CATALOGUE DESCRIPTION

This course introduces the study and practice of family, youth and community sciences. Presents analytic concepts used in the study of FYCS. Emphasizes the vulnerabilities and needs of U.S. children, youth, families and communities, and describes human services that maximize human potential and minimize personal and societal costs. Introduces the roles and skills of the human service professional.

COURSE OBJECTIVES

FYC 3001 is designed to:

• introduce the basic premises of research and theory in the study of family, youth, and communities.
• present human ecological theory as related to FYCS.
• describe the status of families, youth, and communities in the 21st century.
• identify programs designed to support families, youth, and communities.
• introduce theory, research, and policy associated with families, youth, and communities.
• familiarize students with peer-reviewed research, resource evaluation, and APA style references.
• acquaint students with professions related to working with families, youth, and communities.

COURSE TEXT REQUIREMENTS

This course requires students to utilize one text. It is relatively inexpensive and can be found online as new or used. Please purchase this text early in the semester. Students must purchase the 7th edition. American Psychological Association (2020). *Publication manual of the American psychological association* (7th ed.). Washington DC: American Psychological Association.

COURSE POLICIES

1. Accommodations: FYCS strives to create an accessible and inclusive learning experience for diverse students. Students with disabilities are encouraged to connect with the Disability Resource Center (DRC). The DRC will engage with the student to identify any potential accommodations that may support the student’s success. Accommodations are changes in the learning environment that remove barriers and provide equitable opportunities for accessible learning. Given that barriers may vary from course to course, students should meet with their DRC Learning Specialist once a semester to adjust accommodations.

   • Accommodations listed in a DRC letter are not retroactive. The provision of accommodations commences when the student presents the instructor the accommodation letter. Students are encouraged to present accommodation letters as soon as they receive one so the
accommodations can be put in place as early as possible. Students must allow ample time for the instructor to review and discuss accommodations with the student prior to implementation.

- If the student requires additional time for examinations, the student must make arrangements with the DRC and notify the instructor at least one week prior to the examination.

2. Grading: Your grade is a direct result of the effort you put into this course. Each assignment has been assigned a possible point value. You will earn points as you complete each assignment. These points accumulate to create your final score. Assignments will be graded on the quality and content of the writing. Be sure to spell check, grammar check, and proofread your work before submitting. Points will be deducted for not following instructions, poor grammar, spelling errors, and lack of appropriate etiquette. For information on current UF policies for assigning grade points, see https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/.

<table>
<thead>
<tr>
<th>Assignment/Assessment</th>
<th>Point Value</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>Discussion Posts (5 @ 20 pts each)</td>
<td>100</td>
<td></td>
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<tr>
<td>Participation</td>
<td>75</td>
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<tr>
<td>APA Style Quiz</td>
<td>75</td>
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<tr>
<td>KEEPRA Team Project &amp; Peer Evaluations</td>
<td>200</td>
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<tr>
<td>KEEPRA Team Project Presentation</td>
<td>25</td>
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<tr>
<td>Quizzes (4 @ 50 pts each)</td>
<td>200</td>
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<tr>
<td>Total points</td>
<td>700</td>
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3. Grade adjustments: It is unethical and in direct violation of the Honor Code to request an unjustifiable grade adjustment. Grades follow the above grading scale and are not rounded up. Please note that students have 1 week to review assignment/assessment grades/comments and contact the instructor with questions concerning the grade. Students who fail to review their assignment scores within one week of release of grades may not request retroactive adjustments on scores at the end of the term.

4. Late Assignments: Assignments are primarily submitted through Canvas and are due by 5:00 p.m. on the date indicated on the course calendar. There is a 7-hour grace period (until 11:59 p.m. on the due date) for online submissions. Late points will not be deducted during this time.

- A grace period is intended to accommodate for any technical difficulties while trying to submit your assignment. If you wait until close to 11:59 p.m. before attempting to submit your assignment for the first time and experience technical difficulties, you will not be granted
additional time as a result. My advice is to attempt to submit by the scheduled due date (5:00 p.m.) and use the grace period to resolve technical issues that may arise, if any. **Do not wait until 11:59 p.m. to submit for the first time as work will not be accepted late (after 11:59 p.m.) if something goes wrong.**

- Assignments will not be accepted after the grace period ends without written instructor approval at least 24 hours prior to the scheduled due date. That is, approval must be obtained via email by 5:00 p.m. the day before an assignment is due.

