss the particular barriers that these groups have faced in political participation

in the past and the remedies that have been imposed as a result. We will also discuss the occurrence and impact of the Civil Rights Movement, as well as the protections the Constitution affords to all political dissidents.

- You will be challenged to sharpen your analytical skills. Democratic government places a burden on citizens to take an interest in issues and to understand them and have opinions about them. In this class, you will be urged to think about issues in the context of your own values, and to develop your own opinions about them. Discussion of these can occur during the optional office hours.

- I hope this course will contribute something valuable to your education, that time in all our lives in which we struggle to develop our talents and abilities in order to understand the world around us better and to enhance our enjoyment of life.

- You should better understand the unique challenges that diverse populations have historically faced, and continue to face, in dealing with various aspects of the American political system.

- You should know how to find research materials in political science.

- You should know how to use different types of computer technology for research and communication.

COURSE STRUCTURE

- Twelve topics covered through announced assignments, lectures, and exams.
- I will discuss each topic, provide guidance, answer your questions, and initiate classroom discussion.
- Each student will be expected to contribute thoughtfully to the discussion of each topic.
- There will be four exams given during regular class time (including the final examination), all of which are non-comprehensive.

WHAT I EXPECT OF YOU

- Familiarize yourself **early in the semester** with the technology required and utilized in the course. If you encounter trouble, seek assistance from your fellow students or me.
- Complete the assigned reading for each week **by the beginning of class** for which the material is assigned.
- Complete and submit all course assignments on time.
- Check your e-mail and Canvas **at least twice a week**; more often is better.
- Update your e-mail address in a timely manner if it changes during the semester on the class student list and notify me of such changes.
- Notify me if there are any unforeseen problems in submitting assignments within the requirements of the course.
- Actively participate in the learning process. By doing so, you will learn the material on a deeper level.
- Ask questions if you are unsure of something, whether to your fellow students or to me.
- Keep up to date with current political events by reading a good newspaper and watching politically relevant TV/Online programs.
- Follow course protocols and other requirements of the syllabus.
- Anticipate problems/delays in navigating to the various websites referenced in the modules. Plan ahead for problems.

- To learn and have fun at the same time (yes, it *is* possible!).

WHAT YOU SHOULD EXPECT FROM ME

- To be fair, honest, equitable, and consistent with grade assessment.
- To be polite and courteous in my reply to your questions.
- To return submitted coursework back to you graded in a timely fashion.
- To be reasonably available for consultation and advisement about the course or any other academic matters.
- To make your learning experience as beneficial and enjoyable as possible.
- To learn with you and have some fun at the same time.
- To respond to your e-mail messages within 24 business hours of its being sent.

WEB RESOURCES

Canvas Site – Course Management Software

The Course has a WebCourses (Canvas) site associated with it. It is an innovative technology that allows the students to interact with each other, post messages to a common bulletin board, take quizzes, and many other tasks that facilitate comprehension of the course material and collaborative learning among the course's students in a student-centered context. This site, however, is a password-protected domain. A more thorough discussion of this course tool as well as how to navigate through it will be offered in class. Navigate to it via your my.ucf.edu login, find the course in the Online Course Tools Tab and the Webcourses@UCF Pagelet and then enter your PID and password.

REQUIRED BOOKS AND MATERIALS

The required text for this class is (*that is, you must read and digest its content or your grade will suffer*):

O'Connor, Karen, and Larry J. Sabato. 2022. *American Government: Roots and Reform*. 2020 Presidential Election (14th) Ed. Hoboken, NJ: Pearson (ISBN: 978-0-13-690043-6; Digital version acceptable too) [*hereafter* "OS"].

You must purchase a pack of Scantrons (pink in color and bearing the UCF logo; Form 209161). You may obtain free individual scantrons in the Student Government Office, located in the UCF Student Union.

