

VALENCIA COLLEGE

Do not print this off. You will not need a hard copy for the class. Only print it off if you need it for your records.

Updated Aug 2022

This course meets the requirements for level AAA ADA Compliant

Course Syllabus: HUM1020: Introduction to Western Humanities

Class CRN: 17286, 12879, 16466, 12950

CREDIT HOURS: 3 credit hours

TERM: Fall 2022

PREREQUISITE: None

PROFESSOR: Kelly Perez (she/her)

Email: kperez108@valenciacollege.edu

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EMAIL: kperez108@valenciacollege.edu 4

VIRTUAL OFFICE HOURS: Daily 6 am - 7 pm (sans lunch/dinner) 4

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COURSE OVERVIEW:

DEPARTMENT POINT OF CONTACT INFORMATION:

Not the Professors contact information

Humanities Dean Office Location: West Campus Building 5

Humanities Dean Phone: 407-582-1300

STUDENT ROLE IN CLASS:

Throughout this class, you will learn essential skills to enhance your critical thinking skills via the philosophical method. Students are expected to complete the assignments on a weekly basis. Upon successfully completing this course, you will scrub off any lousy thinking habits and change the way you think and research. Begin the course by completing the modules in sequential order.

PROFESSOR INFORMATION

Kelly Perez (She/Her), [Professor Website](#)

This website contains links to course slides, examples, and lectures.



COMMUNICATING AND INTERACTING WITH THE PROFESSOR

EMAIL: kperez108@valenciacollege.edu

Canvas does not alert the instructor to an email waiting for them. If you want a rapid response, please email me directly through your email provider or any of the QR services pictured below All emails must include your name, a clear description of your concern, and the course prefix and section number. For example, Johnson HUM1020. Emails are returned within 24-48 hours.

VIRTUAL OFFICE HOURS: Daily 6 am - 7 pm (sans lunch/dinner)

When taking online courses, you can find ways to fit your busy life into your calendar, on your terms. However, the drawback is you don't have one-on-one face time with the professor. This might cause a disconnect for some students. But, through the various online platforms we can stream conferences giving students maximum flexibility. Reach out to the professor to set up a session. Each course comes equipped with Multiple Chatting options. If these options do not work for you, we can arrange new times and options.

On the spot help: I've noticed [WhatsApp](#) is the best for notifying me there's a question. But, you can use any of the following at any time.



PREREQUISITES NEEDED FOR THIS COURSE

- Proficient in the use of the Internet, web chatting, and email.
- Maintain basic word processing skills such as editing, proofing, and formatting documents.
 - The Valencia Writing Center is a free service available to all students. This is where they can receive assistance with all writing assignments. You can find more information on the [Valencia Writing Center](#) website.
- Contain a basic understanding of Canvas
 - [Canvas Tutorial](#)
- Access to Zoom, WhatsApp
- Access to PDF Viewer of any kind and Word Processing program

COURSE DESCRIPTION:

A basic introduction to humanities focuses on central concepts, historical development, and the fundamental nature of philosophy, architecture, music, religion, and art. Humanities concepts from such disciplines are integrated with contemporary US American culture.

COURSE COMPETENCIES:

- **CULTURAL & HISTORICAL UNDERSTANDING:** Each student will demonstrate, through discussion, essay writing, or answering exam questions, the understanding of literary and philosophical interpretations of significant texts of the period
- **ETHICAL RESPONSIBILITY:** Analyze literary texts as reflections of social values of the period
- **CRITICAL THINKING:** Students will communicate the impact of modern and postmodern writings on the world view of the period.

