

CCJ4934: Student Conduct Committee Course

Matherly Hall 0116
 Tuesdays: 4:05 PM – 4:55 PM
 Thursdays: 3:00 PM – 4:55 PM

Instructor & Co-Instructor Contact Information

<p>Tori Doll toridoll@ufl.edu (352) 392-1261 Assistant Director Student Conduct and Conflict Resolution Peabody Hall 2nd Floor</p>	<p>Aimee Peeples aimeepeeples@ufl.edu (352) 392-1261 Associate Director for Student Conduct and Conflict Resolution Peabody Hall 2nd Floor</p>	<p>Jaime Weiser jaime.weiser@ufl.edu (352) 846-4831 Assistant Director for Office of Conduct & Community Standards Main Housing Office</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Office Hours: If you have questions or concerns, please reach out to Tori or Jaime via email to set up an individual appointment.

Course Overview

Goals and Objectives

This course is designed to provide the knowledge and skills necessary to serve on the University of Florida Student Conduct Committee. Specifically, this course will cover the following:

- The history of student conduct administration in the United States
- The University of Florida's expectations for both academic and non-academic behavior
- The University of Florida's student conduct process and procedures
- Programs, services, and other campus resources that are integral to the student conduct process
- Differences between the legal system and the student conduct process
- Necessary skills to be an effective committee member

- Practices of conflict resolution

As a result of taking this course, students will be able to...

- Make recommendations pertaining to responsibility and sanctions that are consistent with the mission and philosophy of Student Conduct & Conflict Resolution, the Dean of Students Office, and the Division of Student Life
- Articulate and interpret the Student Conduct Code and Student Honor Code
- Understand each step of the student conduct process for all involved parties as well as options for conflict resolution
- Provide a logical rationale for hearing findings and sanction recommendations
- Understand how special populations may be affected by the student conduct process
- Serve as role models for their peers by upholding the Student Conduct Code and Honor Code and adhering to the expectations set forth for Student Conduct Committee members
- Balance the needs of all parties involved in the student conduct process
- Display respect for others and demonstrate effective listening, questioning, and critical thinking skills
- Collaborate with other Committee Members during Student Conduct Code and Student Honor Code hearings.

Course Policies

Required Readings: The course instructors may assign readings with advance notice that students can access via website link, file, or alternative method as provided.

Course Materials: Student Conduct & Conflict Resolution Website: [UF - Student Conduct & Conflict Resolution](#), UF Student Honor Code and Student Conduct Code: [Student Honor Code and Student Conduct Code – Regulation 4.040](#), UF Housing and Residence Life Office of Conduct and Community Standards Website and Community Standards: [UF Office of Conduct and Community Standards](#)

Technology: This course will utilize Canvas for quizzes, submitting assignments, and grades, and accessing other course materials. Cell phones and other devices must be off or on silent before entering the classroom unless otherwise specified by the instructors.

Email Communication: Students are required to have and use their GatorLink account for all UF-related email functions. Official university communications are sent to students at this email address. You are responsible for staying informed and current with all correspondence sent via email.

Attendance and Participation: Attendance & Participation counts for 30% of your overall course grade.

Discussion and participation are not only critical to the learning that takes place in the classroom, but it will also help you make the most of your Conduct Committee experience. Because the information provided in class is vital to your ability to be a successful and well-rounded committee member, there is really no such thing as a "freebie" when it comes to absences. Experiential learning is only possible if you are mentally and physically present. Regular participation is a professional expectation of the Conduct Committee position and is necessary to fulfill the expectations of this course.

We will have a **zero-tolerance policy on tardiness**; five points will be deducted for participation for any student tardy to class. A student who is more than 15 minutes late or who leaves early without prior permission will be considered absent for the day, however, you are still encouraged to attend class as you will still be responsible for knowledge of the material to remain eligible for the conduct committee. **In addition, four or more absences may result in a student not being eligible to serve on the Conduct Committee because your grade will drop below the acceptable committee member requirement for this course.**

Your course grade will also be affected by missing class sessions, coming in late to class, or leaving class early. If you miss class and do not have an excused absence you cannot make up in-class assignments or turn in assignments for that day, including written assignments. If you have an

excused absence, it is your responsibility to set up a meeting with Tori and/or Jaime to review the content that you missed and to obtain copies of handouts and class materials if you wish to remain eligible to serve on the Committee after completing the course.

