FYC 2005
Introduction to
Family Resource Management

Time: MWF 6 (12:50-1:40)
Location: LIT 0113

Instructor: Taylor Spangler, M.S.
Office: McCarty D 3022

E-mail: Please use Sakai e-mail only. I will check at least daily M-F.
Office Hours: MWF 7 (1:55-2:45)
Phone: 352-273-3502

Course Description: This course is an introduction to management of resources including time, stress, money, and other issues facing individuals and families.

Course Format: This class meets for three, 50-minute sessions each week and may require online participation and assignment submission. This course will include real-life application of management concepts through goal setting and tracking throughout the semester.

Course Expectations: Students are expected to attend class, complete readings and assignments, and actively participate in discussions and activities. Students are expected to set personal goals and will get the most out of the course by honestly participating in the process.

Required Materials:
Additional readings and videos will be provided by the instructor during the semester.

Course Organization:
The course is structured around the textbook, and each week will focus on one of the 14 chapters:
Chapter 1 Management Today
Chapter 2 Management History and Theories
Chapter 3 Values, Attitudes, Goals, and Motivation
Chapter 4 Resources
Chapter 5 Decision Making and Problem Solving
Chapter 6 Planning, Implementing, and Evaluating
Chapter 7 Communication
Chapter 8 Managing Human Needs
Chapter 9 Managing Time
Chapter 10 Managing Work and Family
Chapter 11 Managing Stress and Fatigue
Chapter 12 Managing Environmental Resources
Chapter 13 Managing Finances
Chapter 14 Managing Tomorrow

The course will consist of weekly reading quizzes, homework assignments, and two exams. The midterm will take place Wednesday, February 26th, and the final exam will take place Wednesday April 23rd.
Classroom Policies

Late Assignments: All late assignments will be penalized 10% for each day late. This penalty starts the minute after the assignment was due. It is the student’s responsibility to ensure that assignments are received by the instructor by the published deadline. Only University-approved excuses will be accepted.

Excused Absences: Excused absences will include: sick days (documented by a medical practitioner), death of an immediate family member, conferences, or authorized UF travel. Submit authorized excused absences prior to or immediately after your absence. Please supply documentation only in cases of major assignments.

Grades and Grade Points: For information on current UF policies for assigning grade points, see https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Style Guide:
All references and citations should be submitted using APA style. For more guidance, see http://www.apastyle.org/ The Purdue OWL writing guide website is another excellent resource https://owl.english.purdue.edu/owl/resource/560/01/

Cell Phones/Laptops: Your phone should be silent or off during class and should be put away during class time. Laptops should be used for class purposes only (not FaceBook, surfing, etc.). Texting, chatting, and surfing are distracting to your classmates and the instructor. Students who are in violation will be warned (first offense), and asked to leave the classroom (second offense).

Respect: Treat the other students, guest lecturers, and the instructor with respect and expect to be treated with respect. During lecture and discussion, side conversations, inappropriate remarks, and other rude activities will not be tolerated.

Academic Honesty: As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php

Software Use:
All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or
criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

**Campus Helping Resources**

A complete list of campus resources is available at [http://healthygators.ufsa.ufl.edu/campus-resources](http://healthygators.ufsa.ufl.edu/campus-resources)

**University Counseling & Wellness Center** [www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)
3190 Radio Road, 352-392-1575

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university’s counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

**Career Resource Center** [www.crc.ufl.edu/](http://www.crc.ufl.edu/)
First Floor JWRU, 352-392-1601

The CRC offers students (and, where appropriate, alumni) a broad range of assistance designed to provide the best opportunity for career employment upon graduation.

**Disability Resource Center** [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)
0001 Reid Hall, 352-392-8565

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

Please do not hesitate to contact me if you have questions or concerns in this regard. Also, please make these arrangements early so I can make the proper accommodations.