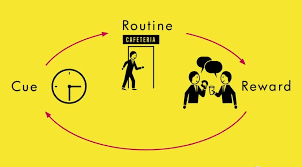
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**Valencia College**

**Syllabus for:   
ENC 0027, Integrated Reading and Writing II (4 Credits)**

**Professor: Karen Cowden, M.Ed., Developmental Education Specialist/ Certified Professional Writer**

**Office Hours via** [**Zoom**](https://valenciacollege.zoom.us/recording/detail?meeting_id=OGmBg5eNS2OfANiNO6lIfg==)**, Canvas Messenger, or phone@ 407-582-1960**

Monday, Wednesday, and Friday 9:15 a.m.– 11:15 a.m. and

Tuesday and Thursday 10:30 a.m. – 12:30 p.m.

**Welcome!**

This course is designed to introduce you to the writing, reading, and thinking skills necessary for success at the college level- and for the 21st century working.  All content such as websites and books/textbooks are provided for free from "*Open Educational Resources"* sources.

You will learn about writing as a recursive (circling back) process that includes prewriting, drafting, editing, and revising.  You will engage in a writing community to not only build collaboration but also to have fun! Yes, we will have grammar work, but such is not to be feared as you get multiple attempts at quizzes until you get it "just right." If you're nervous about taking classes moving online, we get it. To help you,  Valencia has [assembled some basic instructions](https://valenciacollege.edu/alerts/coronavirus-student-questions.php) that will walk you through the process of starting an online class. And we've got tips on how to succeed, how to manage your time, and how to communicate with your instructor and your classmates – so we can all learn together.  Also, you will find a [Community Resources](https://online.valenciacollege.edu/courses/129919/files/26604923/download?wrap=1) sheet that may support you with sourcing food, housing, and more from our community partners.

In the end, I hope you will find your grammar improves; you develop an understanding of how to craft an effective essay, use documentation effectively and collaborate with peers in a harmonious manner; and practice using and understanding the [Peace and Justice Institute.](https://valenciacollege.edu/students/peace-justice-institute/) I am so pleased that you are participating.

To move through the course, you will simply click "Next" on the bottom of your screen and complete the assignments, discussions, or quizzes, in order. We follow a regular pattern to help you start some successful new habits, right away.  Please know, while late work is not allowed early work is welcome.

**All students will complete "**[**Canvas 101"**](https://online.valenciacollege.edu/enroll/BHPJKF)**before any remaining course content opens; however, if you have completed it previously you can simply send your screenshot from that former course**.

Now, please take a moment to review the documents below, which will help you understand the course, the approach, and tips for success.  All the course material is provided through open-source (free) access and you do not have to purchase a book; however, many students wish to and links for such are provided in the coming module.

**Course Organization, Weekly Due Dates, and Navigation**

The course is organized into individual **Modules** that address specific topics. Within each module, there are two sections; **English Academic Refreshers**and **The Power of Habit Chapters.** There are a total of 12 Modules that are open for students to work through early, but not late.  All assignments must be uploaded noted in the assignment instruction.  For example, if you are asked to submit a .pdf or .doc file and submit text language without proper formatting, your score may be lowered.

My course follows a weekly pattern of due dates as follows, which you may do early, but not late:

1. Complete Assignments/Quizzes by or before Tuesday at 11:59 p.m.
2. Complete your Chapter Reading/Discussion post by or before Thursday at 11:59 p.m.
3. Complete your Peer Replies on Sunday by or before 11:59 p.m.

All of these details and due date discussions can take away from the overall goal, which is to find your grammar improves; you develop an understanding of how to craft an effective essay, you learn how to document effectively, you practice collaborating with peers in a harmonious manner, and using and understanding the [Peace and Justice Institute.](https://valenciacollege.edu/students/peace-justice-institute/)

I am so pleased that you are participating.

**Catalog Description:**

Integrated reading and writing course designed for students scoring 50-83 on PERT reading and a 90-98 on PERT writing; or 84-103 on PERT reading and 50-89 on PERT writing; or 84-103 on PERT reading and 90-98 on PERT writing. The course will focus on reading comprehension, vocabulary skills, grammar, and essay writing. In addition, the course will address the connection between reading and writing through reading response activities.