MANDATED DOCUMENTATION OF COURSE ATTENDANCE

As of fall 2014, all faculty members are required to document students' academic activity at the beginning of each course in order to comply with federal regulations involving student financial aid. In order to document that you began this course, please complete the **self-introduction assignment**, on the Canvas Discussion board, by the end of the first week of classes, or as soon as possible after adding the course, but **no later than Friday, Jan. 12, 2024**. Failure to do so will result in a delay in the disbursement of your financial aid (adapted from a draft statement from Academic Affairs Office, UCF).

COURSE REQUIREMENTS

In addition to the requirements listed under "What I Expect of You" (above), there are additional course requirements more specifically discussed here.

Reading

Although it may sound obvious, one way to SUBSTANTIALLY increase your understanding of the course (and, therefore, your grade) is to READ THE ASSIGNED MATERIAL. Many students simply listen to the lectures and hope that such effort will be enough to see them through the tests. Such will not suffice in this course. In order to comprehend more fully the class discussion, you should carefully read the daily assignment BEFORE COMING TO CLASS AND HAVE CONSIDERED ITS IMPLICATIONS FOR AMERICAN POLITICS AND GOVERNMENT.

Class Participation (10%)

To help you better understand the course material, class topics will be discussed using a combination of lecture and the Socratic Method typical of most law schools, in which the instructor and the student engage in a question and answer sequence so as to explore the issue discussed thoroughly as well as to develop in the student the ability to analyze issues. You are expected to read and prepare for discussions. Be advised that the points associated with class participation are NOT points that I simply give to you as result of consistent class attendance. YOU MUST EARN THEM. If you simply sit in class and do not inject yourself into the conversation, you will receive very few points for this component of the course. Not only must you seek to answer the questions I put to you, you must actively participate to receive most of the points for participation. I value quantity and quality for this component of the course grade. Class participation is worth ten (10) percent of your final grade.

Tests (60%; 4 at 15% each)

There will be four (4) examinations this semester, each comprising 15 percent of your final course grade, for a total of 60 percent of your grade. They will be all in-class and closed-book/note exams. They will be comprised of *challenging* multiple-choice questions. They will be non-cumulative.

Those students who have an "A" (as that is defined below) immediately prior to the Final Exam are exempt from the Final Exam PROVIDED THAT THEY HAVE COMPLETED ALL OTHER ASSIGNMENTS (I.E., YOU MAY NOT HAVE ANY 0'S FOR MISSED OR UNSUBMITTED ASSIGNMENTS).

There will be NO early exams given in this class. Do not ask. If you foresee missing an exam, notify me in advance and provide a verifiable, documented excuse for your substantial and extenuating reason for not taking the exam and I will consider your excuse. If you do not reasonably notify me before the exam, I will NOT allow you to take a make-up exam, no matter your excuse.

Internet Assignments (100 points (5 @ 20 points each); 20%)

In addition, you are required to complete several Internet assignments across the term. You should do them as they are assigned, since you cannot control for the internet being down, or the site that you must access being temporarily unavailable. These assignments are designed to make you more familiar with the Internet and the sites relevant to the study of American National Government.

They are due at THE BEGINNING OF CLASS for each of the due dates. "Beginning of Class" means at **10:30 am sharp**. If you come to me with an exotic tale of woe about your not submitting on time your assignments, I will nod relatively sympathetically and then point to this warning. Abiding by deadlines, arbitrary as they may be, is part of any professional life. Learn to do it now and it will be easier later, I assure you.

The grades for these assignments will be averaged into 20 percent of your final course grade.

Daily Survey Completion (10%)

Your usage of the Canvas course site will be assessed at the end of the term to distribute this portion of the course grade. This includes completing the survey once per lecture day. **Surveys are due by 8:00 am of the next lecture day**. If we have lecture on Tuesday, for example, the survey for that class is due by the following Thursday at 08:00 am. Days on which we have tests scheduled or days on which there is a University holiday are not "lecture days." Students should become familiar with all of their fellow colleagues, even those who do not speak during every class. Your usage of the Survey tool will be assessed at the end of the term to distribute this portion of the course grade.

Specific assignments for you will be announced on the Canvas site. You, thus, must check the site regularly. It is made a component of the course so as to facilitate communication between you as members of the class. You will find that your colleagues have similar backgrounds and experiences and that they can be your best allies in making it through this course, just as you will discover later in life once you enter the "real world."

