



Department of Communication Meeting

Meeting Date: 10/17/18

Attendance: R. Barfield, J. Conway, M. Dodd, S. Fendley, R. Francies, C. Hanlon, S. Hastings, S. Hodgson, J. Kim, R. Kolodziej-Smith, B. Lindsley, J. Matusitz, J. McCafferty, J. McCain, A. Miller, J. Miller, G. Musambira, S. Neel, L. Neuberger, M. Nocasian, A. Parrish, J. Sandoval, A. Scott, D. Sellnow, T. Sellnow, P. Spence, K. Tuorto, H. Weger, K. Workman, D. Young, N. Yu

Excused: D. Blemker, M. Dusseau, L. Hudock, G. LaPage

Approval of Minutes

Upon a motion made, the meeting minutes of September 19, 2018, were approved unanimously as written.

Making a Difference (M.A.D.)

- Research
 - H. Weger –interviewed about his research on active listening by Public Radio’s International’s podcast, “The Science of Happiness.”
 - Herovic, E., Sellnow, T., & Sellnow D. (2018). Challenges and opportunities for pre-crisis emergency risk communication: lessons learned from the earthquake community. Accepted for publication in the Journal of Risk Research.
 - J. Kim – featured in the CSCA newsletter as the winner of the 2018 Federation Research Award.
- Teaching
 - N. Yu – doing a study abroad in summer A term in China; Media and Technology. The course will count for COM 4110 (Business and Professional Communication).
 - T. Sellnow and D. Sellnow – grant-funded study abroad for three graduate students to study summer 2019 in Ilmenau, Germany.
- Service
 - S. Hodgson – Lambda Pi Eta officers completed their research project on women in the media and will be presenting a poster at the Florida Communication Association conference.
 - R. Francies – completed a three-week presentation workshop with the UCF STEM Ambassador Program. She helped the students prepare their STEM presentations and facilitated peer feedback. The 28 ambassadors will go into local schools to inspire young STEM minds and recruit future UCF STEM students.
 - K. Workman – will be representing COS on the Admissions and Standards committee.
 - A. Scott – admitted to the fall 2018 GEP Faculty Development program sponsored by the College of Undergraduate Studies.
 - P. Spence – Issues 1 and 2 of the *Journal of International Crisis and Risk Communication Research* are published.
 - P. Spence – new editor for CSCA’s *Journal of Communication Studies*.
 - D. Sellnow – new editor for CSCA’s *Journal of Communication Pedagogy*.

New Faculty Position(s)

- A tenure-track position in Instructional Communication has posted. Dr. Littlefield will formally charge the search committee October 29 (see attached).

- D. Sellnow is working on posting the debate position and one or two other lecturer positions.

Downtown Move

- Furniture selections have been made. NSCM will purchase additional furniture for each faculty member who is moving to the Downtown campus.

NSCM Chair's Meeting Report (attached)

Department Organization

- Faculty need to provide input regarding the future structure of NSCM.

Cengage

- Cengage representatives Ellen and Christina discussed Cengage's digital subscriptions ("Netflix for courses") and other textbook concerns.