COURSE SUBJECT MATTER:

- Prehistoric Culture (Mesopotamia, Egyptians, and Aegean)
- The Greco-Roman world and classical ideals & Roman Imperialism
- The Age of Faith (Judeo-Christian and Islam)
- The Medieval World
- The Renaissance: the birth of Greco-Roman ideals (Humanism, Neoplatonism, classicism)
- The Scientific Revolution and the Age of Reason
- The Romantic Spirit and the Age of Revolution
- The World Wars and Rise of Postmodernism
- Understanding the terminology of central concepts of philosophy, architecture, music, religions, and art
- Basic methodology: Interpretation & analysis of philosophy, architecture, music, religions, and art

STUDENT LEARNING OUTCOMES

By the end of the course, the students should be able to:

- Describe and distinguish key historical concepts in a 750-1250-word college-level essay
- Read and comprehend primary source texts, both classical and contemporary.
- Compare and comprehend different cultural ideas and beliefs
- Write clear and concise explanations and arguments
- Identify and distinguish the main historical traditions in Humanities
- Identify and explain key concepts as they arise in the different historical periods
- Write clearly and cogently on a variety of topics in the humanities
- Demonstrate basic critical thinking skills concerning ideas of historical significance

COURSE MATERIALS

Instructor Led Materials are located on [my website](#) under your class icon.

- Google Docs: Contains all the lectures used throughout the term
- Google Slides: Contains all the slides used throughout the term
- Google Handouts Folder: Folder holds a collection of PDFs collected over the years concerning humanities topics.



COURSE TEXT:

Landmarks in Humanities: Special Edition for Valencia College

Author: Gloria K. Fiero

McGraw-Hill Companies

It is the student's prerogative to purchase the book or not based on their financial budgets. The assignments, quizzes, and homework will not come directly from the textbook. The student is free to review the coursework and conduct independent research outside the textbook. However, the topics flow with the textbook, and all research is nicely condensed into the textbook. If you buy an earlier version of the book, it is your responsibility to line up the assigned chapters with your edition.

ps. zLibrary is your friend.

COURSE WORKLOAD:

An excessive workload can detract from the learning process, which we do not want! Therefore, I strive to promote a thoughtful and accurate workload to ensure the student's time is used with purpose and consideration. Students should plan on average 10 hours per week. Time will be divided between reading the material, watching videos, and completing the assignments. A typical week includes spending a few hours reading the lectures (ranging between 10 - 20 pages) and watching the videos (appx 10-30 mins long). Then, factor in a few additional hours, perhaps typing out your responses in the evening. During quizzes, students can expect no more than five poignant questions with all the questions revealed ahead of time to ensure proper time to research.

COURSE FORMAT & METHOD OF INSTRUCTION:

Our class is an English language-based course. All assignments and lectures are in English. If English is your second language, please let the professor know ahead of time. Together we can try to source information in your native tongue that might comprehend the information more accessible. The course will be taught through a combination of lectures, exercises, and homework assignments. In-class students should not assume that there will be class time to complete homework assignments.

COURSE POLICIES

ELECTRONIC DEVICES IN THE CLASSROOM

Students should bring laptops, tablets, phones, or writing paper to each class for activity purposes. When an electronic device is used (either for personal or school), please keep devices on silent for the courtesy of those around you. In addition, please keep in mind your surroundings and use your best judgment when displaying any material on the laptop lids and screens. For the safety of others, laptops, phones, or tablets are not allowed to be plugged into the wall *IF* the cord stretches across an open walkway. If you need to charge your devices, please sit in a position that bares safety in mind to your fellow students. If you cannot find a spot to plug in without causing a tripping hazard, you must use a cord concealer on the floor, which you must provide.

CLASSROOM ETIQUETTE:

Humanities challenge core beliefs that usually lead to heated debates. **The student must be respectful and tolerant of all beliefs - even ideas they disagree with.** The policy applies to all forums where the discussion is both written and verbal, i.e., in-class or online. **Read more on the [student code of conduct](#) at the official Valencia College website.**

ATTENDANCE POLICY

In addition to the [policies set by Valencia College](#), the following adheres to our specific course.

This policy applies to both MM and F2F courses. At the start of the course, students are maxed out on points. Each missed class is a deduction of 5 points. Valencia College requires graded attendance. Five points per required day are factored into the overall grade. Attendance counts for 10% of the overall grade. How do you remove deducted points? Students can submit official documentation via the instructor's email.

