CPO 3034 - Politics of Developing Areas

Section: AW60

College of Sciences

School of Politics, Security, and Intl Affairs

Course Information

Term: Summer 2025
Class Meeting Days: ASC
Class Meeting Location: Online
Modality: WW
Credit Hours: 3

Instructor Information

Dr. Anca Turcu
Office Location: HPH 311 E
Phone: 4078232608
Email: Anca.Turcu@ucf.edu

Office Hours

Online via Canvas Chat, by appointment

You may also e-mail me by using the Canvas e-mail/ message 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. Please note that I do only respond to e-mail during regular business hours.

Teaching Assistants

Saskia Papsova saskia.papsova@ucf.edu

Course Description

CPO 3034 COS-POLS 3(3,0)Politics of Developing Areas: PR: INR 2002 or C.I. Comparative analysis of theories, problems and politics of development in Third World nations. Even Fall.

This class explores the realities and major characteristics of developing areas, while providing an in-depth analysis of causes and consequences of different levels of development around the Globe.

Student Learning Outcomes

The course objectives and learning outcomes for Politics of Developing Areas (CPO 3034) strive to meet the criteria outlined by the SPSIA Academic Learning Compacts: https://oeas.ucf.edu/doc/cos/alc_cos_political_science_ba.pdf

On completing this course students will be able to:

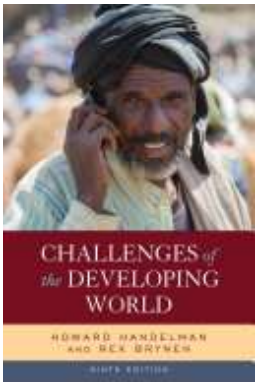
1. Describe the economic, political and institutional factors that cause uneven global development.
2. Analyze the impact of globalization on current economic growth trends of developing countries.
3. Discuss the link between colonialism and underdevelopment.
4. Comprehend the contemporary debate over programs aimed at attaining sustainable development through investment rather than aid.

Important: Requirements for a Six Weeks, Three Credits Online Class

Please keep in mind that this is a very short semester, but it will earn you the same number of credit hours (3) as a full-length term. Therefore, the material covered will be the same as a full-length term, per UCF policy. This will mean a significant amount of reading each week, as well as a fast-paced testing regimen, with closed book, closed

notes quizzes and substantial written assignments. You should spend 16-18 hours a week focusing on this class. Keep in mind that online classes, especially very short ones, are extremely labor intensive and you need to be very pro-active and well-organized. Please plan accordingly, make sure you keep up with all assignments and do not fall behind. I do not accept late work and do not grant extensions, except for documented medical emergencies and UCF sanctioned extracurriculars (for more on extensions and make-up work, see below).

Required Course Materials and Resources



Challenges of the Developing World
ISBN: 9781538116678
Authors: Howard Handelman, Rex Brynen
Publisher: Rowman & Littlefield
Publication Date: 2019-01-14
Notes: 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

Other Materials: Documentaries, Articles and Clips For several modules in this class, you will be asked to read additional online articles, watch documentaries, clips and other multimedia materials. Some of these articles and clips will be available for free online via YouTube, PBS.org, TED Talks and other sources. For others, you might have to use your UCF library account. I will provide details about these additional materials in each individual “module overview” and provide you with links or a clear indication where you can find the material. Not reading these articles or not viewing these clips is not an option, since they are a central part of the class. The weekly assignments and quizzes and the final assignment will draw on these materials quite extensively.

Class Schedule

Week	Module	Topic(s)	Readings
Week 1: 5/12-19	• Introductory Module Module 1 Module 2 •	• Introduction and Class Overview • The Political Economy of the Developing World •	• Syllabus Handelman Ch. 1 Handelman Ch. 2; Materi assigned in module overv
Week 2: 5/19-27	Module 3 Module 4	The Surge and Partial Retreat of Democracy Soldiers and Politics	Handelman Ch. 3; Materi assigned in module overv Handelman Ch. 4; Materi assigned in module overv
Week 3: 5/27-6/2	Module 5 Module 6	Religion and Politics The Politics of Cultural Pluralism and Ethnic Conflict	Handelman Ch. 5; Materi assigned in module overv Handelman Ch. 6; Materi assigned in module overv
Week 4: 6/2-9	Module 7	Gender and Development Optional Comparative Analysis Paper Posted on 6/2	Handelman Ch. 7; Materi assigned in module overv
Week 5: 6/9-16	Module 8	The Politics of the Rural	Handelman Ch. 8; Materi assigned in module overv

		and Urban Poor	
Week 6: 6/16-23	Module 9	Optional Comparative Analysis Paper Due on 6/16 Revolutionary Change	Handelman Ch. 9; Materi assigned in module over

Course Assessment and Grading Procedure

Weekly Assignments (Must Complete 5 out of 6)
Six module assignments (one assignment per module, starting with Week 1) will test your knowledge of the material from the module covered during each week.