You are expected to complete all assignments within the course by the specified dates. Assignments that are submitted after the date and time provided in the syllabus will receive a zero (0) grade. That is, late assignments will not be accepted. Requirements for class assignments and other work are consistent with university policies that can be found at: [https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/](https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/). Please see university policy regarding university and medically-excused absences. In the event of an unforeseen emergency (death in the immediate family, sudden illness, etc.), please contact your instructor as soon as possible. Be proactive and forthcoming. Failure to communicate with your instructor may result in a zero (0) grade.

The Canvas app is a great tool for checking your mail, announcements, and viewing your grades. It is not a great tool for submitting assignments as the uploading procedure is very unreliable. In addition, I am unable to see you attempted to submit something using the app (I can view your activity in Canvas when using an internet browser). To protect yourself in the event of any technical glitch, do not use the mobile app for submitting assignments. Additionally, I recommend taking and saving screenshots of all Canvas submission confirmations. Failure to document your submission will result in a zero (0) grade should there be a system error.

5. **Contacting your instructors:** Please contact your instructors through Canvas (not @ufl) email. Keep in mind that email exchanges between students, faculty, and staff are a form of professional correspondence and permanent documentation between two (or more) people, and they are NOT confidential. Be sure your emails are polite, professional, and well prepared before hitting send.

Although most faculty try to answer emails promptly, you should allow 2 business days before expecting a response. To maintain a work-life balance, your instructors do not answer emails outside business hours.

6. **Technology, email and web access requirement:** All students are required to have a UF email account and must be able to access Canvas. Students must also have a webcam with microphone and recording capabilities. Please reach out to the instructor as soon as possible should any students have issues securing this technology.

You are responsible for regularly checking the Canvas site for the course calendar, lecture notes, required readings, announcements, and other course resources/materials. Technical problems on your end must be documented and communicated to the instructor immediately in order to receive extensions on the assignments. For the possibility of technical problems, please make it a practice to save all your messages and assignments submitted for the course. If you are experiencing issues with
Canvas call 352-392-HELP or connect via email (helpdesk@ufl.edu). Phone and email support are available 24/7. Do not contact your instructors without a ticket number from the help desk.

7. **Netiquette Expectations:** All students are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats.

- **Be professional** at all times. You are preparing yourself to be a career professional. Remember this as you establish your online presence.
- **Be respectful** of other people. Everyone is entitled to their own opinion. While it is okay to disagree, please do so with respect to others.
- **Be calm.** If you are upset or frustrated, keep this out of your communications with your fellow students or instructors. An angry or sarcastic comment does little to win respect or cooperation. Think about what you are going to say in an unemotional, professional manner (consider waiting overnight about what you truly want to say before sending/posting.) Provide adequate information when asking for help or assistance from your instructors or classmates.
- **Humor and sarcasm.** Because there are no visual cues in distance education, humor and sarcasm are nearly impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
- **Harassment and other offensive behavior.** The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed, as offensive, sexist, or racially motivated will not be tolerated. It is never appropriate to put anyone down because of his or her age, race, religion, color, sex, or sexual preference. The instructor may deem it necessary to remove any such online postings or discussions.
- **Offensive material.** Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.
- **Capital letters and bolding.** In written communication, the use of capital letters and/or bolding is used for emphasis. In much of the corporate world, writing in all caps is considered yelling. Yelling is not tolerated in a residential classroom and, therefore, is not acceptable in any online communications with students.

**ASSIGNMENTS** (see course calendar on Canvas for all due dates)

1. **Introduction Post (25 points):** One of the most important aspects of an online course is establishing connections with other students. Students are expected to submit an introduction by the end of the first week of class.

2. **Weekly Discussion Posts (100 points total; 5 @ 20 points each):** By the end of each week (Friday), students are required to write an initial post of at least 300 words in response to the respective week’s discussion prompt.

3. **Participation (75 points total):** Students are expected to demonstrate their understanding of course material through active participation in class daily. Students are expected to respond to oral and written questioning related to discussion topics. Points will be awarded via pop quizzes, reaction papers, activities, and participation (up to 10 points each). If you miss the class participation portion or fail to turn it in on time, you will receive a zero (0). There are no make-ups- no exceptions. There will be approximately 8-10 opportunities during the semester to obtain participation points.

4. **APA Style Quiz (75 points total):** This timed quiz will be administered through Canvas and will be open-book. You will have two (2) attempts at this quiz. Before you take the quiz, you will need to
have access to all required documents. More information will be provided in lecture. The quiz will be open for multiple days; once the quiz closes, there will be no additional opportunities to take the quiz.

