

CLASSROOM POLICIES FOR COURSES TAUGHT BY PROFESSOR RAY

Classroom Policies, Absences and Make -up Work:

1. The last date for a student to withdraw from a course with an automatic W is **available online**. Review the College's withdrawal policy immediately, and refer any questions to the Registrar's office.
2. Valencia students are expected to attend each scheduled class, and are responsible for material covered and/or assigned during class. ***Two unexcused absences are considered sufficient grounds for forced withdrawal.***
3. Unless noted otherwise, assignments are due at the beginning of the next class period.
4. No make-up quizzes will be given for unexcused absences. **Late homework** or projects may have a 20% penalty for lateness and will not be accepted if more than two weeks late without reasonable justification.
5. Each student is expected to be in complete compliance with the college policy on academic honesty.
6. Students are expected to **check ATLAS email** and **CANVAS** often for announcements and discussion questions.
6. **Changes in the syllabus** and/or schedule may be made at any time by announcement from the instructor; the revised syllabus will be posted on the CANVAS site for the course.

Pandemic Safety Policies

For faculty, staff and students who will be on a Valencia Campus, please note the following expectations and prevention strategies.

- The Daily Health Assessment is not required: Although the assessment is not required, please know the [symptoms of COVID-19 \(Links to an external site.\)](#), and stay home if you feel sick.
- Until CDC guidance for Orange and Osceola counties indicates that masks are no longer recommended indoors, we expect everyone on campus to wear masks when indoors at any Valencia College facility. This includes employees, students, visitors, and vendors, regardless of vaccination status. If someone forgets to bring a mask, masks will be widely available near building entrances, in classrooms, student services offices, and other campus facilities.
- Valencia has scheduled smaller class sizes in order to accommodate physical distancing in onsite classes. Other campus spaces, from our libraries to cafeterias, will also be arranged to accommodate physical distancing, and any face-to-face meetings with students or colleagues, as well as events, will be held in rooms that allow for distancing.
- Hand sanitizing stations have been placed on campus so you can keep hands clean when hand washing with soap and water is not convenient.
- If you become ill with COVID-like symptoms, test positive, come in close contact to someone who tests positive or must provide care for someone with COVID-19, please follow our [illness reporting protocols](#)[Links to an external site.](#)

Illness Statement:

“If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.”

Recommendations:

- Consideration of each student's situation be conducted on a case-by-case basis while preserving a consistent process for response and support.
- A differentiated approach to determine the best course of action for each individual student that supports their learning and academic progress while maintaining rigor.
- Further review of policies on faculty withdrawal and requirements for documentation may be needed; we recommend developing a work team to review and consider possible changes to existing policies, if any are needed. https://docs.google.com/document/d/16mOo9uQSRBihWRWjGpggPsZrwUSiZmzhajhX5Gak_Ks/edit

Students with disabilities who qualify for academic accommodations must provide a letter from the **Office for Students with Disabilities** (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB-102, ext. 1523).

Financial Aid:

Contact FinAidOffice@valenciacollege.edu for their financial aid questions, as well as for potential assistance with financial support. As a reminder, you can [review the full list of student services hours of operation](#), which was provided in a past [Grove Article](#) for the Roadmap to Reopening.

Learning Support Statement:

Distance Tutoring & Technology Support at Valencia: You can easily access Valencia's *free* distance tutoring and tech support from a computer, laptop or mobile device. Distance tutoring services are provided fully online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit www.valenciacollege.edu/tutoring. Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

Please note: **Brainfuse** is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting www.valenciacollege.edu/tutoring

Student Core Competencies

The faculty of Valencia College has established four Core Competencies that describe the desired learning outcomes for a Valencia graduate. They are: THINK, VALUE, COMMUNICATE, and ACT. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry; use the descriptions and examples of academic work for each to measure your own learning outcomes. Samples of the academic work are great additions to your Learning Portfolio, which can be shared on MyPortfolio in LifeMap. For further information on student core competencies please go to www.valenciacollege.edu/competencies

Expected Student Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in the disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the **Student Code of Conduct** in the current **Valencia Student Handbook**.

Intellectual Freedom and Viewpoint Diversity:

As your professor, I'm committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Please keep in mind that other than **ZOOM videos** posted by your professor for use only during the current semester, you do not have your peers' permission to record them, and they have a right to privacy; your peers should not be in your recordings. You may not record class discussions, student presentations, labs, group work, and private conversations. These recordings are permitted for your own personal use; you should contact me to discuss sharing options. Note that while these recordings are useful for review, we want you to attend class for your insights and questions; these recordings are not substitutes for class participation and attendance. Should you have any concerns or questions, please feel free to contact me through Atlas email or Canvas message.

Online Student Assessment of Instruction

As part of our continuing goal to provide the best possible instruction for Valencia College students, the student evaluation of instructor form is now available online. On a completely *anonymous* basis, all students are invited to complete this online form. To do so, go into Atlas, select "My Courses" then select the box at the right that says 'Assessment Survey'. You will be able to submit one assessment form per class. After that, the form will no longer be available to you. To ensure that this process does not affect your grade, the **results are not shown to the instructor until after grades are submitted**. Please set aside some time toward the end of the semester to complete the

assessment. By doing so, you will assist the instructor in assessing the effectiveness of his/her teaching methods and techniques for subsequent semesters. Thank you for your feedback.

Academic Advising:

- Call: 407-582-1507
- Email: advising@valenciacollege.edu
- Visit <https://valenciacollege.edu/students/student-services/support.php> for links and information on how to get connected to each of the following:
 - **Virtual Answer Center or Virtual Advising Center** (online Zoom access): Monday-Thursday 10a-7p, Fridays 9a-5p; Virtual Answer Center only – Saturdays 9a-1p
 - **Make an appointment** (in person): Monday-Thursday 8a-5p, Fridays 9a-5p (East, West, and OSC only), Fridays - virtual only (DTC, LNC, WP, PNC).

Enrollment Services:

- (phone access): Monday-Thursday 8a-6p and Fridays 9a-5p (407-582-1507)

Academic Resources

We want you to stay connected to the latest academic resources we have available for you during this transitional time.

West Campus Bookstore:

Campus Store will be open Monday – Friday, 8 a.m. – 6 p.m.

Campus store window pick-up will be available Monday – Saturday, 8 a.m. – 6 p.m.

Downtown Campus

The Campus Store at the Downtown Campus is owned and operated by Barnes & Noble and will continue to operate online for the Fall 2021 term. Visit the [Campus Store website for the Downtown Campus](#) for more information and to [order online](#).

Other Campuses

Valencia Campus Stores will be closed during the Fall 2021 term. Visit the [Valencia Campus Store website](#) for more information and online ordering.

Customer Service

Monday – Friday 8 a.m. – 6 p.m.

407-299-5000, extension 5310

onlineorder@valenciacollege.edu

Lab Manager Thomas Dillen Hours – Fall 2021:

Monday 10 am - 6:30 pm **on campus and/or virtual**

Tuesday - Thursday 10 am - 6:30 pm **on campus**

Friday 10 am - 4 pm **on campus and/or Virtual.**