

VALENCIA COLLEGE

ENC 1102 22391 and 22414 Freshman Composition II Spring 2024 Credit Course

Professor Information

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Office Location: WC 1-238A

Student Engagement Hours: Valencia College students can expect to have timely access to faculty outside of class. Refer to your course Canvas space or other supplemental course information for details on your professor's preferred means and times of communication.

Course Information

Credit Hours: 3

Class Meeting Times: ONLINE

Course Description: Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if ENC 1102 is used to satisfy Gordon Rule and general education requirements. This course will focus on a variety of literary genres, with some emphasis on works by international authors.

Course Outcomes

- Apply a multi-stage research process to produce essays.
- Compose a written argument using evidence from varied sources.
- Apply conventions aligned to varied writing situations.
- Document source material in accordance with at least one recognized documentation style.
- Apply critical reading skills.

Required Materials

This course uses open education resources/zero cost course material. There are no required books to purchase for this course; items will be provided to students in the class.

Assessments

- Unit One Orientation Module 82 pts
- Research Unit 370 pts
- Short Story Unit 280 pts
- Poetry Unit: 123 pts
- Online participation 155 pts
- Total Points: 1011 pts

Attendance

Online attendance is required and necessary for receiving information. Logging on only once a week is not sufficient and does not count as attendance. To get the most of this course, you are responsible for logging in and checking mail messages, announcements, grades, and discussion messages at least once every four days.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action. Do note, sometimes the best course of action is to take a medical withdrawal and repeat the course.

Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

If a faculty member concludes a student in their class has violated this policy, the faculty member can choose to assign academic penalties that include, without limitation, one or more of the following: loss of credit for the assessment (assignment, examination, project, paper, etc.); a reduction in the course final grade; a grade of “F” as the final grade in the course. The faculty member may also refer the violation for action in accordance with Policy 6Hx28:8-03, Student Code of Conduct.

Plagiarism is the use of someone else’s words, ideas, pictures, design, and/or intellectual property without the correct documentation and punctuation. Your professor has a no-tolerance approach to plagiarism. Students’ work will be submitted to Unicheck for verification of originality. If you submit wholly or partially plagiarized work, you will be penalized for the offense. This includes reusing old work from a previous class without permission from your professor.

If you are cutting from somewhere and then pasting into your writing without

1. Quotation marks,
 2. Citations, *and*
 3. A bibliographic entry on the works cited page,
- then you are plagiarizing.

If you take a passage from a source, a single sentence, or more without appropriately citing the source information, you will receive an F in the course. Offering a sentence, sentences, a full paragraph(s), or even a full essay will result in an F in the course. In extreme circumstances, academic action will be taken against you. Read the [Academic Dishonesty policy](#) found in Valencia’s online policy manual.

AI Usage Policy:

Regarding AI tool usage in this course, any time you use an AI tool in this class, please identify the tool, mark which portions of your work come from or have been influenced by the tool, and share how the tool enriched your learning. You will also provide the professor with the link to the AI discussion. Work submitted with AI-created or influenced portions that have not been marked and analyzed will not earn points and will put the student at risk for disciplinary inquiry.

Student Code of 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 does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

Disclaimer Statement

Changes to this syllabus, schedule, and/or policy may be made at any time during the course per instructor discretion. These changes will be reasonable and made in the best interest of student learning. Students will be notified of any changes either in class, through Announcements, and/or via the Canvas Inbox conversations tool. Students with any concerns about any changes should discuss it with the instructor as soon as possible.

About This Course

Prerequisites:

ENC 1101 or ENC1101H with minimum grade of C.

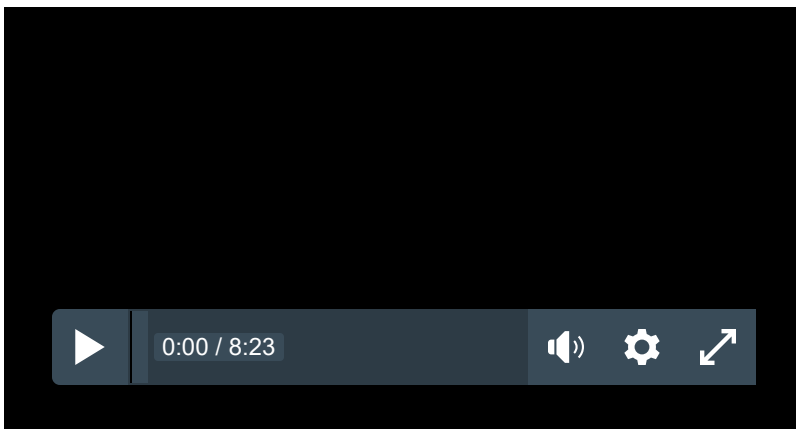
Course Structure

This course is organized in units (orientation, short stories, poetry, and research). The course starts with the orientation module, to short stories, to poetry, and research is conducted throughout the semester from week one to week thirteen.