**Course Description:**  
The course will focus on reading comprehension, vocabulary skills, grammar, and essay writing. In addition, the course will address the connection between reading and writing through reading response activities.

**Textbooks and Study Guide/Online Programs**

We will use open-source (free) online textbooks for this course.  **Please know, there is only ONE e-book for the college, which means if someone is reading it you will have to wait or use the links to the public library, listed below.**

You have the option of purchasing a print version of "The Power of Habit" through our [Valencia Bookstore.](https://valenciacollege.edu/academics/summer-schedule/) as listed in the [Syllabus](https://online.valenciacollege.edu/courses/129919/assignments/syllabus)or through Amazon (or your choice).  The book is cheap at under $13.

Below are the links to access all the material needed for our course.  You may want to make these "favorites" on your device.

* [Power of Habit Study Guide](https://online.valenciacollege.edu/courses/129919/files/26604978/download?wrap=1)
* [The Power of Habit - Valencia Library](https://ebookcentral.proquest.com/lib/valencia-ebooks/detail.action?docID=5336778)

**Major Learning Outcomes with Evidence, Core Competencies, and Indicators**

**1.     Students will demonstrate literal comprehension of interdisciplinary texts.**

**Corresponding Evidence of Learning**

* Differentiate between major and minor supporting details
* Identify stated main ideas and supporting evidence
* Recognize thesis statements
* Recognize how transitions signal the development of relationships between ideas
* Summarize text and restate in a meaningful manner

**2.     Students will apply inferential skills for a deeper level of comprehension.**

**Corresponding Evidence of Learning**

* Draw logical conclusions based on evidence
* Differentiate between an inference and an assumption
* Demonstrate knowledge of the figurative and connotative language
* Demonstrate authors' purpose
* Discriminate between fact, opinion, and false facts
* Recognize the author's bias
* Determine the tone of a passage
* Identify implied main ideas and supporting details
* Determine patterns of organization within a passage

**3.     Students will apply active reading strategies to improve comprehension.**

**Corresponding Evidence of Learning**

* Recognize the role that personal experience and/or prior knowledge plays in reading comprehension
* Modify/adjust the reading rate as appropriate for the situation
* Preview and predict text
* Apply note taking strategies during class and lab activities and with reading assignments
* Document interaction with the text

**4.     Students will be able to write a unified, developed, logically organized essay.**

**Corresponding Evidence of Learning**

* Create a thesis
* Construct an introductory paragraph to set up the thesis
* Construct body paragraphs that focus on one idea
* Develop ideas with specific and concrete details
* Organize paragraphs in a logical sequence

**5.     Students will apply the conventions of standard American English as appropriate for academic writing.**

**Corresponding Evidence of Learning**

* Construct sentences with at least one independent clause
* Employ appropriate coordinating and subordinating conjunctions and correct punctuation to combine ideas in discrete sentence units
* Use verb forms that accurately the time and/or manner of an action
* Maintain agreement between subjects and verbs
* Choose pronoun forms to clearly indicate and agree with the person or thing referred to
* Apply standard practices in spelling, punctuation, and capitalization

**Technical Requirements**

[Microsoft Word](http://office.microsoft.com/en-us/word/), [Adobe Acrobat Reader](http://get.adobe.com/reader/), and [Adobe Flash Player](http://www.adobe.com/downloads/) are required applications for creating, reading, and viewing course documents and media. Additionally, students should have updated web browsers that feature the [standard media plug-ins](http://netforbeginners.about.com/od/p/a/Internet-Plug-Ins-Explained.htm). For an optimal viewing experience of this course use the latest version of [Mozilla Firefox](http://www.mozilla.com/en-US/firefox/new/).

**Time Management**

An online course demands a serious time commitment. It requires a high level of responsibility, dedication, and self-discipline on the part of the student. In this course, students are responsible for their own work, progress, and grades. Some students mistakenly believe that online courses will be easier than face-to-face courses and require less time, but in reality, students may spend significantly more time preparing and studying for an online course.  Students should expect to spend 10-15 hours on each course module (which usually spans two weeks), completing reading and writing assignments and posting discussion responses.

**Late Work**

Much of the learning in this course occurs as students review and provide feedback on the writing of their peers. As such, it is important to stay at pace with the general flow of the course. If you submit work late, other students will have moved on and will not provide feedback on your writing.

