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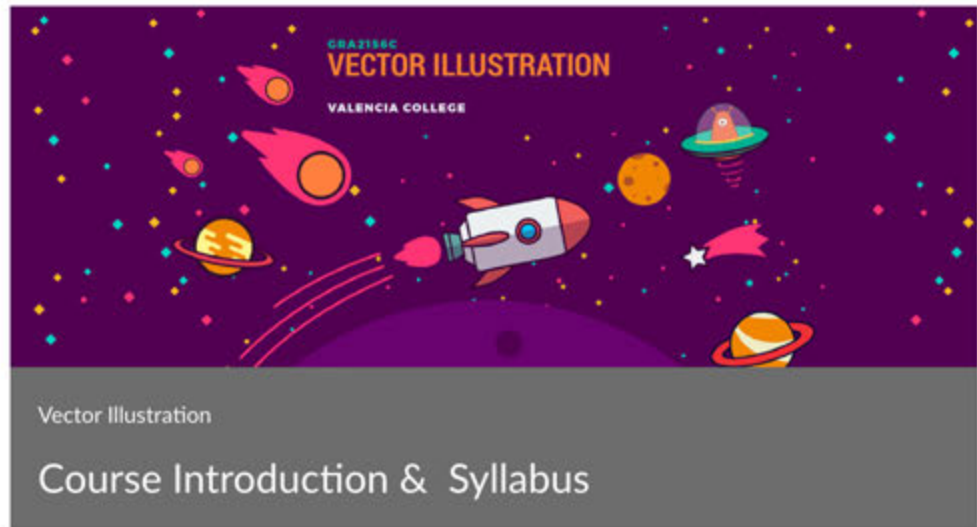
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# Start Here : Syllabus Introduction



Students are expected to review this module in its entirety. To navigate through this module click the "next" button at the bottom of the page. Once you do you will become familiar with the following:

- [Meet & Contact Your Instructor](#)
- Learn about [Course Communications](#)
- Learn about our [Course Textbook + Supplies](#)
- Become familiar with [Course Policies](#)
- Learn about [Grading & Assignments](#) in this course
- Learn [Technology Requirements & Skills](#)
- Find out about [Student Support Services](#)
- Learn about [Canvas and Canvas Support](#)

## Start Here: Syllabus

By the end of this module you will be expected to do the following:

- Familiarize yourself with all the Syllabus information
  - Starting with the page titled: [Meet & Contact Your Instructor](#)
- Participate in a [Discussion: Introduce Yourself](#)

You must also access Module 1 items this week:

- Begin with [Job 01](#)
  - Download the files
  - Review all tabs in the Job 01 Overview
  - Complete Job 01 planning doc
- Begin [Vector Tutorial](#)
  - Download the files and review the instructions

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# Course Syllabus

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## GRA 2156c—VECTOR ILLUSTRATION

3 credit hours / 4 contact hours



















The full course syllabus can be found as a part of the Getting Started Module

### DISCLAIMER STATEMENT

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.

## Course Summary:

Date	Details	Due
Week 01	Discussion: Your Introduction	due by -- : --
Week 02	Job 01 Planning Doc	due by -- : --
	Quiz 01 - Illustrator Intro	due by -- : --
	M2 Redraw Exercise	due by -- : --
Week 03	Vector Tutorial Submission	due by -- : --
	Quiz 02 - Drawing Methods	due by -- : --
	M3 Redraw Exercise	due by -- : --
Week 04	Job 01 Proofs	due by -- : --
	Quiz 03 - Type Tools	due by -- : --
	M4 Redraw Exercise	due by -- : --
Week 05	Job 01 Submission	due by -- : --
	Job 01 Presentation	due by -- : --
	M5 Redraw Exercise	due by -- : --
Week 06	Job 02 Planning Doc	due by -- : --
	Quiz 04 - Gradients	due by -- : --
	M6 Redraw Exercise	due by -- : --
Week 07	Quiz 05 - Transforms	due by -- : --
	M7 Redraw Exercise	due by -- : --
Week 08	Job 02 Drafts	due by -- : --

