



Welcome to Dr. Lan's class! Every day will be a great experience for you!

COURSE SYLLABUS

Please read this syllabus in its entirety. It is a part of the course content. Further, it is important that you understand what is required in this course and the time frames for completing assignments and activities.

SECTION 1: COURSE INFORMATION

Course Number & Name:	HFT 3407 Resort Hospitality & Management Managerial Accounting
CRN:	50855
Course Credit Hours:	3
Semester:	Summer B 2017
Department/Program:	School of Resort & Hospitality Management
Meeting Times/Location:	Virtual
Format:	Online
Instructor Name:	Dr. Lan Jiang, CHE, CHIA Assistant Professor, School of Resort & Hospitality Management
Office Location:	Sugden Hall, Room 221
Contact Information:	Email through Canvas
Office Hours:	Make an appointment
Prerequisites:	HFT 3404 Resort and Hospitality & Management Financial Accounting
Competencies:	MUST have good reading and comprehension skills
Course Description:	Managerial accounting techniques applicable to management decision making and the control of resort and hospitality establishment.
Required Text:	<u>Hospitality Industry Managerial Accounting</u> , 7th edition, By Schmidgall, Raymond ISBN: 9780866123594 Publisher: American Hotel & Lodging Educational Institute © 2011
Optional course materials:	All optional and additional materials will be available on Canvas.
Course Website (CANVAS):	ID and password are required to login.
Exams:	<u>There will be NO makeup for missed Exam(s).</u> See tentative schedule for details.
Assignments:	<u>ALL late assignments will receive zero (0) points, NO exception(s).</u>

FIRST WEEK ATTENDANCE POLICY:

In accordance with the Federal mandate students are required to complete an attendance verification activity before the deadline during the first week of class. Failure to do so will result in a delay in the

disbursement of your financial aid and or dropped from the class. The confirmation of attendance is required for all students, not only those receiving financial aid.

SCANTRONS:

Scantrons are needed for ALL exams. Scantrons may be purchased in the FGCU Bookstore.

SECTION 2: MISSION, LEARNING OUTCOMES, & MEASUREMENTS
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A. PROGRAM MISSION

“The mission of the Resort and Hospitality Management program is to provide students with core competencies and experiential learning opportunities in preparation for successful management careers and leadership roles in the resort and hospitality industry and to instill values of lifelong learning and community service.”

B. PROGRAM LEARNING OUTCOMES (PLOs)

Upon successful completion of the program students will be able to:

1. Illustrate proficiencies and skills relevant to the operational areas of Resort and Hospitality Management
2. Apply effective communication skills
3. Evaluate information and make decisions using critical thinking and problem solving skills.
4. Apply ethical reasoning and professional judgment.

C. COURSE LEARNING OUTCOMES

At the completion of this course, students should be able to:

1. Evaluate the distinguishing features of hospitality managerial accounting in relationship to departmental statements and industry operating statistics.
2. Compare and contrast traditional costing and activity-based costing in the hospitality industry.
3. Define various types of cost and explain how they change in response to changes in sales volume.
4. Use cost-volume-profit concepts to make managerial decisions in the hospitality industry.
5. Explain cost approach to pricing rooms and food and beverage.
6. Apply forecasting methods in determining the cost effectiveness of the hospitality operation.
7. Implement managerial decisions by using the budgetary planning process, cash management, and internal control.
8. Use incremental analysis to make management decisions in inventory management (e.g., economic order quantity and JIT).
9. Apply effective communication skills.
10. Use critical/analytical thinking skills to measure the cost of quality, prepare operations and capital budgets, and solve short-term and long-term issues relating to resort and hospitality managerial accounting.
11. Recognize and evaluate ethical considerations in resort and hospitality managerial accounting.

