

**Course Syllabus**  
**MAT 0022C – Developmental Math Combined**  
**Spring 2024 - TWK (ONLINE) - CRN – 22360**

**Class Modality:** Traditional ONLINE  
**Class Semester:** Spring 2024 TWK  
**Class Schedule:** 100% ONLINE  
**Class Time:** Asynchronous-Online in Canvas Course  
**Facilitator's Name:** Robert Arciero  
**Contact:** Canvas E-mail

**Course Objectives & Description**

This developmental math course is designed to prepare students for MAT 1033C Intermediate Algebra. Topics include sets, computations with decimals, percentage, integers, operations with rational and polynomial expressions, solving linear equations and simplifying expressions, geometric plane figures and applications, graphing ordered pairs and lines and determining the intercepts of lines. **A minimum final course grade of C (70% or higher) is required for successful completion of this course.** This course does not apply toward mathematics requirements in general education or toward any associate degree.

**Valencia Core Competencies**

This course seeks to reinforce the following Valencia Student Competencies:

- **Think** clearly, critically, and creatively by analyzing, synthesizing, integrating, and evaluating symbolic works and truth claims.
- **Reflect** on your own and others' values from individual, cultural, and global perspectives.
- **Communicate** by reading, listening, writing, and speaking effectively.
- **Act** purposefully, reflectively, and responsibly by implementing effective problem solving and decision-making strategies.

**Valencia Developmental Math Combined Competencies**

Valencia College students are expected to possess and demonstrate the following competencies:

- Operations with Rational and Polynomial Expressions
- Linear Equations with Application
- Introduction to Graphing Linear Equations
- Geometry
- Sets
- Radicals
- Unit Conversion
- Operations with Fractions/Decimals
- Long Division/Multiplication Facts
- Simplifying Algebraic Expressions and Order of Operations

**Technology Requirements**

During this class, you must have reliable access to a working **computer, active internet access, and a fully functional webcam** to successfully be able to access the course materials and complete the computer-proctored testing. **Lack of access to technology will not be considered a valid reason for**

**late submission of assignments.** Below is a list of links to most of the technological requirements for Canvas, Zoom, and Honorlock:

- [Canvas Computer/Browser Requirements](#)
- Zoom
  - [System requirements for Windows, macOS, and Linux](#)
    - [Supported USB HID devices for the Zoom Desktop Client](#)
  - [System requirements for iOS, iPadOS, and Android](#)
  - [Zoom web client](#)
- [Honorlock System Requirements](#) (if you scroll down the page there is a System Check button)

## Academic Requirements

**1) MyLabMath Course ID:** This code is free of charge and is located in MLM Software Registration page in the Week 1 module of the Canvas platform for this course. Your professor can assist you with software registration. **It is critical that the correct Course ID is used** for software registration to ensure that you are registered in the correct course in MyLabMath.

Students will be granted access to the software without paying for a period of **14 days**. After the 14-day grace period expires, access to MyLabMath will be blocked until the student enters a valid access code. Please contact your professor or the Math Lab with any questions or assistance registering your software.

**Students who are repeating this course from last semester and purchased a 2-year MyLabMath access code last semester, do NOT have to purchase a new MyLabMath access code. However, you MUST use the same username/password as you did last semester.**

**Students who are repeating this course from last semester and purchased an 18-week MyLabMath access code last semester, MUST purchase a new MyLabMath access code since access will expire before the end of the class.**

If you experience any difficulties registering your software or have any questions about access, please e-mail your professor using the e-mail tool in Canvas.

**2) MyLabMath software access code\*:** You must purchase a MyLabMath student access kit from either Valencia College's Online Bookstore or from Pearson at [www.MyLabMath](http://www.MyLabMath). **The course CANNOT be completed without an access code since all the procedural homework and testing are only available on MyLabMath.** This course does not have a physical textbook. Instead, this course utilizes an e-Text which is provided as part of the student's MyMathLab online account.

### To Purchase Your Student Access Code

- **Credit Card** – You can purchase your student access code directly from the publisher on the MyLabMath (MLM) learning platform (<https://mlm.pearson.com/northamerica/mymathlab/>). There are two options pertaining to how long you want to have access to the learning platform. These two options are discussed below:
  1. **One Semester Access** – This option costs approximately \$70.00 and is good for one academic semester of access to the course materials. This is a great option if you are sure that you will successfully complete the course on your first attempt. **However, it is noteworthy to mention that if you do not successfully complete the course on your first**

attempt, and you end up having to repeat the course for a second time, you will have to purchase a new access code for your second attempt at the class.

