

Course Syllabus

 Edit



High Intermediate Integrated Reading, Speaking, & Listening for the English Language Learners

CRN: 23562

Course Modality: Mixed-mode

Professor Milena Zaleckaite

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Course Description, Objectives, and Calendar

Modality

This is a mixed-mode course. Students will be required to attend a weekly face-to-face meeting on campus every Tuesday, 10:00 A.M. -12:45 P.M., in the assigned classroom (2-213) and spend 9-12 hours per week outside of the scheduled meeting times completing learning activities and working on required assignments through Canvas.

Prerequisite

Demonstration of the required level of English proficiency or minimum grade of C in EAP 0420C and 0420C.

Course Description & Objectives

Students develop ability to comprehend longer texts and lectures on a variety of academically-related topics by applying appropriate reading and listening strategies including note-taking. Students develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion.

Competencies

1. improving English vocabulary
2. locating key concepts
3. reading critically
4. reading a variety of materials, such as texts, periodicals, journals, and electronic materials
5. reading to enhance personal life
6. speech preparation and delivery
7. academic lecture comprehension and note taking
8. general academic communication skills
9. developing effective study habits

Required lab work is a component of this course. A departmental final exam is required. Minimum grade of C is required for successful completion. College credit may apply.

Other Objectives

In addition to specific EAP objectives, the course will reinforce the following competencies wholly or partially

Valencia Competencies

Valencia has defined four interrelated competencies that prepare students to succeed in the world community: (1) think, (2) value, (3) act, and (4) communicate. The college catalog outlines these competencies. The activities in this course will further develop your mastery of the four core competencies.

CLAS

Evidence of College Level Academic Skills (CLAS) is a graduation requirement. To the extent possible, you will be encouraged to develop reading skills, essay skills, and English language skills as part of your work in this course. Additional information is available in the current Valencia College Catalog.

Course Calendar

Just like the weather, our course plans might experience a few changes. The course calendar is not set in stone and could be subject to adjustments based on various factors, including your needs and unforeseen outside influences. My goal is to create the best learning experience for all of us, and sometimes that means being flexible with our schedule. If there are any changes, I'll make sure to communicate them well in advance.

Course Calendar

Week 1	<p>Orientation Module</p> <ul style="list-style-type: none">• Course navigation• Creating a learning community by introducing yourself to the class
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Week 2	<p>"A Crowd in Harmony," Unit 7A</p> <ul style="list-style-type: none">◦ Effective note-taking◦ Context clues◦ Reading comprehension & vocabulary◦ Word stress
Week 3	<p>"Our Online Behavior," Unit 7B</p> <ul style="list-style-type: none">• Word roots, suffixes, and prefixes• Creating an outline• Reading comprehension and vocabulary• Listening comprehension
Week 4	<p>"The Visual Village," Unit 1A</p> <ul style="list-style-type: none">• Identifying main ideas and supporting details• Understanding words with multiple meanings• Exploring effective hooks and final comments in oral presentations <p>Reading Test #1</p>
Week 5	<p>"My Journey in Photographs," Unit 1B</p> <ul style="list-style-type: none">• Reading comprehension and vocabulary <p>"Great Expectations"</p>
Week 6	<ul style="list-style-type: none">• Effective and ineffective public speaking• Reading Test #2

Week 7	"The Battle for Biotech," Unit 3B <ul style="list-style-type: none">• Evaluating arguments• Reading comprehension and vocabulary
Week 8	"How Safe is Our Food?" Unit 3A <ul style="list-style-type: none">• Identifying patterns of organization• Exploring food safety "Great Expectations"
Week 9	"Fantastic Voyage," Unit 5B <ul style="list-style-type: none">• Identifying facts and opinions• Reading comprehension and vocabulary
Week 10	Reading Test #3 Listening comprehension "Great Expectations"
March 18-24	Spring Break College closed