Your lowest scoring module assignment will be dropped at the end of class, leaving you with five module assignment scores, worth 15%-20% of your grade each. That is, five module assignments will make up 75% of your final grade if you choose to submit the final analysis paper. However, if you choose not to submit the optional final analysis paper, your weekly quizzes/ assignments will be weighed 20% of your final grade each.

If you miss a module assignment, or fail to submit it on time, you will automatically be assigned a grade of 0 for that assignment. Module 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 assignment 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.

Every week, you will be given a choice between a quiz (closed book, closed notes) and a written assignment. Please only complete one of the two assignments. If you complete both, only the quiz will be graded. **Make sure that you only click the "quiz" tab if you have chosen to take the quiz that week. Clicking the tab to only look at quiz questions is not allowed. Once you click on that tab, the system will give you a grade for that quiz, even if you have only been on that page for only a couple of seconds. In that case, the quiz grade will be the only one to count for that week, even if you submit a written paper for that week. So please, no 'peeking' at quizzes! Click the quiz tab only if you have committed to the quiz and you are ready to complete it.** You will have to answer 25 multiple choice or true/ false questions at 4 points each, for 100 points total. The quiz will need to be taken in 30 minutes or less. The alternative will be a written assignment which you can read prior to submission and which will be made up of some short questions about the topic of the week and other instructions.

I am aware that some students do better with quizzes than written answers, or vice versa. Therefore, I am giving you the choice. But, I encourage you to try each one of the

two at least once during the semester **(not both during the same week!).** Even if you do not like writing, I encourage you to complete at least one weekly written assignment, so that you know what to expect and how to go about answering a written assignment, given that the optional final analysis paper will be very similar to such written assignments. The last weekly assignment for the class, Quiz 6, (for Module 6) will be due on 6/23 and will open on 6/16. Due to the fact that the last assignment of the semester is due two days before final class grades must be turned in, and grading time will be short, Module 6 does not offer a written assignment option.

Comparative Analysis Paper (Optional)
Students have the option to submit a comparative analysis paper. If submitted, this paper will be worth 25% of your final grade. If you do not submit it, your weekly assignments/ quizzes will be weighed more (20% rathern than 15%) for the calculation of your final grade. The final paper will be posted on Monday, 6/2 and will be due on 6/16 at 11:59 PM. Note that the final assignment must be submitted as a full text (not as an attachment) 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. 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 and will incur a 10 points penalty for the first 24 hours delay post due date. 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.

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
5 Module Assignments	75%-100% (depending on submission of optional comparative analysis paper)
1 Comparative Analysis Paper	25% (optional)
Total	100%

Grading Scale

This table displays the course's grade scale.

Letter Grade	Percentage
A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
D-	61-63%
F	0-60%

Policies for Course Grade

Due Dates

Weekly assignments: due weekly on Monday evenings by 11:59 PM EST EXCEPT for Week 2, which will be due on Tuesday, 5/27 (due to the Memorial Day holiday). Comparative Analysis Paper: posted on 6/2, due by 6/16 at 11:59 PM EST.

Grading Formula

Final class grades will not display in Canvas. Use this formula to calculate your final class grade, depending on whether you will choose to complete the final paper or not:

If you complete final paper:
(comparative analysis paper*.25) + [(sum of 5 highest scoring module assignments/5) *.75] = final grade

If you do not complete the final paper: sum of 5 highest scoring module assignments/5= final grade

Late Work

Weekly quizzes or assignments submitted late will receive no credit.

Optional Final Comparative Analysis Papers should not be submitted late and will incur a 10 points penalty for the first 24 hours delay post due date. Final assignments submitted more than 24 hours post due date will not be accepted and will be given a grade of 0.

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.