2. **2-Year Access** – This option costs approximately \$100.00 and is good for two calendar years of access to the course materials. The 2-year term would expire exactly two years from the date of purchase. This is a good option if you are not sure if you are going to successfully complete the class on your first attempt. Under this access plan option, you would be able to take the course again without being required to buy another Student Access Code.

- **Valencia Bookstore** – You also have the option of purchasing your Student Access Code from the [Online Valencia Bookstore](#). The following [video](#) will walk you through the process of purchasing your Student Access Code from the bookstore. The only thing that is different when buying the code from the bookstore is that the bookstore only sells 2-year Student Access Codes for approximately \$100.00. You cannot buy the One-Semester Access code from the Online Valencia Bookstore.

#### **X Are You Repeating the Class?**

If you are repeating this class within the last year and your previous class used the same textbook, *Prealgebra & Introductory Algebra*, Martin-Gay, 5<sup>th</sup> edition, you **may** not need to purchase a Student Access Code if you purchased the 2-year code when you originally took the class. *When you register for MyLab and Mastering, if you are not prompted to pay or enter in a code then you fall into this scenario.*

**Everyone can access MyLabMath for FREE for 14 days.** Be sure to order your Student Access Code ASAP and then register your MLM software. Make sure to opt in for the 14-day trial, so you can access the course materials immediately since there are assignments that are due at the end of Week 1. If ordering from the bookstore, do **not** wait until the trial period expires to purchase your access code since you will lose access to the software as you wait for your code to arrive. This will only end up making you behind in the course, leading to stress and frustration, so avoid that by ordering your Student Access Code today!

**3) MAT 0022C Notebook/Portfolio:** A 3-ring binder (3 inches recommended) with 5 subject dividers and pockets. A portfolio is strongly advised since it will provide you with a ready resource of worked problems that can be used as a guide when completing homework. The portfolio cannot be used during any of the Unit Tests or during the Midterm or Final examinations.

**4) Basic 4-function Calculator:** The calculator must be a basic 4-function calculator. A basic calculator will be permitted for all homework assignments, unit tests, and exams, EXCEPT for the content from Chapters 1, 2, 4, and 5. The use of a calculator is not allowed for the homework assignments and assessments for Chapter 1, 2, 4, and 5 (first part of the course). After completion of the introductory content presented in Chapters 1, 2, 4, and 5, the use of the calculator will be allowed.

**5) Honorlock:** This course utilizes Honorlock, an online exam proctoring service, to promote academic integrity during online testing. You do not need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7. After you verify your identity and scan your room, you can begin your exam. Honorlock will record you via webcam, as well as record your screen activity. Honorlock's system also includes a process that can detect inappropriate search-engine use, while protecting the privacy of your personal information. The recorded information will be subject to the

protections of the College's policy on Student Records. Refer to Proctored Exam Requirement section, pg. 6 of this syllabus for more details and links, plus information also in the Canvas course.

### Textbook Resources

*Prealgebra & Introductory Algebra*, Martin-Gay, 5<sup>th</sup> edition. Please note that you have access to the entire book through MyLabMath in the multimedia section. This is included in the cost of MyLabMath software.

### Additional Resources

Valencia College provides many resources for extra help in your courses. Take advantage of these resources.

- **Online Math Lab** (see course links in Canvas)
- **Valencia College Learning Support** <https://libguides.valenciacollege.edu/distancetutoring>
- **Valencia's Math Help 24/7:** [www.valenciacollege.edu/math/liveScribe.cfm](http://www.valenciacollege.edu/math/liveScribe.cfm)
- **Smart Thinking** (accessible through your Atlas account)
- **Khan Academy:** [www.khanacademy.org](http://www.khanacademy.org)

### Class Policies

#### Virtual Classroom

This course is being offered in a traditional online modality, **which means the course does not have a regular class schedule or regular class meetings**. The course is asynchronous, which means students can work ahead of the class on weekly homework assignments and lab activities. However, students cannot complete unit tests or the midterm and final exams ahead of assigned deadlines in the Canvas course. Also, the tests and exams will be completed through Honorlock and will be available for a set period of time (i.e., test window). Students may choose when to test, but they must complete the test during the test window specified on the test assignment page in the Canvas course.

