



FLORIDA GATEWAY COLLEGE

SYG1000 0I1– Introduction to Sociology Spring 2026 B12 Syllabus

Instructor Information

Name: Dr. Marnie Carroll, Sociology Instructor

Email: marnie.carroll@fgc.edu, or through Canvas message (preferred).

Office: Virtual

Office Hours: Tuesdays/Thursdays 9:00-10:00am EST, or by appointment

Other Available Hours: I check emails between 8:00am-5:00pm M-F, but may be busy on weekends. Please respect your professors' private time on the weekends. We are not responsible for your procrastination and I am not available late on Sundays.

Virtual Hours: I am available during office hours above or by appointment. Feel free to pop in to ask a question! You can also IM chat with me there. Use the "Virtual Office Hours" link in Canvas.

Course Information

Credits: 3

Requirements Met: AATR, MC, GE, GEC, GR

General Education Area: Group 2 Social Science

Prerequisites: Completion of REA0017 and ENC0025 with a grade of C or better, or ENC0027C with a grade of C or better, or score out on appropriate placement test.

Course Description

This course is an introductory-level course that will familiarize you with topics of interest in the field of sociology. We will discuss current events that relate to our field, as well as traditional theories and studies upon which sociology is built. This course is designed to get you asking questions about how we participate in a larger society, how we as individuals influence- and are influenced by others, why we hold the beliefs that we have and how we act accordingly, and why any of this is important in our lives. In other words, you will develop a sociological imagination, with which you may take a new look at the ordinary world and see sociological phenomena happening all around you.

Required Texts/Learning Resources

Wade, L. 2021. *Terrible Magnificent Sociology* (First Edition). W. W. Norton and Company.

Access is VIA OUR CANVAS COURSE – SEE DIRECTIONS IN THE COURSE UNDER THE MODULE TITLED: For Students: Getting Started and Course Materials.

General Learning Outcome

- **Cultural Awareness:** Students will explain how aspects of culture relate to the human experience.

Course Learning Outcomes

At the end of the course, you will be able to:

- Develop knowledge and understanding of the major theories, key concepts, and important issues currently debated in the discipline of sociology, and to critically evaluate their usefulness for analyzing various aspects of social life.
- Organize and structure essays clearly, effectively, and logically.
- Compare and evaluate the use of various qualitative and quantitative research methods and data in sociological inquiry.
- Develop and practice basic skills in sociological observation and interviewing.
- Acquire and apply information literacy skills, such as locating and evaluating pertinent information using library resources and scientific databases, and properly quoting and referencing secondary materials and sources.
- Critically understand the origins, forms, and consequences of human (social and cultural) diversity in local, national, and global contexts.
- Strengthen ethical thinking skills and to embrace humanitarian values, such as tolerance of diversity, acceptance of personal and institutional responsibility, and a desire to reduce social inequalities.
- Develop and practice the ability to critically inspect value-based claims.

Critical Dates – Spring 2026 B12 - COURSE DATES 2/9-5/7

Date	Event
Monday, January 12	Spring A16 and A8 classes start
Monday – Wednesday, January 12-14	Add/Drop period for Spring A8
Monday – Friday, January 12-16	Add/Drop period for Spring A16
Monday, January 19	Martin Luther King, Jr. Day – No Classes
Monday, February 9	Spring B12 classes start
Monday – Wednesday, February 9-11	Add/Drop period for Spring B12
Monday, February 16	President’s Day – No Classes
Friday, February 20	Deadline for student-initiated withdrawals – A8
Monday, February 23	Spring B10 classes start
Monday – Thursday, February 23-25	Add/Drop period for Spring B10
Friday, March 6	Course End Date – A8
Monday, March 9	Spring B8 classes start
Monday – Wednesday, March 9-11	Add/Drop period for Spring B8
Friday – Friday, March 20-27	Spring Break
Friday, April 10	Deadline for student-initiated withdrawals – A16
Friday, April 17	Deadline for student-initiated withdrawals – B12
Monday, April 20	Deadline for student-initiated withdrawals – B10
Friday, April 24	Deadline for student-initiated withdrawals – B8
Thursday, May 7	Course End Date – A16, B12, B10, B8