This portion of your grade includes ten (10) percent for the completion of the **daily survey**, allocated based on the proportion of surveys that you complete throughout the term. Completing the daily surveys is a good way to check your comprehension of the day's material, and it is an easy way to earn points for the final course grade. Ignoring them is dangerous to your understanding (and, thus, your final course grade).

The following are regulations regarding the daily surveys that must be followed:

- **If you do not attend class on a particular day FOR ANY REASON IMAGINABLE, you may NOT complete the survey for that day as you cannot logically answer the questions posed**. If you nevertheless attempt to do so, I will mark it as if you did not.

- **Do NOT submit blank responses for the daily survey**. **Repeated violation of this rule** will result in the entire class's being required to send survey responses to me through my UCF email account. Once again, past classes have tested me on this and I have been forced to implement this rule, which is quite troublesome for instructor and students alike.

- **Failing to complete even a small number of the daily surveys will negatively affect your final course grade.**

GRADING SCALE AND COURSE POINT ALLOCATION

Your overall grade will be weighted as follows:

COMPONENT	WEIGHT
First Exam	15%
Second Exam	15%
Third Exam	15%
Final Exam	15%
Class Participation	10%
Internet Assignments	20%
Daily Surveys	10%

Your final letter grade for the course will be computed as follows:

GRADE	PERCENTAGE
A	100-90
B+	89-87
B	86-80
C+	79-77
C	76-70
D+	69-67
D	66-60
F	59 or less

In calculating averages, the only rounding will be up from 0.5 below the grade required. For example, 89.5 may earn an "A," 79.5 may earn a "B," and so on based solely upon the professor's professional discretion. Also, please note that I will NOT be exercising the option of using the +/- grading scale for this course.

COURSE POLICIES

There are several points you should note.

No Excuses

First, this class operates under a "No-Excuse" policy. It is incumbent upon you to be responsible for the notes given in the unlikely event you miss class. If you miss class, you NEED NOT inform me about it. Because this course is an upper division class, you will quickly learn that if you intend to pass, you should plan on regularly attending class, keeping up with the lecture, and completing the assignments as they are given.

Seating Chart

Second, shortly after the course begins, I send around a seating chart to facilitate learning names and the implementation of the Socratic Method. Please decide where you would like to sit within the first few days of class. You should note that I use the display monitors extensively during lectures. If you have vision difficulties, please situate yourself accordingly.

Accommodations for Physically Challenged Students

Third, if you are physically challenged, every attempt is made to accommodate your learning needs. See me by the end of the first week of class so that we can make appropriate arrangements. This class operates in accordance with the Office of Student Disability Services here at the University and federal guidelines governing the *Americans with Disabilities Act* (1990).

Plagiarism and Cheating: Don't Let it Happen to You!

Fourth, please consult the policy regarding plagiarism and cheating which is attached. Each of you must review the University policy on the penalties for plagiarism. Almost every semester one or more students appropriates the published work of someone else, and I have had the unfortunate responsibility of failing those students and seeking disciplinary action against them. You are on notice that I have

failed students because they decided to risk their academic careers by choosing what they mistakenly think is the easy way out. I can assure you that it is not.

Caveat Emptor

Just as in a democracy, this class places responsibilities on you to be informed and active. Democracy cannot survive without active and engaged citizens. Knowledge of the how the American National Government functions is vital to that endeavor.

Socratic Method as a Pedagogical Modality

Sixth, class topics are discussed using the Socratic Method. This means that you are expected to answer questions about the text and material that we have covered in class AND TO HAVE THOUGHT ABOUT ITS IMPLICATIONS. You will quickly learn that one of my favorite questions is, "what does that mean?". You are expected to read and prepare for discussions. I assume that the reading for the day will be done for the day that it is assigned. LEARN TO PACE YOURSELF ACCORDINGLY!