#### Attendance

**This course is a traditional online course and does not have a class attendance or seat time requirement.** Students' grades are not connected to attendance, rather grades are assessed through assignments, discussions, lab activities, and exams only.

#### Communication

Students have a variety of options to contact me for any reason directly related to the course, including requesting additional learning support or instruction. Each option is discussed below.

**E-mail** - Students are invited to e-mail me with any class business or questions, but all e-mails must be sent using **Canvas e-mail only**. The Canvas e-mail tool is located along the left boundary of the course Canvas page. E-mails will be answered within 24 hours during the work week (M – F), and within 48 hours on the weekend (Sat & Sun). **All requests pertaining to missed assignments and grades should be sent via Canvas e-mail.**

**Face-to-Face Student Engagement via Zoom** – Synchronous meetings for one-on-one tutoring with me are available using the Zoom app. If you would like to meet with me on a one-to-one basis, you are encouraged to request an appointment using Canvas e-mail. In the body of the e-mail, include the date and time you are available to meet, the CRN for the math course you are taking, and your name.

## Withdrawal Policy

The deadline to withdraw from class with a grade of “W” is April 5, 2024 (11:59 p.m. ET) for full-term classes. **After the deadline, students will NOT be able to withdraw and will receive the grade earned according to the course grading policy.** Students taking this course for the third time cannot withdraw after the add/drop period (first week of classes) – they must receive an actual grade per state and college policy. **The facilitator does not withdraw students. If a student does not withdraw on their own, then the student will be assigned a course grade in accordance with the syllabus with all missed assignments given a grade of 0%.**

Policy Website Link: <https://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/coursewithdrawal/>

## No Show Reporting Period

Any student who does not complete the introductory activities during the first week of classes (February 12, 2024 – February 18, 2024) will be withdrawn as a “No Show” and will receive a grade of “W” as per college policy. The **introductory activities** will consist of completing the **Week 1 Assignments, which include MLM Software Registration, Week 1 Discussion, & Week 1 Homework in MLM.** Please refer to the Week 1 Module in Canvas for additional information about these assignments. The purpose of these assignments is twofold: (1) it establishes that you are an active participant in the class as required by Valencia College policy, and (2) it gives you the opportunity to self-assess your current math skills and proficiency to help you determine what you need to do to be successful in the course.

## Academic Honesty

Students are expected to complete all course requirements honestly and as directed. Students who do not complete all course requirements honestly will be given an automatic F in this course and could be referred to the Dean of Students for further consequences. This penalty will be imposed, no matter how minor the infraction is, as there is zero tolerance! It is important to follow all posted directions and to take responsibility for your own learning in this course. All testing procedures must be followed. Any student that fails to follow proper testing procedures as prescribed by the facilitator will be considered as cheating, and this policy will be enforced as stated above. Policy Website Link: <https://valenciacollege.edu/students/disputes/academic-integrity.php>.

## Online Conduct

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your facilitator and peers. This requires the adoption of a code of conduct called Netiquette. The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette. Netiquette, while a general term, is complex at specific levels because there are so many kinds of electronic environments, and so many different situations in which we may find ourselves in those environments.

It is our responsibility as a learning community to be aware of our contextual presence as it reflects upon our interactions within that community and ourselves. In order to maintain a positive online environment, we all need to follow the netiquette guidelines summarized below.

*All students are expected to:*

- show respect for the facilitator and for other students in the class,
- 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
- avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

*Students should not:*

- Send messages or comments that are threatening, harassing, or offensive
- Use inappropriate or offensive language
- Convey a hostile or confrontational tone when communicating or working collaboratively with other students
- use all uppercase in their messages -- THIS IS THE EQUIVALENT OF SHOUTING!!!
- Show disrespect for the facilitator or for other students in the class

## Grading Policy

### Category Weights

Categories	Percent Weight
Unit Tests	20%
MyLabMath (MLM) Homework	15%
Lab Activities (worksheet & discussion)	15%
Weekly Class Discussions	10%
Midterm Exam	20%
Comprehensive Final Exam	20%
<b>TOTAL for the course:</b>	<b>100%</b>

### Incomplete Grade Policy

Incomplete grades will not be given under any circumstances in this course. Students having a difficult time completing the course requirements successfully should withdraw from the course prior to the withdrawal deadline (For additional details see Withdrawal Policy section in this syllabus).