Weekly Schedule SPRING 2026 A16 – Online

WEEK	MODULE(S)	START	END	TOPICS	COURSEWORK
1	1	2/9/26	2/15/26	Introduction: The Science of Social Facts	<ul style="list-style-type: none"> • Readings - The Science of Social Facts • Discussion - Introduce Yourself • InQuizitive Assignment - How to Use InQuizitive • Introduction Blog Quiz
2	2	2/16/26	2/22/26	Chapter 1: The Self	<ul style="list-style-type: none"> • Readings - The Self • Discussion - Self-fulfilling Prophecy • Chapter 1 Key Terms Quiz • Chapter 1 InQuizitive Assignment • Chapter 1 Blog Quiz
3	3	2/23/26	3/1/26	Chapter 2: Culture and Construction	<ul style="list-style-type: none"> • Readings - Culture and Construction • Discussion - Sociological "Telephone" • Chapter 2 Key Terms Quiz • Chapter 2 InQuizitive Assignment • Chapter 2 Blog Quiz
4	4	3/2/26	3/8/26	Chapter 3: Our Identities	<ul style="list-style-type: none"> • Readings - Our Identities • Discussion - Humanae Project • Chapter 3 Key Terms Quiz • Chapter 3 InQuizitive Assignment • Chapter 3 Blog Quiz
5	5	3/9/26	3/15/26	Chapter 4: People in Interaction	<ul style="list-style-type: none"> • Readings - People in Interaction • Discussion - Sociological Imagination - Gender and Race • Chapter 4 Key Terms Quiz • Chapter 4 InQuizitive Assignment • Chapter 4 Blog Quiz
6	6	3/16/26	3/22/26	Chapter 5: Deviance and Defiance	<ul style="list-style-type: none"> • Readings - Deviance and Defiance • Discussion - Making the Grade • Chapter 5 Key Terms Quiz

				Assignment One - Doing Nothing SPRING BREAK STARTS 3/20	<ul style="list-style-type: none"> Chapter 5 InQuizitive Assignment Chapter 5 Blog Quiz ASSIGNMENT ONE ESSAY - Doing Nothing
7	NONE - BREAK	3/23/26	3/29/26	SPRING BREAK ENDS 3/27	NONE
8	7	3/30/26	4/5/26	Chapter 6: Organizations, Institutions, and Structures	<ul style="list-style-type: none"> Readings - Organizations, Institutions, and Structures Discussion - Premodern, Modern, and Postmodern Institutions Chapter 6 Key Terms Quiz Chapter 6 InQuizitive Assignment Chapter 6 Blog Quiz
9	8	4/6/26	4/12/26	Chapter 7: Economic Inequality	<ul style="list-style-type: none"> Readings - Economic Inequality Discussion - Distribution of Wealth Chapter 7 Key Terms Quiz Chapter 7 InQuizitive Assignment Chapter 7 Blog Quiz
10	9	4/13/26	4/19/26	Chapter 8: Institutional Racism	<ul style="list-style-type: none"> Readings - Institutional Racism Discussion - The Parable of the Polygons Chapter 8 Key Terms Quiz Chapter 8 InQuizitive Assignment Chapter 8 Blog Quiz
11	10	4/20/26	4/26/26	Chapter 9: Gendered Oppression Chapter 10: Elite Power	<ul style="list-style-type: none"> Readings - Gendered Oppression Discussion - Man Who Has it All Chapter 9 Key Terms Quiz Chapter 9 InQuizitive Assignment Chapter 9 Blog Quiz
12	11			Chapter 10: Elite Power	<ul style="list-style-type: none"> Readings - Elite Power Discussion - Spent

