



FLORIDA  
ATLANTIC  
UNIVERSITY

## COURSE CHANGE REQUEST Undergraduate Programs

Department Chemistry and Biochemistry

College Science

UUPC Approval 11-4-24

UFS Approval \_\_\_\_\_

SCNS Submittal \_\_\_\_\_

Confirmed \_\_\_\_\_

Banner Posted \_\_\_\_\_

Catalog \_\_\_\_\_

**Current Course**  
Prefix and Number CHM 2046

**Current Course Title**  
General Chemistry 2

*Syllabus must be attached for ANY changes to current course details. See [Template](#). Please consult and list departments that may be affected by the changes; attach documentation.*

**Change title to:**

**Change description to:**

**Change prefix**

From: \_\_\_\_\_ To: \_\_\_\_\_

This second semester course in college chemistry continues the study of chemical principles, including the topics of thermodynamics, chemical kinetics, equilibrium, electrochemistry, intermolecular forces, and states of matter.

**Change course number**

From: \_\_\_\_\_ To: \_\_\_\_\_

**Change credits\***

From: \_\_\_\_\_ To: \_\_\_\_\_

**Change prerequisites/minimum grades to:**

**Change grading**

From: \_\_\_\_\_ To: \_\_\_\_\_

**Change WAC/Gordon Rule status\*\***

Add  Remove

**Change corequisites to:**

**Change General Education Requirements\*\*\***

Add  Remove

**Change registration controls to:**

\*See [Definition of a Credit Hour](#).

\*\*WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See [WAC Guidelines](#).

\*\*\*GE criteria must be indicated in syllabus and approval attached to this form. See [Intellectual Foundations Guidelines](#).

Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).

**Effective Term/Year for Changes:** Fall 2024

**Terminate course? Effective Term/Year for Termination:**

Faculty Contact/Email/Phone Tito Sempertegui / tsempert@fau.edu / 561-297-2508

**Approved by**

Department Chair \_\_\_\_\_

*Andrew Teplits*

**Date**

9-27-24

College Curriculum Chair \_\_\_\_\_

*King D. S.*

10/25/24

College Dean \_\_\_\_\_

*ERG*

1024-24

UUPC Chair \_\_\_\_\_

*Korey Sorge*

11-4-24

Undergraduate Studies Dean \_\_\_\_\_

*Dan Maeroff*

11-4-24

UFS President \_\_\_\_\_

Provost \_\_\_\_\_

Email this form and syllabus to [mjenning@fau.edu](mailto:mjenning@fau.edu) seven business days before the UUPC meeting.



FLORIDA ATLANTIC UNIVERSITY

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**CHM 2046-001 10221**

**General Chemistry 2**

**Date:** Wednesday, Friday 2:00 PM - 3:20 PM

**Building:** General Classroom North Boca **Room:** 101

**3 Credit(s)**

**Fall 2024 - 1 Full Term**

### **Instructor Information**

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Donella Beckwith

**Email:** [dbeckwith@fau.edu](mailto:dbeckwith@fau.edu)

*(Please allow 24-48 business hours for reply)*

**Office:** PS216

**Office Hours:** W 3:20 pm - 4:20 pm (begins 8/21/24)

**TA Name:** Jennifer Parkinson

**Office:** To Be Announced

**Office Hours:** To Be Announced

**Email:** [jparkinson2020@fau.edu](mailto:jparkinson2020@fau.edu)

*For problems or questions related to homework, exams, and grades please contact your TA at their email. When many students ask similar questions, announcements are made in Canvas instead of replying to each email separately.*

**SI:** To Be Announced

## Course Description

This second semester course in college chemistry continues the study of chemical principles, including the topics of thermodynamics, chemical kinetics, equilibrium, electrochemistry, intermolecular forces, and states of matter.

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### General Chemistry 2

Prerequisite: CHM 2045

Corequisite: CHM 2046L

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## Prerequisites/Corequisites

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### Prerequisite(s): The following course:

- o CHM 2045 Graduate / Undergraduate (Minimum Grade of D-)

### Corequisite(s):

Subject	Course Number
CHM	2046L

This is NOT a self-paced course and students need to complete work by scheduled deadlines, and test on specific dates/times (see the Course Schedule for specific deadlines and test dates). Lectures will NOT be recorded.