Week	Activity	Due Date
	 M8 Redraw Exercise	due by -- : --
Week 09	 Job 02 Submission	due by -- : --
	 Job 02 Presentation	due by -- : --
	 Quiz 06 - Brushes	due by -- : --
	 M9 Redraw Exercise	due by -- : --
Week 11	 Job 03 Planning Doc	due by -- : --
	 Quiz 07 - Layers	due by -- : --
	 WITHDRAWAL DEADLINE	due by -- : --
	 M10 Redraw Exercise	due by -- : --
Week 12	 Quiz 08 - Prepress/Printing	due by -- : --
	 M11 Redraw Exercise	due by -- : --
Week 13	 Quiz 09 - Symbols	due by -- : --
Week 14	 Job 03 Proofs	due by -- : --
	 Quiz 10 - 3D	due by -- : --
Week 15	 Job 03 Submission	due by -- : --
	 Job 03 Presentation	due by -- : --
Week 16	 Vector Illustration Final Exam	due by -- : --
	 TVCA – The 3 Ps	

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# Meet & Contact Your Instructor: John Sousa

## Meet your instructor: John Sousa

My name is John Sousa, feel free to refer to me as John, Mr. Sousa, or professor. (honestly, I'll probably respond to anything as long as you address me politely). I am a graduate of Valencia's Graphics & Interactive Program (the same program that you are probably enrolled in). I've been teaching at Valencia since 2012. I teach a variety of entry-level print and interactive courses, but occasionally I teach the Portfolio Prep course which I enjoy equally as much.

Good luck this semester – I will be here to assist you throughout the course – answering whatever questions you may have.



## How Should I contact you if I have questions? How fast will you respond to my questions?

All questions and communication should be sent via your [Canvas inbox](#). I do check Canvas messages regularly and do my best to respond promptly each day. You can expect **your questions to be addressed within 24 hours** of the time you've asked your question, during regular business hours (Monday - Friday). I receive all canvas emails via canvas and Valencia email, however, if you should need to contact me beyond canvas below is my contact information:

Valencia email: [jsousa@valenciacollege.edu](mailto:jsousa@valenciacollege.edu)

### Physical points of contact

Valencia Office: 3-222 west campus  
Office Phone number: 407-582-1952  
Open Graphics Lab: 3-151A west campus

## When to contact your instructor

Here are some great reasons you should contact the instructor directly:

- If you have had an emergency arise that is affecting your performance
- If you have read the assignment instructions completely, and something is still unclear.
- If you have followed all instructions, your results don't look correct, and you'd like some help troubleshooting the issue. Be sure you have tried to solve the problem first.
- If links in Canvas don't work.
- If there is a discrepancy or suspected typo with questions or assignment requirements.

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# Course Communications

The following information offers guidelines for course communications this semester.

## Contact Your Instructor

You may contact me in various ways during this semester.

- You may contact me through the [Canvas Inbox](#) Monday-Friday. I will respond to your message within 24 hours with the exception of days and times when the college is closed.
- You may email me to address personal concerns at my Valencia email address.
  - In your messages, please indicate your course number (CRN) so that I may better assist you.
- If you prefer to speak to me directly, email me to schedule an on campus meeting, or a 1-on-1 video call.

## Netiquette

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some [guidelines for behaviors](#).

## Expectations of Student

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week. To effectively communicate with our students, Valencia uses e-mail as the primary means of notifying students of important college business and information dealing with classes, registration, deadlines, financial assistance, tuition and fees, etc. **Students are responsible for any official communication sent through Atlas e-mail.**
- Students can expect to devote 3 hours per credit hour each week to this course.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building](#) from Valencia's Peace & Justice Institute. Some highlights from these principles are:
  - Create a hospitable and accountable community
  - Suspend judgment
  - All voices have value

## Expectations of Instructor

- The Instructor will provide a variety of feedback on submitted assignments usually within 1 week.
- The Instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building](#) from Valencia's Peace & Justice Institute.
- The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

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# Course Textbook + Supplies

## WHAT YOU NEED TO PARTICIPATE IN THIS COURSE:

### Foremost: the time and desire to succeed.

Throughout this course and the graphics program, you will generally experience very demanding course workloads. Students who are able to devote the time and effort required will do well. It is suggested that you allow **9 hours of study/lab time each week (in addition to class time)** to complete the coursework required. Some students may require additional time and others less.