Within each module, you will find your work broken down by weeks due with readings, discussions, quizzes, and writing assignments due mostly on Fridays (11:59 pm) but may shift to Mondays (11:59 pm) if needed.

Course Navigation

If you did not watch the video on the first page of the orientation module, please, watch it here:



To continue through the Orientation, click the "Next" navigational button at the bottom of this page or select "Modules" in the Course Menu.

Course Policies

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, I believe your experiences matter and 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.

On this page are important course policies to further help you participate effectively in this course.

HB 7 Disclaimer

This class requires participation in discussion to meet course-learning outcomes. We are a class comprised of individuals. As such, there will be multiple opinions expressed throughout the semester that you may not personally agree with or even understand - as may be expected. My role as an instructor is to facilitate freedom of expression that is relevant to the course, credible, open and respectful without the promotion or endorsement of a single viewpoint. Conversations informed by diverse viewpoints contribute to critical thinking and higher-level learning. Even if you don't agree, listening to different points of view may give you further insight into your own perspectives. No lesson is intended to espouse, promote, advance, inculcate, compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts as presented are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

No Show Policy

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

If you do not log in to the course during the first week and complete the Academically Required Attendance Activity, you will be withdrawn from the class as a "no show."

Online attendance is required for online classes. Students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show." If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course. Students on financial aid will have to re-pay the amount of the class. Other scholarship sponsors may also require payment.

Withdrawal and Incomplete

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

See **Important Dates** (<https://valenciacollege.edu/academics/calendar/>) found on the course syllabus for deadlines (with refund or without academic penalty). A student who withdraws from class before the withdrawal deadline 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 at student's request. 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 (Incomplete) will only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B, C, D, or F. Failure to make up the work during the following semester will result in a grade of F. Any student withdrawing from this class during a third or subsequent attempt in this course will be assigned a grade of "F." International students on an F1 Visa may lose their F1 Visa due to an attendance withdrawal.

Financial Aid Notice

[. \(https://valenciacollege.edu/students/disputes/academic-integrity.php\)](https://valenciacollege.edu/students/disputes/academic-integrity.php)

To academically maintain financial aid, students must meet all of the following requirements: Complete 67% of all classes attempted, and maintain a Valencia GPA (Grade Point Average) of 2.0 or higher, and Maintain an overall GPA of 2.0 or higher, and complete degree within the 150% timeframe. Detailed information about maintaining satisfactory academic progress can be found at [Satisfactory Academic Progress \(SAP\): How to Keep Your Financial Aid](https://valenciacollege.edu/finaid/satisfactory-progress.php) [. \(https://valenciacollege.edu/finaid/satisfactory-progress.php\)](https://valenciacollege.edu/finaid/satisfactory-progress.php)

Grievances

[. \(https://valenciacollege.edu/students/disputes/\)](https://valenciacollege.edu/students/disputes/)

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise. See the phone number and location of the Communications Division at the top of your syllabus.

Class Media 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.

Grading Policies

You will earn points for each assignment completed. You must earn 700 points to pass with a C. A list of assignments, points, and due dates are posted on the last page of this syllabus and in Canvas. You will earn points for quizzes, journal entries, discussions, a diagnostic essay, a short story essay, an annotated bibliography, a research paper, and online participation. There is no final exam. Work is due Fridays.

Grading

Rubrics are available for each assignment. Be sure to read through these carefully for how your work will be graded.

Grading Scale is by Points

900-1000 points is an A

800-899 points is a B

700-799 points is a C

Final Exam

There is no final exam in this course.

Late Work

All work is due Mondays and Fridays. You are allowed to submit work late--up to two days --without penalty. Assignments will close for submission after two days. I will only reopen assignments for requests made ***in advance of the due date*** and only under special circumstances.

Essay Policies

Gordon Rule Requirements

State Board of Education Rule 6A-10.030, the Gordon Rule, requires students complete with grades of C or better 12 credit hours in designated courses in which the student is required to demonstrate college-level writing skills through multiple

assignments. Failure to complete ALL assigned essays and the annotated bibliography will result in an F for the course. Individual essays UNDER the length requirement will not be accepted. Students can turn in completed essays late to meet Gordon Rule Requirements or else will fail the course for not meeting Gordon Rule requirements.