Week 11	<p>"Saving Water," Unit 11A</p> <ul style="list-style-type: none">• Identifying sources of information• Reading comprehension and vocabulary• Listening comprehension <p>"Great Expectations"</p>
Week 12	<p>"Who Killed the Emperor?" Unit 8A</p> <ul style="list-style-type: none">• Evaluating evidence• Reading comprehension and vocabulary <p>"Great Expectations"</p>
Week 13	<p>"Technology as Trash," Unit 11B</p> <ul style="list-style-type: none">• Identifying a writer's attitude, tone, bias, and purpose• Listening comprehension <p>"Great Expectations"</p>
Week 14	<p>"Great Expectations"</p> <p>Reading Test #4</p> <p>Preparing for the final exams</p>
Week 15	<p>Final exams (Online):</p> <ul style="list-style-type: none">• Formal Oral Presentation: April 22-25, 2024• Academic lecture: April 24-27, 2024• Reading Comprehension Exam: April 24-27, 2024

***Disclaimer

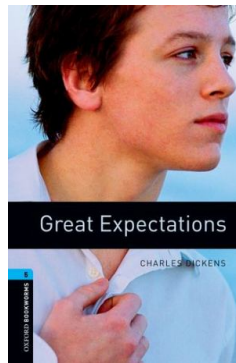
Changes in the syllabus may be made at any time during the term by an announcement by the instructor; a revised syllabus may be issued at the discretion of the instructor.

Required Texts and Materials

Required Textbooks

For EAP 15860C, you are required to purchase the textbooks below. They are available for purchase through Atlas. See the instructions below. You must purchase your books immediately as we will begin working from the textbooks from the first week of class.

1. Reading Explorer 4, 3rd edition, with instant access code to the MyELT Online Workbook for Reading Explorer 4, ISBN 9780357124734
2. For guidance on how to create a MyELT account and register your access codes, click [HERE](#).
(<https://online.valenciacollege.edu/courses/191879/pages/register-for-myelt>)
3. Great Expectations, Oxford Bookworms, Stage Five, ISBN 9780194237604




Required and Suggested Materials

1. access to a computer or tablet with a reliable Internet connection

2. a dictionary to look up unfamiliar vocabulary while reading
3. paper or a notebook for class notes
4. writing utensils

Purchasing Textbooks

To purchase your textbook, go to the following link and follow the instructions below. Link: <https://valenciacollege.textbookx.com/institutional/?action=browse#books/3723278>  (<https://valenciacollege.textbookx.com/institutional/?action=browse#books/3723278>)

You can also click on the "Online Bookstore" link located on the left side Canvas menu.


Course Communication

Online "Office" and Learning Engagement Hours

Professor Z.'s 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.

Contacting Your Instructor

- You may email me through the [Canvas Inbox \(https://online.valenciacollege.edu/conversations\)](https://online.valenciacollege.edu/conversations) Monday-Friday. Use the INBOX located in the global navigation menu at the lower-left corner of the screen to read or send email. You can either check your email messages in the Canvas system or set notifications to your preferred method of contact to receive email notifications. See [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>)

- Use the "Ask Your Instructor a Question" link in HELP in the global navigation menu, which allows users to send a detailed message about your course content.
- You must use Canvas or your Valencia College Outlook (available through Atlas) email account to contact me. I will not read or respond to and will delete any email sent from a personal email account. In the subject line of your email, put your name, the course name, course CRN, and assignment name.
- Be specific in your request. If you have questions about a particular assignment, provide the full name of the assignment so that I can best assist you.
- Out of consideration, do NOT wait until the last minute to email me with questions about assignments. Please contact me in a reasonable time—at least two to three days—before an assignment is due so that there is time to resolve any issues. Otherwise, I will not be able to assist. Therefore, do not wait until the last minute to complete assignments in case you encounter any issues.
- Email to your instructor is considered formal communication. Therefore, when submitting messages, please follow the guidelines as outlined in Netiquette and Guidelines for Course Communication.

Announcements

Announcements will be posted in Canvas. The instructor will notify students of changes to the course work or highlight important information through announcements. Therefore, read any course announcements 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.

Checking Your Email

Check your Canvas e-mail regularly for course information.

Guidelines for Course Communication and Netiquette

Expectations of Students

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
- Students are expected to reply to the professor's comments and emails to confirm they read them.
- This is a three-hour course. Therefore, students can expect to devote 6-9 hours each week to this course.

