



MMC6936 Nonprofit and Government Communications

Academic Term: Spring 2021
3 Credit Hours

Table of Contents

MMC6936 Nonprofit and Government Communications	1
Course Description and Prerequisites	1
Course Delivery Mode and Time Commitment.....	2
Course-Level Objectives	2
Textbooks and Materials.....	3
Minimum Technology Requirements and Computer Skills	3
Technical Support	4
Course Grading Policies.....	4
Grading Criterion, Late Assignment Policy, and Expectations for Assignments	4
Accessibility Policy.....	8
Communication Policy.....	8
Select CJC and University Policies and Guidelines	10
Academic and Student Resources.....	11

Instructor

Name: Sylvia Gethicker, MMC

Email Address: spgethicker@ufl.edu or send message via Canvas

Office Phone Number and Times: (703) 623-1048 - Please call or text anytime for most expedient communication results.

Virtual Office Hours: Zoom or Messenger video conferencing office hours available seven days a week (including holidays) for the convenience of students by sending a text message, Canvas or UFL email with several suggested periods of availability.

Teaching Assistants

N/A

Course Description and Prerequisites

In this course, students will learn how to determine client needs, advise executives, create innovative tactics, coordinate partnerships, and team engagement for non-profit organizations and government agencies. The course specializes in building awareness for organizations committed to integral domestic or worldwide support in humanitarian assistance,

environmental/wildlife advocacy, government services, social justice, disaster relief, health/human services, ethical economic practices, and education progression. The students will learn how to navigate through the nonprofit and government landscapes for successful strategic communication plan development, as well as manage clients.

Course Pre-Requisites / Co-Requisites

Prerequisites: None

Course Delivery Mode and Time Commitment

This is a fully online course, and you must log into Canvas with your Gatorlink username and password to access the materials and assignments. The course is organized into easy-to-follow weekly modules with due dates clearly noted for graded elements as well as a video introduction and course critique (GatorEval). Unless otherwise specified, each module begins on Monday at 12:00 AM, ET, and ends on Sunday at 11:59 PM, ET. The course begins with a Syllabus Course Orientation video located on the home page of the course and designed to familiarize you with full details of the course, resources and expectations.

Time Commitment

Expect to spend between 10 to 20 hours per week, per course, watching lectures or attending live forums, reading, working on assignments and projects, and engaging in discussions.

Meeting Times

No roll call or general attendance is necessary in the distance learning online virtual course environments. However, there are two live forums you are highly encouraged to attend on Mondays at 8 p.m. during Weeks 7 and 14. There will be one 90-minute block of time you will be required to attend a group meeting during the midterm group project. You are also required to attend one evening your final presentation is scheduled during the final week of the course from 8-10 p.m.

Course-Level Objectives

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

1. Differentiate between the not-for-profit and business sector communication requirements. (CO: 1)
2. Explain why the U.S. government leads in communication innovation and practices. (CO: 2)
3. Develop a strategic communication plan that will feature a partnership between a nonprofit and government organization of your choice. (CO: 3)
4. Identify leadership practices and processes to circumvent communication challenges. (CO: 4)
5. Create tactical strategies as solutions to objectives you determine into a working communication plan. (CO: 5)
6. Incorporate executive outreach, digital tool kits, event planning, social media, website critique, internal communications, fundraising/volunteer, and membership drive elements into a strategic plan for a not-for-profit partner branding initiative. (CO: 6)
7. Develop an informational awareness communications program. (CO: 7)
8. Prepare communication pre-promotion, onsite engagement and post publicity objectives and tactics for largescale events. (CO: 8)
9. Explain how to utilize combined partnership assets from multiple sources. (CO: 9)
10. Identify associations and resources for cost effective professional development and opportunities. (CO: 10)
11. Demonstrate how to improve social media engagement. (CO: 11)
12. Create an internal communications strategy for an internal workforce. (CO: 12)
13. Evaluate websites. (CO: 13)

14. Explain how to incorporate changes within a strategic communications plan. (CO: 14)
15. Create promotional and awareness campaigns. (CO: 15)
16. Identify and demonstrate top-notch pitching protocols and PowerPoint content and visuals. (CO:16)

(CO = Course-Level Objective)

Textbooks and Materials

Required Course Textbook(s)

N/A

Required Reading Material

All learning materials and information are provided in each weekly module in the Canvas course suite in the form of current articles, videos, white papers, government/nonprofit resources, and other pertinent information.