Essay Criteria and Rubrics

Rubrics available with each essay assignment

Grades are calculated according to the following criteria:

F **Focus.** Thesis statement is important in literary writing as well as generic essays as you completed in 1101. Failure to have a strong argument by which to focus your paper, will result in a weak paper.

D **Development.** Your argument will not be strong if you do not develop. Just as you did in 1101, you must fully reason (explanations) and offer specific detail (PROOF) to prove your point. The best way to do this with literature is to directly quote passages from the short story.

O **Organization.** Organization is important for literary analysis on three levels: One, sentence to sentence organization of ideas; two, paragraph to paragraph arrangement of the points of your argument; and three, integration of quotes from the poetry, short stories, and novel on which you are writing.

S **Style.** Throughout the semester, I will introduce you to various stylistic devices, poetic schemes. You will be responsible for creating your own versions of these devices and integrating them fluidly into your essays. Failure to include the required devices will result in a loss of points.

C **Conventions.** How is your grammar? Comma splices, run-on sentences, fragments, subject/verb agreement, subject/pronoun agreement and spelling are just some of the errors you should work on. Use your handbook as your guide to bettering your writing.

Short Length Requirement

In the case of failing to meet the length requirement when submitting a final draft, the professor will return the essay ungraded. The student will be responsible for resubmitting essays for Gordon Rule Requirements. Failure to submit by the end of the

semester will result in a zero for missed assignments and an F for the course for not meeting Gordon Rule Requirements.

Over Length Requirement

Going **over** the length requirement will result in ten points deducted. Good writing is condensed and to the point.

Important Dates

The College is Closed on the following:

January 15 Martin Luther King Jr. Day

February 9 Learning Day

March 18–24 Spring Break

College Dates

The course runs from January 8-April 28

Withdraw for a full refund by January 16

Withdrawal deadline is March 15

Exam Week is April 22-28: We don't have a final exam, just the final poetry quiz.

Grades are viewable in Atlas on April 30

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.

To continue through the Orientation, click the "Next" navigational button at the bottom of this page or select "Modules" in the Course Menu.

Course Communications

Contact Your Instructor

Send me questions via the Canvas inbox. I will respond within 24-48 hours during the week, Monday through Friday, longer on the weekends and holidays.

I encourage you to check your Canvas inbox, Canvas announcements, and Atlas email account regularly— at least every four days—for cancellation notices, important announcements, etc.

Want to be a most successful student? Check your messages and announcements daily! Appointments for meeting online, live via Zoom, may be made as needed, just ask. I block time out of my schedule (see online engagement hours listed on the first page of this syllabus). If you'd like to meet me during this time, send me a message via Canvas Inbox, and I'll send you a link for our meeting. If these hours do not work for you, contact me at least 24 business hours in advance, and we can see about setting up a different time to meet. We can review your writing together, discuss literature, and/or clarify questions. This is my time set up for you.

Netiquette

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

All students are expected to:

- Show respect for the instructor and for 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

From Kent State University:

“Taking an online course and corresponding via the World Wide Web presents communicators with the task of overcoming the lack of nonverbals in communication. When taking a course online, it is important to remember several points of etiquette that will smooth communication between the students and their instructors.

1. Avoid language that may come across as strong or offensive. Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended, then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible.
2. Read first, write later. It is important to read all posts or comments of students and instructors within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.
3. Review, review, then send. There's no taking back a comment that has already been sent, so it is important to double-check all writing to make sure that it clearly conveys the exact intended message.
4. An online classroom is still a classroom. Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors is as important as ever.
5. The language of the Internet. Though still a fairly young type of communication, certain aspects of this form of communication are becoming conventional. For example, do not write using all capital letters, because it will appear as shouting. Also, the use of emoticons can be helpful when used to convey nonverbal feelings (example: :-) or :-(), but avoid overusing them.
6. No inappropriate material. Do not forward virus warnings, chain letters, jokes, etc. to classmates or instructors. The sharing of pornographic material is forbidden."

Email Etiquette

Please, clearly state your message. I want to understand what you are asking of me. I want to be able to help you with whatever trouble you are having, want to answer what questions you may have.

Send me questions via the Canvas inbox. I will respond within 24-48 hours during the week, Monday through Friday, longer on the weekends and holidays.