If you must be absent, it is your responsibility to notify Tori and Jaime in writing (e-mail is acceptable) **PRIOR** to your absence. In order to receive class credit for an excused absence, students must still complete any in-class activities and assignments and meet with Tori and/or Jaime to review the class content. *Even excused absences cannot exceed four, or the student may lose eligibility to serve as a Conduct Committee member because your grade will drop below the acceptable committee member requirement for this course.*

Excused absences may include:

- Required student participation in a University-sponsored event: These events will be excused with official documentation from the appropriate faculty or staff member. Documentation must be received before the event.
- Religious Holidays: Religious holidays are always excused; however, please notify the instructors, in writing, within the first two weeks of class so that appropriate accommodations may be made.
- Medical Emergencies: Medical emergencies are excused with appropriate documentation from a health care provider.
- Family Emergencies: These emergencies are only excused with written documentation. Examples include family deaths, hospitalization, etc.

SCCR staff reserves the right to excuse a member from eligibility as needed. Any SCCR staff decisions will be communicated with the student via an in-person/virtual meeting.

Classroom Behavior: As college students, you will be treated and respected as an adult. You are expected to do your best work, meet assignment deadlines, and treat other members of the class and the University with courtesy. Everyone in this course deserves to be treated with respect, should expect to be treated with respect, and is expected

to treat others in kind. Throughout our class discussions, presentations, and other activities you will be expected to be courteous of one another and any presenters. Throughout the semester we will be discussing some challenging issues, and it is essential that you remain open-minded, present, and respectful. We encourage everyone to share their opinions and beliefs, but students must not express these in a way that may be offensive to or disparaging of others. Finally, disruptive behavior will not be tolerated.

Student Expectations:

- Meet assignment deadlines and instructions, and do your best work.
- Participation in class and on Canvas is a requirement and counts for 48 points of your final grade in the course. Engage in class discussions and ask questions.
- All class notifications and communication will be delivered via GatorLink email. It is expected that students will monitor email daily.

Campus Assistance and Resources for Empowerment (CARE): Your well-being is important to the University of Florida. The CARE Team Case Managers are committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing Staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

ADA Statement: The University of Florida provides high-quality services to students with disabilities, and we encourage you to take advantage of them. Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://disability.ufl.edu/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor

when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Academic Honesty

As a University of Florida student, one is expected to neither commit nor assist in committing a violation of the Student Honor Code. Before submitting any work for this class, please read the University Regulation about academic misconduct in [Student Honor Code and Student Conduct Code – Regulation 4.040](#). It is also expected that all papers submitted for this class be original work for the current semester. No papers should be recycled from a previous course or any other writing assignment without prior permission from the instructor. For all assignments, students are also expected to complete each assignment individually or without the assistance of another individual or entity unless given express permission to collaborate.

Students found responsible for violations of the Honor Code in this course will receive a grade adjustment sanction up to a failing grade in the course, determined by the course instructors based on the circumstances of the violation.

Honor Code: 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.

Honor Pledge: 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."

Coursework and Grading Scheme

Students must receive an 80% or higher to be eligible to serve on the Student Conduct Committee. Late work may be accepted with a 10% reduction per day after the deadline. A letter grade will be given for this course based on a number of points. Below is the course grading scale:

A (94-100) | **A-** (90-93) | **B+** (87-89) | **B** (83-86) | **B-** (80-82) | **C+** (77-79) | **C** (73-76) | **C-** (70-72) | **D+** (67-69) | **D** (63-66) | **D-** (60-62) | **E** (59-0)

Assignment	Points Allotted
Attendance	20%
Participation and Engagement	10%
Quizzes	10%
Presentations	10%
Hearing Observations	10%
Hearing Reflection Papers	10%
Practice Hearings	10%
Mock Hearing Final	20%
TOTAL: 100%	

Week & Date	Class Topic	Assignments	Deadline Time (EST)
Week 1: 8/19 – 8/25			
Class 1: 8/22	Course Overview & Expectations		

