

# MMC 6936 (4001)/ NGR 7979 (448C) / RSD 6905 (432C) – SIMUVACTION: AI, Climate Resilience, and Health Disparities on a Global Stage

UF Sections 0087 (11094)

Syllabus for Spring 2024

## I. Course Description

This course serves as the UF component of the international, multi-institutional [Simuvaction](#) training and activity coordinated by Emory University, the French Consulate, and the France-Atlanta partnership. Modeled on a meeting of Global Partnership for Artificial Intelligence (GPAI), this course will provide experience negotiating policy on a global stage. 1 credit.

## II. Course Meetings

**First day of classes:** Monday 15 January 2024

**Last day of classes:** Friday 29 March 2024

**Final exam:** no exam

**Course Meeting Times:** This course is partially online, with preferred synchronous but also asynchronous options; and partially in person for the required summative exercise in Atlanta, GA (approximate dates: 16-20 March). For the online portion of the course, meetings are expected to occur once a week from 12-2 PM. Exact dates are still being determined. Transportation and housing in Atlanta are being provided free of charge for those traveling with the group.

## III. Instructors

**Course Instructor:**

**Dean Marta Wayne** (she/her)

UF International Center

Office: Hub, Suite 170 / Phone: 352-273-1523

E-mail: [mlwayne@ufic.ufl.edu](mailto:mlwayne@ufic.ufl.edu) (preferred)

## IV. Course Communications

**A. Course Website:** TBD

**B. Office Hours:** Office hour appointments can be scheduled with Dean Wayne via Terrence Funke ([tfunke@ufic.ufl.edu](mailto:tfunke@ufic.ufl.edu)). Availability may vary by week but will typically be Mondays 1:30 – 4:30 p.m. Note that these are not open drop-in hours; you must sign up for an appointment slot at least 2 hours in advance to guarantee availability.

**C. Contacting Your Instructors:** If you have a question about course mechanics or course material that cannot be answered from the syllabus or course announcements, please don't hesitate to reach out via

email. All e-mail correspondence must originate from your @ufl.edu account or the Canvas Inbox system, and contain “Simuvaction” in the subject line. E-mails not meeting these requirements may not be recognized by our e-mail filters, and thus may not be answered. Barring unusual circumstances, expect a reply within 24 hours during the week, and 48-72 hours over the weekend.

- D. **Communications From Your Instructors:** Each student is solely responsible for reading and following the instructions, guidelines and schedules in this syllabus and on the course webpage and in course announcements. Not having read the information in this syllabus, on the webpage, or in course announcements will not constitute an excuse for missing deadlines, assignments, or other assessments. Please set your preferences in Canvas so that you receive timely notifications of course announcements and other information.

## V. Course Resources

### A. Textbook

*None required.*

### B. Course Website (Canvas)

All other class material that is not part of the Achieve system – including the syllabus, lectures, assignments, discussions, quizzes, and gradebook – will be posted on the course Canvas website (<https://elearning.ufl.edu/>). For help with Canvas, call the UF Computing Help Desk at 352-392-4357, or visit the e-Learning support website: <http://help.instructure.com/>.

### C. Course Fee

There is no course fee.

## VI. Course Policies

### A. Time Commitment

UF assumes that each student will devote on average 3-4 hours per week per credit-hour to each course during the regular semester. Because this course is 1 credit, but offered over an abbreviated timeline, each student should expect to devote an average of 4 hours per week to this course. This time will not necessarily be evenly distributed; some weeks will have heavier workloads than others (specifically, the time on site in Atlanta).

### B. Attendance

**Students are expected to complete all assigned work by the due date.** Students with pre-planned travel/conflicting activities on the day of the deadline are responsible for **managing their time wisely and should plan to work ahead when needed** so that they can submit their work before they leave.

Unavoidable emergency circumstances (e.g. severe illness, hospitalization, or family emergencies) that prevent you from completing your work in a timely manner or cause you to miss an exam require you to obtain a letter from a medical professional or the Dean of Students office (<https://care.dso.ufl.edu/instructor-notifications/>) that specifies the time period for which you are excused from classwork, and submit it to your instructors as soon as possible (i.e. within a week, barring extreme circumstances like extended hospitalization).