Recommended Textbook(s)

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.).

- ISBN-13: 978-1433832161
- ISBN-10: 143383216X

[Changes in the APA 7th Edition](#)

Minimum Technology Requirements and Computer Skills

COMPUTER REQUIREMENTS

Basic Computer Specifications for Canvas

- [Specifications](#)
- Reliable Web Browser: Login to Canvas and make sure your Internet browser is compatible.

Peripherals

- A backup option should be available to minimize any loss of work such as an external hard drive, a USB drive, cloud storage, etc.

Hardware

- Dependable computer.
- Computer speakers.
- Headset with microphone.
- Webcam.

Software

- [Microsoft Office 365](#).
- [UF Apps](#) – access UF software applications from any device from any location, at any time.
- Canvas Mobile App: Download instructions for [iOS device](#) or [Android device](#).
- [Adobe Reader](#)
- <https://ufl.zoom.us/>

Internet Connection

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

Subscriptions, Plug-Ins, and Other Tools

- [JAVA](#)

MINIMUM COMPUTER AND DIGITAL INFORMATION LITERACY SKILLS REQUIREMENTS

The general and course-specific computer and digital information literacy skills you must have to succeed in the course include, but are not limited to, the following:

- Accessing the Internet.
- Using Canvas.
- Using email with attachments.
- Creating and submitting files in processing program such as Microsoft Office Tools.
- Copying and pasting functions.
- Downloading and installing software.
- Using presentation, graphics, and other programs.
- Posting and commenting in an online discussion.
- Searching the University of Florida library and websites.

Technical Support

In the event that you have technical difficulties with your course, please contact the [UF Computing Help Desk](#) either by filling out an [online request form](#) or calling 352-392-4357 - select option 1. The Help Desk is located on the ground floor of the Hub on the UF campus.

If your technical difficulties caused you to miss a due date, you MUST report the problem to the Help Desk and then email your instructor. Include the ticket number that you are given from the Help Desk in an email to the instructor to explain the late assignment/quiz/test.

IT Support

For all Technical assistance questions please contact the UF Computing Help Desk:

Phone: 352-392-HELP (4357)

Email: helpdesk@ufl.edu

Please Note

Your instructor is not able to handle technological issues or answer questions related to computer issues. If a problem of this nature arises that causes you to miss an assignment, you must provide your Help Desk ticket number to the instructor in order to receive an extension.

Course Grading Policies

Grading Criterion, Late Assignment Policy, and Expectations for Assignments

GRADING CRITERION

Twelve Discussion Boards (Discussion Initial Posts @2pts each/Two Discussion Classmate Replies @1/2 point each) Grade Total 36%

Your initial post must be a minimum of 400 words and a substantive and scholarly submission and must include a question at the end to encourage further dialogue. You must reply to at least two other students' posts with a 175-word minimal substantive and scholarly response each. A substantive response adds value to the discussion by bringing new ideas, research, evidence, etc. to the conversation. Responses such as "I agree," "Ditto," etc., are not acceptable replies and the rules of Netiquette must be followed. Replies are not texts with friends and proper rules of writing must be applied including citations and references (do not plagiarize). All initial posts for each module discussion board must be submitted by Thursdays at 11:59 PM, ET, so your peers have time to respond to your initial post. Responses to peers are due by Saturdays at 11:59 PM, ET. To view the grading criteria rubric for the discussions in the course room, click the Settings icon (the 3 dots on the top-right corner) and select the *Show Rubric* button.

Six Assignments @6 pts each (due every other week) Grade Total 36%

Every other week you will have five required assignments during the course duration due Sundays at 11:59 p.m. All assignments have a direct correlation to building your final project in a phased completion approach. For example, the Week 2 assignment will focus on your partnership selections and overall concept and format of your strategic communications plan. This will serve as the first rough draft of your final project with each subsequent assignment added to the final project draft and submitted in this manner. This phased approach is designed to mimic real time plan development in a professional environment with your instructor serving as your pseudo-Communications Director and reviewing authority. There is no prerequisite word count for assignments.