In an effort to facilitate effective collaboration consider making your primary post before Thursday @ 11:59 p.m. and your Secondary post before Sunday @ 11:59 p.m.

**Technical Support**

Most of your questions about Canvas can be found in the [Canvas User Guide (Links to an external site.)](http://guides.instructure.com/m/4212). If you identify errors or missing elements in the course, please contact the "Instructor" found on the [People](https://online.valenciacollege.edu/courses/129919/users) page.

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| --- |
| **Valencia College is committed to providing each student with a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, or your instructor has a problem with you, the first step is to have a private talk with me in private. If you or the professor are still dissatisfied, either party may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.** |

**Academic Honesty**  
  
Plagiarism is unacceptable. Examples of plagiarism include assignments:

* that someone else has written and claimed the work as one’s own
* without a list of resources used in the research
* that contain sections, paragraphs, sentences, or key phrases that someone else has written without documenting the source for each portion of the assignment not written by the student
* that contain paraphrased ideas from another source without documenting the source for each paraphrase.

Students can avoid plagiarism by doing their own work and by documenting the sources that they use. Documenting sources means providing the name of the author, the title of the source used, and other relevant bibliographical information. Strict use of [MLA Guidelines](http://owl.english.purdue.edu/owl/resource/747/02/) will prevent inadvertent plagiarism; the website will help you determine how adequately to document and note sources.

* All forms of academic dishonesty are prohibited at Valencia Community College.
* **A "Unicheck" score of higher than 8% will trigger an e-mail from the professor to discuss the possibility of plagiarism.**
* Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.
* Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic penalties as determined by the professor. *Each student is required to follow Valencia's policy regarding academic honesty.*All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states 'group project.
* The penalties may include, but not be limited to, one or more of the following:
  + Loss of credit for an assignment, examination, or project
  + Reduction in the course grade
  + A grade of "F" in the course
  + For further detail, refer to the Student Code of Conduct in the current Valencia Student Handbook.

**Atlas & Canvas:**

Your Atlas account and the class Canvas page are essential tools for your success in the course. Class notifications, progress notices, special readings, and attendance warnings are sent through Canvas (check your Atlas e-mail prior to each course meeting). If you need help, technical support and computer labs are available.

**Links to the College Catalog, Policy Manual, and the Student Handbook:**

* Policy Manual - [http://www.valenciacollege.edu/generalcounsel/](https://valenciacollege.edu/about/general-counsel/policy/)
* College Catalog - [http://www.valenciacollege.edu/catalog/ (includes a description of policies)](https://valenciacollege.edu/students/catalog/index.php)
* Student Handbook - [http://valenciacollege.edu/studentdev/CampusInformationServices.cfm](https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf)

**Valencia Student Core Competencies**

This course seeks to reinforce the following Valencia Student Competencies listed below that prepare students to succeed in the world community.

**-Think**clearly, critically, and creatively by analyzing, synthesizing, integrating, and evaluating symbolic works and truth claims.

-**Values:** Reflect on your own and others' **values**from individual, cultural, and global perspectives.

**-Communicate**by reading, listening, writing, and speaking effectively.

**-Act**purposefully, reflectively, and responsibly by implementing the effective problem solving and decision-making strategies.

**College Expected Student Conduct: Think Act Value**

Valencia Community 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 Community 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 disruption of a class may be directed by the faculty 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 the 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.

**Important Dates**

**You will need to keep on top of**[**important dates.**](https://events.valenciacollege.edu/calendar/upcoming?event_types%5B%5D=13119)**for all your college courses and financial aid issues.**

**Withdrawal**

Students always wonder about withdrawal deadlines (do not withdraw, simply chat with me for a solution).