### C. Computing Requirements

It is the responsibility of the student to maintain a functioning computing system and internet connection. Computing/internet connectivity issues will NOT be acceptable excuses for missed deadlines unless they are brought to the attention of the instructor **at least 24 hours prior to the deadline** and accompanied by the ticket number from technical support. See section VIII for Technical Support contact information. Internet connectivity problems can cause issues with assignment submission, so students should verify that all activities are marked as “complete” and that all files uploaded correctly after they hit the “submit” button.

Microsoft Office programs are required for many of the assignments; these can be accessed by current UF and UFO students through GatorCloud: <http://www.it.ufl.edu/gatorcloud/>. Submissions must be made either in an MS Office format (.doc or .docx, .ppt, etc.) or in a generally readable file format (.pdf, .jpg, .txt, etc.); proprietary file formats such as Pages, Keynote, etc. cannot be opened and will not count as an on-time submission. Links to external services such as GoogleDocs will not be accepted in place of a file uploads; the file must be saved into a static format (.pdf, etc.) and uploaded.

#### D. Late Work

All work must be submitted by the posted deadlines. Please do not wait until the night of the deadline to complete your assignments!

Assignments, quizzes, and other activities in Canvas and Achieve automatically close at the deadline. No late work will be accepted on these assignments without an excused extension from the Dean of Students (see VI.B above) or a technical support trouble ticket (see VI.C above) documenting technical issues for at least 24 hours prior to the deadline. **No make-up assignments will be given without prior permission or documentation of illness on the day of the assignment.** Students that will be missing an exam due to a pre-arranged university-approved excused absence (sports, conflicting exam, etc.) should let the instructor know a minimum of two weeks in advance. In case of illness or personal emergency on exam day, students must submit documentation to the Dean of Students office (<https://care.dso.ufl.edu/instructor-notifications/>) and request an instructor notification to be sent. These notes must be received within five business days after the exam.

#### E. "Life Happens" Free Pass

As explained above, assignments may not be submitted late without a documented excused absence, and deadlines will not be extended due to technical issues unless those issues are brought to our attention at least 24 hours ahead of time. For this reason, we encourage all students to submit their work well ahead of the deadline, and not wait until the last minute. However, we are aware that sometimes life happens, and technology can be troublesome, and this can sometimes lead to a submission not going through, a deadline being missed, the wrong file being submitted, etc. To deal with these situations, each student will have ONE "Life Happens" free pass that they can use to excuse ONE written assignment or quiz during the semester.

This is a separate mechanism from the course policy covering approved excused absences/extended deadlines for personal/family emergencies. Late work will still be accepted in those cases, as described above. The "Life Happens" free pass is meant for situations in which a student would ordinarily receive a zero in the gradebook for a missed assignment or quiz, and is not applicable for cases in which a student was able to complete the assignment.

Some rules:

- Each student may use their free pass to have ONE missed assignment of their choice excluded from their final grade. Our time in Atlanta is not eligible for the free pass!
- The free pass is only good for excusing ONE assignment, not a whole module's worth of work.
- Use of the free pass MUST be requested via a Canvas submission comment on the assignment or quiz. No requests made via e-mail will be honored.
- Requests to use the free pass must be made by ONE WEEK after the deadline for that assignment or quiz at the latest. For Module 15 assignments at the end of the semester, requests to use the free pass must be made within 72 HOURS of the deadline. Requests that come in past these deadlines will not be honored.
- Once a student's pass is used, it's gone; they cannot change their mind and use it on a different assignment later in the semester.

- The free pass cannot be used to excuse assignments that are part of a case of suspected / verified academic misconduct.

#### F. Classroom Behavior

Please behave with courtesy towards your fellow students and the instructors, whether online or face to face. This is particularly important in collaborative discussions where you are voicing opinions and commenting on those of other students. Students who persist in being rude or disrespectful will be blocked from future participation (with corresponding loss of points).