### Test Grading Policy

All unit tests and exams for this class will be given using Pearson's educational software and video proctored using HonorLock. Students are allowed two (2) attempts for each unit test, but are only one (1) attempt on the midterm exam and the final exam. Testing is automatically graded by the program, and the grade will be immediately available to students to view. Students are able to review their test submissions after the due date of the test.

### Unit Tests

The unit tests in this course have been designed to assess conceptual understanding, adaptive reasoning, and procedural fluency of the concepts presented in the textbook. The due date for each unit test is provided on the appropriate unit test assignment page in Canvas and again on the assignment page in MyLab Math. All the unit tests are video-proctored through Honorlock and accessed through MyLabMath. Detailed instructions on how to access and take a unit test are provided on the Canvas assignment page for each unit exam.

Unit tests are comprised of 20 questions and have a time limit of 90 minutes. Students are allowed two (2) attempts at each unit test, but both attempts must be completed before the due date of the test or they are lost. Any attempt not completed before the due date cannot be completed for credit under any

circumstances. There are no dropped grades or replaced grades in this course; all unit test grades count towards your overall final course grade, in accordance with the syllabus grading policy.

Unit tests may not be completed late for any reason, **including tech issues**. Any unit test not completed within the availability window will receive a score of 0%. Therefore, I want to discourage you from waiting until the last few hours to attempt your test. Instead, complete the unit test as early as possible, so if you do encounter a tech issue, you have sufficient time to correct the issue and complete the test before the availability windows closes, thus avoiding a score of 0% on the test.

Unit tests are worth 20% of the overall course grade.

### **Proctored Exam Requirements**

This course utilizes Honorlock, an online exam proctoring service, to promote academic integrity during online testing. You do not need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7. After you verify your identity and scan your room, you can begin your exam. Honorlock will record you via webcam, as well as record your screen activity. Honorlock's system also includes a process that can detect inappropriate search-engine use, while protecting the privacy of your personal information. The recorded information will be subject to the protections of the College's policy on Student Records.

To take an online exam, you will need:

- A laptop or desktop computer with a microphone (not a tablet or phone)
- A webcam
- Reliable Internet connection
- Photo identification in the form of a Valencia-issued student ID card or government-issued ID card (i.e., driver's license, passport)
- Google Chrome (Links to an external site.) downloaded (required browser)
- Honorlock Chrome Extension (Links to an external site.) downloaded

**Honorlock support is available 24/7/365. Support access is built into Honorlock in real-time.**

If you encounter any issues during an exam, you can contact support by live chat within the Honorlock window in Canvas, by phone (855-828-4004), and/or by e-mail at [support@honorlock.com](mailto:support@honorlock.com). For answers to common questions on online proctoring, visit the Student FAQ Links to an external site. page or Honorlock's student information website (Links to an external site.). Make sure to leave yourself enough time to address any unforeseen technical or Honorlock issues and still have sufficient time to complete the unit test BEFORE the due date and avoid getting a zero (0%) on the test.

### **MyLabMath Homework**

To maximize your learning experience, lab assignments have been designed to reinforce concepts learned in class and complement your course work. This class has a required lab component, and students should plan to work on the homework for a minimum of 180 minutes per week or whatever is required to complete the assigned homework for each week.

**Textbook Section Videos, PowerPoints and graphics** are prepared by the author of the textbook and offered as learning resources for students' personal educational use. The videos offer a section specific lecture, including worked examples, of the mathematical concepts and properties introduced



in the assigned homework sections, and the PowerPoint and graphics offer additional content specific information, such as step-by-step worked examples. Please note that these electronic materials are subject to copyright, so students may use them, but they should not be downloaded or posted elsewhere, in part or entirety. The videos and PowerPoints are intended as the main lecture portion of this course and should be viewed before attempting the homework assignments. These resources are not graded and are not included in the overall course grade. Please engage in these resources because they are helpful and failure to engage with them can hinder your learning

**Homework Sections** are set for unlimited attempts and only the highest grade will be used in the computation of your lab grade. Students are encouraged to complete all math lab homework assignments in an organized notebook where all work is labeled, numbered, and neatly shows step-by-step solutions. This organization will greatly help you study more effectively. Also, it will help your professor pinpoint any skill gaps and help you improve and better comprehend the math concepts.

Homework should be completed on or before the assignment due date. Late homework can still be completed for partial credit until the final assignment deadline, which is Sunday, December 3, 2023, by 11:59 PM. A 10% Late Penalty will be assessed to all homework sections completed after the original assignment due date. Homework cannot be completed after the final assignment deadline and will receive a score of 0%. The MLM Homework is worth 15% of the overall course grade.