Mid-Semester Group Module 8 event: "Conference/Symposium Communications Strategies" (Part of Discussion 8 and Assignment #3 above graded events)

One of the top focal areas for both non-profits and government agencies is hosting an annual event. An effective communication strategy is one of the most important success factors for the event and includes many promotional variables, logistical elements, and post-event measures. Students will work in assigned teams to complete that week's discussion (only one consolidated initial post for team for group grade for that week's discussion). Afterwards students will individually reply to classmates following regular protocols. The group event is designed to demonstrate several organizations working in unison towards common communication goals to support a largescale event. Each member of the team will respectively represent their partnership they are featuring in their final strategic communications plan. Working in teams will simulate the brainstorming and collaboration opportunities that are important for successful communication partnership integration for pre-event promotion, onsite communications, and post-event publicity planning. Although Assignment #3 will be prepared and graded individually, the purpose is to take advantage of a collaborative group environment to achieve expanded ideas normally only afforded within a team environment.

Oral "Pitch" Presentation @6 pts/accompanying PowerPoint @6pts (Grade Total 12%)

Within the nonprofit world, and especially the government, many good plans fall by the wayside for various reasons including mediocre responses and follow through due to lackluster meetings, pitches/and or presentations. A presentation with colorful visuals, unique content, and interesting data--along with your distinct delivery to teammates, leaders and partners is what adds character, enthusiasm, confidence, and your signature to the finished strategic plan canvas. Each student will have 20 minutes to present their presentation to the instructor and several of your classmates to highlight their Government and Nonprofit Strategic Communications Plan final project.

Classmate Critique (Grade Total 2%)

A pitch is usually directed at a group of people, so for each student to receive a good cross section of feedback, you will be assigned to provide a "secret" written critique which your instructor will take into consideration when determining your classmate's Pitch/PowerPoint grade. The oral pitch presentations will be scheduled during the final week of the semester with five students presenting each evening from 8-10 p.m.

Final Project (Grade Total 14%)

“Government and Nonprofit Strategic Communications Plan” - The end of the course will culminate by completing a final project each student will be able to use in their professional portfolio that best demonstrates their capabilities based on the learning objectives taught during each module throughout the course. Having the students center the plan around a partnership will afford the nuances and experience to propose a communications plan for both a government and/or nonprofit client. Each student will prepare a strategic communications plan linking a nonprofit organization and government agency of your selection. The plan will be developed from the lead perspective of the nonprofit proposing the communication alliance to the government agency. As stated in the Assignments tab, the final project is designed to be completed in supervised phases—akin to the process of plan development in a professional environment.

Expectations for Writing Assignments: Writing Style

In order to meet the academic rigor and standards of a graduate program, all students are required to use the Publication Manual of the American Psychological Association (APA) 7th Edition style in their courses. The APA 7th Edition Manual has a plethora of guidelines that includes scholarly writing, publishing principles, writing style and grammar, bias-free language guidelines, mechanics of style, in-text citing and references, etc. For additional information on notable changes, see changes between APA 6th Edition and APA 7th Edition. For each of your assignments, you will not be submitting in the general college essay format. You will be submitting in the professional plan format in which your instructor will give you the guidelines before your first assignment submission.

Your grade will be calculated based on the following:

Discussions/Assignments/Assessments	Total Points	Weight (%)
Course Orientation: These assignments are required; however, they do not count towards the final grade. <ul style="list-style-type: none">• Student Introduction Video• Course Evaluation	0	0%
12 Discussion Initial Posts (one per weekly module) <ul style="list-style-type: none">• Worth up to 2 points each.	24	24%
24 Discussion Classmate Replies (two per weekly module) <ul style="list-style-type: none">• Worth up to 1/2 point each	12	12%
6 Written Assignments <ul style="list-style-type: none">• Worth up to 7 points each	36	36%
1 Final Oral Presentation with PowerPoint <ul style="list-style-type: none">• Worth up to 12 Points (Oral Presentation 6 pts; PowerPoint 6 pts)	12	12%
1 Critique of Assigned Classmate of Oral Presentation/PowerPoint	2	2%
1 Final Project <ul style="list-style-type: none">• Worth up to 14 points	14	14%
TOTAL	100	100%