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## Instructional Method

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### In-Person

This class is designated as “In-person”. Class sessions will be conducted in the designated classroom. Students must have access to FAU’s learning management system: Canvas. You must log into Canvas with your FAU ID and Password to access materials, assignments, and grades in this course. If you do not know your FAU ID or Password, click on this link. Technical problems with Canvas should be addressed with OIT. In-person lectures are not recorded.

The course begins with the Start Here module, which will familiarize you with the organization and navigation of the course. You will open a new learning module to access the assigned reading materials, videos, and other relevant materials for each subsequent module.

### Pre-Recorded Videos:

Prerecorded lecture videos will be posted in each Canvas module for students to watch before attending class. Students will need to answer weekly pre-lecture assignments based on the videos.

#### **Learning Assistants:**

During lecture students will have mandatory group work sessions. CHM 2046 incorporates the LA (Learning Assistant) Program. LAs are fellow undergraduate students who have been successful in General Chemistry II. LAs will help lead collaborative group work and discussions during class time. They will work with you to ensure you truly understand course content within the classroom environment!

### **Required Texts/Materials**

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#### **iCLICKER2 Student Remote ISBN:**

9781498603041

#### **Cengage Unlimited, 1 term (4 months), 1st Edition**

**ISBN:** 9780357700006

**Publisher:** Cengage Unlimited

#### **Student Workbook for CHM 2046: Florida Atlantic University**

**ISBN:** 9781535888653

**Publisher:** Cengage Learning Custom Publishing

**Edition:** 3rd

Students should add the e-textbook (listed below) and workbook to their library after purchasing Cengage Unlimited.

Will discuss more in the first week of lecture.

#### **Chemistry & Chemical Reactivity**

**ISBN:** 9780357851524

**Publisher:** Cengage Learning **Edition:** 11th

### **Course Objectives/Student Learning Outcomes**

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Upon successful completion of this course, students will be able to:

1. Apply the relationship between energy and chemical reactions. (CO: 1)
2. Recognize basic ideas on the kinetics of chemical reactions. (CO: 2)
3. Identify states of matter and relationships to chemical composition. (CO: 3)

4. Evaluate chemical equilibrium. (CO: 4)
5. Inspect chemical reactions in solution. (CO: 5)
6. Examine galvanic cells. (CO: 6)
7. Apply the underlying concepts in chemistry. (CO: 7)

## **Course Evaluation Method**

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The course begins with the Start Here module, which will familiarize you with the organization and navigation of the course. You will open a new learning module to access the assigned reading materials, videos, and other relevant materials for each subsequent module.

### **Other Quizzes (2 %)**

You will take a syllabus quiz. You can take the syllabus quiz as many times as necessary to achieve 100%. You will receive emails from me about 2 additional surveys to measure your understanding of chemistry, and also to tailor our instruction.

### **Pre-lecture Assignments (9 %)**

You will have self-check group discussions due before lecture to test your knowledge on the material presented in the prerecorded videos.

### **In-class Participation (19 %)**

You will have in-class group work sessions to test your knowledge, on a daily basis. You are graded for correctness and participation.

### **Cengage Unlimited Online Homework Assignments (20 %)**

Graded web-based homework problems are to be done using the textbook publisher's Cengage system integrated into CANVAS. Registration is required to use the system, using the Cengage Access Code through CANVAS. Due dates for each chapter are listed on the homework site and there will be no extensions. In general, you have 1 homework assignment due every week. Scores on the assignments will be posted on the Cengage site and on CANVAS—it may take longer to post on CANVAS.

### **Post-lecture Quizzes (10 %)**

You will have self-check quizzes due after lecture to test your knowledge on the material presented.

### **Course tests (20 %)**

There will be four course tests administered in class (dates listed below). Examinations will be based on readings, videos, homework, and in class discussions. No make-up exams are given. During regular class times.

### **Final Exam (20 %)**

Final examination will be based on readings, lectures, homework, and discussions of the whole semester. At date and time set by FAU.