Students are encouraged to employ critical thinking and to rely on data and verifiable sources to interrogate all assigned readings and subject matter in this course as a way of determining whether they agree with their classmates and/or their instructor. No lesson is intended to espouse, promote, advance, inculcate, or compel a particular feeling, perception, viewpoint, or belief.

#### G. Grammar

Correct grammar, punctuation, spelling, capitalization and paragraphing should be used in any university level submission, including the discussion boards. We will take note of spelling and grammar in all submissions and we will grade accordingly, even if it is not explicitly included on the rubric. If you need help with any aspect of your writing, please visit the UF Writing Studio at <http://writing.ufl.edu/writing-studio/>.

#### H. Course Materials

All materials for this course, including but not limited to lectures, quizzes, exams, and worksheets, are the intellectual property of the professor, Emory University, or the French Consulate, and are provided solely for the personal use of currently enrolled students. These materials may not be distributed to other students or repositories without express written permission, even after the conclusion of the course at the end of the semester. Doing so will be considered a violation of the UF Honor Code (see below).

## VII. UF Policies

#### A. Academic Honesty

All students registered at the University of Florida have agreed to comply with the following statement:

*"I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."*

In addition, on all work submitted for credit the following pledge is either required or implied:

*"On my honor I have neither given nor received unauthorized aid in doing this assignment."*

More details can be found in the UF Honor Code at <https://sccr.dso.ufl.edu/process/student-honor-code/>. Academic dishonesty or other Honor Code violations will not be tolerated, and *each incident*, as determined by Dr. Gerlach, will result in – at minimum – the loss of **a full letter grade** in the course, a zero on the assignment or exam in question, and additional sanctions as appropriate, up to and including a failing grade in the class. In this course, academic dishonesty includes (but is not limited to) collaborating with others on course assignments, quizzes, or exams; utilizing prohibited materials during exams; copying the work of other students in whole or in part; allowing other students to copy your work or otherwise sharing completed assignments in person or online (during the semester or in the future); discussing or sharing quiz/exam questions or answers with other students; and plagiarism, including insufficient paraphrasing.

All written submissions in this course are run through TurnItIn's anti-plagiarism software, which gives each submission a similarity score, depending on the degree to which it matches the sources in TurnItIn's

database, which include web sites, journal articles, and other student submissions. Students can view their own TurnItIn score and similarity report on a submission, generally within a few minutes of submission. Submissions with a high TurnItIn score should be rewritten to better put concepts into your own words, and ungraded assignments may be resubmitted without penalty prior to the deadline (see section VI.G above).

If you have knowledge of any instances of academic dishonesty in this class, you are obligated to notify the instructor or contact the Student Honor Court (392-1631) or Cheating Hotline (392-6999). For additional information on Academic Honesty, please refer to the University of Florida Student Honor Code at: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

#### **B. Accommodations for Students with Disabilities**

Students who will require a classroom accommodation for a disability must contact the Dean of Students Office's Disability Resource Center, in 001 Reid Hall (phone: 352-392-8565). Please see the University of Florida Disability Resources website for more information at: <https://disability.ufl.edu>. Students should provide their DRC accommodation letter to Dr. Gerlach as soon as possible, ideally by the second week of classes. No accommodations are available to students who lack this documentation, and accommodations are not retroactive (i.e. accommodations can not be made for assignments submitted prior to Dr. Gerlach receiving the letter). It is the policy of the University of Florida that the student, not the instructor, is responsible for arranging accommodations when needed, and instructors cannot provide accommodations beyond those listed on a student's documentation. Once notification is complete, the Disability Resource Center will work with the instructor to accommodate the student.

#### **C. Drop/Add/Withdrawal**

A student can drop/add this course during the drop/add period with no penalty. After drop/add, a student who drops will receive a W until the date listed in the academic calendar. After that date, the student may be assigned an "E" (fail). Note: it is the responsibility of the STUDENT to withdraw from a course, not the instructor. Failure to participate/complete the class does NOT constitute a drop.