Grade	Percentage
A	92.5-100%
A-	89.5-92.4%
B+	86.5-89.4%
B	82.5-86.4%

B-	79.5-82.4%
C+	76.5-79.4%
C	72.5-76.4%
C-	69.5-72.4%
D+	66.5-69.4%
D	62.5-66.4%
D-	59.5-62.4%
E	0 – 59.4%

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. Grades of B-, C+ or C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A- and A, respectively. Grade points are not given for S and U grades; S and U grades are not used to calculate grade point averages. All letter-graded courses eligible to count toward the graduate degree, except 1000- and 2000-level courses, are used to calculate the cumulative grade-point average. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations. See the [UF grading policy](#) for more information.

LATE ASSIGNMENT POLICY

Late assignments will not be accepted unless it is a [University excused absence](#) as stated in the attendance policies. **No late work will be accepted for final projects or work due in the final week of class due to the university grading deadlines.** If potential issues arise concerning submitting final work, students should contact their instructors before deadlines to discuss the possibility of an Incomplete Grade Contract.

1. Late Assignment Grade Reductions
 - a. 0-24 Hours Late: 10% reduction in grade.
 - b. Over 24 Hours (24 hours and 1 minute) to 7 Calendar Days Late: 20% reduction in grade.
 - c. After the 7th Calendar Day: Work will not be accepted.
2. Late Discussions will not be accepted.

EXPECTATIONS FOR ASSIGNMENTS

- **Recorded Lectures**
To make it as convenient as possible for students to view lectures, recordings of all lectures will be provided.
- **Assignment Expectations**
General graded assignment expectations are covered in the Grading Criterion section as well as the Canvas Course Homepage. Each Weekly Module located in the Canvas Classroom will contain detailed instructions for each assignment.
- **Live Virtual Forums**
Students are highly encouraged to attend the Week 7 and Week 14 live virtual forums. Recorded virtual forums will be available upon request.
- **Course Evaluation**
Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations 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 evaluations through the email they receive from GatorEvals, in their

Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Accessibility Policy

Students requiring reasonable access to services and resources required by the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state regulations, please access [UF Accessibility](#) for all options available to you. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodations. Please register early!

Contact Information

- For ADA questions: Dr. Russ Froman, rfroman@ufl.edu, Phone: 352 - 273-1094
- Disability Resource Center: Jenna Gonzalez, DRC@ufsa.ufl.edu, Phone: 352 - 392-8565
- Electronic Information Technology & Communication Accessibility: Anne Allen, alallen@ufl.edu, Phone: 352- 871-2707
- For persons with hearing or speech related accessibility needs: When trying to access an office on campus that does not list a TDD/TTY number, contact the Florida Relay Service at 800-955-8771(TDD) or 711 (V/TDD).

Accessibility Resource Center

University of Florida
PO Box 114085
Gainesville, FL 32611-4085
Phone: 352-392-8565
[Email: accessuf@dso.ufl.edu](mailto:accessuf@dso.ufl.edu)

Address

Environmental Health and Safety Administrative Offices
916 Newell Dr
Gainesville, FL 32603

For more information, see UF's [Electronic Information Technology Accessibility \(EITA\) Policy](#).

Communication Policy

EXPECTATIONS FOR STUDENTS

Announcements

You are responsible for reading all announcements posted in the course room each time you log in.

Email

You are responsible for reading all your course email and responding in a timely manner (within 24 hours).

Video Conferencing

You are responsible for attending course video conferencing meetings. If you cannot attend the video conferencing meeting, please advise the instructor and/or your team at least 24 hours in advance (exceptions can be made for legitimate emergencies). You are expected to demonstrate netiquette and etiquette communication expectations.