	SCC Role & Responsibilities		
Week 2: 8/26 – 9/1			
Class 2: 8/27	History and Philosophy of Student Conduct		
Class 3: 8/29	Procedures, Jurisdiction, and Rights		
Week 3: 9/2 – 9/8			
Class 4: 9/3	Communication, Learning, and Effective Questions		
Class 5: 9/5	Communication, Learning, and Effective Questions	Quiz 1 Opens	9/10 at 4:00 PM
Week 4: 9/9 – 9/15			
Class 6: 9/10	No in-person class today! - Quiz 1 - Work on Code Violation Presentations	Quiz 1 Due	9/10 at 4:00 PM
Class 7: 9/12	Training Debrief	Training Confirmation	9/12 at 3:00 PM
Week 5: 9/16 – 9/22			
Class 8: 9/17	Conflict Resolution	Submit Panel Questions	9/17 at 4:00 PM
Class 9: 9/19	Student & Faculty Panel		
Week 6: 9/23 – 9/29			

Class 10: 9/24	Code Violation Presentations	Submit ppt of Code Violation Presentation	9/24 at 4:00 PM
Class 11: 9/26	Code Violation Presentations		
Week 7: 9/30 – 10/6			
Class 12: 10/1	Information & Credibility		
Class 13: 10/3	Information & Credibility	Quiz 2 Opens	
Week 8: 10/7 – 10/13			
Class 14: 10/8	Deliberation		
Class 15: 10/10	Deliberation	Quiz 2 Due Quiz 3 Opens	10/10 at 3:00 PM 10/17 at 5:00 PM
Week 9: 10/14 – 10/20			
Class 16: 10/15	Rationale Writing		
Class 17: 10/17	Self-Care	Quiz 3 Due	10/17 at 5:00 PM
Week 10: 10/21 – 10/27			
Class 18: 10/22	Rationale Writing		
Class 19: 10/24	Conflict Resolution	Hearing Reflection Paper #1 Due	10/27 at 11:59 PM
Week 11: 10/28 – 11/3			

Class 20: 10/29	Practice Hearings		
Class 21: 10/31	Practice Hearings	Practice Hearing Materials & Evals Due	11/3 11:59 PM
Week 12: 11/4 – 11/10			
Class 22: 11/5	No Class - Group Work on Sanction Presentations		
Class 23: 11/7	Sanction Presentations	Sanction Presentations Due	11/7 at 3:00 PM
Week 13: 11/11 – 11/17			
Class 24: 11/12	Sanction Presentations & Practice Sanctioning Hearings		
Class 25: 11/14	Practice Sanctioning Hearings TBD Activity	Hearing Reflection Paper #2 Due	11/17 at 11:59 PM
Week 14: 11/18 – 11/24			
Class 26: 11/19	Sexual Misconduct	Quiz 4 Opens	11/21 at 3:00 PM
Class 27: 11/21	Organizational Conduct	Quiz 4 Due	11/21 at 3:00 PM
Week 15: 11/25 – 12/1			
<i>No Class - Enjoy your Thanksgiving Break!</i>			
Weeks 16 & 17: 12/2 – 12/13			
Class 28: 12/3	Mock Hearings	Mock Hearings Final Exam	

Final Exam: 12/12/2024 @ 8:00 PM – 10:00 PM

**Schedule subject to change with advance notice by instructor(s).*

Assignment Descriptions

Hearing Observations

Each student is required to observe two (2) Conduct Committee hearings throughout the semester. During the hearing, you are expected to make note of both effective and ineffective practices displayed by Committee Members based on what you have learned in class. You should pay attention to hearing preparation, the hearing itself, the deliberation discussion, and closing. After you have completed each of the observations, you will write a Hearing Reflection Paper (see below) based on each of your observations. Papers will be due on the dates listed below.

- Any student who arrives five or fewer minutes late for an observation will have five points deducted from their observation points for that day but will still be permitted to observe the hearing.
- Any student who arrives more than five minutes late for an observation will have ten points deducted from his/her observation points and will NOT be permitted to observe the hearing that day.
 - Any student who signs up but fails to show up for an observation without notice may attempt to sign up for another one if there is one available but will have ten points deducted from their observation points. The ability to observe another hearing instead for partial credit will be dependent on availability and is not guaranteed.