Respect for Colleagues and Their Comments

Additionally, you are on notice that this course engages in difficult discussions about our political leaders. Hopefully we will have intelligent arguments regarding the concepts involved in the course. Above all, everyone will have the right to express their opinions freely and openly without fear of reprisal from other students or myself. I mandate to you that I will be respectful and courteous of your questions.

Attendance

Seventh, I do not have a mandatory attendance policy as I treats you like adults. I send around attendance sheets at the beginning of each class so I know who has attended class, and so I can gauge your class participation even if you do not speak in class. Persons who are "borderline" in their grades receive the "benefit of the doubt" in the final computation of grades if they have frequently attended class. It is YOUR responsibility to sign the attendance sheet. The sheet is sent around at the beginning of each class. If you are late, you must see me after class to sign it; otherwise, I cannot give you the "benefit of the doubt!".

In the unlikely event that class is canceled for any reason, I will announce that on Canvas and will specify an alternative assignment to be completed in place of the missed class.

Laptops/Tablets and Audiotaping

I prohibit the use of laptops/tablets in class. Laptops and tablets, while useful in some contexts, represent a barrier between professor and student and actually may make student understanding more difficult as students are transformed from learners into typists. Also, other students' use of laptops/tablets may represent a distraction from lecture and class discussion. If you have concerns about this policy, please see me.

If you have disabilities regarding handwriting notes, I encourage you to tape record the lectures, which is allowed. Students who miss class should see me before requesting your notes, and the student who has missed must make all reasonable accommodations to meet your scheduling limitations for conducting the exchange. The student providing the notes is not responsible for providing any materials and should not incur any expenses associated with the exchange. Students providing the notes

are not required to provide notes for more than three (3) lecture periods that have been missed. If you feel that you are being coerced about providing your notes to someone who is not attending class, please see me immediately. I reserve the right to revoke the privilege of using the above devices.

Word Processing Required

Ninth, all assignments (with the exceptions of exams and quizzes done in class) must be typewritten or word processed. THIS INCLUDES THE INTERNET ASSIGNMENTS. HANDWRITTEN ASSIGNMENTS WILL NOT BE ACCEPTED. If you do not know how to use a computer or word processor, it is strongly recommended that you learn to do so. If you are concerned about this, please see me. Numerous tutorials are available on campus to assist you. You should allocate enough time for printer cartridges to run dry and dogs to eat papers and computer disks! You laugh, but trust me: I have heard every excuse in the book! Late assignments will receive reduced grades at one letter grade per calendar day late.

Duplicates of Assignments

Tenth, while I have never lost an assignment, I require that you make copies of all work submitted to me in the unlikely event that something should happen. In the event that I should need a copy of the assignment, and you are not able to provide it, you cannot receive credit. Even after I have returned materials to you, please hold on to the work until after you have received your grade from the Registrar. This protects you from any possibility that you might receive an erroneous grade.

Technological Tools

Eleventh, I require that everyone learn how to use e-mail and the technological tools associated with the course. They can facilitate your comprehension of the course material. I have found that this encourages students to communicate with me about questions you may have regarding the material discussed in class. You are responsible for any assignments or other information that I distribute on the course's associated web sites. If you already have an email account, please do not sign-up for an additional account, but provide me your address. You should check your email on a regular basis as I post any changes about class assignments to your account and/or to course-associated web sites.

Classroom Decorum

- Because it is disruptive to everyone to have students arrive late and/or leave early, *you must be on time for every class and you are expected to remain in class until the period is completed*, unless there are extraordinary circumstances (*e.g.*, you are about to become ill on the person in front of you) or you have informed me of your *urgent need* to leave before the period ends. "Urgent need" does not include job-related responsibilities or issues. How would you act once you manage to find a job in the "real world"? Would you arrive late or leave early? Submit assignments and reports late? Act in a disruptive manner? Act professionally now and it will be easier to transition later to the professional world.

- Do not talk (even in a whisper) with any of your neighbors. It disturbs them and it disturbs me. If you are talking, I presume you have a question about the material and I will ask you about it.

- Do not listen to or watch any electronic device, read a newspaper or other material not previously assigned for class. If you do so, you will be counted ABSENT FOR THE DAY. Repeated violation of this rule will result in a grade of WF or F.

