



Florida State University

Course Prefix Number Section

Course Title

Term

Course Credit Hours

Course Delivery Method

Meeting Date and Time*

Meeting Location*

Instructor Information

Name*

Contact Information*

Office Hours**

Prerequisites or Co-requisites

Course Description*

Course Objectives**

Required Textbooks and Readings**

Recommended Readings**

Topical Outline/Course Schedule**

Assignments and Evaluations**

Grading Scale and Course Policies**

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** Instructor will complete

University Policies

University Attendance Policy

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid written excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of student's academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>)

Americans With Disabilities Act

FSU is committed to providing reasonable accommodation for all persons with disabilities in a manner that is consistent with the academic standards of the course while empowering the student to meet the integral requirements of the course. Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Office of Accessibility Services; (2) request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type; and (3) meet (in person, via phone, email, zoom, etc.) with each instructor to whom a letter of accommodation was sent to review approved accommodations. Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided. This syllabus and other class materials are available in an alternative format upon request. For the latest version of this statement and more information about services available to FSU students with disabilities, contact the following:

Office of Accessibility Services

874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
Phone: (850) 644-9566
TDD: (850) 644-8504
Email: oas@fsu.edu
Web: <https://dsst.fsu.edu/oas>

Academic Success

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Department of Student Support and Transitions to learn more.

CONFIDENTIAL CAMPUS RESOURCES:

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Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program

University Center A, Room 4100

Available 24/7/365

Phone: (850) 644-7161

Web: <https://dsst.fsu.edu/vap>

Office Hours: 8 am - 5 pm, Monday-Friday

Counseling and Psychological Services (CAPS)

Florida State University's Counseling and Psychological Services (CAPS) primary mission is to address psychological needs and personal concerns, which may interfere with students' academic progress, social development, and emotional well-being. The following in-person and virtual (tele-mental health) services are available to all enrolled students residing in the state of Florida:

1. Individual therapy
2. Group therapy
3. Crisis intervention
4. Psychoeducational and outreach programming
5. After hours crisis-hotline
6. Access to community providers for specialized treatment

Call 850-644-TALK (8255) for more information on how to initiate services.

Counseling and Psychological Services

250 Askew Student Life Center

942 Learning Way

Phone: (850) 644-TALK (8255)

Web: <https://counseling.fsu.edu/>

Walk-in and Appointment Hours: 8 am - 4 pm, Monday-Friday

University Health Services

The mission of University Health Services (UHS) is to promote and improve the overall health and well-being of FSU students. UHS provides a coordinated continuum of care through prevention, intervention, and treatment. Services include general medical care, priority care, gynecological services, physicals, allergy injection clinic, immunizations, diagnostic imaging, physical therapy, and a medical response unit. The Center for Health Advocacy and Wellness (CHAW) assists students in their academic success through individual, group, and population-based health and wellness initiatives. Topics include wellness, alcohol and other drugs, hazing prevention, nutrition and body image, sexual health, and power based personal violence prevention. Services at UHS are available to all enrolled students residing in Florida:

University Health Services

Health and Wellness Center

960 Learning Way

Tallahassee, FL 32306

Phone: (850) 644-6230

Web: <https://uhs.fsu.edu/>

Hours: 8 am - 4 pm, Monday-Friday

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Syllabus Change Policy

Except for changes that substantially affect implementation of the evaluation statement, this syllabus is a guide for the course and is subject to change with advance notice.

SYLLABUS STATEMENTS BELOW ARE OPTIONAL. INSTRUCTORS CAN TOGGLE EACH ON OR OFF.

Free Tutoring from FSU

On-campus tutoring and writing assistance is available for many courses at Florida State University. A comprehensive list of on-campus tutoring options is available at **tutoring.fsu.edu** (<https://tutoring.fsu.edu>). High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Proctored Examinations

This course requires you to take an exam in an approved, proctored environment. Expect to pay the provider a fee for their proctoring services. You are responsible for scheduling your exam appointment(s) with the testing provider, paying applicable fees, and familiarizing yourself with their policies, including when to arrive, what to bring and not bring, allowed and prohibited activities, and instructions for missed appointments. **Below are the testing providers I allow you to use for this course, along with instructions on making an appointment and paying fees.**

INSTRUCTOR CHOOSES ONE OR MORE:

FSU Testing Center

Course exams may be taken at the main campus FSU Testing Center at no cost to FSU students. Review the [FSU Testing Center](#) website and follow all applicable instructions prior to making an exam appointment in the main campus facility.

Gulf Coast State College Testing Center (FSU PANAMA CITY STUDENTS)

Course exams may be taken at the Gulf Coast State College Testing Center in Panama City, Florida. Testing is free for FSU Panama City students. Review the [FSU Panama City Proctored Exams](#) page for instructions.

Off-Campus, FSU-Approved Proctor

Course exams may be taken with an off-campus proctor as long as the provider is approved by the FSU Testing Center. **Expect to pay the provider a fee for testing.** Review the [FSU Testing Center](#) website and follow instructions for selecting a proctor within the first two weeks of the semester (or first week of summer).

Online Proctor

Course exams may be taken using the university's online proctoring service. You will be monitored and recorded during your exam. **Expect to pay the provider a fee for testing.** Review the [FSU Testing Center](#) website and follow instructions for using an online proctor.

Use of Artificial Intelligence

INSTRUCTOR CHOOSES ONE:

AI Tools Encouraged

The responsible and ethical use of generative AI tools to support your learning in this class is allowed for all assignments. Read instructions for each assignment carefully as AI use guidelines may vary depending on the assignment. If you are uncertain if an application of AI is appropriate, be sure to ask.

AI Tools Permitted with Limitations

This course encourages the responsible and ethical use of generative AI tools to support your learning for specific assignments. Read instructions for each assignment carefully as AI use guidelines may vary depending on the assignment. If you are uncertain if an application of AI is appropriate, be sure to ask.

AI Tools Not Permitted

Use of AI tools is strictly prohibited in this course. All work must be your own and completed without the assistance of generative AI tools. Unauthorized use of AI tools in this course is considered a violation of the Academic Honor Policy and subject to an academic misconduct investigation. If you are uncertain if an application of AI is appropriate, be sure to ask.

Canvas Support

Canvas works best with Chrome or Firefox browsers. If you use Safari and notice issues on either your mobile or desktop devices, please switch to Chrome or Firefox. For help with Canvas, contact the following:

FSU Canvas Support

Office of Digital Learning and Academic Technology

Phone: (850) 644-8004

Email: canvas@fsu.edu

Web: <https://support.canvas.fsu.edu>

Hours: 8 am - 5 pm Monday – Friday

CoreFSU

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