STUDENTS MUST BE ABLE TO JOIN & PARTICIPATE IN ZOOM MEETINGS AT THE START OF THE SEMESTER.

STUDENTS MUST OBTAIN THE REQUIRED TEXTBOOK BEFORE THE 2ND CLASS MEETING.

## HARDWARE & SOFTWARE REQUIREMENTS:

This is a computer course. This course cannot be taken using only a tablet, phone, or another alternative device. Students taking this course will have access to use the campus Graphics Labs for technology requirements. Students must have daily access to a webcam-enabled computer, with Internet access, that is able to run:

- Adobe CC software
- Zoom
- Slack
- Font management software

Detailed tech requirements are available later in this syllabus [here](#).

## TEXTBOOK REQUIREMENTS:

[Adobe Illustrator Creative Cloud Revealed](#)

## REQUIRED SUPPLIES:

- External storage media for storage of files
  - Cloud storage (Microsoft OneDrive, Google Drive, Dropbox, etc.) or a USB drive of 2 GB or more is recommended.
- Pencils/Pens (*for thumbnail and refined sketches*)
- Tracing paper, parchment or vellum
- White vinyl erasers or suitable eraser for refining sketches.

These supplies may not be required during this online course. Your instructor will notify you if any changes occur:

- 2 Large mailing envelopes for turning in assignments.
- Metal clasps/ paper clips of various sizes for securing and organizing work.
- X-acto knife and replacement blades.
- Ruler - 24-inch. Metal with a cork backing is recommended.
- 3/4" - 1" wide White or black ARTIST'S tape.
- Black Illustration/Mount board for presentations.
  - 2 -15" x 20" pre-cut super-black illustration boards are required.
  - No Poster Board, No Foam Core Board.
- One small can of repositionable spray mount /adhesive.A Notebook Binder.
- 1 - 17" x 22" paper tote or a lightweight portfolio. labeled with your name. course number (GRA 2156c) and



.....  
Instructor's name, for turning in projects. (art supply stores carry these, but you may choose to create your own out of sturdy lightweight materials, within size specified).

Many of the supplies are available:

- [Art Systems](#)  in Winter Park
- [Sam Flax](#)  in Orlando
- [Hobby Lobby](#) 
- Blick Art Supplies online: [DickBlick.com](#) 

(You may be able to find some of the supplies at local craft/hobby stores as well.)

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# Course Policies

In this course, you will experience a variety of learning activities to help you meet the course learning outcomes. To have the most meaningful learning experience, I believe your experiences matter and it is important to connect what we learn to your "real world." This means that active participation, timely submission of assignments, and ongoing dialogue are necessary for you to be successful.

## No-Show Policy

### Required Attendance Activity

If you do not log in to the course during the first week and complete the Academically Related Attendance Activity, you will be marked as a "no-show". Students who are not actively participating in the course, do not attend the scheduled virtual meetings, and do not submit the required assignments by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no-show". If you are withdrawn as a "no-show", you will be financially responsible for the class, and a final grade will appear on your transcript for the course.

## Late Work/Make-up Policy

### What do I need to know about deadlines?

Just as in the workplace, due dates are considered deadlines. For that reason, **assignments, quizzes, discussions, exercises, or projects will not be accepted late.** You will receive a zero for anything not submitted by the deadline. Failure to meet deadlines will affect your performance in this course.