**Tests and Exams Additional Notes:** Students will be given 80 minutes to test (the pedagogical standard). Exams are not open book or open notes. Internet, AI or Electronic assistance, notes or books, or collaboration during testing is not allowed and will result in a zero. Blue scantrons are required and must be provided by the student (you can bubble in your Z# and name before the exam see Canvas on how to fill out). A photo ID is required for testing; an FAU OWL CARD is recommended (all students are required to have an Owl Card, see <https://www.fau.edu/businessservices/owl-card/>), but any government-issued photo ID will be accepted as long as you look like your ID image. Students will also provide a pencil, eraser, and scientific calculator (TI-30 version or less all others will have to be put away). TESTS will be conducted in-person in your regular lecture room at the regular class time (see the Course Schedule for dates) but the FINAL EXAM date and time is set by the University. Students must be present and seated at the beginning of the scheduled exam time to take the exam. Late arrivals will not be accommodated, this means you will not be allowed to enter the room to take the exam if you are more than 10 minutes late, you will receive a zero. Alternate testing dates or extensions in time for examinations cannot be considered. Exam procedures are posted on Canvas; failure to observe testing procedures is a violation of academic integrity, which will be addressed in accordance with the FAU Code of Academic Integrity Regulation 4.001.

No hoodies, hats, ear buds, earphones, smart watches, sunglasses, smart glasses, cell phones, or other materials or electronics of any kind are allowed to be out or ON during your exams. Drink cups and bottles will be placed in your bags or on the floor. Scratch paper is in your exam packet we provide and you can write on the exam. No talking is allowed during the exam and you cannot start the exam until notified to do so.

**The instructor will calculate your grade based on the following weighted distribution:**

Assessment	Weight (%)
Cengage Online Homework Assignments	20%
Tests	20%
Final Exam	20%
In-Class Participation	19%
Pre-Lecture Assignments	9%
Post-Lecture Assignments	10%
Other Quizzes	2%
<b>TOTAL:</b>	<b>100%</b>

You may monitor your progress using the online Canvas Learning system (<http://canvas.fau.edu/>).

## Course Grading Scale

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Letter Grade	Letter Grade
A	100% - 93%
A-	< 93% - 90%
B+	< 90% - 87%
B	< 87% - 83%
B-	< 83% - 80%
C+	< 80% - 77%
C	< 77% - 73%
C-	< 73% - 70%
D+	< 70% - 67%
D	< 67% - 63%
D-	< 63% - 60%
F	Below 60%

## Faculty Rights and Responsibilities

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Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogative to:

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the Student Code of Conduct [University Regulation 4.007](#).

## Disability Policy

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In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses –

Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at [www.fau.edu/sas/](http://www.fau.edu/sas/).

## **Code of Academic Integrity**

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Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

### **Cheating**

Cheating is defined in the FAU Student Code of Conduct as "...the unauthorized use of notes, books, electronic devices, or other study aids while taking an examination or working on an assignment, providing unauthorized assistance to or receiving assistance from another person or entity during an examination or while working on an assignment, having someone take an exam or complete an assignment in one's place, or securing an exam, receiving an unauthorized copy of an exam, sharing a copy of an exam or uploading an exam or exam questions online.

### **Other Forms of Dishonesty**

Other forms of dishonesty are defined in the FAU Student Code of Conduct as "... falsifying or inventing information, data, or citations, failing to comply with examination regulations or failing to obey the instructions of an examination proctor, submitting the same paper or assignment, or part thereof, in more than one class without the written consent of both instructors, and any other form of academic cheating, plagiarism, or dishonesty.

### **Classroom Etiquette/Disruptive Behavior Policy Statement**

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who disrupt the educational experiences of other students and/or the instructor's course objectives in a face-to-face or online course are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include but is not limited to non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or other violations of an instructor's expectations for classroom conduct.

### **Plagiarism**

Plagiarism is unacceptable in the University community. Academic work must be an original work of your own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they must acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and

appropriation of another's work without identifying the source and trying to pass off such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your source.

### **Netiquette**

Due to the casual communication common in the online environment, students are sometimes tempted to relax their grammar, spelling, and/or professionalism. Please remember that you are adult students and professionals—your communication should be appropriate. For more in-depth information, please see the FAU statement on netiquette.

### **Social Media**

Students sharing course materials or information through any large social media site, such as GroupMe, WhatsApp, or Chegg, is strictly PROHIBITED. Establishing or participating in a site and sharing course information will be considered a violation of the FAU Code of Academic Integrity.