Course-Related Questions

Post course-related questions to the FAQ discussion board. This allows other participants with the same question to benefit from the responses. Also, make sure you review this forum prior to posting a question. Someone may have

already asked and answered the question in previous posts.

INSTRUCTOR'S PLAN FOR CLASSROOM RESPONSE TIME AND FEEDBACK

Email Policy

Except for weekends, holidays, and University breaks, the instructor will typically respond to emails within 48 hours. You should ask course-related questions in the FAQ discussion board. If you have questions of a personal nature, please email the instructor.

Assignment Feedback Policy

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

Course-Related Questions Policy

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

Video Conferencing

The instructor will provide any information on required video conferencing within the courseroom.

Electronic Communication Policy

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

- Privacy, confidentiality, and security in all electronic communications. See [Information Security](#).
- All electronic communication resources must be used for the course and in alignment with to the CJC Online and University mission. See the [Acceptable Use Policy](#).
- Prohibited use of false identity, false identity pseudonyms, or anonymous (sender's name or electronic identification is hidden).
- Prohibited online access without consent.
- Prohibited disruption of services including introducing computer contaminants (viruses).
- Prohibited [harassment](#) of any kind.

Privacy

If your course includes live synchronous meetings, the class sessions will all be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. Please see UF's Information Technology [policies](#) for additional information.

Video Recording

Students are allowed to record video or audio of live forums. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture **does not** include lab sessions, student presentations, clinical presentations such as patient history, academic exercises

involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under [UF Regulation 4.040 Student Honor Code and Student Conduct Code](#).

Select CJC and University Policies and Guidelines

Academic Integrity Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code.” The [Student Honor Code](#), Violation of the Student Honor Code, specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to the appropriate personnel. If you have any questions or concerns, please consult with the instructor or TA’s in this class.

Netiquette

Casual style of communication is commonly found in the online environment and students are sometimes tempted to relax their grammar, word choice, syntax (arrangement of words to create well-formed sentences), writing mechanics (capitalization, punctuation, and spelling), and/or professionalism. Keep in mind when communicating with others to be courteous, civil, respectful, and professional. Please remember that you are adult students and professionals—your communication must be appropriate.

Online Attendance Policy

Since the course is online, you should access your course at least four times per week to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines and stay active in discussion boards, group projects, etc. If you are experiencing a major illness, absences due to University duties, or other large-scale issues, contact the instructor immediately.

Students are responsible for meeting all academic objectives as defined by the instructor. In general, acceptable reasons for absences include illness, serious family emergencies, special curricular requirements, military obligation, [severe weather conditions](#), [religious holidays](#), and participation in official University activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. [Excused absences](#) must be consistent with university policies in the Graduate Catalog and require appropriate documentation. For additional information, see the [attendance policies](#).

Plagiarism

Plagiarism is unacceptable; especially, in the academic communities. All academic work must be an original work of your own thought, research, or self-expression. Plagiarism includes, but is not limited to, prohibited collaboration, consultation, submission of academic work that has been purchased or obtained (see the [UF Policy: Student Conduct Violation](#)). Remember that plagiarism is not acceptable in any of your work including all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. Always cite your sources!

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. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Notification to Students of FERPA Rights

There are federal laws ([FERPA](#)) protecting your privacy with regards to grades earned in courses and on individual assignments.

Student Guidelines for Course room Challenges

Student with questions regarding course content such as assignments, assessments, instructional materials, lectures, meetings, course objectives, course module objectives, or other areas of the course, please adhere to the following guidelines:

1. You should first *approach the faculty member who is teaching the course* to ask for clarifications regarding the course assignments, assessments, materials, lectures, meetings, etc.
 - i) In the Course Orientation Module, you will find the Frequently Asked Questions (FAQ) page which has been placed there for the purpose of addressing course questions, issues, and challenges.
 - ii) In the Course Orientation Module Welcome page, under Meet your Instructor, you find the faculty members email and directions for requesting an appointment where you can address any concerns and/or questions.
2. If after meeting with *the faculty member teaching the course* you are still not clear on the course assignments, assessments, materials, lectures, meetings, etc., then the next step would be to contact online advising (onlineadvising@jou.ufl.edu) for additional guidance.