D. MEASUREMENTS OF STUDENT LEARNING OUTCOMES Cont.

ALC/ILO/ PLO	Course Learning outcomes	Assessment
Content/Discipline Knowledge & skills ILO1, PLO1	1. Evaluate the distinguishing features of hospitality managerial accounting in relationship to departmental statements and industry operating statistics.	Exams and Assignments
ILO1, PLO1	2. Compare and contrast traditional costing and activity-based costing in the hospitality industry.	
ILO1, PLO1	3. Define various types of cost and explain how they change in response to changes in sales volume.	
ILO1, PLO1	4. Use cost-volume-profit concepts to make managerial decisions in the hospitality industry.	
ILO1, PLO1	5. Explain cost approach to pricing rooms and food and beverage.	
ILO1, PLO1	6. Apply forecasting methods in determining the cost effectiveness of the hospitality operation.	
ILO1, PLO1	7. Implement managerial decisions by using the budgetary planning process, cash management, and internal control.	
ILO1, PLO1	8. Use incremental analysis to make management decisions in inventory management (e.g., economic order quantity and JIT).	
Communication ILO2, PLO 2	9. Apply effective communication skills	Written Assignment
Critical/Analytical Thinking ILO3, PLO3	10. Use critical/analytical thinking skills to measure the cost of quality, prepare operations and capital budgets, and solve short-term and long-term issues relating to resort and hospitality managerial accounting.	Exams and Assignments
ILO3, PLO4	11. Recognize and evaluate ethical considerations in resort and hospitality managerial accounting.	

ALC – Academic Learning Compact (State of Florida requirements)**ILO – University Learning Outcomes****PLO – RHM Program Learning outcomes**

SECTION 3: LEARNING OUTCOME EVALUATION METHODS AND GRADING POLICIES

A. Course Grading: assigned based on the total number of points earned on the following assignments:

GRADE COMPONENT	PERCENTAGE
Exam 1 (CH.1 & 2 & 6)	15%
Exam 2 (CH.7 & 8)	15%
Exam 3 (CH.9 & 10)	15%
Exam 4 (CH.12 & 14)	15%
Exam 5 (OPTIONAL and CUMULATIVE) This exam can be used to replace the lowest score of previous exams.	
Homework 1 (CH.1 & 2)	7%
Homework 2 (CH.6)	7%
Homework 3 (CH.7)	7%
Homework 4 (CH.8)	7%
Homework 5 (CH.10)	7%
Written Assignment (Ethics Assignment)	5%
Total	100%

B. How Your Final Course Grade Is Determined based on percentage points?

- A = 90% - 100.0%
- B = 80% - 89.9%
- C = 70% - 79.9%
- D = 60% - 69.9%
- F = <60%

C. Clarification on grade components

As of fall 2015, all faculty members are required to use Canvas to confirm a student's attendance for each course by the end of the first week of classes. Failure to do so will result in a delay in the disbursement of your financial aid. The confirmation of attendance is required for all students, not only those receiving financial aid.

First Week Mandatory Assignment

In accordance with the Federal mandate students are required to complete an attendance verification activity before the deadline during the first week of class. Failure to do so will result in a delay in the disbursement of your financial aid and or dropped from the class. The confirmation of attendance is required for all students, not only those receiving financial aid.

Homework

A valuable part of this course is the problems assigned. They should be worked carefully and in good form. Each student is expected to do their own work! Homework must be submitted on Canvas. Late homework solutions are NOT accepted, there is no make-up homework if passed the due time.

Written Assignment (Ethics assignment)

Study the Sarbanes-Oxley Act (pp. 580–585), write an short essay to describe the Sarbanes-Oxley Act and its background, and describe the auditing requirements of the Sarbanes-Oxley Act.

Exams

The exams will consist of True/False, and Multiple Choice questions. NO Electronic Devices are permitted during exams. A calculator with basic functions is permitted.

All students are to take special notice of the exam dates stated on this syllabus. Emergencies eligible for make-up exams only include a medical emergency involving yourself or a death in your immediate family. Regular medical appointments and travel plans are not emergencies. Additionally, excuses related to employment (working during the exam or sleeping late because of work the night before) do not meet the requirement for a make-up exam.

