

Advanced Composition for English Language Learners

EAP1640C (CRN 21388)

Modality: Mixed-Mode

Professor: Milena Zaleckaite

Email: mzaleckaite@valenciacollege.edu (mailto:mzaleckaite@valenciacollege.edu) OR Canvas Inbox

Instructional Method

This is a mixed-mode course. Students will be required to attend a weekly face-to-face meeting campus every Monday, 11:30 A.M. -12:45 P.M., in the assigned classroom (5-114) and spend 3-5 hours per week outside of the scheduled meeting times completing learning activities and working on required assignments through Canvas.

Pre-requisite

Minimum grades of C in EAP 1540C and EAP 1560C, or EAP 1585C .

Course Description/Objective

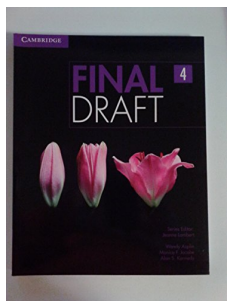
Students will develop the ability to use writing-related technology and plan, write, revise, and edit sentences, paragraphs, and essays at the advanced level. A departmental final exam is required. A minimum grade of C is required for successful completion.

Competencies

1) narrow a broad topic, (2) select an appropriate pre-writing technique, (3) develop a thesis, (4) support the thesis, (5) construct an organizational plan/pattern, (6) write an introductory paragraph, (7) write body paragraph(s), (8) write a concluding paragraph, (9) write the first draft of the essay, (10) revise the essay, (11) edit for grammatical errors, (12) edit for mechanical errors, (13) produce a final multi-paragraph essay, (14) identify elements of effective writing from reading selections in the disciplines, (15) perform other academic writing tasks.

Required Materials

For EAP 1640C, you are required to purchase the textbook below. It is available for purchase from the [Valencia College Campus Store](https://www.valenciabookstores.com/). (See the instructions below.) You must purchase your books as soon as possible as we will begin working from the textbook from the second week of class.



- **Final Draft 4** with Writing Interactive 4 (Online Learning Pack) ISBN 9781009345477
- (Please note that you are required to purchase an access code to complete online lab assignments)
- To work on online lab assignments, you will have to use this link --> www.cambridgeone.org
- Microsoft Word
- Access to a computer or tablet with a reliable Internet connection
- A notebook

Purchasing Textbooks

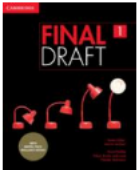
To purchase your textbook, go to the following this [LINK](https://valenciacollege.textbookx.com/institutional/?action=browse#books/3962940). Or simply click on the Online Bookstore on the left side Canvas menu. If you buy the textbook from Valencia's bookstore, the name and ISBN number of the textbook are correct, but the picture is not accurate. **Do not worry about the picture.** You will get the right book. This cannot be guaranteed if you purchase your textbook from Amazon. You should see this image and price:

COURSE:

Valencia College home · Fall 2023 Credit Courses · West Campus · English for Academic Purposes

EAP1640C 11548 - ADVANCED COMPOSITION FOR ELL

Milena Zaleckaite



Final Draft Level 4 Student's Book with Digital Pack
by Asplin, Wendy, Jacobe, Monica F., Kennedy, Alan S.

New **\$73.74**

Ready to ship!
Free Shipping

Required

ADD TO CART

Students must purchase this item in new condition.

**Online assignments will begin the first week of class. Students who do not have their textbooks will not be able to complete their assignments on time.

Course Communication

Online "Office" and Learning Engagement Hours:

- You can reach me via Canvas Inbox or Atlas email at any time; however, keep in mind that all replies are sent during my work hours.
- If you would like to meet with me via Zoom, just let me know. I am available during these hours:
 - Mondays, Tuesdays, and Wednesdays 4:00 -6:00 P.M.
 - Thursdays and Fridays 9:00 A.M. - 2:00 P.M.
- Monday through Wednesday, I am on the West campus teaching mixed-mode classes, so I am not able to answer your emails or Zoom requests in the morning. If you are on campus during those days, feel free to see me.