MIXED-MODE or FACE-TO-FACE: Students are expected to attend each in-person session as well as *submit their assignments on time to Canvas*. Students who fail to do so risk jeopardizing their grade. Vocal attendance and/or sign-in sheet is taken at the start of each class. Late students are expected to quietly join the back of the classroom without disrupting the class. Please note that 'not knowing where the class is' is not a valid excuse for missing class. If you are unsure of your class room assignment, please check atlas.

Mixed Mode students will have in-person **AND** virtual sessions, as well as submit work both on Canvas and in-person. If a Virtual Session is held, it will be on the scheduled date on your course schedule. Please note that 'not knowing where the class is' is not a valid excuse for missing class. If you are unsure of your class room assignment, please check atlas.

Online students are expected to submit assignments on a weekly basis. If you see TBD on the Type section of your course schedule, then you are strictly online with no required dates to be online or in the classroom. ***The submitted assignment counts as weekly attendance.*** Just logging into the course does not constitute attendance. If you fail to submit assignments on a weekly basis, you are subject to failing the course. The instructor will not withdraw a student for failure to attend and an F will be awarded if the student falls below 59%.

BASIC COMPUTER AND WRITING SKILLS REQUIRED:

At a minimum, students should be proficient in using the Internet, web chatting, and email and have basic word processing skills to succeed in this course. You may also seek help at the Valencia Writing Center. The Writing Center is a free service available to all students to receive assistance with all writing assignments. You can find more information on the [Valencia Writing Center](#) website.

SOFTWARE & HARDWARE REQUIRED FOR CLASS:

Word processing suite such as Microsoft Office Suite or Google Docs, Slides, Teams
PDF Viewer of any kind
WhatsApp
Webcam for Virtual Lectures and Assignments
Media Player capable of viewing internet videos
Computer to access the internet

INCLUSIVE WELCOME STATEMENT

In this course, each voice in the classroom has something of value to contribute. Therefore, please respect the different experiences, beliefs, and values expressed by students and staff involved in this course. This class offers a safe space that lends support to diversity and welcomes individuals of all ages, backgrounds, citizenships, disabilities, sexes, education levels, ethnicities, family statuses, genders, gender identities, geographical locations, languages, military experiences, political views, races, religions, sexual orientations, socioeconomic classes, and work experiences.

VIDEO AND AUDIO RECORDING POLICY:

Students may record video and/or audio of class lectures for their personal use. Recordings may be a useful tool to support your learning and provide a resource for review. It is important to be respectful of your peers' rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance. If necessary, I will handle violations of this section through the College's Student Code of Conduct.

READING AND PARTICIPATION REQUIREMENTS:

Students are expected to actively engage in the material, discussions, and forums on a bi-weekly basis. In addition to these online requirements, students might spend up to two to three hours a week reading the material and completing assignments. Students should use a library resource center to supplement their work and raise their standards to a university level. Students unfamiliar with the college setting will require independent training to meet the needs of this course. It is expected that all students read the weekly announcements, applicable course documents, student training aids, and all discussion board messages. Students who fail to meet these standards will find it hard to maintain a passing grade in this course.

GRADED COMPONENTS & GRADING POLICY

GRADE DISPUTES

If students have a grievance towards the instructor or the final grade, here are the steps to ensure resolution. Grade Grievances must be submitted within 60 days of the day the grade was posted by the instructor.

- 1) First, [check to see](#) if your grievance qualifies as a dispute.
- 2) Then, contact the professor. The department will ask students, "Did you reach out to the professor?" Be sure to always message the professor as the first step to resolutions. Sometimes it is an easy fix. Instructors must respond to your emails within 24-48 hours).
- 3) If the student and instructor cannot resolve the issue, then the student can contact [Professor Jed Broitman](#), the grievance point of contact. He will work with the student, Dean, and Professor to resolve the issue in a timely manner. At this point, they can decide if an informal or formal step must be taken.