Committee Reports

- Policy and Planning – D. Sellnow
 - The committee has been charged with an action plan to develop a Department of Communication Handbook by the end of fall 18 semester (see attached). The first meeting is scheduled for October 24, 11 a.m.
- AESP and Equitable Load Policy – (see attached)
 - Members: D. Sellnow (Chair), M. Dodd, S. Hastings, L. Hudock, A. Miller, H. Weger
- Awards & Recognition – A. Miller (see attached)
- Student Success – A. Parrish (see attached)
 - **ACTION: G. LaPage replacement**
 - A. Scott and M. Nocasian self-nominated (majority approved)
- COM Curriculum and Assessment – J. McCain (see attached)
 - J. McCain further recommended that faculty members contact her no later than November 1 if they have any curriculum changes for 2019-2020; this includes catalog edits, minimum GPA requirements, etc.
- GEP Curriculum and Assessment – C. Hanlon and S. Hodgson (see attached)
- M.A. in Communication – N. Yu (see attached)
 - **ACTION: Committee formation**
 - J. McCafferty, M. Dodd, J. Kim self-nominated (unanimous)
- Forensics – S. Fendley and J. Conway (see attached)
 - Faculty should reach out to students who participated in debate during high school. Faculty encouraged to refer those students to S. Fendley and J. Conway.
- Faculty Senate and UFF – J. Sandoval
 - Capital projects over \$2 million have additional controls and checks now due to the previous misuse of funds.
 - Faculty retention efforts are in works.
 - Consideration of instructor/lecturer representation is under review.
 - UFF is in full-book bargaining.
 - Need assistance with impact bargaining (approximately 10 hours of work this semester)
 - Recommend all faculty to visit the Ethics and Compliance website
 - Recommend faculty to review Article 20 as barriers to reporting issues, such as discrimination and sexual harassment, are being reduced so there is less of a burden for those who report.

Old Business

- Textbook orders and Syllabi Due Dates
 - The bookstore is encouraging textbook orders by October 19 and no later than November 8; however, D. Sellnow proposed a soft deadline of November 1.
 - Submit orders via Faculty Enlight (<https://facultyenlight.com/>)
 - Syllabi are due to D. Doyle by January 2; however, D. Sellnow proposed a soft deadline of November 1.
 - Faculty are encouraged to use the NSCM template (attached)
 - Recommend submitting before December break
 - Recommend placing textbooks on reserve at the library

New Business

- Submit requests for spring 2019 GTA support to D. Sellnow by November 1
- P. Spence will review IRB submissions for faculty
- Robert Wells, UCF Office of Research, will do news releases when an article is being released in a journal. Contact him when an article has been accepted for publication.
- Think creatively about scheduling class meetings at the Downtown campus. Recommend faculty teach on Fridays (particularly graduate seminars) and consider ITV courses.
- M. Dodd recommended as the Honors in the Major coordinator; unanimously approved.
- Changes to the spring 2019 course schedule were made. Faculty should check their schedule, via myUCF.
- Recommend faculty to reach out to L. Neuberger regarding any concerns about research facility or other needs for the Downtown campus.

For the Good of the Order

- C. Hanlon for S. Hodgson
 - Accepting officer nominations for the Florida Communication Association. Anyone interested, please contact S. Hodgson before October 19.
- A. Miller
 - FCTL is holding intensive sessions on November 16, which focuses on inquiry-based learning and role-playing pedagogy. Encourage faculty to register.

Respectfully submitted,
Christine Hanlon

Reminder

Department of Communication Faculty Meeting

November 14, 2018, 8:30 – 9:30 a.m., NSC 228

Assistant or Associate Professor, Communication

Position Information

Position Details

Position Number 32557

Class Title Assistant or Associate Professor, Communication

Administrative Title No Administrative Function

Job Description

The Nicholson School of Communication and Media (NSCM) at the University of Central Florida (UCF) is seeking a tenure-earning assistant professor or tenured associate professor of communication with an emphasis in instructional communication to enhance NSCM's forthcoming Ph.D. in Strategic Communication. The anticipated start date is August 8, 2019.

In addition to teaching at the graduate level, the successful candidate will be expected to teach in and provide service to one or more of NSCM's undergraduate programs in human communication and/or communication and conflict. For those applying at the associate professor rank, tenure will be granted to the selected candidate upon demonstration of teaching, research and service record commensurate with rank.

NSCM is especially interested in hiring faculty members who can contribute to its climate of diversity and inclusion. NSCM is a student-centered school, with a collegial and friendly faculty and staff. NSCM strives to be a premier academic program known for excellence in research, teaching, and service to students and the community. Students are active in internships and organizations on and off campus. The curriculum emphasizes both the theoretical and applied aspects of the field and encourages diversity in all aspects of communication. NSCM currently offers eight baccalaureates and four master's degree programs. A new Ph.D. program in strategic communication is planned to launch fall 2019. For more information about the school and its programs, visit <http://communication.cos.ucf.edu>.