To contact me, email me through the Canvas Inbox. Click on INBOX in the global navigation panel to the left. I will reply to your email within the hour during the times listed above. Outside of these hours, I will reply to emails within 24 hours Monday through Friday except for official holidays and when Valencia College is closed. I will respond to email messages that are sent during the weekend or on holidays on the following business day.

General Communication Guidelines

Below are standards to follow when writing any email in an educational or another professional setting. Please follow these standards when communicating with me, other college personnel, and other students:

- You may address your communication to me as Professor Zaleckaite, Professor Z., or Ms. Zaleckaite. Please do not address me as "Teacher."
- Put a subject in the subject box that describes the email content. Include your name, course name, course CRN, and assignment name. Example: Michael Smith, EAP 1640C, CRN 14674, Discussion: Getting to Know Each Other
- Do NOT write the body or content of your email in the subject line.
- Choose an appropriate salutation, e.g. "Good afternoon, Professor Zaleckaite." Avoid using "Hey" or "Wat's up."
- End your email with closing including your full name.
- Proofread what you have written. Use standard spelling, grammar, punctuation, and sentence structure. If an email to your professor is not worth writing correctly and politely, it is probably not worth writing.

- Do not use all capital letters in your email. That is considered SCREAMING at the person you are emailing. You should also use modal verbs like "Could you please" or "May" when asking for permission. Avoid using Imperatives (e.g. Open the quiz. Check my grade.)
- It is important to understand that a professor (or potential employer) will judge you not only by your work but also by how you communicate with him or her.
- Be specific in your request. If you have questions about a particular assignment, provide the full name of the assignment, for example.
- You may contact me through the Canvas Inbox Monday-Friday. I will respond to your message within 48 hours except for days and times when the college is closed. If you email me on the weekend, I will respond to you on Monday.
- You may email me at mzaleckaite@valenciacollege.edu (<mailto:mzaleckaite@valenciacollege.edu>).
- **I will not reply to personal emails** (Yahoo, Gmail, iCloud) for security purposes. Also, it is a virus and privacy issue.
- Zoom conferences might be scheduled upon request.
- In your messages, please indicate your course number so that I may better assist you.

Example: Below is an example of what a proper email to your professor should look like:

Subject: Michael Smith, EAP 1640C, CRN 14674, Discussion: Getting to Know Each Other

Dear Professor Zaleckaite,

I have submitted my initial post and replied to my peers as it was stated in the directions. However, when I checked the discussion again 2 days later, I could not see my posts. Could you please check at your earliest convenience if you can see my posts?

Thank you.

Michael Smith

Netiquette

It is important to recognize that the online aspect of courses still constitutes a classroom setting, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and classmates. This requires you to follow some guidelines for behaviors. All students are expected to:

- Show respect for the instructor and other students in the course
- Respect the privacy of other students
- Express differences of opinion in a polite and rational way
- Maintain an environment of constructive criticism when commenting on the work of other students
- Remain focused on the learning topics during discussions and activities

Announcements

Announcements will be posted in Canvas. The instructor will notify students of changes to the course work via the Inbox or Announcement tools. Therefore, check announcements regularly as they may contain important information about assignments or class concerns. The announcements will appear on your Canvas dashboard when you log in and can also be sent to you directly through notifications. Set your notification preferences to receive announcement notifications at [How Do I Set My Canvas Notification Preferences as a Student?](https://guides.instructure.com/m/4212/l/710344-how-do-i-set-my-canvas-notification-preferences-as-a-student) (<https://guides.instructure.com/m/4212/l/710344-how-do-i-set-my-canvas-notification-preferences-as-a-student>)

Expectations of Students

- Students are expected to check their Atlas email and Canvas inbox regularly throughout the week.
- This is a three-hour course. Therefore, students can expect to devote 3-5 hours each week to this course.
- Students are expected to read the professor's feedback and review the grading rubric to improve their listening, speaking, and note-taking skills.
- Students are expected to reply to the professor's emails so that she knows that you read them.
- Students are expected to read and follow the syllabus and respect the deadlines.
- 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 \(https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php\)](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php) from Valencia College'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 within seven days of the original due date of an assignment.
- The instructor will provide multiple opportunities to demonstrate your learning progress.
- The instructor will reply to emails the same day if they are sent during her office hours.
- The instructor will address students following the guidelines as indicated through [Our Practice of Respect and Community Building \(https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php\)](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php) from Valencia College's Peace & Justice Institute.