Class Quizzes and Lock Down Browser

Weekly quizzes for this class will be proctored via Respondus Lockdown Browser and Respondus Monitor. Quizzes are closed notes, closed book, no other sources (electronic or non) allowed, but your recollection of the material you studied in this module. Remember, the Respondus system is there to make sure you follow these rules and any sign of non-compliance will result in a penalty, or in more egregious cases, in no

credit being granted for the quiz. 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

Academic Integrity

Students should familiarize themselves with UCF's Code of Conduct at Student Conduct and Integrity Office. According to Section 1, "Academic Misconduct," students are prohibited from engaging in:

a. Academic misconduct is defined as any submitted work or behavior that obstructs the instructor of record's ability to accurately assess the student's understanding or completion of the course materials or degree requirements (e.g., assignment, quiz, and/or exam). Examples of academic misconduct include but are not limited to: plagiarism, unauthorized assistance to complete an academic exercise; unauthorized communication with others during an examination, course assignment, or project; falsifying or misrepresenting academic work; providing misleading information to create a personal advantage to complete course/degree requirements; or multiple submission(s) of academic work without permission of the instructor of record.

b. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.

c. Commercial Use of Academic Material. Selling of course material to another person and/or uploading course material to a third-party vendor without authorization or without the express written permission of the University and the instructor of record. Course materials include but are not limited to class notes, the instructor of record's slide deck, tests, quizzes, labs, instruction sheets, homework, study guides, and handouts.

d. Soliciting assistance with academic coursework and/or degree requirements. The solicitation of assistance with an assignment, lab, quiz, test, paper, etc., without authorization of the instructor of record or designee is prohibited. This includes but is not limited to asking for answers to a

quiz, trading answers, or offering to pay another to complete an assignment. It is considered Academic Misconduct to solicit assistance with academic coursework and/or degree requirements, even if the solicitation did not yield actual assistance (for example, if there was no response to the solicitation).

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*. 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 and Academic Integrity, 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.

Course 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) (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.

Financial Aid Accountability

All instructors/faculty are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete this activity by the end of the first week of classes or as soon as possible after adding the course. Failure to do so may result in a delay in the disbursement of your financial aid.

Title IX

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 Let's Be Clear and UCF Cares.

For more information on access and community engagement, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – OIE – Office of Institutional Equity & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services – Student Accessibility Services & sas@ucf.edu
- Access and Community Engagement (including the Ginsberg Center for Inclusion and Community Engagement, Military and Veteran Student Success, and HSI Initiatives)
- UCF Compliance and Ethics Office – Compliance, Ethics, and Risk Office & complianceandethics@ucf.edu
- The Ombuds Office is a safe place to discuss concerns.

Reporting an Incident or Issue

If you believe you have experienced abusive or discriminatory behavior by any faculty or staff member, contact the Office of Institutional Equity online or at 407-823-1336. You can also choose to report using the UCF Integrity Line and can report anonymously or as yourself at 1-855-877-6049 or using the online form. UCF cares about you and takes every report seriously. For more information see the Reporting an Incident or Issue Webpage.

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.

Campus Safety

At UCF Public Safety and Police, safety is the top priority. Emergencies on campus are rare, but if one should arise, it's important to be familiar with some basic safety and security concepts.

- In an emergency, always dial 911.
- Every UCF classroom has an **Emergency Procedure Guide** posted on a wall near the door, which will show you how to respond to a variety of situations. This guide can also be found online here.
- In the event of an active threat, remember **AVOID, DENY, DEFEND**. Choose the best course of action and act immediately. Watch the video here to learn more.
    - **AVOID**. Pay attention to your surroundings and have an exit plan. Get as much distance and as many barriers between you and the threat as quickly as possible.
    - **DENY.** When avoiding is difficult or impossible, deny the threat access to you and your space. Lockdown by creating barriers, turning the lights off and remaining quiet and out of sight. Make sure your cell phone is silenced, but do not turn it off.
    - **DEFEND.** When you are unable to put distance between yourself and the threat, be prepared to protect yourself. Commit to your actions, be aggressive and do not fight fairly. Do whatever it takes to survive.
- For emergencies on campus, UCF will utilize the UCF Alert system. All UCF students, faculty and staff are automatically enrolled to receive these email and text alerts, however, it's a good idea to frequently ensure your contact information is up to date.

Other Policies

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.

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 Knight's 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

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.

The use of A.I. technology (ChatGPT or any other) to complete any assignments or parts of assignments for this class is not allowed under any circumstances. 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.

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.

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/

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 all 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. 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 Disclaimer

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.