FALL 2025

University Honors Program

SEVEN HABITS OF SUCCESSFUL HONORS TRANSFER STUDENTS

IDH3931-Honors * Class 27268 * Section 3933

Thursday 8-9 Periods * 3:00PM – 4:55PM

Little Hall, Room 117

INSTRUCTOR CONTACT INFORMATION

Instructor: R. Renee Clark, Ph.D.
Email: rclark@honors.ufl.edu
Office Location: Honors Program * 201 Walker Hall
Office Phone: 352-392-1519
Office Hours: By appointment via Honors Canvas Portal - **Microsoft Bookings**

COURSE DESCRIPTION AND OBJECTIVES

This one-credit interactive course is designed for first-year honors transfer students from Santa Fe State College and Valencia College. Throughout this seven-week course, students will learn about theory-based habit models, and college success strategies and services to help them make a successful transition to the University of Florida and the University Honors Program, gaining knowledge and skills for academic, career, and life planning. To earn the required Honors Program one academic point during their first semester at UF, students must complete the course with a "B" or higher grade.

COURSE TEXTBOOKS

Students are not required to purchase a textbook for this course. Journal articles, the University of Florida website, and the University Honors Program Canvas portal and website will be utilized for discussions, resources, and class activities. Students will be required to bring a laptop to each class.

CLASS EXPECTATIONS

ATTENDANCE AND PARTICIPATION

This class will be held face-to-face. All students are expected to attend class in person.

Students are expected to be punctual in class attendance and remain in the classroom for the entire class session, as they would in any professional/business meeting (unless an urgent need arises, or prior arrangements have been made with the instructor).

Class discussion is an extremely important part of the pedagogy of honor courses! Students should be fully prepared to engage in **every** in-class discussion and activity. This includes demonstrating respect for differing perspectives and contributing to all discussions.

EXCUSED ABSENCES
Religious Holidays: Religious holidays are always excused; however, please notify the instructor, in writing, within the first two weeks of class so that appropriate accommodation may be made.

Medical and Family Emergencies: Please submit documentation to verify your reason for missing class to instructor via email. If your medical/family situation requires you to **miss two or more consecutive class meetings**, please complete an **Instructor Notification Request** through UF Dean of Students Office CARE area. If your absence is confirmed and excused, the Care Team will contact all your instructors directly to excuse your absence. If you have questions about excusing long-term medical and family emergencies, please call the Care Team at 352-294-2273.

If you are sick, please do not attend class. Instead take care of yourself and visit the Student Health Care Center. Also, if you need assistance or have any concerns, please contact the course instructor.

FLU, COVID-19, & OTHER ILLNESSES

If you are experiencing any Flu or COVID-19 type symptoms, please do not attend class. If you cannot attend class due to a positive test for Flu, COVID-19, etc., course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.

ELECTRONIC DEVICES – CLASSROOM ETIQUETTE

Please **TURN OFF** your cell phone ringtone and mute electronic device notification sounds before class begins!

Laptops, cell phones, and other electronic devices should be used as permitted by the instructor for work directly related to the class session. Sending email and text messages, accessing the Internet, and working on matters unrelated to this course are inappropriate behaviors that hinder and distract from the learning process. In urgent situations, the student should inform the instructor **in advance** about a pending (emergency) phone call or message.

E-MAIL COMMUNICATION

Students in this course are required to have and use their UFL email account for all UF related e-mail functions.

CANVAS

This course will use the e-Learning Canvas site. On this site, you will find the syllabus, course calendar, assignment instructions and deadlines, and other course information.

UF COMPUTING HELP DESK

Hours of Operation - https://helpdesk.ufl.edu/
Available 24 hours a day, 7 days a week
(352) 392-HELP (4357) * helpdesk@ufl.edu

STUDENTS REQUIRING ACCOMODATIONS

Students with disabilities requesting accommodations should first register with the Disability Resource Center by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to the instructor when requesting accommodation. Students who need accommodations should follow this procedure as early as possible in the semester (https://disability.ufl.edu/, 352-392-8565).

UNIVERSITY HONESTY 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. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code, https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/, specifies several 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 appropriate personnel. If you have any questions or concerns, please consult with the

instructor. Please carefully read the Student Honor Code and Student Conduct Code. Also**, please make sure you understand the meaning of plagiarism and self-plagiarism.**

online evaluations at https://gatorevals.aa.ufl.edu/students/.

COURSE EVALUATION

Students are expected to provide feedback on the quality of instruction in this course by completing

IN-CLASS RECORDING

Students are allowed to record video or audio of class lectures. 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 from 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.

USE OF GENERATIVE AI

Students are allowed to use generative artificial intelligence (AI) tools, such as UF's NaviGator AI, for writing assignments. Any such use must be appropriately acknowledged and cited, following the guidelines established by **the APA Style Guide**, including the specific version of the tool used. Submitted work should include the exact prompt used to generate the content as well as the AI's full response in an Appendix. **Because AI generated content is *not* necessarily accurate or appropriate, it is each student's responsibility to assess the validity and applicability of any generative AI output that is submitted.** You may not earn full credit if inaccurate, invalid, or inappropriate information is found in your work. Deviations from these guidelines will be considered violations of the UF Honor Code. Note that expectations for use of AI in student work may vary across your courses and instructors. Please email me if you have questions regarding what is permissible and not for a particular course or assignment.

ASSIGNMENTS (VISIT COURSE CANVAS PAGE FOR DETAILS)

*Please Note: Log-in to this course Canvas site to read the assignment overview, and specific descriptions and directions for this assignment.

GRADING

ASSIGNMENTS (READ CANVAS FOR ASSIGNMENT INFORMATION AND INSTRUCTIONS!)

Assignments:	Possible Points
Attendance and Participation! (Each class 5 points)	35
Campus Resource Presentation	20
One-on-One Appointments/Emails & Student Organization Meeting/Reflection	20
Final Class Project – Academic, Career, and Life Planning Map	25
TOTAL Points	100

ASSIGNMENT EXPECTATIONS

Late Work Policy
Late work will not be accepted for full credit. If you turn the late assignment in before the next class meeting, you may be eligible to earn half credit for the assignment.

Documents Accepted

Submit all assignments to Canvas, unless otherwise noted. Please submit documents to Canvas using PDF or Microsoft Word file format, and upload documents as attachments. Please do not 'copy and paste' any assignments into a Canvas submission box and please do not upload photos of the document. Also, for pictures or screenshots use jpg, jpeg, or png.

Assignment Format

All assignments should be typed, double-spaced, with 12-point Times New Roman font and 1-inch page margins, unless instructed otherwise. For citation formats, please use the latest edition of American Psychological Association's Publication Manual (APA Style). A useful guide can be found here: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html.

It is your responsibility to use the proper citation for all assignments, especially for paraphrased statements and direct quotes from journal articles. (Read page three, see University Honesty Policy)

Course Grading Scale

Grades will be based on a scale with a total of **100 points** possible. For information on UF grades and grade points, please visit the following website: https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/.

Note for Students in the Honors Program: A minimum grade of B is required to earn Academic Points towards your Honors Completion Requirements. Once you have earned your final grade in this course, please upload via Canvas a screenshot of the course information from your unofficial transcript.

Letter Grade	Points Earned	Letter Grade	Points Earned
A	93 - 100	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 -89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	60 - 62
C+	77 - 79	E	0 - 59

**Please Note: Should it become necessary, the instructor will amend this syllabus at any time.