FINAL GRADES: VALENCIA GRADED COMPONENTS GRADING SCHEME

All coursework is due two days BEFORE the last day of the term. This time frame allows the instructor to grade and record all assignments into the system. Students will be awarded an A - F letter grade based on their overall performance in the class. An Incomplete might be granted if the student needs a few more days to complete one assignment. An incomplete is not awarded if the student has been absent from class most of the term and wants to make up several weeks' worth of work past the term end date.

[Course Calendar for Fall 2022](#)

Please review the [Incomplete Grades Policy](#) on the Valencia College website.

Please review the [grading policy](#) on the Valencia College website.

COMPONENTS for a 12-week term

Type	%	Pts
Quiz	25	200
Warm Up	20	100
Assignments	30	1100
Project	25	250

- **Quiz (6) (25% of the overall grade)**
 - 0.4 Syllabus Quiz (P/F)
 - 1.5 Quiz 1: Prehistory (50 pts)
 - 2.4 Quiz 2: Greek Knowledge (50 pts)
 - 4.6 Quiz 3: The Middle Ages (50 pts)
 - 5.5 Quiz 4: Scientific Revolution (50 pts)
- **Warm up: (8) 100 points (20% of the overall grade)**
 - 1.1 Warm up: Mesopotamian Laws (12.5 pts)
 - 2.1 Warm up: Opposing Ideas (12.5 pts)
 - 3.1 Warm up: The Living Dead (12.5 pts)
 - 4.1 Warm up: East meets West (12.5 pts)
 - 5.1 Warm up: Killing Galileo (12.5 pts)
 - 6.1 Warm up: Transcendentalism (12.5 pts)
 - 7.1 Warm up: Communism v Capitalism (12.5 pts)
 - 8.1 Warm up: Understanding Different Cultures (12.5 pts)
- **Wrap Up: You're the Professor (7) 35 possible extra credit points**
 - 1.4 Wrap up: Line between Appropriation and Appreciation
 - 2.3 Wrap up: Democracy or Republic
 - 3.4 Wrap up: Trolley Problem and your child
 - 4.5 Wrap up: Medieval Symbolism
 - 5.4 Wrap up: Resetting the Planet
 - 6.3 Wrap up: Revolution is in the air
 - 7.3 Wrap up: You are what you eat, watch
- **Assignments (11) 1100 points (30% of the overall grade)**
 - 0.5 Learning Styles (100 pts)
 - 1.3 Assignment: Prehistory Communication: Art (100 pts)
 - 2.2 Assignment: Greek: What is Red? What is Democracy? (100 pts)
 - 3.2 Assignment: Religious Experience (100 pts)
 - 4.2 Assignment: Feudalism and Myths (100 pts) **OR** 4.3 Assignment: Black Plague and Humanism (100 pts)
 - 4.4 Assignment: The Renaissance: the rebirth of humanism, neoplatonism, classicism (100 pts)
 - 5.2 Assignment: Scientific Revolution (100 pts)
 - 5.3 Assignment: Age of Reason (100 pts)
 - 6.2 Assignment: Romanticism Characteristics (100 pts)
 - 7.2 Assignment: Rise of Postmodernism (100 pts)
 - 8.2 Assignment: Globalism and Multiculturalism (100 pts)
- **Term Long Project (2) 200 points (25% of the overall grade)**
 - 9.1 Project: Participants Questions (50 pts)
 - 9.2 Summary Judgment (150 pts)

FAQ:

[Previously Asked Questions](#)

You might have questions about the material within the quiz or readings. Be sure to browse previously asked questions and my response. The document is updated regularly. If you do not see your question posted, just email me.

ORIENTATION MODULE QUIZ:

Students must complete the quiz by midnight of the due date. The examination covers questions concerning course policies and procedures. Students must complete this quiz before any other work in the class will be graded. Additionally, this quiz acts as the No-Show assignment. All professors must report students as a no-show if they do not check into the class by the end of the first week.