UCF, one of the nation's largest universities with more than 67,000 students, has grown in size, quality, diversity, and reputation since it opened 50 years ago. The university is classified as a "Doctoral University: Highest Research Activity" and a "Community Engagement" institution by the Carnegie Foundation. Today the university offers more than 200-degree programs, more than 100 of them at the graduate level. UCF is an economic engine attracting and supporting industries vital to the region's future while providing students with real-world experiences that help them succeed after graduation. For more information, visit <http://www.ucf.edu>.

Position Minimum Qualifications

An earned doctorate in communication or other related, relevant field from an accredited institution by the start of employment is required. The successful candidate will demonstrate an active program of social scientific scholarship appropriate for a research university and possess the capacity to teach at the doctoral and master's levels, including courses in instructional communication, communication education, and/or instructional communication technology.

Preferences

The preferred candidate will have a record of commitment to enhancing diversity and inclusion, demonstrate motivation and strategies for pursuing external research funding, and have experience in doctoral level instruction, along with successful service on doctoral dissertation committees.

Preference is also for candidates who have proven experience and/or strong interest in building collaborative research teams, and in developing relationships with partners in the greater downtown Orlando area.

Special Conditions

Equal Employment Opportunity Employer

As an equal opportunity/affirmative action employer, UCF encourages all qualified applicants to apply, including women, veterans, individuals with disabilities, and members of traditionally underrepresented populations. UCF's Equal Opportunity

Statement can be viewed at:
<http://www.oie.ucf.edu/documents/PresidentsStatement.pdf>. As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request.

Additional Application Materials Required

UCF requires all applications and supporting documents to be submitted electronically through the Human Resources website, www.jobswithucf.com. In addition to the online application, interested candidates should upload the following:

- (1) Signed Letter of Application,
- (2) Curriculum Vita (CV),
- (3) Maximum two-page statement outlining research interests, as well as teaching interests and philosophy, and
- (4) List of three academic or professional references including address, phone number and email contact information.

NOTE: Please have all documents ready when applying so they can be attached at that time. Once the online submission process is finalized, the system does not allow applicants to submit additional documents at a later date.

Review of applications will begin immediately and continue until the position is filled. For more information about this position, contact Dr. Deanna Sellnow at (407) 823-3144 or Deanna.Sellnow@ucf.edu.

FTE	1.0-Full-Time
Requisition Number	701394
Job Open Date	10/12/2018
Job Close Date	
Open until filled	Yes
Division	Academic Affairs
College/Area	College of Sciences (COS)
Department	COS-Nicholson School of Communication
Annual Salary	Negotiable
Type of Appointment	Regular
Job Category	Faculty
Work Location	Orlando (Main)
Quick Link	http://www.jobswithucf.com/postings/55182

Supplemental Questions

Required fields are indicated with an asterisk (*).

Optional & Required Documents

Required Documents

Optional Documents

1. Curriculum Vitae/Resume
2. Cover Letter
3. Other Doc 1

Chairs Meeting October 12, 2018

I. Goals for NSCM

- a. Goals to keep track of and find ways to ask faculty to submit information that speaks to these metrics – need to document (create spreadsheet, folder, database)
- b. Important for policy and planning (mission, vision, etc)
- c. Goals essential to moving to college status - they are in the MOU from provost

II. Succession planning

- a. Everything is interim this year
- b. What is the term for program coordinators – are they necessary at the same level under new structure
- c. Plan approved by departments by end of the semester; admin structure must be in place for spring; impacts teaching loads etc.
- d. Should there be Assistant Chairs instead of PCs and then have program leaders on committee for curriculum
- e. Talk to program coordinators about what we should do moving forward and create a model to present to the faculty members, it will then go to NSCM policy and planning for review
- f. Can have different succession plans for different units – there is a plan for now, and moving forward
- g. Look at existing documents as a starting place