You will receive an e-mail entitled "Monday Memo" each Monday which will include a list of upcoming hearings. Hearing observation times will be assigned on a **first-come, first-served basis**. After reviewing the weekly e-mail, you should determine which, if any, of the hearings you can observe, and then e-mail Jose Capula (or Tori/Jaime) with your availability. You must request to observe at least 72 hours in advance of when the hearing is scheduled to take place – unless given specific

approval by Jose Capula (or Tori/Jaime). You will receive a confirmation e-mail once you have been scheduled to observe a hearing. **Observation spaces are limited, so you will need to plan accordingly.** Please contact your instructors directly at the beginning of the semester to discuss possible alternative arrangements if you believe that your course schedule conflicts with this requirement.

Observation 1 is due Friday 10/25

Observation 2 is due Friday 11/15

Hearing Reflection Papers

Effective written communication skills are essential to the success of Student Conduct Committee members. As such, students will be allowed to exhibit those skills through several written assignments throughout the semester. As with all academic and professional writings, using the appropriate spelling and grammar is extremely important. Additionally, Conduct Committee members will be responsible for holding other students accountable for the attention to detail that sometimes results in Code violations, so we expect that you hold yourselves to that same standard. However, because the reflection/application papers are our tool for reading your reflections on class material, **a maximum of 20% of the assignment grade may be deducted for grammar, syntax, formatting, and/or word usage errors.** You may, however, lose more points if grammatical errors become a problem in reading, understanding, and comprehending your paper, so please carefully review all papers before submission. To be eligible to obtain full credit for a written assignment, submissions must:

- Fully address the topic and be based on thoughtful, honest reflection
- Meet the specified length requirement
- Be typed, double-spaced, in 12-point Times New Roman Font and have 1" margins on all sides
- Be attentive to grammar, syntax, and flow
- Be completed individually without the assistance of another individual or entity

Paper #1 – Hearing Reflection Paper #1: You will be required to write a reflection based on the hearing that you observed. In the paper you should share your thoughts on the following while maintaining the confidentiality of those involved:

- Hearing preparation
- The hearing itself
- Whether or not the committee used its time well
- Any effective/ineffective questions that were asked
- Committee member participation
- Deliberation discussion
- Committee findings & sanctions, if applicable
- Any other effective/ineffective practices displayed by Committee members based on what you have learned in class

This paper should focus on the observed behaviors of the committee members, and no more than one paragraph of information on the hearing synopsis (such as the case itself and what the participants said) should be provided. Your paper should be a minimum of one page and a maximum of three pages in length. The instructors will provide feedback on the first observation/paper to allow for further learning before the second observation/paper.

Hearing Reflection Paper #1 is due Sunday 10/27 at 11:59 PM

Paper #2 – Hearing Reflection Paper #2: You will be required to write a reflection based on the hearings that you have observed. In the paper, you should share your thoughts on the following while maintaining the confidentiality of those involved:

- Hearing preparations
- The hearings themselves
- Whether or not the committees used their time well
- Any effective/ineffective questions that were asked
- Committee member participation
- Deliberation discussions
- Committee findings & sanctions, if applicable
- Any other effective/ineffective practices displayed by Committee members based on what you have learned in class

- Similarities/Differences between both hearings you observed

This paper should focus on the observed behaviors of the committee members, and no more than two paragraphs of information on the hearing synopsis (such as the cases itself and what the participants said) should be provided. Your paper should be a minimum of three pages in length and a maximum of five pages.

Hearing Reflection Paper #2 is due Sunday 11/17 at 11:59 PM

Practice Hearings and Peer Evaluations

The Practice Hearing will be done in teams. You will hold a practice hearing with your assigned group. During the practice hearing you should focus on reviewing the case packet, identifying what information you would need to make recommendations, what questions you would ask during the hearing to get that information, and what you would recommend if you were on a committee for that hearing. Each team will be paired with a SCCR staff member so they can receive feedback.