WARM UP DISCUSSION BOARDS

At the **start of each module**, students have one warm up discussion board **due at the START of each module**. These boards require students to watch a video or read a short story or narrative. Then, students will offer a brief reflection of the material. No formal study is required for these boards. These boards should take no more than 30 mins and a solid paragraph. The Warm Ups are the discussion based portion of the class. By the end of the week, students are **expected to return to the boards to comment** on one to two peers' posts with a reflective remark.

WRAP UP: YOU'RE THE PROFESSOR BOARDS

You're The Teacher is a fun optional extra credit board that allows students to take the driver seat. **Yup, it's optional!!** I know we are all pressed for time, but I genuinely think if you can squeeze in a board or two, you will have a ball with it! These boards are not graded but offer five extra credit points for past or future quizzes. **However, to earn the extra credit for said board, it must be submitted within the week it is offered.**

How does a *You're The Teacher* board work?

You will be the teacher, and every teacher needs students. So, you will ask two of your friends and/or family a thought experiment. Then, you will report your findings to us, and brownie points, we'd love selfies with said people! When you report back, be sure to set the stage and tell us in detail what happened. Replying with low-level tea is unacceptable. The topic of the thought experiment will usually depend on the week's topic. If you have another idea that puts you in the driver's seat... email me!

QUIZZES

The quizzes are not timed but once they begin the quiz it must be completed. Students will know the questions ahead of time by using the study guide provided in the Course Documents section of the Orientation Module. The workload should not be more than thirty to sixty minutes total. The, “why it matters”, section of the assignment indicates how the assignment helps address future quiz questions. Students can submit these quizzes as they present themselves on the calendar, however, the due date is Nov 27th. Students can complete these all at one time, or throughout the term. Quizzes will not be accepted after the due date.

MODULE 9: PROJECT: CULTURAL EXPOSURE OUTSIDE THE CLASS

Throughout the extended project, students will interview TEN different people. First, students will offer their participants a questionnaire requiring them to answer a series of questions. Then, from those responses, students will analyze the responses for themes, and patterns, synthesize information and distinguish personal, ethical, aesthetic, cultural, and scientific values from the answers. From this analysis, students will create a summary judgment report. Finally, students will attach their summary judgment. Once the students post their report on the Discussion Board, they must return to the board to exchange comments with three classmates. Consists of 25% of the overall grade.

GRADES REVIEW QUIZ

Twice throughout the term students will have a Grades Review Check-in. Students will review their grades and submit missing assignments from a designated about of weeks. No assignments outside those designed weeks will be accepted after that point.

WEEKLY ASSIGNMENT SUBMISSION REQUIREMENTS

In a regularly scheduled class, the workload should not be more than 5 hours of work a week. If you are struggling to maintain that workload, please message the professor. In quicker courses such as TWK and H1/H2, students are expected to complete the same amount of objectives as regularly scheduled terms and should expect multiple assignments a week ranging from 10-15 a week of work. Consists of 30% of the overall grade.

In addition to the instructions on the assignment, students must also follow the following guidelines.

- Required readings, assignments, and other activities will be provided via the Course Calendar.
- All online assignments are submitted on Canvas and will not be accepted via email (unless otherwise noted).
- Each assignment requires the student to review the reading and video material located in the Lesson Summary.

- All work must have your name, date, assignment name, and course listed on the top.
- All work must be original to the student (see plagiarism policy)
- All work must be at a college level, i.e. well-rounded, thoughtful, and comprehensive.
- All work must include citations to other people's work, either APA or MLA (your choice).
- If the professor is confused by your work or suspects plagiarism, students will be asked to defend your work orally.

GRADING RESPONSE TIME

Keep in mind, I host weekly in-class sessions, research material and plan future classes. If you submit an assignment late, I will not grade it until I finish grading assignments from students who submitted on time or grade it on any other days stated above.

I strive to have all items graded within 48 hours.