- PLEASE SILENCE YOUR CELL PHONES AND OTHER ELECTRONIC DEVICES. Repeated

violation of this rule constitutes "continuous unruly behavior." (*See* Classroom Decorum Policy No. 5 below). This is particularly important during exam periods. If a student touches an electronic device during the exam period prior to their submitting their exam, they will fail the exam automatically.

- Continuous unruly behavior will result in a grade of WF or F. An example of this is the persistent discourtesy of talking in class while someone else (including the instructor) is doing so. The classroom is not a living room, in which one talks during a television show. If you wish to talk, absent yourself from class with the appropriate diminution of your class grade.

Time-Sensitive Communications and Assignments

In past semesters, some students have had difficulty submitting assignments to me by the due date and time. This difficulty arises, in part, from their reliance on email and other technologies beyond their control. Accordingly, for time-sensitive communications, send me a message through the Canvas Mail tool, contact me on the telephone, or see me in person during office hours.

Syllabus NOT a Contract

Finally, this syllabus is not deemed to be a contract. I reserve the right to change any of the exam times or assignments by providing you with a forty-eight (48) hour notice of such changes. Such changes are announced in class, sent on e-mail, or posted on the Canvas site. Therefore, you are responsible for any changes that may occur during the course of the session. If you are late, you should check with your colleagues to be sure you did not miss anything. As such, your absence in class is not deemed a sufficient excuse as to why work is incomplete. In the event that the University administration closes school for any reason (e.g., hurricane), any assignments or examinations that were scheduled on the day of the canceled class will be due at the next regularly scheduled class meeting.

COURSE AND READING SCHEDULE

O'Connor, Karen, and Larry J. Sabato. 2022. *American Government: Roots and Reform*. 2020 Presidential Election (14th) Ed. Hoboken, NJ: Pearson (ISBN: 978-0-13-690043-6; Digital version acceptable too) [*hereafter* "OS"].

PROJECTED DATE/WEEK	TOPIC	READINGS	ASSIGNMENT
I. FOUNDATIONS OF GOV'T Jan. 8 – Jan. 19	Introduction to the Course The Political Landscape The Constitution Federalism	OS, Chapts. 1, 2, and 3	**Self-Intro** (due by Fri., Jan. 12 by 5:00 pm on Canvas Discussion Board)
II. INSTITUTIONS OF GOV'T AND RELATED POLICY-MAKING Jan. 22 – Jan. 30	Congress	OS, Chapt. 6	**Internet Assgn. 1** (due Tues., Jan. 23 by 10:30 am)
THURS., FEB. 1	**TEST I**		
Feb. 5 – Feb. 9	Social Welfare and Economic Policy	OS, Chapt. 15	
Feb. 12 – Feb. 20	The Presidency	OS, Chapt. 7	**Internet Assgn. 2** (due Tues., Feb. 13 by 10:30 am)
Feb. 20 – Feb. 27	Foreign and Military Policy	OS, Chapt. 16	
THURS., FEB. 29	**TEST II**		
Mar. 4 – Mar. 12	The Judiciary	OS, Chapt. 9	**Internet Assgn. 3** (due Tuesday, Mar. 5 by 10:30 am)
Mar. 12 – Mar. 14	Civil Liberties and Civil Rights	OS, Chapts. 4 and 5	
MAR. 18 – MAR. 23	***** SPRING BREAK *****		
TUES., MAR. 26	**TEST III**		
III. POLITICAL PARTICIPATION AND BEHAVIOR Mar. 28, Apr. 1-5	Public Opinion, Political Socialization, and the Media	OS, Chapts. 10 and 13	**Internet Assgn. 4** (due Tuesday, Apr. 2 by 10:30 am)
Apr. 8 – Apr. 11	Voting and Elections	OS, Chapt. 12	
Apr. 11 – Apr. 16	Political Parties	OS, Chapt. 11	**Internet Assgn. 5** (due Tuesday, Apr. 16 by 10:30 am)
Apr. 18	Summary, Catch-Up, Conclusions		
TUESDAY, APR. 30	**TEST IV (10:00 am to 11:15 am). No exceptions to this date and time as I cannot grant them.**		

Many thanks to Drs. Terri Fine, Aubrey Jewett, and Jonathan Knuckey for sharing their syllabi, which were used in the construction of this syllabus.