Important Dates

- **First day of classes: January 8, 2024.**
- **No-Show Policy:** Because of Valencia College's Start Right policy, students must attend the first week of classes or be counted as a 'No Show.' A student cannot start class in the second week. In an online course, attendance is shown through participation in course activities and submission of required course assignments. A student who does not participate in the course during the first week will be marked "No-Show" and will be officially withdrawn from the class during the No-Show Reporting Period **from January 18-27, 2024**. There will be no exceptions (unless due to an emergency with official written documentation).
- **Attendance:** Attendance is required in online classes and is shown through your active participation in class activities online. Due dates and methods of submission for all assignments are posted in Canvas. Students can expect to spend 6-9 hours each week on this course.
- 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 our 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. If you miss many several weeks in a row and don't communicate with me, you might be withdrawn from the class.
- **Deadlines:** Deadlines are important so that I could provide prompt feedback that is needed to be successful in your future assignments.
- **Drop/Refund Deadline:** In order to get a refund for the course, students must withdraw from the class in Atlas by the Drop/Refund Deadline on **January 16, 2024, at 11:59 P.M.** After that date, refunds will not be issued.
- **Withdrawal Deadline:** Students who find they cannot complete the course have the option to withdraw by **March 15, 2024, at 11:59 P.M.** Withdrawing from a course will result in a 'W' on your transcript, and you will be required to repeat the course.
- **Important Note for International Students (F-1 or J-1 Visa):**
 - Please be advised that withdrawal from this course may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements, 407-582-5400.
- **Final exam period:** April 22-28, 2024
- **Final exam:** April 24-27, 2024
- **The semester ends:** April 28, 2024
- **Grades viewable in Atlas:** April 30, 2024

College Closed (Credit Classes Do Not Meet)

- Martin Luther King Jr. Day: January 15, 2024
- Learning Day: February 9, 2024
- Spring Break: March 18-24, 2024

Course Policies

No-Show Policy: Because of Valencia College's Start Right policy, students must attend the first week of classes or be counted as a 'No Show.' A student cannot start class in the second week. In an online course, attendance is shown through participation in course activities and submission of required course assignments. A student who does not participate in the course during the first week will be marked "No-Show" and will be officially withdrawn from the class during the No-Show Reporting Period January 18-27, 2024. There will be no exceptions (unless due to an emergency with official written documentation).

Attendance: Our class meets in person once a week (Mondays, 11:30 A.M. -12:45 P.M.). You are expected to attend each in-person class on time. Attendance in the online portion of our course is also required and is shown through your active participation in class activities online. Due dates and methods of submission for all assignments are posted in Canvas. In addition to the in-person meeting, students can expect to spend 3-5 hours each week on this course.

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 our 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.

Important Note for International Students (F-1 or J-1 Visa):

Please be advised that withdrawal from this course may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements, 407-582-5400.

Evaluation & Grading Scale

Assignments will be graded within one week of submission.

Grades that satisfy the EAP course requirement:

- **A** **90-100%**
- **B** **80-89%**
- **C** **70-79%**

Grades that do NOT satisfy the EAP course requirement:

- **D** **60-69%**
- **F** **0-59%**


Determination of final course grade:

Grade Calculation

Group	Weight
Cambridge Lab Assignments	10%
Discussions & Class Participation Assignments	5%
Online Practice Assignments	15%
At Home Writing	10%
Timed Essay Assignments Grammar Tests	25%
Midterm Essay Exam	10%
Final Essay Exam	25%
Total	100%

Assignments

Cambridge Lab Assignments

This class has a required online component. Cambridge content will be assigned weekly and will reinforce various grammar and structural concepts discussed in class. In order to complete these online assignments, first, you have to go to [Cambridge Website](https://www.cambridgeone.org/)  (https://www.cambridgeone.org/), first and then create a Cambridge account.