UPLOADED DOCUMENTS: FILENAME

In general, students can imagine the number of files downloaded to the instructor's computer during a class term. To alleviate duplicate file names such as DB1, Discussion Board Makeup, or HUM1020Midterm.docx, if a student chooses to upload attachments, it must have the following name format, or they won't be graded:

Assignment Name. Student Name. Class.Section Number

For example:

Essay1_JaneDoe_HUM1020.XXXXX

UPLOADED DOCUMENTS: FILE FORMAT

Students must upload documents or links readable by Canvas. You can review those formats [at this link](#). All unreadable documents will not be graded, and late points will accumulate. Please, reach out to [Canvas Help](#) for all tech problems. Due to the size of PPTs, they must be submitted via the Sharepoint Cloud or readable in the Canvas portal. PPTs that must be downloaded to a computer will not be opened.

LATE, MISSING, LOW SCORING ASSIGNMENTS AND EXTENSIONS

Late Work

Please understand I grade 100+ submissions per week across all seven of my courses. Therefore, I need to manage my time to ensure quality grading. Canvas automatically assigns a 3% deduction per 24 hours after the due date maxing out at 10%. There are two points of no return within the term, at the midterm and final. By the Midterm, no assignments prior to the midterm will be accepted, likewise, all assigned material from the midpoint to the final have a lasting date as well; see below. ***Please message me if you fall severely behind with no hope but sink into madness and despair.***

Week 1 - 7: Accepted until Oct 14th.

Weeks 8 - 13: Accepted until Nov 25th

Weeks 14 - 16: Accepted until Dec 9th

Low Scoring Work

All submitted assignments scoring 89% or below can be resubmitted at any time for a higher grade.

Special Circumstances

ADA Exceptions:

- ADA guidelines can not be implemented until the paperwork is submitted to the instructor. If you do not have paperwork, please email me your situation so we can discuss.

Extensions and Illness

- Extensions are processed forward, not backwards
 - o If you need an extension, documentation/discussion must be given to the instructor ***before the due date***. Contacting the professor two months later, saying you were sick or had work conflicts is not keeping your professor in the loop, and the extension will be denied.
- ER/Medical Extensions granted with proper documentation. Individuals who have due date scheduling conflicts must speak to the professor concerning alternative due dates.
- Illness: Nobody likes to be sick, and nobody can predict when they are sick. In this case, please message the professor ASAP to make arrangements.

Common Questions:

I thought I would have more time but ended up starting the assignment on the last day, but my internet went out.

That is an unfortunate situation but not cause for extension.

Life got the best of me, and I have ghosted this class for about two months. I know it's the last week of the course, can I make up the work?

No, sadly, that is not feasible and does not benefit the learning process. Please speak to the advisor about dropping the course and signing back up when you can focus your attention.

I have a medical condition that prevents me from doing my work. Can I have an extension?

This falls under the ADA policy.

I don't have my book yet; can I have an extension?

All courses have video lectures and written lectures to supplement the book.

VALENCIA POLICIES:

DISCLAIMER:

The assignment instructions and/or due dates are subject to change as needed; changes will be announced in class and or via email and Canvas notification in a timely manner, when necessary. However, Course Policies or extensive Syllabus changes will not occur until the next term. But, your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.

IMPORTANT SCHOOL DATES

[Click here](#) to access important dates that influence refund dates, graduation, and end term.

HB7 INDIVIDUAL FREEDOM AND EDUCATIONAL DISCRIMINATION

Students will find information on the HB7: INDIVIDUAL FREEDOM AND EDUCATIONAL DISCRIMINATION at the following [website](#).

HB233 SENSITIVE TOPICS AND RECORDINGS

The classroom should be a place in which everyone feels comfortable expressing themselves. To that end, any attempt to belittle or ridicule others' views or beliefs violates the classroom behavior policies. Abusive language should never be necessary and will not be accepted. Discussion, disagreement, and even challenging each other's views are fine as it promotes an informed, respectful, and creative exchange of ideas, but students should always conduct themselves in a professional, scholarly manner. Humanities deals with

mature themes such as gender, race, sex, sexual orientation, class, religion, politics, profanity, and violence. Students must display rational maturity. You are welcome to discuss any discomfort with course material with me outside class.