Withdrawing from a college course affects not only your overall G.P.A. but also your financial aid and possible ability to continue with your chosen course sequence.  It is best to have a conversation WITH YOUR PROFESSOR for guidance on possible withdrawal PRIOR to making such a CRITICAL DECISION. *The professor will not withdraw any student for any reason; it is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline.*If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date. Review the complete policy at

*A student who withdraws from class before the****withdrawal deadline noted on the first page of this syllabus under "Important Dates"****will receive a grade of "W." A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester.  If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B, C, D or F.  Failure to make up the work during the following semester will result in you getting a grade of F in the course.  Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of "F." International students on an F1 Visa may lose their F1 Visa due to an attendance withdrawal. Students who do not attend class during the first week of class or online students who do not complete assignments during the first week of class will be listed as No Shows. Students on financial aid will be asked to re-pay the amount of the class.*

In order to academically maintain financial aid, students must meet all of the following requirements:

* Complete 67% of all classes attempted, and
* Maintain a Valencia GPA of 2.0 or higher, and
* Maintain an overall GPA of 2.0 or higher, and
* Complete  degree within the 150% timeframe

Detailed information about maintaining satisfactory academic progress (SAP) can be found at: <https://valenciacollege.edu/students/business-office/index.php>

**Safety & Security**

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus.  White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number), or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

**Baycare Behavioral Health's Student Assistance Program**

Valencia is committed to making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get the immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work.  Students have 24-hour unlimited access to **Baycare Behavioral Health's confidential student assistance program** phone counseling services by calling **(800) 878-5470**.  Three free confidential face-to-face counseling sessions are also available to students.

**Dental Clinic**

Valencia College’s Dental Hygiene Clinic — a fully functional dental hygiene clinic where students provide preventive dental hygiene services to the general public — now has a [webpage.](https://valenciacollege.edu/academics/programs/health-sciences/dental-hygiene/clinic.php)  It includes information on the clinic’s services, open dates, hours of operation, cost, and how to make an appointment.

**SunRail**

Downtown Campus students may register to ride SunRail for free again this year from Monday, August 16 through Thursday, September 30, 2021, and receive a reloadable SunCard. This card may be used for free SunRail trips to and from LYNX Central Station, which is walking, bike-share, and scooter share distance from the campus.

[For more information and to register, click here.](https://sunrail.com/downtown-campus/?fbclid=IwAR0Hu-xgSc11ZE8fEMdM21YjOSV3mguGQJbP65CfACiaGOq07PG1FohpBhU) After registering, SunRail will mail you a complimentary, reloadable, registered SunCard to your mailing address. This is a limited-time promotion.

**Resources for Students/Campus Closures/Covid-19**

Valencia College is here to support you throughout your college journey and beyond. Learn more about the various student resources available to you, along with student services and life around campus. The information you need is right at your fingertips. All information about the campus, inclusive of Covid-19 implications (campus closures, policies, etc) can be found below via [https://valenciacollege.edu/students/Links to an external site.](https://valenciacollege.edu/students/)

**Valencia I.D. Cards: Act**

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID are mandatory in order to obtain these services.

**Laptops for Student Use** – Valencia has purchased 1,000 laptops to lend to students who may not currently have access to the technology necessary to be successful in an online environment. The laptops are available to students who have registered for classes during the summer term. If you may need a laptop, please call Enrollment Services at 407-299-5000, extension 1507 to request one; the laptop will be shipped to the student's home (or alternative delivery can be arranged).

**Enrollment Services**

* Call: 407-582-1507
* Email: [enrollment@valenciacollege.edu](mailto:enrollment@valenciacollege.edu)
* Hours
* Mon-Thurs: 8 AM - 8 PM
  + Fri: 8 AM - 5 PM
  + Sat and Sun: - 10 AM - 3 PM

**Academic Advising**

Faculty are here to support your learning in the course competencies.  While we strive to be excellent partners with your education, it is vital you have a connection with your Academic Advisor to make a plan for your degree and goals.  Advising and counseling are available to assist students with course selection, education, and career planning as well as supporting students as they strengthen their college success and life skills.

* Call: 407-582-1507
* Email: [advising@valenciacollege.edu](mailto:advising@valenciacollege.edu)
* Link to "chat" <https://valenciacollege.edu/students/advising-counseling/>
* Call: 407-582-1507
* Visit [https://valenciacollege.edu/students/student-services/support.php](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fstudent-services%2Fsupport.php&data=04%7C01%7Ckcowden%40valenciacollege.edu%7C7006ccc565c8489b5f7908d96334c208%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649900512756138%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4ibndTkt3rMCJY7WyLtCzvS6e4ghYo0S5CtduUWgp2g%3D&reserved=0) for links and information on how to get connected to each of the following:

**Financial Aid:**

Faculty are here to support your learning in the course competencies.  While we strive to be excellent partners with your education, it is vital you have a connection with Financial Aid to make a plan for your funds and costs. Contact [FinAidOffice@valenciacollege.edu](mailto:FinAidOffice@valenciacollege.edu)for their financial aid questions, as well as for potential assistance with financial support.