5. **Quizzes (200 pts total; 4 @ 50 points each):** Four (4) quizzes will be administered during the semester. Quizzes cover all material up to the quiz date (i.e., not cumulative), including lecture content, videos, guest speakers, and required readings. The format of the quizzes may include multiple choice, matching, true/false, short answer, and fill in the blanks. **Note:** Once quizzes have been administered, no other quiz will be distributed. Therefore, if you miss the quiz, you will not be given the opportunity to take the quiz. Students who miss a quiz will not be provided with an opportunity for make-up unless arrangements were made in advance.

6. **Team Project and Peer Evaluations (200 points total):** Details from this semester-long team project will be provided on Canvas and in class. You will also be provided with time during the semester to meet with your team and work on the project. This project includes a semester-long peer evaluation process, which will directly impact your grade. **Failure to submit Peer Evaluations by the due date will result in a deduction of 50% of the earned points for that section- no exceptions.** Proactive participation in this project is essential to your final grade.

7. **Team Project Presentation (25 points total):** Each team will have 5-10 minutes (given the number of teams) to present their project. Each team member must be present for the presentation to receive credit. Moreover, to receive credit for your presentation, you must be present for all team project presentations. More information about the team project presentations will be provided in class.

**ACADEMIC HONESTY**
Any assignments that you submit must be original works authored by you as an individual in the course unless your instructors provide explicit permission for collaboration. Your thoughts are unique and valuable, and assignments and examinations provide you with an opportunity to share your insights with your instructor.

- Please be mindful that as a result of the registration process at the University of Florida, any enrolled student is committed 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 unless the instructor provides explicit permission for you to collaborate on course tasks. 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, or student complaints, please see: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

ONLINE COURSE EVALUATIONS

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students will be given the opportunity to provide feedback on the quality of instruction in this course using a standard set of CALS and university criteria.

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing a course evaluation online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete the evaluation through the email they receive from GatorEvals or in the Canvas course menus under GatorEvals. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

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.

UNIVERSITY RESOURCES

The University of Florida has support services available for all students. If you need additional support, you are encouraged to reach out to your instructor.

1. Counseling and Wellness Center (https://counseling.ufl.edu/) offers services and resources related to a variety of personal concerns, including but not limited to test-related stress, anxiety and depression, substance use, relationships, and sexual orientation and gender. All services are confidential. If a student is having a mental health emergency, they may call 352-392-1575 to speak to a crisis counselor. Additional contact information: 3190 Radio Road, (352) 392-1575, http://counseling.ufl.edu

2. Office of Victim Services (https://police.ufl.edu/about/divisions/office-of-victim-services/) recognizes that few events, if any, that may occur in one’s life can compare to the potentially traumatizing effects of being a victim of a crime. A victim advocate is available 24/7 to provide support for victims of actual or threatened violence. All services as free and confidential. You can speak to an advocate directly by calling 352-392-5648 during business hours (M-F, 8:00 a.m. – 5:00 p.m.) or 24/7 by calling the University Police Department’s Dispatch Center at 352-392-1111.

3. GatorWell Health Promotion Services (http://gatorwell.ufsa.ufl.edu/) is UF’s campus health promotion department. Services include HIV testing, Quit Tobacco coaching, Wellness Coaching for Academic Success, Health Huts, and various other outreach/educational events. GatorWell also provides free condoms and other sexual health resources to students. Visit one of their three campus locations including their main location on the First Floor of the Reitz Union.

4. UF Computing Help Desk (http://helpdesk.ufl.edu/) is available to help students with technical issues, including CANVAS. You can call the UF Help Desk 24/7 at 352-392-HELP.
5. U Matter, We Care ([http://www.umatter.ufl.edu/](http://www.umatter.ufl.edu)) is an initiative committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if someone is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu).

6. Career Connections Center ([https://career.ufl.edu/](https://career.ufl.edu)) can help you across the lifespan of your career and is located on the First Floor of the Reitz Union.

7. Student Complaints
   - For online courses: [https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/)
   - For residential courses: [https://distance.ufl.edu/student-complaint-process/](https://distance.ufl.edu/student-complaint-process/)

*Note: The instructor reserves the right to change any aspect of this syllabus and to make appropriate updates. Changes to the syllabus, including the course calendar, will be communicated to students in a timely manner.*