I do understand that life happens. Missed deadlines due to illness or another emergency will be accepted with appropriate documentation (within 1-week of the missed assignment deadline). Please contact me as soon as possible to come up with a plan to make sure that you can stay on track to complete the class with the minimum required grade.

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 your assignments so that your learning can progress in the 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.

## Attendance Policy

This is a Real Time Virtual (online) course. Meaning that classes will be held via a [Zoom](#) video meeting that is schedule on a specific day/time every week. You will need to create a Zoom account and [download the software](#) onto your computer. [Click here](#) to view other the technology requirements for this course. Attendance in the Zoom meeting will be formally taken each week. You are expected to participate weekly in course lectures, assignments and discussions. Missing multiple class meetings will put you at risk of being withdrawn from the course. You must have access to the Internet to complete the course requirements. Students should be aware of the following related to our course attendance policy:

- Your online attendance will be checked weekly based on your participation in the Canvas course, and submission of coursework.
- If you do not contact me letting me know of your absence for a period of seven consecutive days, you will be contacted and if there is no communication within 48 hours, you may be withdrawn from the course up until the withdraw deadline.
- After the withdrawal deadline, students with an absence of more than 7 days will receive the final grade that is



earned according to the course grading policy.

---

## The Withdrawal Policy

Per [Valencia Policy 4-07 \(Academic Progress, Course Attendance and Grades, and Withdrawals\)](#), a student who withdraws from class before the withdrawal deadline will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. You can find the withdrawal deadline listed in the Academic Calendar found on the [Valencia College](#) website, as well as the [course schedule](#) page.

A faculty member may withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F."

---

## Academic Honesty Policy

During the planning doc stage students are encouraged to interact, but all work should still be done by the student turning in that project. You should not allow anyone to complete any part of your project. All work turned in under the name of each student is expected to be that of the student turning it in, be careful to not be "over inspired" by the resources collected. Cheating of any sort will not be tolerated. If caught cheating, you risk receiving a 0 (zero) for that project and the potential to be withdrawn from the class.

You may receive assistance via feedback from your classmates, instructor, and lab personnel. Lab personnel may assist you if you are having problems with the operation of the computer or to answer questions concerning software applications, but they are not to do any part of your work nor are they tutors. Plagiarism or Copyright Infringement is cheating (refer to your Student Handbook).

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## Academic Honesty Related to Assignments

During this course you will be expected to create digital illustrations and designs using software and other resources. Some of these resources may be complete images, fonts, or sketches. It is imperative that you understand that the work in this course must be your own and utilizing resources such as preexisting templates from outside the provided resources is not acceptable. You are, however, encouraged to reference and resource content on the web to develop a stronger understanding of how these resources are used to produce digital illustrations and designs. If you are caught utilizing a preexisting template for a project, auto generating tools, or someone else's work you will receive a zero for the project and risk being withdrawn from the course.

---

## College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

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## Privacy & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the [Family Educational Rights and Privacy Act \(FERPA\)](#), including third party tools and services used in this course. Privacy policies for the tools used in this course are listed below.

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## Technology Privacy Policies

- [Valencia College privacy policy](#)
- [Canvas privacy policy](#)
- [YouTube privacy policy](#)

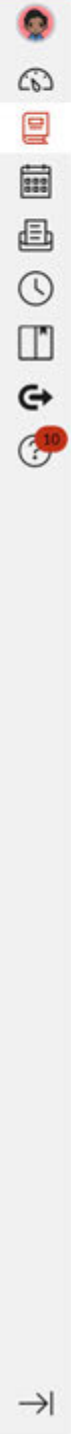
- [Slack privacy policy](#)
- [Zoom privacy policy](#)

If you have any concerns or issues with any of these requirements or policies, please contact your instructor.

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# Grading & Assignments

## How will I be graded in this course?

### WEEKLY REDRAW EXERCISES

(10% of Final Grade Collectively)

Each week there will be an exercise that is based on the assigned reading or the lecture material. These exercises are designed to help students develop their skills and proficiency with the pen tool. You will be required to complete this exercise along with any assignments associated with the current project.