## **Attendance Policy Statement**

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Students are expected to attend all their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of nonattendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Since the course is a primarily classroom course with online components, you are required to attend all course lectures, and log into CANVAS at least three times per week to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines and stay active in class work. If you are experiencing major illness, absences due to University duties, or other large-scale issues, contact the instructor immediately to formulate a resolution.

## **Religious Accommodation Policy Statement**

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In accordance with the rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs regarding

admissions, registration, class attendance, and the scheduling of examinations and work assignments. University Regulation 2.007, Religious Observances, sets forth this policy for FAU and may be accessed on the FAU website at [www.fau.edu/regulations](http://www.fau.edu/regulations).

Any student who feels aggrieved regarding religious accommodations may present a grievance to the executive director of The Office of Civil Rights and Title IX. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.

## **Time Commitment Per Credit Hour**

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For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

## **Grade Appeal Process**

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You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

[University Regulation 4.002](#) of the University Regulations contains information on the grade appeals process

## **Policy on Make-up Tests, Late work, and Incompletes**

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Assessments must be completed on time. The need for accommodation for missed work is not expected in this course due to the flexible date/time ranges afforded for completion of most assessments (avoid last-minute issues that can result in loss of credit—don't procrastinate!). Due date extensions will only be considered for FAU-approved activities, religious observance, student illness, or death of a close family member, at the discretion of the Instructor.

### **LATE ASSIGNMENTS POLICY**

Late work will not be accepted. There are no extensions to assignment deadlines.

### **Make-up Policy for Tests**

Any student who does not take an exam at the scheduled time will receive a score of zero on that exam. An exemption from this policy will be considered only for one of the following documented, verified reasons:

1. Medical emergency or problem
2. Death in the immediate family
3. Participation in a FAU-sponsored academic or athletic activity
4. Required appearance in a civil or criminal court
5. Religious holiday
6. Military obligation

Delays in notification or documentation will jeopardize receiving accommodations.

### **Planned Absences**

Participation in FAU-sponsored academic or athletic approved activities or religious observances are planned (excusable) events, so accommodations for such events must be made in advance to facilitate scheduling of accommodations prior to the originally scheduled due date. Requests for accommodations due to participation in an FAU-approved activity must be accompanied by documentation from FAU personnel involved in the sport or club leadership, that verifies participation in the event and this documentation must be received prior to the planned exam that will be missed.

### **Unexpected Absences**

Should an emergency arise on an exam date (or otherwise) that you believe warrants special consideration, please provide documentation for the emergency in an email to Dr. Beckwith (dbeckwith@fau.edu) from your FAU email at your earliest opportunity. Delays in notification or documentation will jeopardize receiving accommodations. Documentation for medical absences must state the student's full name, beginning and ending dates of illness or incapacity, the medical provider's office contact information for verification, and be signed by a physician (MD) or physician's assistant (PA). Acceptable documentation for absences due to loss of a family member is either a death certificate, an obituary naming the student as next of kin, or a note from the funeral director (the latter is often easiest to obtain as funeral directors routinely provide these).

Any request for a make-up assignment or test that is not accompanied by acceptable documentation will not be considered. Accommodation will be considered on a case-by-case basis; late penalties or grade reductions may apply and all documentation will be verified.

**NOTE THAT TECHNOLOGICAL ISSUES DO NOT CONSTITUTE AN EXCUSABLE EMERGENCY.**

Students are required to have and maintain reliable equipment and internet connections for course participation (see Required Computing Capabilities in the Special Course Requirements section of this syllabus).

## Incomplete Grade Policy

The University policy states that a student who is passing a course but has not completed all work due to exceptional circumstances, may, with consent of the Instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the Instructor but is allowed only if the student is passing the course and has completed a majority of the course work at the time of the request. Incomplete is not to be used to allow students to do extra work subsequently to raise a grade or repeat the whole course for a better grade. To be considered to receive an incomplete grade:

1. Majority of the course work must be completed.
2. Student must have a passing grade at the time of the request.

Student must have documentation for an exceptional circumstance and documentations must be presented during the request.

## Policy on the Recording of Lectures

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Students enrolled in this course may record video or audio of class lectures for their **own personal educational use**. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject.

Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is **prohibited**.

Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

## Artificial Intelligence Preamble

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FAU recognizes the value of generative AI in facilitating learning. However, output generated by artificial intelligence (AI), such as written words, computations, code, artwork, images, music, etc., for example, is drawn from previously published materials and is not your own original work.