III. Administrative roles

- a. Role of chair is to reduce administrative role of program coordinators
- b. Cannot give as much release time in the future
- c. Need to consider structure of faculty – in unit and out of unit (and what that means for roles and responsibilities)

IV. AESP

- a. look at documents we have and make them so we can live with them for next year and move them forward
- b. Communication has one that was developed last year so maybe there is not anything to change
- c. Try to use as much as you can from what we have
- d. Employ resources from campus – remember you have to evaluate people based on the AESPs you have
- e. Equitable load policy – there was an explanation for digital media and film as they have not had that previously (was a big COS initiative)

V. Adjuncts

- a. Reminder about requirements for instruction from people with terminal degrees
- b. Less reliance on adjuncts

VI. ADL approval

- a. Chairs will become the approvers of ADL
- b. Boyd will continue to do approvals of IDL

VII. Faculty teaching schedules

- a. Faculty need to be notified of their teaching schedules for spring by Nov 1
- b. March 15 is notification date for Fall 2019
- c. Written notice is required from chair: email is fine
- d. CBA requires minimum of 6 weeks
- e. Hiring needs will come from SCH this year – we are currently in the black, need to keep recruiting for downtown, think about adding a recruitment committee to department

VIII. Budget process

- a. You have received budget from Susan – go to her with questions
- b. Do what you can to underspend your budget – tight environment - we are ok, but something to pay attention to
- c. If faculty are traveling they should use the program Concur (instead of Wanda’s P-card) which is from finance and accounting, or you can pay and then get reimbursed

IX. Academic programs (Lindsay)

- a. Assessment results are past due
- b. Assessment plans are due Nov 2
- c. Check the catalog - there are a lot of issues
- d. Dates for curriculum meetings including when things need to get to Lindsay
- e. One more shot for curriculum changes for 2019 catalog and that is the Nov 7 meeting (needs to have been passed by dept curriculum committees, signed off in curriculog and on to Lindsay)
- f. Curriculog best practices note: when you sign off on something in curriculog send Lindsay an email that it is now in her queue – pass this advice on to curriculum committee so they send their chair an email when they approve something
- g. Lindsay talked to a science writer from OR and he will produce press releases for works coming out, Lindsay is sending an email with his contact information and is inviting him to come to a school wide meeting

X. Advising and scheduling (Rebecca)

- a. Very busy in advising
- b. Need to make sure spring 2019 schedules are stable, no more changes
- c. Rebecca will be sending final schedule today and needs to know if there are cancellations or if adjuncts are coming
- d. Build for 19-20 is in process, Rebecca doing build meetings with chairs
- e. Oct for schedule build, Nov for dept meeting where we look at what needs to be cleaned up with program coordinators – do for summer, fall, spring, take another look in Jan, goes live in Feb, March is enrollment
- f. Downtown campus build is due Oct 19
- g. Summer – what do you need? Build that and then at the start of Jan the budget information will be more available and we may have to scale down, prioritize core and required courses, course capacities are higher in summer, think M and W courses; You need a summer hiring policy - legacy policies for assigning summer teaching loads – use those existing policies, each program used to have its own rotation, seniority within programs is what matters, visit with Boyd if you have questions about implementation of rotation
- h. There is a tool called Pegasus Path – new advising tool the university is rolling out – Digital Media has been using for 6 months; still some bugs in the system; idea is that students can use tool for advising so advisors can focus on students who need more help and who are more engaged
- i. Program coordinators will be asked to review courses so students can go abroad and take those courses for their program of study