After the practice hearings take place, you would submit the following:

- Your questions asked during the practice hearing and any questions you would have asked if you were able to repeat that hearing.
- What information you identified as important and how that information would impact your recommendations.
- Your personal rationale for what you would recommend as an outcome.
- Peer Evaluation

After you complete the practice hearing, you will complete an evaluation to offer constructive feedback to the other individuals on your team regarding their time as a Committee Member during the practice hearing. The Evaluation form will be provided. While this is a group task, you should complete your deliberation/rationale and your peer evaluations as an individual.

Due Sunday 11/3 at 11:59 PM

Code Violation Presentation

This is an individual project. You are to familiarize yourself with the assigned violation(s) of the Honor Code or Conduct Code and, in a presentation, explain what it means to the rest of the class. In your presentation, you should discuss all subsections of the violation(s) and provide a minimum of three (3) examples of what might constitute a violation for each of the code subsection(s) on which you are presenting. These examples should be mini-scenarios. Your presentation must last between 5 and 10 minutes in length and must include a visual aid (PowerPoint, Prezi, etc.). A grading rubric will be provided.

Due Tuesday 9/24 at 4:00 PM

Sanction Presentation

You will work with a peer to research and present on at least three educational sanctions. You will be assigned two educational sanctions that are available for use by the Committee and create a minimum of one new sanction. You will develop a presentation on PowerPoint or other multimedia presentation tool for your peers. Your presentation must include:

- Description of the sanctions
- Types of violations or cases that would be appropriate for this sanction(s)
- Intended learning outcomes for the student/organization
- How the student/organization could verify to SCCR that the sanction has been completed
- Cost and/or other associated limitations
- Contact information for sanction facilitator(s) or instructions for completing the sanction

While information can be found on the web, your primary source of information may be from your point-of-contact for that sanction. For example, the Goal Setting Appointment Sanction is through UF GatorWell. Please allow for enough time to schedule your meeting with the contact person before the due date for this assignment if applicable. If you need additional information regarding a contact person, please reach out to Tori and Jaime to get in touch with them in

a timely fashion. Your presentation must last between 5 and 10 minutes in length and must include a visual aid (PowerPoint, Prezi, etc.). A grading rubric will be provided.

Due Thursday 11/7 at 3:00 PM

Quizzes

There will be four (4) quizzes administered via Canvas throughout the semester that will count toward your Quiz grade in the course. There may also be quizzes attached to participation points in certain weeks. For all quizzes, the following guidelines apply:

- Quizzes will cover the syllabus, readings, assignments, class discussions, and the modules covered in this class.
- The only resources you may use to complete your quiz are class notes and materials provided by the instructors.
- You may not work with other classmates on quizzes.
- Each 20-minute, timed quiz will be open for a week.
- Quizzes will be due/will close at the start of class on each due date unless specified otherwise.
- Make-up quizzes will only be permitted for students with documented and approved excused absences and must be arranged through your instructor.

Quiz 1 Due Thursday 9/10 at 4:00 PM

Quiz 2 Due Thursday 10/10 at 3:00 PM

Quiz 3 Due Thursday 10/17 at 3:00 PM

Quiz 4 Due Tuesday 11/21 at 3:00 PM

Mock Hearings (Final Exam)

The final exam for this course will consist of two mock hearings. Your role during this process will be as a Student Conduct Committee member during one hearing and as an observer during another mock hearing. You will be graded based on how well you participate during the hearing and on your active observation and evaluation. When participating you will be evaluated based on your application of the cumulative information taught throughout the semester including how you prepare for your mock hearing, how well you

ask questions and pay attention, and the quality of your contributions to the deliberation process. The instructors will provide additional details later in the semester.

To Be Determined

Important UF Dates

Classes begin:	August 22
Drop/Add:	August 28
Labor Day (no classes):	September 2
Homecoming (no classes):	October 18
Veterans Day (no classes):	November 11
Thanksgiving Break (no classes):	November 25 - 29
Withdrawal Deadline:	November 22
Classes end:	December 4
Reading Days:	December 5 - 6
Final Exam Period:	December 7 - 13
Grades Available:	December 18

Details can be found here: <https://catalog.ufl.edu/UGRD/dates-deadlines/2024-2025/>