Florida House Bill 233 adds that students may record video or audio of class lectures for personal, educational use. A class lecture is a planned presentation by a college faculty member or instructor during a scheduled class, delivered to transmit knowledge or information reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited and requires the consent of all present. Recordings may not include the image or voice of other students in the class (as this violates their right to privacy, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member as this violates intellectual property law. Failure to adhere to these requirements may violate the College's Student Code of Conduct or Florida State Law. Please note that these laws pertain to phone calls/virtual meetings as well-- this also requires the consent of anyone in an online meeting or on a phone call. You can find more clarification here: <https://www.dmlp.org/legal-guide/florida-recording-law>

NO-SHOW ASSIGNMENT WITHDRAWAL POLICY

Students who fail to check into the course are subject to withdrawal at the start of the No Show period. After the Student Self-Withdrawal period, students are responsible for all assignments and will not be dropped by the instructor.

In-person Students:

During the no show period, students must attend all in-person classes **and** complete all the No-Show Assignments as designed by your instructor. Students who fail to do so are subject to drop without warning.

Online Students:

During the first week of class, it is important to check into the course by completing all the No-Show Assignments by the due date as designed in the Orientation Module.

ACADEMIC HONESTY (Plagiarism)

Instructor Policy:

1st plagiarized assignment: Zero grade on the assignment

2nd plagiarized assignment: Zero on the assignment. No further assignments will be accepted by the student. All remaining assignments will receive a zero.

Percentage too high: All assignments are checked using the UNICHECK plagiarism tool. Upon successful submission of your assignment, UNICHECK generates a plagiarism comparison report and immediately shows you the report. All late points will occur until the problem is fixed. UNICHECK alerts instructors when students submit an assignment with a high possibility of plagiarism. The instructor will review the report and determine if plagiarism is present. However, independent checkers apply to Db and Quizzes. The plagiarism checkers system is not built into Canvas Dbs and Quizzes, therefore students are encouraged to check their work themselves using the free service Grammarly.com.

Possible Plagiarism: If the instructor suspects plagiarism the student will be notified via the instructor feedback area on the assignment with the following message, *"This paper reflects specific areas of possible plagiarism. Please explain the discrepancy."* The items in question will be highlighted. Until the matter is resolved no other assignments will be graded and late points will incur on the following assignment. Please check your feedback often.

Confirmed Plagiarism: Students are allowed one grace assignment without administrative penalty. If the student continues to submit plagiarized assignments, an email will be sent to the student informing them of the possible withdrawal along with all reports confirming the plagiarized material. The confirmation process involves a display of the possible plagiarized assignment in comparison to the SafeAssign report by the instructor.

Student Rebuttal: Upon submission by the instructor of the accusation, students have 48 hours to defend their work as original by explaining to the instructor how/why the material does not fall into the Plagiarized Material as described in the [Handout: Avoiding Plagiarism](#). After such time, the assignment stands as is.

STUDENT CONDUCT

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](#) (College Policy: 6Hx28: 8-03).

If the instructor feels there is a disturbance in the class, they will ask the student(s) to collect their belongings and step outside. Security will be called without warning if the student refuses. Such students may be subject to other disciplinary action which may include a warning, withdrawal from class, probation, suspension, or expulsion from the college. Please read the Student Code of Conduct in the current Valencia Student Handbook.

DUAL ENROLLMENT STUDENTS

The Dual Enrollment Program enables qualified public, private, and home education students to participate in an academic acceleration program. Dual Enrollment allows students to pursue an advanced curriculum that earns them both high school and college credit.

If you are a Dual Enrollment student, please understand that while you might be a minor, i.e., 14 - 17 years old, you are an adult in the classroom. You are responsible for your assignments, grades, and behavior. Unless your guardians have a signed FERPA from you, they are not privy to the information in the course, nor will the instructor speak with them about you or the course material. For more information, [click here](#).