XI. Committees (Melissa)

- a. Handout on structure
- b. For depts should have policy and planning, curriculum
- c. Promotion and tenure committees discussion – think about how to craft our structure once we are our own entity
- d. Look at committee lists and think about whether or not department committees map onto school level committees and whether that matters; where should there be continuity
- e. Department's are encouraged to have monthly meetings and the schedule needs to be submitted to Debbie
- f. Honors in the Major need department coordinators, chairs will serve in this role in the interim; looking for alternative formats for honors in the major thesis (e.g. some programs take research methods course and use toward their project); deadline for materials for directed readings is Dec 19th for spring; good opportunities for Lecturers to be involved – can be part of teaching in AESP

XII. Evaluation and Promotion

- a. Robert is completing evaluation of lecturers and instructors
- b. Has completed review of people going up for Professor
- c. Be in communication with faculty about next year process – get a list of who is thinking about going up for any promotion
- d. Encourage associate profs to do a CPE one or two years prior to promotion year
- e. Rudy will be focusing on faculty development and promotion issues can be part of that
- f. CPE system: In COS we will still use CPE binders, electronic system is available for CAH
- g. Working on more intentional mentoring of associate professors
- h. Melissa will be helping with assessment and audits as part of her position
- i. Survey for chair evaluation is in the works – will go out to your faculty

XIII. Other

- a. Scholarship luncheon Nov 1 – if you can't go, designate someone to represent your dept
- b. Policy and planning committee tasked with creating bylaws – your units may receive a request for some work on that
- c. Creating a Director's Honor Roll to report student success at a certain level, will look at college level (Dean's Honor) for development
- d. Awards and recognition committee working on faculty awards for a spring recognition luncheon

Department of Communication Committees

Policy and Planning (Deanna Sellnow)

Charge: To Create a Dept of Communication Handbook.

Items to be included:

- Annual Evaluation and Standards Procedures (AESP)
- Department bylaws
- Program coordinator succession planning
- Strategic plan for the department (it should work to align with the university's [Collective Impact](#))
- Values (i.e., vision, mission and diversity, and inclusivity statement)
- CERP (should the department desire to continue this effort)
- Equitable load policy
- Office hours policy
- Office space policy
- Summer teaching rotation policy
- Travel funding allocation policy

AESP and Equitable Load Policy Task Force (Deanna Sellnow)

First meeting: October 15

Second meeting: October 22

Report to Policy and Planning Committee: October 23

Awards and Recognition Committee Report (Ann Miller)

The awards and recognition committee has been in contact and set up our first meeting. The earliest date and time we could all meet was November 5.

Student Success Committee Meeting Minutes- 10/10/2018 (Adam Parrish)

We discussed ways to enhance recruitment and retention/graduation for UCF Downtown.

Recruitment

1. Increase online offerings
2. GEP class (or module in GEP class) concerning careers in communication.
3. Mainstream UCF Downtown messaging for Department of Communication

Retention/Graduation

1. Develop internship fair based upon best practices from AD/PR
2. Increase social media presence among faculty and students
3. Student ambassador program
4. Faculty need to announce and recommend timely advising
5. Communication Center
 - a. Is there space downtown?
 - b. Invite alumni
 - c. co-curricular credit? work study?

To-do Before Next Meeting- Wednesday, November 14th 10:00-11:00

1. Eve will send current UCF Downtown materials to Michelle. Michelle will evaluate and propose changes for Department of Communication/Human Communication.

2. Jim and Regina will discuss course/module concerning careers in communication. Jim will speak with Lindsay.
3. Gary and Michelle will meet to discuss internship fair.
4. Regina will formulate a student ambassador program.
5. Adam will research QEP grant for NSCM Department of Communication Student Success Center.
6. Adam will examine NSCM Department of Communication social media.
7. All members whose schedule permits will attend the Provost's Student Success Forum Tuesday, November 6, from 10:00 a.m. -12:00 p.m. at the Morgridge International Reading Center

Curriculum and Assessment Committee Report for Oct. 17 meeting (Joan McCain)

ASSESSMENT

The Plans section of Assessment just opened Wednesday, Oct. 10. Program Coordinators will be putting Outcomes and Measures into the system. Please be sure to collect the data from those courses used in your program's assessment measures this term. Jen, Harry and I must have 2018 plans (NOT results) complete by Nov. 2.