- Students are expected to read the professor's feedback and review the grading rubric in order to improve their writing skills.
- Students are expected to reply to the professor's emails so that she knows that you read it.
- Students are expected to read and follow the syllabus and respect the deadlines.
- Students are expected to use their own original ideas.
- 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.

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 (See Course Schedule).
- The instructor will reply to emails the same day if they are sent during her office hours. (See communication policy).
- 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.

Guidelines for Course Communication

When engaged in online interaction, it is important that we all follow netiquette. Some netiquette guidelines to follow are:

- Treat your instructor and classmates with respect in email or any other communication.
- Use clear and concise language.
- Don't type in ALL CAPS! If you do it will look like you are screaming.
- Remember to keep e-mails professional, so do not write personal attacks, which can be interpreted as “bullying” behavior. If your tone and/or language are inappropriate, I will bring it to your attention. Sometimes, this happens due to the language barrier; thus, it is a great learning opportunity.
- Don't write anything that sounds angry or sarcastic even as a joke, because without hearing your tone of voice, your peers might not realize you're joking.
- Make sure to start your emails with a salutation. Address the recipient by name to add a personal touch to your email, for example, “Hello, Prof. Zaleckaite,” “Good morning, Ms. Zaleckaite.”
- Avoid slang terms such as “wassup?” or “hey” and texting abbreviations such as “u” instead of “you.”
- Stay on topic. Don't post irrelevant links, comments, thoughts, emojis, or pictures.
- Always remember to say “please” and “thank you” when soliciting help from your instructor or classmates.
- Remember that all college-level communication should have correct spelling and grammar. Poorly edited messages cause confusion.

- Finally, be clear. Tell me what I can do to help you. Writing "I am sick" or "I will be late to submit my homework," does not tell me what kind of professional assistance you may need from me.

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

Subject: Michael Smith, EAP 1586C, CRN 23562, 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

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.

All work submitted must be totally original, which means you cannot submit the same work for 2 classes or 2 different professors. This is called *self-plagiarism*. Do not read a website, change a few words, and assume it is acceptable. Part of this course is showing me you can think for yourself. Letting someone else think for you is not acceptable in this class. 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.

Cheating and plagiarism will not be tolerated. For any **instance of cheating or plagiarism, the following consequences will apply:**

1st offense:

- The Incident is reported as "Information-only" 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.

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.

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 exams:

- Formal Oral Presentation: April 22-25, 2024
- Academic lecture: April 24-27, 2024
- Reading Comprehension 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

Evaluation & Grading Scale

Grading is not personal; they are earned.

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%**

Course Evaluation and Grading Policy

Evaluation and Grading Scale

EAP courses use a ten-point scale, with a C as the minimum passing and advancement grade for each course.

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%

Note: An overall course grade of 89.6%, 79.6%, 69.6%, or 59.6% is the minimum required grade to potentially be rounded up to the next higher grade.

Determination of Final Course Grade

To pass the course, students must earn a "C" or above in course work. The final grade will be determined by the following:

1. Week #1 Module and MyELT assignments- 10%
2. Reflections, Note-taking Assignments & Oral Presentation Preparation Assignments- 5%
3. Listening, Speaking & Pronunciation Assignments- 10%
4. Reading Explorer 4 assignments- 20%
5. Great Expectations discussions and quizzes- 10%
6. Formal Oral Presentations, Listening & Reading Comprehension Tests- 20%
7. Final exams- 25%

Departmental Final Examination

The final exam consists of a reading comprehension exam, listening comprehension exam, and academic oral presentation. If a student fails to complete the final exams by the assigned deadline, the exam will earn a grade of zero. There is no retest.

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 9-12 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/>

[\(https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/\)](https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/)

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.

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) (<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) (<https://community.canvaslms.com/docs/DOC-10721>) and [supported browsers \(Links to an external site.\)](https://community.canvaslms.com/docs/DOC-10720) (<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) (<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) (<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) (<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) (<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.

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 [Libguides](https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794) (<https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794>) 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 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 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/eo 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/>).