SECTION 4: TEACHING METHODS, PHILOSOPHY, & MESSAGE TO STUDENTS

A. TEACHING METHODS

Teaching method comprises lectures/discussions, in-class exercises, applied problems/projects, and oral presentations. My teaching methods are assessment oriented and designed to provide a better understanding of what students are learning and engages students more in the process of learning content.

B. TEACHING PHILOSOPHY

My teaching philosophy is summarized as 6 “IN”s:

Inspiration. My mission of teaching is to inspire students’ originality and integrity through teaching knowledge in hospitality management and developing multiple talents among students. I am committed to preparing future leaders for the realm of hospitality management through active teaching.

Interest. Interest motives effective learning. I believe that a vital component of my role as teacher is to arouse students’ interest through persuading them that the knowledge and skills are valuable and worth learning. Especially if a course is commonly perceived as a “boring” subject such as finance, interest becomes significantly important.

Integration. To be future leaders, students have to grasp both quantitative and strategic skills and a creative approach to problem-solving. So it is my duty to provide them with integrative knowledge in class.

Interaction. My interaction with students will exist both in class and out of class. In class, I will interact with students through questions, discussions, and games. Out of class, web-based class system (Canvas) will be the platform for our interactions. I opened a discussion board where students can not only ask me question but also can communicate with each other. I value and inspire students’ different opinions arising as products of scientific thinking.

Involvement. A variety of multimedia including video, slides, and the Internet, will be employed to make my lecture more vivid, fun, and attractive. I try to create an involving environment that facilitates

students' learning. I encourage students into explaining, solving, talking, trying, working, and struggling in class.

Inclusive. Considering of the diversity issue of students in college, I will adopt many different ways of teaching according to different learning styles of students. As a foreigner myself, I have a deeper understanding of cultural diversity and its implication in higher education, which will help me create a more inclusive learning environment. I am dedicated to creating a learning environment where all students would have the same opportunity to learn, cooperate, share and voice their opinions.

C. MESSAGE TO STUDENTS

It is my pleasure to be your professor this semester. I trust that this semester I can both teach and learn from you. As a junior faculty member, my teaching style is innovative. I hope you will enjoy my class, because "Every class will be a great experience to you ----Dr.Lan"

SECTION 5: TENTATIVE CLASS SCHEDULE (SUBJECT TO CHANGE)

- Readings and homework assignments are expected to be done prior to the day it will be discussed in class. R=Reading materials. H=Homework.

<i>Session No.</i>	<i>Date</i>	<i>Day</i>	<i>Topic</i>	<i>Readings</i>	<i>Homework Due</i>
Week 1	6/22 - 6/23	Thu - Fri	Topic: Syllabus explained Topic: Chapter 1: Introduction to Managerial Accounting Student Learning Outcomes: <ol style="list-style-type: none"> 1. Examine the language of business and its historical development. 2. Explain the important role that management accounting information. 3. Discuss the differences between management accounting and financial accounting. 4. Explain how management accounting creates value for organizations and how it relates to operations, marketing, and strategy. 5. Explain why management accounting information must include both financial and nonfinancial information. 6. Describe why activities should be the primary focus for measuring and managing performance in organizations. 7. Explain the behavioral and ethical issues faced in management accounting. Assignments: <ol style="list-style-type: none"> (1) MUST read the syllabus and make notion of the dates for EXAMS, and ASSIGNMENTS. (2) MUST complete the First Week Required Assignment 	Ch. 1	First Week Required Assignment
Week 2	6/26 - 6/29	Mon - Thu	Topic: Building Blocks of Managerial Accounting Student Learning Outcomes: <ol style="list-style-type: none"> 1. Distinguish among service, merchandising, and manufacturing companies. 	Ch. 2, 3, 4	