#### **D. Course Evaluations**

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.bluer.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>. We do take student feedback into account when planning future semesters; please let your instructors know if there are particular modules and/or activities that you found helpful or topics that you would have liked to cover in more depth, as well as any that you found less useful.

## **VIII. Getting Help**

#### **A. Computing Problems**

For issues with technical difficulties in Canvas, or general computing questions, contact the UF Help Desk:

- (352) 392-HELP
- <https://helpdesk.ufl.edu/>

For issues with Achieve, please contact MacMillan technical support at:

- (800) 936-6899
- <https://macmillan.force.com/macmillanlearning/s/achieve>

## B. University Support Services

College can be a very stressful time in a person's life. Resources are available on campus to help students meet academic goals and solve personal problems that may interfere with their academic performance. If you find that you are having difficulty emotionally or academically, there is substantial support available. See "[A Self Help Guide for Students](#)" or contact on of the following services:

1. [UF Counseling and Wellness Center](#), Radio Rd Facility, 392-1575
2. [Dean of Students Office](#), 202 Peabody Hall, 392-1261
3. [Career Resource Center](#), Reitz Union, 392-1601
4. [CLAS Academic Advising Center](#), Farrison Hall, 100 Fletcher Drive, 392-1521
5. [UF Field and Fork Pantry](#), 564 Newell Dr., 294-3601

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (202 Peabody Hall, 392-1261) for support. Furthermore, please notify your instructor(s) if you are comfortable in doing so. This will enable us to provide any resources that we may possess.

## C. Other Questions

If you have non-tech-support questions about other aspects of the course, check the following sources first to see if it is already answered, **before** e-mailing your instructors:

- Course Syllabus
- Course Orientation Module in Canvas
- Course FAQ page
- Course Announcements (this is the primary means that your instructor has to communicate with you in a timely manner)
- Course Questions Forum Discussion Board

If you still cannot find the answer to your questions:

- If it is a question that others might find useful to know the answer to as well, post it to the discussion board.
- If it is a question specific to you (e.g. account or grade specific), contact Dr. Gerlach and your TA via e-mail.

# IX. Assessments and Grading

## A. Grading

Grades will be posted on Canvas throughout the semester. It is the responsibility of the student to check their grades on Canvas and to let instructors know about discrepancies **within one week of the grades being posted to Canvas**.

Minimum grade cutoffs are listed in the table below. The scores for the course as a whole will not be curved (i.e. these grade cutoffs will not be lowered) except under extremely rare circumstances (i.e., unless we tell you otherwise these cutoffs will not be lowered, so do not ask). However, these cutoffs will not be raised; in other words, if you receive at least 93% of the possible points, you are guaranteed to earn an A grade. Final scores will be rounded to one decimal place but will NOT be rounded beyond that (e.g., 89.92% will be rounded to 89.9%, not 90%). Being on the borderline of the next highest grade can be frustrating, so please put in the work you need to make sure you earn the grade you want!

Note that the current UF policy for assigning grade points is available at the following undergraduate catalog web page:

Point Range (%)	Letter Grade
≥ 93	A
≥ 90	A–
≥ 87	B+
≥ 83	B
≥ 80	B–
≥ 77	C+
≥ 73	C
≥ 70	C–
≥ 67	D+
≥ 63	D
≥ 60	D–
< 60	E

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>. A minimum grade of C is required for general education credit.

- B. **Incomplete (“I”)**: If a student has completed the majority of the course work with a passing grade and particular DOCUMENTED circumstances prevent completion of the course in the time allotted, the student may, with the agreement of the instructor, be assigned an “I” pending resolution of the grade. All incompletes MUST be resolved by the end of the following term or the student will receive a grade of “E” (failing).
- C. **Extra Credit**  
Extra credit assignments *may* be offered at the instructors’ discretion; if extra credit is offered, it will be open to all students and will be clearly announced on the course website (i.e. please do not ask). No individualized extra credit will be offered.

## X. Disclaimer

This syllabus represents the current plans and objectives; however, schedules, requirements, and assignments may change throughout the semester as the need arises. Such changes, communicated clearly, are not unusual and should be expected.