					<ul style="list-style-type: none"> Chapter 10 Key Terms Quiz Chapter 10 InQuizitive Assignment Chapter 10 Blog Quiz
13	12			Chapter 11: The Power of the People Assignment Two (GLO Essay - Assignment 2, Greatest Interest)	<ul style="list-style-type: none"> Readings - The Power of the People Discussion - Protest - a Video Journey Chapter 11 Key Terms Quiz Chapter 11 InQuizitive Assignment Chapter 11 Blog Quiz
14	13			Assignment Two (GLO Essay - Assignment 2, Greatest Interest)	<ul style="list-style-type: none"> GLO ESSAY - Assignment 2, Greatest Interest
15	14			Chapter 12: Our Future on Earth	<ul style="list-style-type: none"> Readings - Our Future on Earth; The Sociological Imagination Discussion - Clothing Origins Chapter 12 Key Terms Quiz Chapter 12 InQuizitive Assignment Chapter 12 Blog Quiz
12	12 AND 13	4/27/26	5/3/26	E-book Conclusion: The Sociological Imagination	<ul style="list-style-type: none"> NONE
13	NONE	5/4/26	5/7/26	SHORT WEEK! COURSE ENDS 5/7	NONE

Student Expectations

Attendance

While attendance itself doesn't count as a "grade" in this class, it's still important for you to be here and be engaged because the more actively engaged you are in your courses, the stronger learning and better grades you tend to earn. You will need to spend a substantive amount of time in our course (think around 3 hours per module). Be sure to show up for yourself this semester!

You might be wondering what attendance looks like in an online class like ours, so let's set up some definitions. For official purposes, attendance in our class is tied to assignment submissions. If you have

submitted an assignment for that module, you've attended class for that module. This primarily affects you being dropped from the class during the Add/Drop period, the date for a potential withdrawal, and a date I will have to put with your final grades if you earn a D/F.

Courtesy and Student Conduct Code

Inappropriate, disruptive, and/or insulting behavior will not be tolerated in this class. If I feel that a student is acting in a manner not suiting the conduct guidelines in the student handbook, I will remove the student. This applies to online classes, as often times when students are posting on Canvas, they forget that actual people will be reading their comments. Remember to treat your peers with the respect that you wish to receive yourself. Peers are valuable tools in your education. I reserve the right to have a student withdrawn or to assign an early grade to any student enrolled in my courses.

Late Work

Remember that online courses are not "do at your own pace" courses. This course follows specific due dates that must be adhered to. All due dates can be found in the "Calendar" within this Canvas course, the "Home" page in Canvas, the "Syllabus" page in Canvas, and in this actual syllabus. I take the late policy seriously in order to honor the students who have worked so hard to submit on time.

Students should be forewarned that my policies on missed and late work in this class are strict and rigid. There are very few exceptions to the following late policies:

- All late Assignments will result in a 20% per day reduction.
- The following assignment types may not be submitted late for any reason:
 - Quizzes - any type including InQuizitive Assignments
 - Discussions
 - Exit Tickets

Students should promptly contact me when an unforeseen, legitimate circumstance beyond their control (i.e., things that do not involve a choice, like documented illness or medical emergency; family funeral; athletic travel) may potentially result in a missed assignment deadline. Students who foresee missing assignment deadlines due to voluntary travel or other circumstances within the student's control should submit work early.

Likewise, note that a lack of access to internet services is not a valid excuse for missing or late work. As a student, it is your responsibility to figure out a way to submit your work. The library on campus is open after hours and there are many public spaces with free Wifi (your public library, Panera, McDonalds, etc.). Take advantage of the Canvas app and other services on your phone as well, if possible. Further, if Canvas is down or not letting you submit, you should email the assignment to me as an attached PDF or .docx file from your FGC Wolves email account.

Gordon Rule Requirement

This course is a Gordon Rule course. In accordance with the State of Florida's Rule 6A-10.030, all courses designated as Gordon Rule ("GR") in the college catalog will include the requirement that

students demonstrate the ability to produce college-level, discipline-based writings. Such courses include, but are not limited to, those in the Communications, Humanities, and Social Sciences categories. This requirement will be met in each class through the student's successful completion of multiple and substantive college-level writing assignments as designed and assessed by the instructor in such a way as to measure both course-specific learning and development of writing skills over the progress of a given semester. In addition to demonstrating a satisfactory understanding of the written English language, all such assignments submitted by a student should exhibit critical thinking skills and be directly related to the discipline's specific General Learning Outcome(s).