			<p>2. Describe the value chain and its elements.</p> <p>3. Distinguish between direct and indirect costs.</p> <p>4. Identify the inventoriable product costs and period costs of merchandising and manufacturing firms</p> <p>5. Prepare the financial statements for service, merchandising, and. F & B Dept.</p> <p>6. Describe costs that are relevant and irrelevant for decision making.</p> <p>7. Classify costs as fixed or variable and calculate total and average costs.</p> <p><u>Assignments: Homework 1</u></p>		
Week 2	6/30	Fri	Exam 1		H1
Week 3	7/3 - 7/4	Mon - Tue	<p>Topic: Chapter 6 Basic Cost Concepts</p> <p><u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Define various types of costs and use various methods to estimate the costs 2. Use various methods to estimate the fixed and variable elements of a mixed cost 3. Explain how fixed and variable cost factors influence purchasing decisions 4. Distinguish direct costs from indirect costs 5. Identify overhead costs and explain how they may be allocated to profit centers. 6. Describe controllable, differential, relevant, sunk, opportunity, average, incremental, and standard costs. <p><u>Assignments: Homework 2</u></p>	Ch. 6	
Week 3	7/5 - 7/7	Wed - Fri	<p>Topic: Chapter 7 CVP Analysis</p> <p><u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Define Cost-Volume-Profit analysis and identify its major assumptions and limitations 2. Use CVP equations in both single- and multiple-product environments to determine the revenue required to reach specified profit levels as well as the following variables: units sold, fixed costs, selling price, and variable cost per unit. 3. Explain what operating leverage is and how it affects a hospitality operation's profits and exposure to risk. <p><u>Assignments: Homework 3</u></p>	Ch. 7	H2
Week	7/10	Mon	Topic: Chapter 8 Cost Approaches to Pricing	Ch. 8	

4	- 7/12	- Wed	<u>Student Learning Outcomes:</u> <ol style="list-style-type: none"> 1. Explain how the concept of price elasticity of demand applies to hospitality operations 2. Use a bottom-up approach to pricing meals 3. Describe the reasons for and process of discounting room rates, and define and apply revenue management. 4. Demonstrate how changes in sales mix affect gross profit. <u>Assignments: Homework 4</u>		
Week 4	7/14	Fri	Exam 2		H3
Week 5	7/17 - 7/18	Mon - Tue	Topic: Chapter 9 Forecasting Methods <u>Student Learning Outcomes:</u> <ol style="list-style-type: none"> 1. Describe the nature and limitations of forecasting and identify the kinds of patterns that emerge from the historical data of hospitality operations. 2. Describe and apply various quantitative forecasting methods and explain how they differ from qualitative forecasting methods. 3. Identify factors hospitality operations should consider when selecting a forecasting method. 4. Describe the purpose of, and methods used to create, short-term forecasts in the lodging industry. <u>Assignments: Homework 5</u>	Ch. 9	
Week 5	7/19 - 7/20	Wed - Thu	Topic: Chapter 10 Operation Budgeting <u>Student Learning Outcomes:</u> <ol style="list-style-type: none"> 1. Describe the purposes of budgeting for operations and identify the roles and responsibilities of those involved in the budgeting process. 2. Explain the process of preparing an operation budget. 3. Describe the budgeting control process and explain how significant variances are determined. 4. Use information from budget reports to calculate and analyze several kinds of variances related to revenue, cost, volume, and labor. 	Ch. 10	
Week 5	7/21	Fri	Exam 3		H4
Week 6	7/24 - 7/25	Mon - Tue	Topic: Chapter 12 Internal Control <u>Student Learning Outcomes:</u>	Ch. 12	

			<ol style="list-style-type: none"> 1. Identify the general conditions that facilitate fraud and describe the hospitality industry's vulnerability to theft. 2. Explain the major objectives of an internal control system. 3. Identify general characteristics of an effective system of internal control. 4. Describe specific procedures that meet basic requirements for the internal control of accounting functions. <p><u>Assignments:</u> Written Assignment</p>		
Week 6	7/26 - 7/27	Wed - Thu	<p>Topic: Chapter 14 Lease Accounting</p> <p><u>Student Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Describe leases and explain the function of a lease agreement 2. Describe some of the advantages and disadvantages of leases. 3. Identify and describe common lease provisions 4. Differentiate between operating and capital leases and explain how they are accounted for. 	Ch. 14	
Week 6	7/28	Fri	Exam 4		H5
Week 7	8/1	Tue	Exam 5 (Optional)		

SECTION 7: UNIVERSITY & COLLEGE STANDARDS & POLICIES

ACADEMIC BEHAVIOR STANDARDS AND ACADEMIC DISHONESTY

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the Student Code of Conduct and Policies and Procedures sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>.