CURRICULUM

ONE: Ways faculty can have input on curriculum

Program Coordinators will solicit feedback and input from program faculty when curriculum issues come up. When your input is sought, please respond to the emails or participate in the conversations. There will not be a formal vote of program faculty on curriculum issues, but a consensus is needed. Polling to determine consensus can be done, but those polls or votes are advisory and not binding.

Faculty may also share thoughts, concerns, ask questions on curriculum topics at any time to the members of the Department of Comm Curriculum Committee members.

TWO: Faculty input is done at the PROGRAM level. There is no Comm Department faculty-wide vote on curriculum issues. Each program has two faculty members on the Department Curriculum Committee. Those members are:

Ad/PR: Joan McCain (Chair) and Lindsay Hudock

Comm and Conflict: Jen Sandavol and James McCafferty

Human Comm: Harry Weger and Renata K-Smith

THREE: Strategic Communication Minor and Certificate

The vote taken at the last Department of Comm meeting did not follow procedure and was advisory and not binding. The Department Committee had already voted, and the faculty vote had a different outcome—most notable was the minor program change from 24 hours to 18. The Department of Comm Curriculum Committee considered this input and voted to move the new minor through at 21 hours.

The certificate and minor are now moving through approval and will be voted on at the Nov. 4 NSCM Curriculum Committee meeting.

FOUR: Intercultural course and minor

This was not brought to the Department of Communication Curriculum Committee for a vote but was voted on the by the entire Department of Comm faculty. Given the support for it, the Curriculum Committee conducted an email vote and approved it. It is moving through the approval system and is on schedule to be voted on at the Nov. 4 NSCM Curriculum Committee meeting.

GEP Assessment Report (Christine Hanlon, Co-chair)

October 17, 2018

Shari and I met and decided to review the questions to ensure that they match the new textbook. We are in the process of sending the committee a revised list of questions (to be sent by the end of the month). After we receive the input of the committee, we will revise the questions accordingly so we can send everyone the finalized questions for the assessment that will be administered at the end of this semester.

Communication MA Program Committee Proposal (Nan Yu)

With the expansion of the NSCM, there is a need to form a Communication MA Program Committee that serves the following functions:

- Review and update the Communication MA Program handbook and policies
- Review Communication MA curriculum
- Monitor student's progress in annual reviews
- Carry out students' recruitment efforts
- Nominate graduate students for awards
- Make recommendations for program development

This committee meets once a semester or upon requests.

Committee Composition: Program Coordinator, Communication MA, plus two more graduate faculty members, nominations needed.

Speech Team Report (Jonathan Conway)

September 28 and 29

Tallahassee Community College

A very novice team (1 junior, 1 sophomore, 5 freshmen) competed at the Capital City Classic. 15 events 9 in finals 8 qualified for the national forensics association national tournament in April. The team placed third. All Florida schools were present and sent entire teams. Despite being younger than U of Florida, we matched them in terms of quality (Quality final rounds).

September 29 and 30

University of Southern Mississippi

2 veteran students with national experience (Glenyz Pereida, Christa Beriswill). Took 5 events Day One 6 Day Two. All made the finals (or equivalent). Christa took first in Persuasion & Impromptu Day One as well as Informative on Day Two. She also placed 2nd in individual sweepstakes on Day Two and 2nd place overall competitor for the weekend. All 6 events are qualified for the national forensics association national tournament in April, and several are close to AFA qualification as well. Team-wise they finished first in IE on Day One, second on Day Two and 2nd overall.

October 6 and 7

University of Alabama

Our 3 most experienced competitors took 9 events to one of the most competitive tournaments of the year. Alabama is hosting AFA (Western Kentucky, Texas, Bradley, Alabama, George Mason were all there and were top 5 at AFA in 2018). We got no finals but had several good scores (1s and 2s). Some students were as close as 8th in events. We learned a lot and are ready for our next challenge.