**Distance Tutoring & Technology Support at Valencia:**

Learning Support Services provides students with academic support through distance tutoring, face-to-face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming, and writing assistance for any course.  Assistance with library research can be accessed online through Atlas or the tutoring LibGuide.  For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: [www.valenciacollege.edu/tutoring (Links to an external site.)](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Ckcowden%40valenciacollege.edu%7C91c4eec542384b7cd18d08d95e977e20%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637644827063234327%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XgcJHMh361L%2BmslES3qFENHWOk0wpbgDEzyFBIN8Dw4%3D&reserved=0)

**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 (Links to an external site.)](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Ckcowden%40valenciacollege.edu%7C91c4eec542384b7cd18d08d95e977e20%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637644827063244320%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Cj9U0js6NBjW2kjJ1qlaaMB0tp4KI%2BOD27K8lbm9sX4%3D&reserved=0)

**Accessibility Statement/Students with Disabilities Statement (and Support)**

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The [National Federation of the Blind](https://www.nfb.org/) granted Canvas the Gold Level Web Certification in 2010.

The Office for Students with Disabilities (OSD) is committed to the fulfillment of equal educational opportunity, autonomy, and full inclusion for students with disabilities. Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form 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 (<https://valenciacollege.edu/students/office-for-students-with-disabilities/>).

**What Professors Expect From Students**

* Below is a list of expectations I have for you:
* **Active engagement in** all course activities, readings, and discussions.
* **Access Canvas at least every 48 hours for** the duration of the course.
* **Complete all assignments on time**.
* Provide **substantive, thoughtful feedback** to peers.
* Practice **professional ethics.**
* **Use the**[**Principles for How We Treat Each Other i**](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php)n interactions with the professor, students, and staff.
* Observe the [Rules of Netiquette](http://www.albion.com/netiquette/corerules.html)
* **Provide feedback -**Complete an online evaluation of this course.

**What You Can Expect from Your Professor**

* And here is a list of what you can expect from me:
* **Prompt responses to** your questions and emails if contacted through Canvas Messenger.
* **Monitoring of** course website every 24-36 hours during my office hours.
* **Thoughtful discussion facilitation**(although I may limit my involvement so you spend more time in discussion with peers).
* **Helpful feedback tailored to your specific needs on** discussions, assignments, and activities.
* **Prompt action on** technical problems within my control, such as broken links, file size, discussion settings, etc.
* **Use the**[**Principles for How We Treat Each Other Links to an external site.**](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php)in interactions with the students and staff.
* **Respect for** your ideas and opinions.

**Free Microsoft Programs**

Valencia College is pleased to announce that we are now able to offer the Microsoft Student Advantage to our current students!  Microsoft Student Advantage offers students the free Office 365 ProPlus, which is a full version of Office and includes Word, PowerPoint, Excel, Access, and more.  Office 365 ProPlus is a user-based service and allows each student to install on up to five PCs or MACs and access Office mobile applications on iPhone and Android phones.  Your Office ProPlus subscription will remain valid while you are an active Valencia student.

* To download your free subscription to Office ProPlus:  
  1.    Log into your Atlas Account  
  2.    Click on the EMAIL icon in the upper right corner  
  3.    If given an option, select Atlas Email & Office 365  
  4.    Click on the Settings Icon  
  5.    Select Office 365 Settings  
  6.    Select Software  
  7.    Follow the instructions provided to install the software

**Weather Emergencies**

In the case of weather emergencies, you can find out about campus closings by signing up to update your information for Valencia Alerts.

**Security Statement**

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus.  White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

**Students on Financial Aid**

* Important Note for International Students (F-1 or J-1 Visa): Withdrawal from this course may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements.
* Bright Futures withdrawal information:  If you withdraw or are withdrawn by the professor from any course(s) that were paid for by a Florida Bright Futures Scholarship, you are responsible for repaying the cost of tuition and fees for those course(s).
* Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial implications to the student which he or she must know about to make an informed decision before withdrawing from a course.  Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class.  Other scholarship sponsors may also require repayment.