Grading Policies (Student Performance Measures)

Learning Activities

Key Terms Quizzes (10%): These quizzes are organized by chapter, and reflect the “key term flashcards” for each chapter. These quizzes give students a convenient way to review the text's key term definitions before working through each InQuizitive assignment, and ensure that students are being active learners and engaging with the materials.

InQuizitive Assignments (20%): These assignments help you to master and retain key learning objectives. Each chapter-based InQuizitive activity is organized around four learning objectives drawn from the “In this Chapter” feature at the beginning of every chapter. Questions on the key terms, core concepts, research methods, and sociological theories covered in each chapter help ensure students are getting the sociology behind the stories.

Everyday Sociology Blog Quizzes (20%): Everyday Sociology blog quizzes on current events show students how understanding sociological theory and methods can enhance their understanding of the world around them. These chapter-based short quizzes give instructors an easy way to bring current events into the classroom and a low-stakes opportunity for students to apply sociological concepts to the world around them.

Discussions (30%): These are asynchronous discussions that take place in our weekly Modules in Canvas. You are required to post one initial response and two responses to peers during the week in which the discussion is held. See the discussion board policies in the classroom for more information.

Essay Assignment (10%): This writing assignment will help students connect the materials we study to their own lives, encouraging critical thinking and learning; and will provide an opportunity for writing feedback and experience.

GLO Essay (10%): This capstone writing assignment will require students to write an essay demonstrating knowledge of what they have learned overall in the course.

Gordon Rule

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Grading Scale

A – 89.5 – 100%
B – 79.5 – 89.4%
C – 69.5 – 79.4%
D – 59.5 – 69.4%
F – 59.4% or below

Returning Grades

I will grade most assignments within one week of the due date. For more expansive assignments, I will return them within two weeks. This gives me ample time to provide constructive, useful feedback to help you progress and grow as a student in this course.

Student Support and Tech Needs

This course requires students to have access to a computer and the internet. For those students who do not own a computer, computer labs are available on the FGC campus and in public libraries. Students without internet can come to the FGC campus, go to local public libraries, coffee shops, etc.

Minimal technical skills require for this course include the ability to use Microsoft Office products and navigate the Internet.

If you have any additional questions, please contact IT at 386-754-4408. You can also email the Florida Gateway College helpdesk at helpdesk@fgc.edu.

Florida Gateway College Policies and Statements

The Library

The Wilson S. Rivers Library is located in Building 200 and also includes millions of e-books and articles (<https://www.fgc.edu/academics/library/>). The library has more than 70 computers with 50 pages daily of free B&W or Color printing for students. There are also small and large study rooms available for two hours at a time. Click the link above for more information. Librarians are available to assist with research help, and there are helpful videos on library searching and citation help here: (<https://www.fgc.edu/academics/library/research-help-and-guides/>).

Phone- 386-754-4401
Email- library@fgc.edu
[Ask-A-Librarian](#) text and chat

Fall & Spring Semester Library Hours

Monday – Thursday: 7:30 am – 7:30 pm
Friday: 9:00 am – 4:00 pm
Saturday: CLOSED
Sunday: CLOSED

Summer Semester Library Hours

Monday – Thursday: 7:30 am – 6:30 pm
Friday: CLOSED
Saturday & Sunday: CLOSED

Student Success Center (SSC)

The Student Success Center (SSC) is located in Building 008. The SSC offers a variety of resources for students and faculty. Access to computers and limited printing is available. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the SSC. Tutoring in other subjects is also offered. The SSC provides space for students to study in subject specific learning groups. Stop by or call the Student Success Center to request the most current tutor schedule (386-754-4382).