FAU students are not permitted to use AI for any course work unless explicitly allowed to do so by the instructor of the class for a specific assignment. [\[Policy 12.16 Artificial Intelligence\]](#)

Class policies related to AI use are decided by the individual faculty. Some faculty may permit the use of AI in some assignments but not others, and some faculty may prohibit the use of AI in their course entirely. In the case that an instructor permits the use of AI for some assignments, the assignment instructions will indicate

when and how the use of AI is permitted in that specific assignment. It is the student's responsibility to comply with the instructor's expectations for each assignment in each course. When AI is authorized, the student is also responsible and accountable for the content of the work. AI may generate inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism and review any information generated by AI before using generated content as-is.

If you are unclear about whether or not the use of AI is permitted, ask your instructor before starting the assignment.

Failure to comply with the requirements related to the use of AI may constitute a violation of the [Florida Atlantic Code of Academic Integrity, Regulation 4.001.](#)

Proper Citation: If the use of AI is permitted for a specific assignment, then use of the AI tool must be properly documented and cited. For more information on how to properly cite the use of AI tools, visit <https://fau.edu/ai/citation>

## **Counseling and Psychological Services (CAPS) Center**

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Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual therapy, group therapy, and crisis services, to name a few - offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

## **Student Support Services and Online Resources**

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- [Center for Learning and Student Success \(CLASS\)](#)
- [Counseling and Psychological Services \(CAPS\)](#)
- [FAU Libraries](#)

- [Math Learning Center](#)
- [Office of Information Technology Helpdesk](#)
- [Center for Global Engagement](#)
- [Office of Undergraduate Research and Inquiry \(OURI\)](#)
- [Science Learning Center](#)
- [Speaking Center](#)
- [Student Accessibility Services](#)
- [Student Athlete Success Center \(SASC\)](#)
- [Testing and Certification](#)
- [Test Preparation](#)
- [University Academic Advising Services](#)
- [University Center for Excellence in Writing \(UCEW\)](#)
- [Writing Across the Curriculum \(WAC\)](#)

## Course Topical Outline

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Dates	Topic	Reading/Video/Quiz/homework
08/21	Thermodynamics	Chapter 5
08/23		
08/28	Gases	Chapter 10
08/30		
09/04	IM Forces and liquids	Chapter 11
09/06		
<b>09/11</b>	<b>Exam #1</b>	
09/13	Solid State	Chapter 12
09/18	Nuclear Chemistry	Chapter 20
09/20	Solutions	Chapter 13

09/25	Solutions	Chapter 13
09/27	Chemical Kinetics	Chapter 14
10/02	Chemical Kinetics	Chapter 14
10/04	Chemical Equilibrium	Chapter 15
10/09	Chemical Equilibrium	Chapter 15
10/11	Chemical Equilibrium	Chapter 15
<b>10/16</b>	<b>Exam #2</b>	
10/18	Acids and Bases, Equilibria	Chapter 16
10/23	Acids and Bases, Equilibria	Chapter 16
10/25	Acids and Bases, Other Equilibria	Chapter 16 / Chapter 17
10/30	Acids and Bases, Other Equilibria	Chapter 16 / Chapter 17
11/01	Other Equilibria, Ksp	Chapter 17
11/06	Other Equilibria, Ksp	Chapter 17
11/08	Thermodynamics	Chapter 18
11/13	Thermodynamics	Chapter 18
<b>11/15</b>	<b>Exam #3</b>	
11/20	e- Transfer Reactions	Chapter 19
11/22		
<b>12/09</b>	<b>FINAL EXAM</b>	<b>4-6:30pm</b>

## Communication Policy

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### STUDENTS:

## **Announcements**

You are responsible for reading all announcements posted by the instructor and TA. Check the course announcements each time you log into Canvas. It is suggested that you optimize your Canvas notifications so that course announcements are forwarded to a place you will receive them immediately. It is strongly recommended that your Canvas notifications are set so that you receive an immediate email of each announcement, so that important course information is not missed. To receive announcements directly to your email:

1. Within our Canvas course, select 'Account' in the left control panel; then
2. Select 'Notifications'; then
3. Select the bell icon next to 'Announcement' in the 'Course Activities' section and select 'Notify Immediately' (the bell icon will turn green, indicating that you have elected to receive an immediate email for each new announcement posted on Canvas).