You will have to enter the access code that you purchased with the textbook and my class key: **s6fp-6XHZ**

Mandatory Midterm and Final Exams

The midterm exam will be writing a well-developed essay. You will have 2 hours to complete the assignment. Your final exam will focus on writing a complete, critically thought-out essay. You will have 3 days to write an individual essay with no input from me, your peers, or any writing consultant. There are no make-ups! If you miss the deadline for submission, it is an automatic zero.

Writing Assignments

You will be assigned four essays over the course of the semester, each with a different pattern of organization/purpose. Some of them will be timed, which means you will have to write it in 1 hour and 20 minutes. For other assignments, you will have more time to complete them. You will also be allowed to use the various formative homework paragraphs, my comments, and the Writing Center to help you revise. All essays will have a grading rubric attached that also serves as a writing guide. You will also have some grammar quizzes that will assess your grammar and punctuation skills.

Discussion Board Assignments & Class Participation activities

There will be a few discussion posts where you will be asked to share and support your opinion. Your posts should be original, developed, and substantive. In order to have insightful discussions, no late discussion posts will be accepted. You should read as many of the peers' original comments as possible for each discussion board, for it is a great way to be engaged in the class activities, make friends, and be exposed to new ideas. Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully, and acknowledge the valid points in your classmate's argument. If you reply to a question from a classmate, make sure your answer is accurate! Be thoughtful about sharing personal or sensitive information and do not share the information posted by your classmates with others to protect their privacy.

In our face-to-face meetings, you will work in groups, peer review each other's writing, and draft your own ideas for the upcoming essays. These activities are wonderful opportunities to challenge yourselves by trying something new, asking questions, and making mistakes. Points will be rewarded for you being actively engaged in class.

Online Practice Activities

In this category, you'll find video lessons and activities derived from your textbook, "The Final Draft 4." The video lessons are conveniently embedded in the instructions, allowing you to watch them as many times as necessary. It's strongly advised to take notes during these sessions to enhance information retention. Regarding textbook activities, I suggest recording your answers directly in the book and, when ready, inputting them into the Canvas quizzes. The assignment names offer clarity on whether it's a video lesson or a textbook activity. After completing an assignment, I highly recommend revisiting it to review any mistakes for learning purposes. If there are no mistakes, it's still beneficial to revisit the correct answers, acknowledging and celebrating your success.

Course Policies and Expectations

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, it's 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. Please review the policies below and refer to them throughout the course.

Attendance & Participation Policy

Our class meets in person once a week. You are expected to attend each in person class on time. Attendance in the online portion of our course is also required and is shown through your active participation in class activities online. Due dates and method of submission for all assignments are posted in Canvas. In addition to the in person meeting, students can expect to spend 3-5 hours each week on this course.

If you feel sick, please do not attend class. For the protection of our community, please stay home if you are sick. If you are unable to attend or 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 our 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.

“No Show” Policy | Required Attendance Activity

Because of Valencia College’s Start Right policy, students must attend the first week of classes or be counted as a ‘No Show.’ A student cannot start class the second week. In an online course, attendance is shown through participation in course activities and submission of required course assignments. If you do not login to the course during the first week and complete required attendance activity, you will be withdrawn from the class as a "no show" during the No-Show Reporting Period. Just logging into the course does NOT count as active participation and does not fulfill the required attendance activity. There will be no exceptions (unless due to emergency with official written documentation). If you are withdrawn as a “no show,” you will be financially responsible for the class and a ‘W’ will appear on your transcript for the course.

For more information regarding Valencia's attendance policy, click on the link below.