Fall Semester SSC Hours

Monday--Thursday: 8:00am – 7:30 pm
Friday: 9:00am – 4:30pm

Spring Semester SSC Hours

Monday--Thursday: 8:00am – 6:00 pm
Friday: 9:00am – 4:30pm

Summer Semester SSC Hours

Monday – Thursday: 7:30 am – 5:00 pm

If you have any questions, you may contact the center by phone at 386-754-4479, 386-754-4382, or by emailing Christina Slater at christina.slater@fgc.edu.

EAB Navigate

The SSC initiates student progress reports to the entire campus through EAB Navigate. EAB Navigate is an early-alert tool designed to identify students who may be susceptible to falling behind in their course before they actually do.

Twice during the semester, we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your academic advisor, and the SSC. Your instructor's information is provided in the email.

Navigate Student is a mobile app designed to support students during their academic careers at FGC. Navigate Student is the ultimate student resource that acts as a personal advisor and provides students with the information they need, when they need it. Additionally, students may make an appointment with an advisor, view campus events, be alerted on important to-do's, view class schedules, explore their major, and much more.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the SSC is to help encourage and promote your educational journey here at FGC and beyond.

Class Recording

A student shall not make a recording in class unless the recording is limited to the class lecture, and

1. the recording is made for the student's personal educational use,
2. in connection with a complaint to the college, **or**
3. as evidence in or in preparation for a criminal or civil proceeding.

Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. A recording of any meeting or conversation between students, or between students and faculty, is strictly prohibited unless all parties have consented to such recording. A recording of a class lecture may not be published without the prior express written consent of the recorded faculty member.

Resource Information

Florida Gateway College has partnered with **BetterMynd**, (<https://www.bettermynd.com/students>) an online therapy platform for college students, to offer our students access to free video-therapy sessions with their diverse network of licensed mental health counselors.

Florida Gateway College students can now access free online therapy sessions on the BetterMynd platform with the counselor of their choice. These 50-minute, live video-sessions are private, confidential, and can take place from the convenience of your laptop, smartphone, or tablet. Sessions are available during the day, at night, and on the weekends.

To register and get started with a counselor that's a good fit for you, sign-up here. (<https://app.bettermynd.com/register>)

If you have any questions about these services, you can email BetterMynd at students@bettermynd.com.

If you are in the need of additional resources please contact the Director of Student Life, Amy Dekle, at amy.dekle@fgc.edu, or by visiting Building 007.

Academic Appeal; Grievances; General Complaint

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website. Under Students and the Complaints & Appeals section (<https://www.fgc.edu/students/complaints-and-appeals/>), information regarding policy, procedure, and forms related to these topics is provided.

College Course Withdrawal and Drop Process

A course may be dropped only during the published add/drop period. After add/drop, students must withdrawal from their course. Please visit the [College Catalog](#) for more detailed information about the drop and withdrawal process.

Students are responsible for withdrawing by the published deadline. Students must allow sufficient time for the process to be completed. **The fully approved withdrawal form is due to Registration & Records by 4:30 p.m. on the deadline posted on the [Academic Calendar](#) or it is considered late.**

To withdraw from a course, the following steps must take place:

1. The student will log in to MyFGC and navigate to the Withdrawal form.
2. First, click the Student tab; next click Registration; and then click Course Withdrawal Form.
3. The student will enter the course information, the instructor's email address, and the advisor's name and email address. Once all information is entered, submit the form.
4. The form then routes directly to the instructor for approval and the last date of attendance. Once the instructor has completed their portion, the form will route to the advisor.
5. The advisor will complete their portion of the form and submit.
6. The form then routes to Registration & Records for processing. The student will receive an email notification to their FGC Wolves email account once this step is completed.
7. If the form is denied, the student will be notified by email and should contact the advisor with any questions.

Students are strongly encouraged to begin the withdrawal process the day **before** the withdrawal deadline to allow sufficient time for the process to be completed by all offices involved (Instructor, Advising Services, Financial Aid, Registration & Records).

It is the student's responsibility to understand all financial and academic implications of the withdrawal. Students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, a student must receive a grade for the course. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from the instructor.