General Policies of the University

Source for these policies: UCF Faculty Center for Teaching and Learning (http://fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/Syllabus/statements.php)

Academic Integrity

Students should familiarize themselves with UCF's Rules of Conduct at <http://osc.sdes.ucf.edu/process/roc>. According to Section 1, "Academic Misconduct," students are prohibited from engaging in:

a. 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.

b. 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.

c. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party (such as coursehero.com) 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.

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

e. 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.

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

g. Helping another person violate academic behavior standards.

For more information about Academic Integrity, students may consult The Center for Academic Integrity <http://www.academicintegrity.org/icai/assets/FVProject.pdf>.

For more information about plagiarism and misuse of sources, see "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices" <http://wpacouncil.org/node/9>.

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 when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see <http://goldenrule.sdes.ucf.edu/zgrade>.

The Golden Rule: A Handbook for Students (University of Central Florida) defines academic dishonesty as including cheating and plagiarism. Cheating is defined as "unauthorized assistance; communication to another through written, visual or oral means. The presentation of material which has not been studied/learned, but obtained through someone else's efforts and used as part of an examination, course assignment or project constitutes a violation. The unauthorized possession or use of examination or course related material may also constitute cheating" (p. 6). Plagiarism is defined as the deliberate use of another's work "without any indication of source, thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another is plagiarizing. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards (p.6-7)".

Normally, the penalty for a violation of this policy is an "F" in the course.

Course Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course 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). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be 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.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Students should make a note of the guide's physical location and review the online version at <http://emergency.ucf.edu/emergency_guide.html>.
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, students having appropriate medical training may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see <http://www.ehs.ucf.edu/workplacesafety.html> (click on link from menu on left).
- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <my.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.

- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video (<https://youtu.be/NIKYajEx4pk>).

COVID-19 Safety Protocols

I recognize and understand the difficult times that we are all now face. The COVID-19 pandemic impacts us all in many ways, including physically, mentally, emotionally, financially, academically, and professionally. I will work with you on challenges you may be encountering and to provide reasonable support and resources to help you succeed. However, please keep in mind that I will hold you accountable, especially in terms of class attendance, participation, and assignments.

Statement Regarding Masks in Classrooms

UCF expects, when feasible, that all members of our campus community who are able to do so get vaccinated, and we expect all members of our campus community to wear masks indoors, in line with the latest CDC guidelines. Masks are required in approved clinical or health care settings. Social distancing is also a beneficial practice.

Notifications in Case of Changes to Course Modality

If the instructor falls ill during the semester, there may be temporary changes to this course, including having a backup instructor take over the course or going remote for a short time. Please look for announcements or mail in Webcourses@UCF or Knights email for any temporary alterations to this course.

COVID-19 and Illness Notification

Students who believe they may have been exposed to COVID-19 or who test positive must contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place. Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19 or have tested positive for COVID-19. Students should contact their instructor(s) as soon as possible if they miss class for any illness to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

Deployed Active-Duty Military Students

A deployed, active duty military student who believes that he/she requires a special accommodation due to that unique status should contact the instructor to discuss the circumstances.

Religious Observances

Students may encounter conflicts between the normal class schedule and their honoring major religious observances. Students are expected to notify, in writing, the instructor at least two weeks in advance of the relevant date if they intend to miss class or miss and assignment to observe a holy day of their religious faith. Students who fail to provide this required notice will be deemed to have waived their opportunity to miss class because of a religious observance.

Notice of Use of Turnitin.com

In this course, I may utilize turnitin.com, an automated system that instructors may use to quickly and easily compare each student's written assignment with billions of websites, as well an enormous database of student papers that grows with each student submission. Accordingly, student assignments may be subject to this additional check. After

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