Overall

Overall the first two weekends of the season are promising. We have 14 events qualified for NFA. For comparison, we had 15 at this point last year. AFA qualification wise we are in a better position than

2017/18. Christa (Captain) appears to be on pace for one of the strongest years we have ever had. We also might have one of the strongest groups of freshman ever.

Debate Team Report (Seth Fendley)

We have traveled to two tournaments so far this season:

Georgia State Season Opener

JV Quarterfinalist - Daniel De Izaguirre & Ethan Smith

4th Place Novice Speaker - Gavin Ahler

5th Place Novice Speaker - Kim Swanson

Kentucky Clay Debates

JV Quarterfinalist - Ethan Smith w/ a partner from Missouri State

JV Semifinalist - Daniel De Izaguirre & Anna Jurlina (6-0 Top Seed)

3rd Place JV Speaker - Anna Jurlina

5th Place JV Speaker - Daniel De Izaguirre

Next Debate Tournament:

Shirley Debates & ADA Fall Championship at Wake Forest November 16-19



Nicholson School of Communication and Media

Course Title & Number Term			
Instructor:		Section Number:	
Office:		Credit Hours:	
Phone:		Meeting Days:	
E-Mail:		Class Meeting Hours:	
Office Hours:		Class Location:	
GTA(s): (if applicable)		GTA(s) Email: (if applicable)	

I. Course Description (including enrollment requirements prerequisites and co-requisites)

II. Course Objectives or Student Learning Outcomes

III. Required and Optional Texts and Materials

IV. Course Requirements

V. Method of Evaluation

VI. Make-Up Exam Policy

VII. Academic Integrity – (Sample) Plagiarism and Cheating of any kind on an examination, quiz, or assignment will result at least in an "F" for that assignment (and may, depending on the severity of the case, lead to an "F" for the entire course) and may be subject to appropriate referral to the Office of Student Conduct for further action. See the UCF Golden Rule for further information. I will assume for this course that you will adhere to the academic creed of this University and will maintain the highest standards of academic integrity. In other words, don't cheat by giving answers to others or taking them from anyone else. I will also adhere to the highest standards of academic integrity, so please do not ask me to change (or expect me to change) your grade illegitimately or to bend or break rules for one person that will not apply to everyone.

VIII. Course Accessibility Statement – (Sample) The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. This syllabus is

available in alternate formats upon request. Students with disabilities who need specific access in this course, such as accommodations, should contact the professor as soon as possible to discuss various access options. Students should also connect with Student Accessibility Services (Ferrell Commons, 7F, Room 185, sas@ucf.edu, phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable.

IX. Campus Safety Statement – (Sample)

Emergencies on campus are rare, but if one should arise in our class, we will all need to work together. Everyone should be aware of the surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Please make a note of the guide's physical location and consider reviewing the online version at http://emergency.ucf.edu/emergency_guide.html.
- Familiarize yourself with evacuation routes from each of your classrooms and have a plan for finding safety in case of an emergency. (Insert class-specific details if appropriate)
- If there is a medical emergency during class, we may need to access a first aid kit or AED (Automated External Defibrillator). To learn where those items are located in this building, see <http://www.ehs.ucf.edu/workplacesafety.html> (click on link from menu on left). (insert class specific information if appropriate)
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to my.ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the tool bar, scroll down to the blue "Personal Information" heading on your Student Center screen, click on "UCF Alert", fill out the information, including your e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- If you have a special need related to emergency situations, please speak with me during office hours.
- Consider viewing this video (<https://youtu.be/NIKYajEx4pk>) about how to manage an active shooter situation on campus or elsewhere.

X. Deployed Active Duty Military Students Statement – (Sample) If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

XI. Final Exam Date and Time

XII. Course Schedule