Incompletes

Incomplete grades are reserved for students who are unable to complete a course and the withdrawal date has passed. A student should only be issued an incomplete if at least 75% of the course assignments have been submitted and the student can reasonably complete the remaining assignments **within the first three weeks** of the next term to earn a passing overall grade. Otherwise, students should be issued the earned letter grade in the course at the end of the current term.

The **Incomplete Grade Request Form** must be completed and submitted for approval by the **FIRST day of Final Exams and BEFORE** issuing the "I" grade. The instructor will describe the circumstances leading up to the requested "I" for the course, and list the missing assignments, quizzes, exams, and any other course requirements needed to satisfactorily complete the course **within the first three weeks** of the next term. The form must be signed by the instructor, student, and the Dean/Executive Director over the program. Once all participants have signed, an approval email will be sent to the instructor for authorization to assign the "I" grade.

Student Communication Standards

You are expected to communicate in a professional and respectful tone with the instructor and fellow classmates. All written communication (in email correspondence, discussion forums, assignments, quizzes and exams, etc.) must use proper written English. Please refrain from using online and texting abbreviations and language. Oral communications, if applicable, must be made with a respectful tone and body language. Use proper [netiquette](#) throughout!

Academic Honesty

At Florida Gateway College, we value the development of critical thinking, effective communication, and academic growth. To ensure fairness and uphold the principles of academic integrity, any instances of academic dishonesty (i.e., cheating, plagiarism, bribery, misrepresentation, fabrication, unauthorized use of AI technologies, etc.) are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook. We believe in your ability to think critically and develop your own unique perspectives. By adhering to these guidelines and committing to the principles of academic integrity, you will not only enhance your learning experience, but also foster an environment of trust and respect within our academic community.

Use of AI Technologies

The use of AI technologies to generate or assist in the creation and completion of assignments is strictly prohibited, unless explicitly allowed by the instructor as described in the course syllabus. It is your responsibility to read this thoroughly and carefully at the beginning of the semester.

Your assignments should reflect your own thoughts, analysis, and original work. Florida Gateway College employs the use of AI detection tools to assess the authenticity of your assignments. These tools are designed to identify instances of cheating and plagiarism, including the use of AI technologies. Any submissions that violate this policy will be subject to disciplinary action. If you have any questions or concerns regarding the use of AI technologies in your courses, please review your course syllabus or reach out to your instructor for clarification.

Civil Rights and Compliance Statement

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, sex, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The Civil Rights & Compliance Officer is Cassie Buckles, Associate Vice President of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at cassandra.buckles@fgc.edu or by phone at 386-754-4313.

Disability Statement

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the OAS to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent to them each semester to share with their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 007, Room 107

Phone: (386) 754-4393

Email: Accessibility.Services@fgc.edu

FERPA Statement

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Registration & Records Office in Building 015 or on the Florida Gateway College website (www.fgc.edu/students/registration-and-records/ferpa/).

SACSCOC Statement

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Honorlock Statement

Florida Gateway College has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring

service that allows you to take your exam. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension on the Honorlock website (www.honorlock.com/install/extension/). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, by phone at 844-243-2500, and/or by email at support@honorlock.com.

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu or by clicking the **Canvas Support** link within your course(s).

Turnitin Statement

Instructors may require writing assignments to be submitted to Turnitin when uploaded to Canvas. Turnitin is an internet-based service that looks for similarities and potential plagiarism by comparing your assignment submissions with its massive database of student work (including previous student submissions at Florida Gateway College), the Internet, and its entire archive, books, and journal and reference publications. Turnitin generates a [similarity report](#), which can help you and your instructor determine whether you used sources fairly and ethically, cited correctly, and paraphrased effectively.

You are encouraged to submit your written work to Turnitin prior to assignment deadlines, whether through Canvas or [Draft Coach](#). If needed, that would allow you time to review the [library's research and help guides](#) or seek writing assistance from your instructor or a tutor in the Student Success Center.

Mission Statement

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, foster career readiness, and enrich the diverse communities it serves through affordable, quality higher education programs and lifelong learning opportunities.