Students are expected to maintain the highest standards of academic honesty and integrity while in this course and as a student at Florida Gulf Coast University. In addition to standard definitions of honesty, integrity, and plagiarism, this policy also prohibits you from possessing, using, viewing, accessing, or otherwise benefiting from previous and/or concurrent work products created for this course by other students or any other person, allowing persons outside your team to contribute to the creation of your team's work product, putting your name on a team project in which you did not contribute, and submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor. Failure to maintain these standards will result in severe academic penalties, including receiving an automatic F in this course.

A student's name on any written exercise shall be regarded as assurance that the work is the result of student's own thought and study, stated in student's own words and produced without assistance, except as quotation marks, references and footnotes acknowledging the use of other sources. Students may be authorized to work jointly, but such effort must be indicated as joint on the work submitted.

Plagiarism occurs whenever you copy someone's writing, even partially, and fail to reference it in your paper. If you copy a substantial amount of the sentence from a source, it should be referenced in quotes. If you paraphrase it, you must reference it but you do not need quotes. If any member of a team is found plagiarizing, they and their entire team will be given an automatic ZERO (0) for their assignment and turned over to Judicial Affairs. If anyone in your team is caught plagiarizing, then the whole team will be given a 0 for the assignment. IF YOU HAVE ANY QUESTIONS AS TO WHETHER SOMETHING WILL BE CONSIDERED PLAGIARIZED, BE SAFE AND REFERENCE THE SOURCE.

Please remember that plagiarism is a serious offense and will not be tolerated. Plagiarism in projects will result in a failing grade of ZERO (0) POINTS and may lead to more serious consequences (FGCU Student Guidebook under the "Student Code of Conduct"). Therefore, your projects must be original material. **Also copying your classmate assignment(s) and turn them in will result in a failing grade of ZERO (0) POINTS for ALL parties involved.**

COPYRIGHT

The University requires all members of the university community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under university policies.

UNIVERSITY NONDISCRIMINATION STATEMENT

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of Title IX of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC's phone number is (239)745-4366; the OIEC email address is OIEC@fgcu.edu.

DISABILITY ACCOMMODATIONS SERVICES

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

STUDENT OBSERVANCE OF RELIGIOUS HOLIDAYS

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

RESOURCES FOR FACULTY GENERAL EDUCATION

Information on General Education program requirements is available online at http://www.fgcu.edu/General_Education/index.html

SERVICE-LEARNING

Information on integrating service-learning into the course and course syllabus is available online at <http://www.fgcu.edu/Connect/>

DISTANCE-LEARNING

Information on distance learning courses is available online at <http://itech.fgcu.edu/distance/>

ONLINE TUTORIALS

Information on online tutorials to assist students is available online at <http://www.fgcu.edu/support/Approved>

CANVAS LEARNING MANAGEMENT SYSTEM AND DEMONSTRATION SITE

Information on Canvas is available online at <http://canvas.fgcu.edu/> and <https://fgcu.instructure.com/courses/7692>

LIBRARY RESOURCES

Main page: <http://library.fgcu.edu/> Tutorials & Handouts: <http://library.fgcu.edu/RSD/Instruction/tutorials.htm>

Research Guides: <http://fgcu.libguides.com/>

Faculty Support: http://library.fgcu.edu/faculty_index.html

GRADING POLICIES AND GRADING SYSTEMS

The grading system at FGCU is described in the FGCU Catalog and is overseen by the Office of Planning and Institutional Performance.