Expectations of Students

- Please, check your Atlas email, Canvas Inbox, and Canvas announcements regularly throughout the week, at least every four days
- Please, devote 24 hours each week to this course
- For guidelines on how to interact with your instructor and peers read through [Our Practice of Respect and Community Building](https://online.valenciacollege.edu/courses/203178/files/48022617?wrap=1) (<https://online.valenciacollege.edu/courses/203178/files/48022617?wrap=1>). Some highlights from these principles are:
 - Create a hospitable and accountable community
 - Suspend judgment
 - All voices have value
- Please, inform me of any issues affecting work submission, before the submission due date

Expectations of Instructor

- I will provide a variety of feedback on submitted assignments within two weeks
- I will address each of you following the guidelines as indicated in the [Our Practice of Respect and Community Building](https://online.valenciacollege.edu/courses/203178/files/48022617?wrap=1) (<https://online.valenciacollege.edu/courses/203178/files/48022617?wrap=1>).
- I will notify you of changes to the coursework via Canvas Inbox or Announcements

To continue through the Orientation, click the "Next" navigational button at the bottom of this page or select "Modules" in the Course Menu.

Textbook and Required Materials




In response to rising textbook costs, I have opted to use Open Educational Resources (OER). All materials for this course are free and will be provided as links within the course modules.

To continue through the Orientation, click the "Next" navigational button at the bottom of this page or select "Modules" in the Course Menu.

Technology Requirements and Skills

Technology Requirements

Students should verify [computer software and hardware requirements \(https://valenciacollege.edu/faculty/canvas-resources/minimum-technology-requirements.php\)](https://valenciacollege.edu/faculty/canvas-resources/minimum-technology-requirements.php) to ensure coursework can be submitted successfully. Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer is required for this course. Students have free access to computers at all Valencia campuses.

Canvas lists [minimum computer specifications](https://community.canvaslms.com/docs/DOC-10721)  [\(https://community.canvaslms.com/docs/DOC-10721\)](https://community.canvaslms.com/docs/DOC-10721) and [supported browsers](https://community.canvaslms.com/docs/DOC-10720)  [\(https://community.canvaslms.com/docs/DOC-10720\)](https://community.canvaslms.com/docs/DOC-10720) to ensure compatibility. The [Chrome browser](https://www.google.com/chrome/browser/desktop/index.html)  [\(https://www.google.com/chrome/browser/desktop/index.html\)](https://www.google.com/chrome/browser/desktop/index.html) is recommended.

My recommendation: Download three browsers to your computer: Firefox, Safari, and Chrome.


If something does not work on Canvas, try another browser. If the problem persists, contact the help desk.

Important note:

I do not recommend using the Canvas app on your phone, iPad, or other device. The Canvas app does not work fully with the course. Be sure to use a desktop or laptop to access Canvas using a browser.

Many errors and problems students contact me about are caused by using the Canvas app.

Technical Skills


Students should consider the [basic computer skills](https://www.gcflearnfree.org/subjects/technology/)  [\(https://www.gcflearnfree.org/subjects/technology/\)](https://www.gcflearnfree.org/subjects/technology/) needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, and Padlet)
- Internet and library database browsing
- Copying and pasting
- Saving files in MLA format
- Working with attachments
- File management


Canvas 101 (<http://valenciacollege.edu/canvas/canvas101>) is a free self-paced course available for students to learn more about using the Canvas learning management system we are using for this course.

Technology Privacy Policies

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the **Family Educational Rights and Privacy Act (FERPA)** (<http://valenciacollege.edu/ferpa/>), including third-party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.

- **Valencia College's privacy policy** (<http://valenciacollege.edu/privacy/>)
 - **Canvas privacy policy**  (<https://www.instructure.com/policies/product-privacy-policy>)
 - **Technology Privacy Statements**
(<https://online.valenciacollege.edu/courses/178658/files/44340822?wrap=1>)
-

Helpful Technology Links

- Some of you may be eligible for free high-speed internet. Check out this link for more information: **White House Fact Sheet** 
(<https://www.whitehouse.gov/briefing-room/statements-releases/2023/06/26/fact-sheet-biden-harris-administration-announces-over-40-billion-to-connect-everyone-in-america-to-affordable-reliable-high-speed-internet/>)
- If you need laptop-borrowing information for West Campus (other campuses may have different availability), click this link: **Technology at West Library**
(<https://libguides.valenciacollege.edu/WestLibrary/Technology#s-lg-box-27012528>)

Scroll to the bottom of each course page and click the "Next" navigational button at the bottom.

Learn Canvas and Canvas Help




Canvas 101


Students can self-enroll in this free, self-paced course. The course offers students an opportunity to learn Canvas tools through videos, tutorials, and hands-on activities.

Students can earn a series of knowledge badges by completing [Canvas 101](http://valenciacollege.edu/canvas/canvas101) (<http://valenciacollege.edu/canvas/canvas101>).

