

Syllabus Extension for all Valencia Students with Prof. Karen Rumbley

Valencia College Core Competencies

"The faculty at Valencia College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these in this class:

- a. **Think** – think clearly & creatively, analyze, synthesize, integrate & evaluate the many domains of human inquiry
- b. **Value** – make reasoned judgements and responsible commitments
- c. **Communicate** – communicate with different audiences using varied means
- d. **Act** – act purposefully, effectively, and responsibly."

Security on Campus

"We want to reassure you that our security officers are here around the clock to ensure the safety & security of the campus community. It's important to remain alert & aware of your surroundings, especially during early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. While Security Phones can also be found in many of our buildings; simply pick up the phone and Security will answer.

Report any suspicious persons to West Campus Security at: **407-582-1000**, [After-hours number – 582-1030], or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

Academic Honesty Statement

Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's own individual thoughts, research, and self-expression unless the assignment specifically states: 'group project,' or 'using your textbook'.

- a. Students caught cheating on tests can expect to receive a '0' on that test and be reported to my department head.
- b. Students caught allowing others to cheat off of their own test / work, will earn a '0' and be reported, as well.
- c. Students caught using other student's work (maybe from another class or from a friend who has had this class in the past) will earn a '0' on the work and will need to meet with the professor and or, the Dean.
- d. Students who are caught a second time will receive a 'Failure' or an 'F' for the class and be expelled from the course.

Classroom Rules of Student Behavior

All students that violate the rules of this class or Valencia College may be lead to disciplinary actions up to and including expulsion from Valencia. Disciplinary actions could include withdrawing a student from class or initiating a disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. See Student Code of Conduct in Valencia's Student Handbook:

<http://valenciacollege.edu/studendev/CampusInformationServices/>

- a) Students who constantly refuse to put their phones away or are disruptive with their computer usage will be asked to leave. If this is repeated behavior, I will initiate appropriate actions to withdraw you from class.
- b) Any student who engages in any prohibited or unlawful behavior/acts that results in the disruption of my class, will be asked to leave the physical classroom and/or be escorted out by security officers.
- c) Students who come to class under the influence of an illegal substance (alcohol, weed, etc.) can expect to be escorted out of the building by security or police officers.

Before Withdrawing from a Course

Please know that any student on Financial aid should consult an advisor or counselor before withdrawing from a course. Otherwise, there may be financial implications which the student must know, to make an informed decision before withdrawing from any 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.

--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 with the 150% timeframe

For detailed information about maintaining satisfactory academic progress (SAP): http://valenciacollege.edu/finaid/satisfactory_progress.cfm

Withdrawal Deadline and Policy per Valencia Policy 4-07

A student who withdraws from class before the **withdrawal deadline** of [see syllabus] 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 (as judged by the professor), that occur near the end of the semester. --If you receive an "I", all work missed must be made up during the following semester, at which you will get an A, B, C, D, or F. Failure to make up the work during the following semester will result in 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.'

--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.

Weather Emergencies

In the case of weather emergencies, you can find out about school closings by signing up to update your information for Valencia Alerts. Text messages for such alerts can be sent to your cell phones. Sign up through ATLAS.

Food or Drink in the Classroom

Students may bring food & drink to the classroom providing it doesn't disrupt the class. All students are expected to clean up after themselves, leaving no crumbs, paper or containers on the floor. My classroom is a reflection of me and I expect a clean environment.

Study Tips for Success in any College Situation

LEARNING is an ACTION WORD... 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 proven successful:

- Attend class daily and don't be late. 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 or when you are driving through slow traffic.
- Create Flash Cards with questions you make up from the lecture with answers on the back. These come in handy when you meet with other students, to study.
- Use mnemonic devices and other games to remember [one of my favorite things].
- Use the information highway: go to Google Images, YouTube or Khan Academy for additional pictures or videos to clarify concepts.
- Make a list of confusing topics from your studying and come to school early to ask questions about them
- If the Professor has an office, take advantage of the professor's office hours or set up a meeting with him / her
- Utilize your email. Send email questions to fellow students or your professor. I'm sure you will get a reply.
- Set up or join a Study Group, even an hour before the test. Try to predict what questions the professor could ask and listen to the answers.
- When you miss a class...If you can trust your peers, get the telephone number of one or more of them in case you are absent from a class. Or, exchange email addresses for the same reason. Something might be mentioned in a class setting that isn't on the syllabus.