ACADEMIC HONESTY:

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." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog. VCC Expected student conduct: 10-03 Student Code of Conduct_Specific Authority: 1006.60, FS. Law Implemented: 1006.60, FS. Valencia College is dedicated to the advancement of knowledge and learning, and to the development of responsible personal and social conduct.

Exams and homework are considered individual efforts; any submissions that are too similar for coincidence will receive no credit, unless otherwise stated by the instructor. Students may collaborate in group assignments. Collaboration should be used to edit or to

clarify doubts. If anyone is involved in incidents of cheating a zero will be given. Each student is expected to be in complete compliance with the college policy on Academic Honesty as set forth in the admissions catalog and the student handbook. Any student(s) cheating on an exam will receive a zero on the exam. This cannot be replaced with the final score and the professor at his/her discretion can withdraw you from the class.

WITHDRAWAL POLICY:

Students may withdraw themselves for a W up until the withdrawal deadline. After the withdrawal deadline each semester, students can no longer withdraw themselves. WP and WF have been deleted from Withdrawal procedures. Before the withdrawal deadline, both a student and faculty may withdraw the student. After the withdrawal deadline, a student cannot withdraw him-/herself, only the Professor.

Procedure Effective Date: 05/15/2007 Procedure Statement: Students must complete the Refund Request or Waiver of Debt Form that is available in Atlas and include appropriate documentation as described on the form. To academically maintain financial aid, students must meet all 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

For detailed information about maintaining [Satisfactory Academic Progress](#) (SAP) click the link. For a complete policy and procedure overview on [Valencia Policy 4-07](#) please click the link.

Before Withdrawal Deadline:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a term will receive a grade of "W". *The professor will not withdraw any student for any reason; it is the responsibility of the student to withdraw before the withdrawal deadline and to be aware of the date of the withdrawal deadline.* A student may withdraw at any time during the term in Atlas **before** the withdrawal date.

After Withdrawal Period:

A professor can withdraw you from a course for excessive absences without your permission. (2002-03 College Catalog p.62) If a student knows they are not passing the course but fails to withdraw by the designated date and then decides to stop coming to class, you should know the professor will not withdraw you from the

course and the grade of F will be assigned. If students request a W after the deadline, please furnish a written request via the professor's email address with the reason for your W. This does not guarantee a W but the professor will consider requests on a case-by-case basis.

Student Behavioral Withdrawal:

Student behaviour or speech that disrupts the instructional setting or is clearly disrespectful of the Professor or fellow students will not be tolerated. Student's behaviour that is inappropriate will result in disenrollment from the course.

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. If you see something, say something.*

In addition, I, as the instructor, will take it upon myself to lock the classroom door at the start of the class to ensure the safety of the students inside the classroom. If a student arrives late and finds the door locked, please wait patiently for us to unlock it for you.

VALENCIA COLLEGE STRATEGIC PLAN

[Valencia College Strategic Planning](#) puts learning at the foundation of everything we do. As an open-access college, we open our doors to everyone – and Valencia is a college where first-generation students, students from every economic background, and students who've stumbled at other institutions can find a home. Building on the college's previous successes, this strategic impact plan establishes ambitious goals for the next five years – goals designed to advance equity for students of every race and ethnicity while improving the educational and economic outlook of the Central Florida community.

- #1: College Access
- #2: Graduation
- #3: Transfer Success
- #4 Career Credentials

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.

Hours of Operation:

Monday-Friday: 8 am – 10 pm

Saturday & Sunday: 9 am – 7 pm

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.***

OFFICE OF STUDENTS WITH DISABILITIES:

Students 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 week of class. The Office for Students with Disabilities (West-SSB 102) determines accommodations based on appropriate documentation of

disabilities. The goal at the OSD is to open doors, remove barriers and assist you in any way they can. The key to success is matching your needs to the services provided. Please contact this office to discuss your individual needs. The link to Valencia's OSD website: <http://www.valenciacollege.edu/osd>. Children are not permitted in the Testing Center – The Testing Center does not provide sitting services during your test. Valencia General Education Student Learning Outcomes.