Canvas Account Settings





Students can review their [Canvas user settings and profile](https://community.canvaslms.com/videos/1074-user-settings-and-profile-picture-all-users)  (<https://community.canvaslms.com/videos/1074-user-settings-and-profile-picture-all-users>).

Canvas Tutorials

For more Canvas help and tutorials, please see the [Canvas Student Guide](https://community.canvaslms.com/t5/Student-Guide/tkb-p/student)  (<https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>).

How-to Video Tutorials

Below you will find video tutorials for frequently used course tools:

- [Assignments Overview](https://community.canvaslms.com/videos/1122-assignments-overview-students)  (<https://community.canvaslms.com/videos/1122-assignments-overview-students>)
- [Assignment Submissions](https://community.canvaslms.com/videos/1121-assignments-submissions-students)  (<https://community.canvaslms.com/videos/1121-assignments-submissions-students>)
- [Calendar](https://community.canvaslms.com/videos/1123-calendar-students)  (<https://community.canvaslms.com/videos/1123-calendar-students>)
- [Communication](https://community.canvaslms.com/videos/1127-communication-students)  (<https://community.canvaslms.com/videos/1127-communication-students>)

- [Discussions](https://community.canvaslms.com/videos/1128-discussions-students) ➞ <https://community.canvaslms.com/videos/1128-discussions-students>
- [Grades](https://community.canvaslms.com/videos/1131-grades-students) ➞ <https://community.canvaslms.com/videos/1131-grades-students>

Canvas Mobile App

If you install the Canvas app on your phone to receive notifications and alerts, do know the app does not offer the full Canvas experience. If you can not access work via the app, log in on a desktop or laptop before contacting the Canvas help desk.

- There are [Canvas Apps for Android](https://play.google.com/store/apps/details?id=com.instructure.candroid) ➞ <https://play.google.com/store/apps/details?id=com.instructure.candroid> and [Apple devices](https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8) ➞ <https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8>.



Getting Help with Canvas

To get assistance with Canvas issues, select the "Help" link in the global navigation menu, lower-left corner of the screen. The "Help" link offers different ways to get help with Canvas, including:

1. Ask your Instructor a Question, which allows users to send a detailed message about your course content.
2. Obtain technical assistance by clicking on Chat with Canvas Support.
3. Call 407-582-5600.
4. Click on Create a Support Ticket, and type in a detailed description of the problem.
5. Explore the Canvas Guides.

See [How can I get help with Canvas as a student?](https://community.canvaslms.com/t5/Video-Guide/Canvas-Help-Resources-All-Users/tap/383450) ➞ <https://community.canvaslms.com/t5/Video-Guide/Canvas-Help-Resources-All-Users/tap/383450> for more information.

To continue through the Orientation, click the "Next" navigational button at the bottom of this page or select "Modules" in the Course Menu.

Student Support Services

Valencia College is committed to supporting students. The college offers various services to meet student needs.

Learning Support Centers

Learning Support Services provides students with academic support through distance tutoring, face-to-face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming, and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide [Learning Support Services LibGuide](https://libguides.valenciacollege.edu/distancetutoring).

<https://libguides.valenciacollege.edu/distancetutoring>

Library

At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA (Modern Language Association) and APA (American Psychological Association) citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs, and streaming videos to support course-related research and other learning needs. View the [Library website \(http://valenciacollege.edu/library/\)](http://valenciacollege.edu/library/) for more information, as well as the tutorials below:

- [How to Connect to the Library Online](http://libguides.valenciacollege.edu/connecting)
(<http://libguides.valenciacollege.edu/connecting>)
- [How to Access eBooks At Valencia Library](http://libguides.valenciacollege.edu/eBooks)
(<http://libguides.valenciacollege.edu/eBooks>)
- [What Is A Database And How Do I Use It](https://libguides.valenciacollege.edu/databasesandarticles)
(<https://libguides.valenciacollege.edu/databasesandarticles>)

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](http://valenciacollege.edu/osd/) (<http://valenciacollege.edu/osd/>) determines reasonable and appropriate accommodations for qualified students with documented disabilities based on the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional, or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

Baycare Student Assistance Services

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program \(SAP\)](http://catalog.valenciacollege.edu/studentservices/baycarestudentassuranceservices/) (<http://catalog.valenciacollege.edu/studentservices/baycarestudentassuranceservices/>) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Brainfuse

Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a backup to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting this [Tutoring Link](https://libguides.valenciacollege.edu/distancetutoring/writing). (<https://libguides.valenciacollege.edu/distancetutoring/writing>)

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