(<http://www.fgcu.edu/catalog/>).

In accordance with FERPA (Family Educational Rights and Privacy Act, 1974), grades may not be announced in class or displayed in any public view by use of the Student ID number (or social security number) in a paper or electronic format. Electronic display format includes email or a web-based environment such as CANVAS.

RETENTION OF PAPERS, TESTS, STUDENT AND CLASS RECORDS

University policy dictates that any materials, hardcopy or electronic, that contribute to the determination of a course grade be maintained by individual faculty for one full academic year after the end of the semester. In addition, departments/programs must maintain all records pertinent to grades for any faculty no longer with the university.

EAGLE MAIL - is Florida Gulf Coast University's student e-mail system. Your FGCU Eagle Mail account **MUST** be activated. If you are a first time student, you will need your PIN and Student ID, both of which are assigned at registration.

- If you don't know your PIN, you will need to go to the Registrar's office to retrieve it.

- To activate your account, visit <http://admin.fgcu.edu/IS/applications/studentaccts/activate.asp>.

- The CANVAS (at <http://elearning.fgcu.edu>) will be used as the primary application for learning and communication. Additional course information may be distributed via Eagle Mail, so make sure you know how to retrieve your Eagle mails, and check it very frequently (**at least once a day**).

- Log in to CANVAS at <http://elearning.fgcu.edu>. You need to use FGCU Eagle Mail account and password to log in.

- Assignments, instructions, and other course information on CANVAS are integral components of the course material and are hereby incorporated as part of this syllabus.

THE FGCU WRITING CENTER - assists student writers through free, accessible, learning-based writing consultations. Our primary goals are to help students improve their abilities to think independently, to write critically, and to learn and implement strategies that will assist them in producing effective writing assignments. Consultants help writers with brainstorming, formulating a clear thesis, developing their ideas, and revising. Writing Center sessions are designed to assist writers in improving their ability to revise independently. Writing Consultants also help writers identify issues of style and mechanics; however, **they do not edit or proofread**. The Writing Center is located in Library West, 202C. Library West is not accessible from the main Library building (Library East). Phone: 239/590-7141.

RESPONDUS MONITOR - REMOTE, ONLINE EXAM MONITORING

In order to protect the integrity of online assessments that are delivered to students off site in a nonproctored location, this course may employ Respondus Monitor technology that will allow for the webenabled monitoring of exams and quizzes. Students must own a computer device and an associated webcam that meet the minimum requirements of the University's standard remote monitoring system. Additional information:

- Respondus Monitor overview: <http://respondus.com/products/monitor/>
- Respondus Monitor Faculty Training and Workshops: TBA

RESPONDUS LOCKDOWN BROWSER – CLASSROOM AND/OR REMOTE ONLINE EXAMS

In order to protect the integrity of classroom or remote online exams, this course may employ Respondus LockDown Browser technology that will allow for the student's temporary restriction to a designated online testing website, disabling the ability to print, copy, access other applications or move to any other URL for the duration of the assessment. This technology may be used on campus in University computer classrooms or for remote delivery of quizzes and exams. [For online classes only: students must own a computer that meets the minimum requirements of the University's standard lockdown browser application.] Additional information:

- Respondus LockDown Browser overview: <http://respondus.com/products/lockdown-browser/>
- Respondus LockDown Browser Faculty Training and Workshops: TBA

LECTURE CAPTURE TECHNOLOGY/FGCU CAPTURE – CLASSROOM RECORDING

This course may employ technology that will allow for audio and/or video recording of live classroom sessions. This lecture capture technology is utilized for the sole purpose of enhancing student learning. It may provide for supplemental student instruction via secure links to recorded session(s) the live stream of courses, presentations of off-site guest speakers and/or the delivery of course instruction utilizing "flipped classroom" methodologies. Student questions and/or comments may be included as a part of any session being recorded. See FGCU-CAPTURE for additional details and training <http://aets.fgcu.edu/fgcucapture.asp>