Video Conferencing Etiquette

Video conferencing is an excellent tool to interface with your peers and instructor(s) and there are also netiquette expectations to ensure that all participants are respected and treated with civility. Please make sure that you follow all of the netiquette and [etiquette](#) expectations including the following:

1. Be punctual and courteous.
2. Position your camera at eye level with good lighting.
3. Show respect and professionalism by dressing business casual or business professional.
4. No smoking or drinking alcoholic drinks.
5. Make sure your background is in a proper setting with minimal distractions.
6. Mute your microphone when you are not speaking.

Writing Style

In order to meet the academic rigor and standards of a graduate program, all students are required to use the Publication Manual of the American Psychological Association (APA) 7th Edition style in their courses. APA is the writing style used in business and other disciplines for both professional and academic writing. The APA 7th Edition Manual has a plethora of guidelines that includes scholarly writing, publishing principles, elements and format for your papers, writing style and grammar, bias-free language guidelines, mechanics of style, intext citing and references, etc. For additional information on notable changes, see [changes between APA 6th Edition and APA 7th Edition](#).

Academic and Student Resources

Academic Resources

- [One UF Student Portal](#) – Course registration, final grades, transcript requests, degree audit.

- [GatorEvals](#) – Online faculty evaluations and results.
- [UF Bookstore](#): Phone: 352-392-0194, Email: ufbookstore@bsd.ufl.edu
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources.
[UF Library Services for Distance Students](#)
[Ask a Librarian](#) – chat with librarians online.
CJC Librarian - [April Hines](#), Phone: 352-273-2728, Email: aprhone@uflib.ufl.edu.
[Course Reserves](#): Electronic resource reserve items that can be accessed via links or files.
- [Copyright Concerns of Graduate Researchers](#): Information and resource guide on copyright concerns.
- [Teaching Center](#): General study skills and tutoring. Broward Hall, Phone: 352-392-2010 or 352-392-6420.
- [Writing Studio](#): Provides one-on-one consultations and workshops tailored to specific classes (graduate and undergraduate). 302 Tigert Hall, Phone: 352-846-1138.
- [Online Student Complaints](#): This process is designed to make every attempt to resolve student complaints within its academic and administrative departments at the program level.
- [Information for Veterans](#): Veterans Affairs Certification: Phone: 352 - 294-2948

Student Resources

- [OneStop Enrollment Services Center](#): Seamless centralized services for financial aid, bursar, admissions, and the registrar. Telephone: 352-392-2244 or 833-UF1-STOP , In-person service: On campus in Criser Hall, Ground Floor Lobby, Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.
- [Graduate Student Resources](#): Available resources for graduate students. Your advisors are here to support you, answer questions, help with registration, and other sources. Email onlineadvising@jou.ufl.edu.
- [U Matter, We Care](#): If you or a friend is in distress, please contact umatter@ufl.edu or Phone: 352-294-2273 so that a team member can reach out.
- [Counseling and Wellness Center](#): [3190 Radio Road, Gainesville, FL 32611](#)
Phone: [\(352\) 392-1575](tel:(352)392-1575), Fax: [\(352\) 273-4738](tel:(352)273-4738)
- [Sexual Violence Response](#): Victim services, Care Area, UF Police Department, and Title IX.
- [University Police Department](#): Resources available include the Office of Victim Services and Community Services Division. Emergency: 9-1-1; Non-Emergency: 352-392-1111.
- [Gator Connect](#): Online database of student organizations.
- [Career Connection Center](#): Career assistance and counseling. Reitz Union, Phone: 352-392-1601.
- [Veteran Services](#): Office of Student Veteran Services, Phone: 352-294-2948, email: vacounselor@ufl.edu.
| Collegiate Veterans Success Center, Phone: 352- 294-7215, email: charlotte.kemper@va.gov.

- [Student Financial Affairs](#): Financial aid counseling including Aid-a-Gator program. Phone: 352-392-1275.
- [Student Success Coach](#): Meet with a graduate student coach that can support you in numerous ways during your time in graduate school, such as time and stress management, motivation, organization, and much more.



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