## **Email/Video Conferencing Policy**

You are responsible for reading all your course email and responding in a timely manner. Emails sent to the instructor or TA must be sent from your FAU email or through Canvas. When many students ask similar questions, announcements are made in Canvas instead of replying to each email separately.

## **INSTRUCTOR:**

### **Announcements**

When many students ask similar questions, announcements or discussion boards are made in Canvas instead of replying to each email separately.

### **Email/Video Conferencing Policy**

Except for weekends and holidays, the instructor will typically respond to emails (Canvas inbox or FAU email) within 48 hours. If you have questions of a personal nature, you should email the instructor using your FAU email only.

### **Assignment Feedback Policy**

The instructor or TA will provide feedback on submitted assignments within one week of the submission date. Some assignments may require a longer review period, which the instructor will communicate to you.

### **Course-Related Questions Policy**

Except weekends and holidays, the instructor will generally answer questions within 48 hours.

## **Electronic Communication Policy**

In addition to the University's policy, please consider the following:

- Privacy, confidentiality, and security in all electronic communications.
- All electronic communication resources must be used for the course and in alignment with the University mission.
- Prohibited use of false identity, false identity pseudonyms, or anonymous (sender's name or electronic identification is hidden).
- Access without consent.
- Disruption of services including introducing computer contaminants (viruses).
- Harassment of any kind.

Please see the Office of Information Technology's policies on Cyber Security Awareness.

## **Minimum Technology and Computer Requirements**

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### **Hardware & Software Requirements**

#### **Hardware**

- Dependable computer
- Computer speakers
- Headset
- Microphone
- Webcam
- Printer/Ink/Paper
- Scanner App or other scanning device iClicker
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#### **Software**

- Microsoft 365 Suite
- Reliable web browser (recommended Chrome)
- Canvas mobile app: Download instructions for iOS device or Android device
- Adobe Reader
- Adobe Flash Player
- LockDown Browser and Monitor (no iPADs)
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Cengage Unlimited (homework, book, and workbook)

#### Internet Connection

- Recommended: Broadband Internet connection with a speed of 4 Mbps or higher.
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.

#### Computer Requirements

##### Basic Computer Specifications for Canvas

- Operating system: Windows 10 or macOS High Sierra (10.3) or higher.

#### Peripherals

- A backup option should be available to minimize the loss of work. This can be an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

#### Software

- Once logged in to Canvas make sure your Internet browser is compatible.
- Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.

#### Minimum Technical Skills Requirements

The general and course-specific technical skills you must have to succeed in the course include but are not limited to:

- Accessing Internet.
- Using Canvas (including taking quizzes, attaching documents, etc.).
- Using email with attachments.
- Copying and pasting functions.
- Downloading and installing software.
- Using presentation, graphics, and other programs.
- Searching the FAU library and websites.
- Maneuvering through interactive screens and scenes.
- Using a scantron.
- Using a scientific calculator (TI-30).
- Using an iClicker.
- Using Cengage software.

### Technical Support

In the online environment, technical issues are always possible (e.g., lost connection, hardware, or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem. Most issues in Canvas can be resolved by clicking on the “Help” tab located on the menu bar.

When a problem occurs, click “Help” to:

- Report a Problem
- Live Chat with Canvas Support
- Search Canvas Guides

### Additional Technical Support

1. Contact the eLearning Success Advisor for assistance: (561) 297-3590
2. If you can, make a Print Screen of the monitor when the problem occurs. Save the Print Screen as a .jpg file. Print screen should show the date and time.
3. Complete a Help Desk ticket. Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This includes:
  - a. Select “Canvas (Student)” for the Ticket Type.
  - b. Input the Course ID.

- c. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
  - d. Attach the Print Screen file, if available.
4. Send a message within Canvas to your instructor to notify him/her of the problem. Include all pertinent information of the incident (2b-d above).
5. If you do not have access to Canvas, send an email to your instructor with all pertinent information of the incident (2b-d above).
6. If you do not have access to a computer, call your instructor with all pertinent information of the incident. If he/she is not available, make sure you leave a detailed message.
7. If you do not hear back from the Help Desk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until you obtain a resolution.

The instructor reserves the right to adjust this syllabus as necessary.