Each exercise is set up with a template image that you will recreate. You will be graded based on the accuracy of the artwork, and if you properly used the required Illustrator function.

### COURSE PROJECTS

(55% of Final Grade Collectively)

- [Vector Tutorial](#) (10%)
- [Job 01 – Restaurant Branding](#) (15%)
- [Job 02 – Vector Movie Poster](#) (15%)
- [Job 03 – Product Packaging Design](#) (15%)

### QUIZZES

(10% of Final Grade)

There will be ten (10) weekly Quizzes. Each one will account for 1% of your final grade. Each quiz contains 10 questions and they will mostly be based on the assigned reading and the lecture material from our weekly class meetings.

### COMPUTER PROFICIENCY FINAL

(15% of Final Grade)

The Final PROFICIENCY Exam is a timed "hands-on" exercise meant to gauge your overall proficiency in using the software covered in the course. You will be given files to manipulate and/or redraw in Photoshop and Illustrator. COMPLETION AND SUBMISSION OF THE FINAL EXAM IS MANDATORY.

### CORE COMPETENCY SKILLS EVALUATION –TVCA

(10% of Final Grade)

TVCA points are built-in throughout the course process on assignments, discussion participation, and presentations—an additional 10% of your final grade will be based on attendance.).

This evaluation is designed to help students verify if their current abilities to Think, Value, Act & Communicate (Core Competency Skills as they pertain to this course) are up to par with the graphic and interactive design industry-set standards for employment. Along with being desirable traits for employers, Core Competency skills are also

### GRADING SCALE:

A student's final grade in this course will be determined by scores earned on required projects, tutorials, quizzes/exams and a core competency skills (TVCA) evaluation. The following is Valencia College's grading scale and shall be applied to scores earned in this course:

#### A = 100 - 90

Exceptional achievement demonstrated in work of keen understanding and an optimal mastery of course competencies. Earned for exemplary work, clearly beyond the requirements.

#### B = 89 - 80

High achievement, demonstrated in work of consistent effort, intelligence, and mastery of course competencies.

#### C = 79 - 70

Satisfactory completion of course requirements and mastery of essential course competencies.

#### D = 69 - 60

Unsatisfactory completion of course requirements and an unacceptable grade for prerequisite or graduation requirements.

#### F = 59 or less

Failure to perform required work or to master required course material and competencies.

A final grade of "C" or better is required for this course in order to meet prerequisite requirements for higher-level courses, or to be used as credit towards an A.S. degree in Graphic & Interactive Design.



emphasized as traits needed in a college-level setting in order for higher-level thinking and learning to be achieved.

10% of the student's grade in this course is based upon the instructor's observations of Core Competency skills and will be under constant observation by the instructor throughout the semester. It is the student's responsibility to clearly communicate with the instructor of their progress and attempts for improvement. Although students will be expected to improve their Core Competency weaknesses during the semester, failure to uphold expectations from the beginning may result in a continued grade point deduction throughout the semester.

Just as earning a degree does not entitle a student to a well paying job, students should also understand that simple completion of assigned tasks in this course do not entitle a student to a passing grade.

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### EXTRA CREDIT

1. Any other extra credit opportunities are at the discretion of the instructor and will be announced when they become available.
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### GRADING CRITERIA

- Ability to read and follow project/assignment descriptions and requirements.
- Quality of final design solutions and presentation of assigned projects.
- Demonstration of acquired software skills, including submitting the required digital files to Canvas, or the Teacher Drop Box.
- Completion of projects on time.
- Meeting deadlines set during the evolution of the projects, including working on projects outside of class meetings.
- Creative resource gathering – hard copies of materials germane to the job at hand. Digital examples downloaded from the internet are not acceptable, unless otherwise approved.