**Faculty/Student Communication**

* Emails/Canvas Messenger(s) are formal documents (which means that a Dean or others can request to read notes if needed) that show the professional relationship between student and their professors.  As such, you do have rules for e-mailing that require a demonstration of academic skills.  See the "Student Code of Conduct" page, below.
* You can expect to wait less than 2 business days until you receive a response.
  + For students whose interaction in your course is through online methods, we recommend that they document technical issues (copy emails, save screenshots, etc.).
  + Check their emails every other day, at least.

**Class/Online Rules of Student Behavior – Code of Conduct/Interruptions**

* The primary responsibility for managing the class environment rests with your professor, and you will find the Student Code of Conduct in the current Valencia Student Handbook: [http://valenciacollege.edu/studentdev/CampusInformationServices.cfmLinks to an external site.](http://valenciacollege.edu/studentdev/CampusInformationServices.cfm)
* Disciplinary action could include withdrawing a student from class or initiating a disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions.
* The consequence of interruption - yes, even online, is to have a private meeting with your instructor.
  + What is an interruption?  It is viewed as off-task or "oversharing" inclusive of verbal gymnastics that need more attention to digest than is warranted for the course content.  An example is using words that are too emotional or personal such as "I love...", during a discussion.  Or, "You guys" when the class has mixed gender.  Such incidents cause the brain to move off focus on subject matter to clear up confusion.   NOTE:  The only issue that will be forwarded to the Dean would be those of personally attacking the professor or insubordination.   I will direct any student who engages in prohibited or unlawful acts to leave.  Violations of any classroom or Valencia rules may lead to disciplinary actions up to and including expulsion from Valencia.

**Academic/Assignment "Emergencies** "/**Illness**

I have experienced a moment when I thought the computer saved my work, or I had a ride to class, or I got sick, which made another thing become stressful or unsuccessful.  Things can happen at a moment's notice that makes our world challenging.  So, it is important you practice being professional with this course and arrange/plan in advance of a problem.  **Think of my class as a model for your career.  If you would miss work you would need to inform your manager, just like you need to inform me.**Communicate with me about issues, absences, or illnesses that may be affecting your work or participation.   Unfortunately, due to the timeframe of our course, I will be unable to accommodate all requests yet will attempt to be kind and compassionate to your situation.  **Simply come and share the space and learn together, and as best as possible practice the "5PRule":  Prior Planning Prevents a Poor Performance.**  Have a "Back-Up" Plan - Back-up can mean several things.  First, it's important that you complete all your assignments at least 2 days in advance of the listed due date/deadline in case something "happens" or you are ill. You need to turn in all your work on time or early. **Make sure you have a way to get work to me before the due date.** Then, arrange or plan in advance of a problem for turning in your work be it by a relative or friend, a classmate at school, one of the Valencia tutors in the lab, or a neighbor.

* **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.**

**Study tips**

LEARNING IS AN ACTION VERB!  Most students need to do more than just sit through lectures and reread their notes.  **Spend 1-2 hour blocks of time EVERY DAY** actively writing or discussing concepts to make them a part of your memory.  Use the words you learn often, they will sink in better.

*Here are* *some study and classroom management tips that have assisted former students:*

*-  Attend class daily and don't be tardy. The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won't miss important information.*

*-  REWRITE YOUR NOTES soon after the lecture; if the instructor permits, tape-record lectures, and replay to refresh your memory when you rewrite your notes.*

*-  Create flashcards with questions you make up from the lecture and lab with answers on the back.*

*-  Use mnemonic devices and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts.*

*-  Make lists of confusing topics from your studying and ask questions.*

*-  Take advantage of the professor's office hours.*

*-  JOIN A STUDY GROUP and predict what questions the professor could ask on the test.*

*-  Get the telephone number of one or more buddies in case you are absent from a class.*

***Syllabus Changes/Disclaimer***

*The course outline and syllabus are subject to change as needed; changes will be announced in class (or state how you will contact students with this information, such as by using ATLAS email, Canvas, etc.) in a timely manner, when necessary.  Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of this syllabus.*