<https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/> (<https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/>)

Check-in Meetings (ZOOM)

If you are interested in meeting with me one-on-one via Zoom, let's schedule a meeting. First, email me with a selection of dates and times that you are available (approximately three to four choices), and then I will reply with a Zoom meeting invitation if I am available during any of the times you propose. When it's time, you can click on the link in the email, and then we will be connected. It is that easy.

Late Work/Makeup Policy

Each assignment contains a due date. Assignments coincide with course topics and help to prepare/review the important course content, so it is important that you stay current with our assignments to have the richest learning experience possible. Students may submit certain work late, but there is a **10% penalty** for every late day. This is done to be fair to the rest of the students and to reward those who submitted their work on time. All missing/late work must be submitted in a week. After a week, there is nothing that could be done, so please make sure you submit your work on time if you don't wish to lose points. In case of family emergencies and illness, a late penalty is not applied. Some assignments (e.g. discussions and group activities) and the final exam cannot be submitted late.

Extra Credit Assignments

There are no extra credit assignments in this class for several reasons.

1. **Lots of Assignments:** There are already more than 50 assignments in this course. Adding one more wouldn't make a big difference in your final grade. I want you to focus on doing well in the assignments you already have.
2. **Improving Your Grade:** Instead of extra credit, I have a great rule where I drop the lowest grade in certain categories. This helps you out without needing extra assignments.
3. **Smart Choices:** I want every assignment to be important for your learning. That's why I am not adding extra activities— what you're already doing is super helpful.
4. **Not Too Much Work:** I know you have a lot going on. Adding extra credit could make things more stressful. I want you to manage your workload well and really understand what you're learning.

International Student Policy (F-1 or J-1 Visa)

Please be advised that withdrawal from this course may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours.

Contact Valencia’s International Student Services office for more information, 407-582-5400.

Withdrawal Policy

If you do not intend to complete the course, you must withdraw yourself before the withdrawal date. 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.”

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](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf).
(<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>).

Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can **only** be used during this term for this class.

Third-Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students. Third-party software privacy policies will be provided at the point of use within the course. Valencia College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the College wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well as College policies and procedures that have been implemented to help guarantee student privacy.

Final Exam Policy

Departmental final exams are required and total 25% of the final grade. They must be taken during the assigned final exam time frame(s) in **Weeks 16**. The final exam(s) will not be offered earlier or later to any student unless a student has documented proof of a medical or life emergency or an ongoing medical condition; the medical documentation must be submitted to the instructor by email or Canvas notification within 24 hours of the student's medical release. Please plan your semester accordingly and check the date(s) of the final exam(s) stated either in the syllabus and/or calendar.

Technology Requirements

Since all assignments are submitted on Canvas, access to a computer is required for this course. Students should verify computer software and hardware requirements to ensure course work can be submitted successfully. Canvas lists [minimum computer specifications \(Links to an external site.\)](https://community.canvaslms.com/docs/DOC-10721) and [supported browsers \(Links to an external site.\)](https://community.canvaslms.com/docs/DOC-10720) to ensure compatibility. The [Chrome browser \(Links to an external site.\)](https://www.google.com/chrome/browser/desktop/index.html) is recommended. Students are also encouraged to install the Canvas app on their [Android \(Links to an external site.\)](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en) phone or [iPhone \(Links to an external site.\)](https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8) to receive mobile notifications and to access your courses via your mobile device.

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, Flipgrid, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

If you require assistance with Canvas, there are resources available through the Help function on Canvas. The Help function is on the left-hand global navigation panel. You can [Chat with Canvas Support \(Students\)](https://cases.canvaslms.com/liveagentchat?chattype=student&sfid=001A000000KJsPQIA1) live chat with Canvas Support or call the Canvas Support Hotline at +1-407-582-5600.

Academic Honesty

You must complete all assignments yourself without help from another person or other sources, like magazines, books, or the internet, unless I state otherwise.

- **Cheating** is copying from another student or allowing another student to copy from you.
- **Plagiarism** is taking someone else's ideas or words and turning them in as your own work. Do not read a website, change a few words, and assume it is acceptable.
- **Self-plagiarism** is reusing work that you have already submitted for a different class or professor. All work submitted must be totally original.