You will receive a detailed project description for each project assigned. You will meet deadlines during the evolution of these projects. Your ability to produce this progressive work throughout the assignment, will directly affect your overall grade. In addition to the digital files, mounted work and technical skills, there are points assigned for the following elements of projects completed along the way:

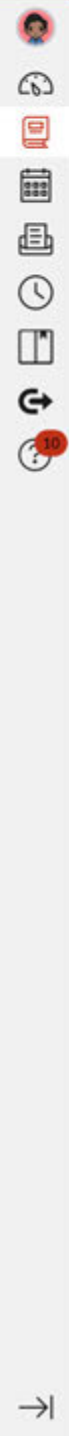
#### Documentation of

- Research (including the current job, business, audience, typography, colors, etc.)
- Inspiration
- Thumbnail Sketches / Conceptual Sketches
- Roughts / Layout Sketches
- Print Proofing of digital work
- Feedback and Insights gained
- Final design solutions

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# Technology Requirements & Skills

## What Hardware do I Need?

You will need a computer to complete work in this course. This course CAN NOT be taken using only a tablet, phone, netbook, Chromebook, or other alternative device. Students taking this course will have access to use the campus Graphics Labs for technology requirements.

Students should expect to spend 9 hours per week engaged in completing assignments at home or in the lab in addition to attending class during the days/times noted on the registration schedule.

Students taking this course who intend to work from home will need access to reliable wifi, a computer (Apple preferred) that can run the Adobe Creative Cloud, a computer webcam and microphone, a digital camera (or scanner), and a subscription to a student version of the Adobe Creative Cloud.

Students might also need to download freeware to complete assignments.

### Virtual Print Services:

Each campus will also have the means to fulfill student printing needs virtually. You will be provided with a link for to order/submit files for print, and will be able to pick up printing at any of the three campuses you choose to send the order to. Turn-around times will be slower, and posted shortly, as will order forms.

[Virtual Print Requests](#)

## What Software do I Need?

### Adobe Creative Cloud

Adobe is a software company with a line of design, multimedia, and creativity software products. Creative Cloud is its online-only software platform. You will need access to Creative Cloud in order to complete the assignments in the class.

GRA Students enrolled in at least one class needing access to Adobe CC will be responsible for purchasing their own subscription in order to have a software license throughout the semester. Here is a [link to purchase a 1-year subscription through the Valencia bookstore](#). You can also choose to purchase a monthly subscription, but you won't receive the Valencia discounted rate. Here is a [link to download the student version of the Creative Cloud](#), through the Adobe website.



Adobe® Creative Cloud™



**NOTE: YOU MUST CREATE YOUR ACCOUNT USING YOUR VALENCIA EMAIL ADDRESS** (the one that ends in @mail.valenciacollege.edu) in order to and access the enterprise settings that Valencia has available for students.

Please [set up an Adobe creative cloud account](#) immediately. You will need it to begin working on the first tutorial and project.

If you cannot set up or access your Adobe account using your Valencia email address, contact [Valencia's Service Desk](#), or our [SLACK Virtual Lab Support](#) to let them know.

**While you wait**, please create a free account using Adobe's [free 7-day trial](#). Do not use your Valencia email address to create the free 7-day trial this will cause conflict errors while you try to get your education account fixed.



## FontBase

FontBase is a font manager made by designers, for designers. Lightning fast, with beautiful interface, and **totally free**. It also works on Mac, Windows, and Linux.

You may be provided with resources like font files, and you'll need to be able to organize, manage, and activate them in order to recreate a design. To easily manage fonts it is recommended to use [FontBase](#). It will allow you install, organize, activate, and deactivate fonts on your computer as you need them.



This kind of software is commonplace in industry because it will increase productivity when working on projects. You can quickly preview your own text in different sizes, colors, and weights across multiple font families. Then organize them into folders and categories to keep your project sorted.

## Zoom

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video.

All class meetings will be in-person, but there may be times where you need a 1-on-1 meeting outside of class, or a demo to highlight how to accomplish something in the project. For that, we will use the [Zoom](#) Video conference software.