Part of this course is showing me you can think for yourself. Letting someone else think for you is not acceptable in this class. Cheating and plagiarism will not be tolerated.

Below are the consequences of cheating or plagiarism:

1st offense:

- The Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- Zero or 'F' on the assignment that contains the copied or plagiarized information for all people involved.

2nd offense:

- The Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- Zero or 'F' on the assignment that contains the copied or plagiarized information for all people involved
- The student meets with the dean of students and/or the dean of communications

3rd offense:

- The Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- The student receives an 'F' in the course.
- The student meets with the dean of students and/or the dean of communications.

For more information about Valencia Colleges' policies on Academic Dishonesty, go to <http://valenciacollege.edu/generalcounsel/policies.cfm> (<http://valenciacollege.edu/generalcounsel/policies.cfm>), Volume 8: Students.

Using Generative AI in Coursework

Examples of AI in everyday life include face recognition, smart cars, apps, and Google predictive search algorithm to mention a few. It is up to you how you use AI in your daily life. HOWEVER, translators and ChatGPT, also examples of AI- are NOT ALLOWED in this class.

I firmly believe in the value of students engaging in the learning process without relying on AI-generated content. I want you to develop your critical thinking and problem-solving skills independently, owning your learning journey from start to finish. Therefore, the use of generative AI is not allowed in this course.

The purpose of education is to work hard, think for yourself, think critically, discuss ideas with other human beings, not robots, and improve your English, not just get a letter grade. By asking ChatGPT to think for you and do work for you, you cheat yourself. I am curious to see your growth, not read impersonal machine-generated ideas. I am here for YOU.

Turnitin | Valencia's Plagiarism Detection

Valencia uses Turnitin, a plagiarism detection software, to scan student work for matched text by comparing the work to a large database of student work, publications, and materials on the internet. By submitting your work to Canvas, you acknowledge that your ideas are original, and not generated by ChatGPT or other sources. In other words, you state that every single idea you shared is your own. If Turnitin detects plagiarised content, your work will earn a zero. To learn more about consequences, please go back and read the Academic Honesty policy above.

Student Support Services

Online Tutoring Services: In response to COVID-19, Valencia's tutoring services have moved online and are now being offered for accounting & economics, computer programming, math, EAP and foreign languages, science, writing, and more! To get started, visit <https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794> <https://nam01.safelinks.protection.outlook.com?url=https%3A%2F%2Flibguides.valenciacollege.edu%2Fc.php%3Fg%3D1014597%26p%3D7348794&data=02%7C01%7Ckwell%20%40valenciacollege.edu%7C9540daf36da840b3547908d7edfbd5b9%7C0e8866953d1741a88544135b0a92a47c%7C1%7C> and self-enroll in the tutoring courses in Canvas. This is where you will access the links to live tutoring (via Zoom), as well as the schedule of tutors, times, services, and additional topics through Smarthinking.

Students with Special Needs: Students with disabilities who qualify for academic accommodations must provide a letter from the [Office for Students with Disabilities](https://valenciacollege.edu/students/office-for-students-with-disabilities/) (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus, SSB-102, 407-582-1523).

Baycare Behavioral Health's Student Assistance Program: Valencia is committed to making sure all our students have a rewarding and successful college experience. For that purpose, Valencia students can get 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 the **Baycare Behavioral Health's confidential student assistance program** phone counseling services by calling **(800)878-5470**. Three free confidential face-to-face consultations are also available to students.

Title IX: Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence, or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to valenciacollege.edu/ or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkane8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name and detailed information shared with me. We take privacy very seriously at the College, and only those who have a legitimate need to know the information will be provided with this information.

If you have more questions about Title IX or the College's response, please visit <https://inclusion.valenciacollege.edu/> (<https://inclusion.valenciacollege.edu/>).

Disclaimer

Changes to the course (including the syllabus) may be made at the discretion of the professor, and students will be notified of any changes in class.