Please make sure to create a Zoom account using your Valencia email address and [download the software](#) onto your computer and/or mobile device.

Our class sessions may be audio/visually recorded for students in the class to refer back to. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

Need more help? We've created a page on [Zoom Conferencing](#).

## Slack

Slack is essentially a chat room for an entire company, classroom, or school that was designed to replace email as the primary method of communication and sharing.

It allows members to organize communications by channels for group discussions and allows for private messages to share information, videos, links, files, and more all in one place.

Students are often encouraged to get additional assistance from the larger Valencia Graphics community.

In order to facilitate this, we have created a Slack workspace for all [Valencia Graphics Students](#). We also facilitate our Virtual Lab Support via slack at [Virtual Lab Support](#).



The specific Slack workspace id for this class is <https://valenciavecto-7cw2691.slack.com>

Need more help? We've created a page dedicated to [How to join Slack](#).

# What Web Browser Should I use to access



# Canvas?

The latest versions of Firefox, Chrome, and Safari are all good choices for working in Canvas.

- Download [Google Chrome](#) 
- Download [Mozilla Firefox](#) 
- Download [Safari](#)  (Mac OS only)

It's a good idea to have more than one browser installed on your personal computer. Many times problems you experience online can be fixed by switching from one browser to a different browser.

I really like Internet Explorer (or Edge) - Why shouldn't I use it with Canvas? 

Although officially Canvas supports Internet Explorer/Edge, **it DOES NOT work well with Canvas!** You will experience many problems if you use this browser. These problems include:

- course content not opening correctly or showing up at all
- problems submitting assignments (it will say a file is submitted, but it actually doesn't submit)
- not being able to submit quizzes and exams

Firefox, Chrome, or Safari (for Mac users) are the best bets when using Canvas.

## Canvas For Your Phone

Students are also encouraged to install the Canvas app on their [Android](#) phone or [iPhone](#), in order to receive mobile notifications and to access your courses via your mobile device. Please note that you cannot participate in the course by phone or tablet only however. This is a computer course.

## Technical Skills

Students should consider the [basic computer skills](#) needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

 [Canvas 101](#) is a free self-paced course available for students to learn more about using the Canvas learning management system. If you are brand new to Canvas this will help get you acquainted to the course structure. **This is not a required part of this course.**

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# Student Support Services

Valencia College is committed to supporting students. The college offers various services to meet student needs.

## SUPPORT SERVICES:

- [Link to CARE Support Resources](#)
- [Link to Student Online Resources](#)
- [Link to Learning Support Services](#)

[Smarthinking online](#): on-demand student support site (Smart Thinking tutoring)

Valencia College offers a variety of SkillShops, short seminars covering a variety of topics which deal with student success, goals and purpose. To check out Valencia's Skillshop offerings, go to: <http://valenciacollege.edu/studentservices/skillshops.cfm>

## LEARNING SUPPORT CENTERS

Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skillshops to students. To locate available resources for the campus closest to you, view the [Learning Support](#) website.

### 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.

To get started using the Distance Tutoring and Learning Technology Support services, please visit the [Distance Tutoring page](#). 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.

## STUDENTS WITH DISABILITIES:

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. [To obtain a letter of accommodation, contact OSD at 407-582-2229 or click here.](#)

## BAYCARE ACCESS:

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

BayCare services can also be reached through Video Relay Interpreters, Telecommunications Relay Service (TRS), at (800) 878-5470 or via email at [BayCareSAP@baycare.org](mailto:BayCareSAP@baycare.org)

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## Library

At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related research and other learning needs. View the [Library website](#) for more information, as well as the tutorials below:

- [How to Connect to the Library Online](#)
- [How to Access eBooks At Valencia Library](#)
- [How to Access Databases & Articles](#)

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## COLLEGE LINKS

- [College Catalog](#)
- [Valencia Policy Manual](#)
- [Student Handbook](#)
- [Microsoft Office Instructions for free software](#)
- [Course Support](#): onsite, online tutoring, writing help, etc.

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