### Lab Activities

**Lab Activities Assignments** are a **mandatory** part of the class that consists of learning activities where mathematics are used to analyze several common real-world scenarios, such as time management or deciding what job offer to take. In these scenarios, students are expected to apply the mathematics they are learning in the classroom to help them gain a greater understanding of the world they live in by analyzing common real-world scenarios. The math lab on your local campus or the instructor on Zoom can assist you with any of the lab assignment activities. To receive assistance from your local math lab, you will have to travel to their location and request help, and to receive assistance from your instructor, you will have to email them using Canvas email and request a student engagement appointment on Zoom.

Each lab activity assignment consists of a worksheet and an online discussion. Both parts of the lab activity must be completed correctly to receive full credit. **This includes showing all of the required mathematical steps, commonly referred to as “your work” to solve each scenario.** The calculations provided in your solution must align with the scenario or it will be considered irrelevant and incomplete. **Failure to show the complete work aligned with the scenario will result in the loss of 50% of points on the worksheet.** Just providing a final answer without any supporting calculations is not sufficient to complete the assignment. **You must show all your work to earn all the points.**

Lab activities assignments should be completed on or before the assignment due date. Late lab activities can still be completed for credit within a one-week grace period which extends for 7 calendar days after the original due date. No lab activity assignments will be accepted for any reason after the 7-day grace period.

Lab activity assignments not submitted before the end of the grace period will not be accepted and will receive a score of 0%. A 10% Late Penalty will be assessed to all lab activity assignments submitted after the original due date, but within the grace period.



Lab activities are worth 15% of the overall course grade.

**Weekly Class Discussions** are posted in Canvas. They are additional assignments where students will participate in a class discussion on a variety of topics, including time management, study skills, testing tips, etc. Students are required to post a response to each discussion prompt AND respond to at least one of their classmates.

All discussion postings are expected to be written with complete sentences, complete thoughts, and college-level writing. Incomplete or unprofessional discussion postings will be unacceptable and will be given a grade of 0%.

Class discussions are worth 10% of the overall course grade.

### **Midterm Exam (1 Attempt Only)**

The midterm in this course is mandatory and can only be taken one time. The midterm will cover chapters 1, 2, 3, 4, 5, 6, and 9. Any student who does not attempt the midterm will receive a score of zero (0%), which will negatively impact their final average in the course. There are no make-up midterm exams.

The midterm exam will be computerized and hosted in the MyLab Math software. The midterm exam is video-proctored using Honorlock. Students will be required to keep their web cameras on and positioned in such a manner that their workspace is in the frame for the entire test. Students are not authorized to use or interact in any fashion with class notes, text books, websites, or people (family-members, friends, enemies, other individuals, etc.) while they are taking the test. Any violation of this policy will be considered as academic dishonesty, and will result in a grade of zero (0%) on the examination and may result in a referral to the Dean of Students for additional action.

There are no dropped grades or replaced grades in this course; all exams count towards your final grade average in accordance with the syllabus grading policy. The Midterm Exam is worth 20% of the overall course grade.

### **Final Exam (1 attempt ONLY)**

The final examination in this course is mandatory and is cumulative covering all course content. The final exam can only be taken one time. There are no make-up final exams or extensions. Refer to the assignment pages in Canvas and/or MyLabMath assignment pages for additional details pertaining to the exam availability window and due date.

The final exam will be computerized and hosted in the MyLab Math software. The final exam is video-proctored using Honorlock.. Students will be required to keep their web cameras on and positioned in such a manner that their workspace is in the frame for the entire test. Students are not authorized to use or interact in any fashion with class notes, text books, websites, or people (family-members, friends, enemies, other individuals, etc.) while they are taking the test. Any violation of this policy will be considered as academic dishonesty, and will result in a grade of zero (0%) on the assignment and may result in a referral to the Dean of Students for additional action.

There are no dropped grades or replaced grades in this course; all exams count towards your final grade average in accordance with the syllabus grading policy. The Final Exam is worth 20% of the overall course grade.

### Grading Scale (Strictly Enforced)

Percentage Scale	Course Grade
90% or higher	<b>A</b>
80% – 89%	<b>B</b>
70% – 79%	<b>C</b>
60% - 69%	<b>D</b>
Below 60%	<b>F</b>

All grades are rounded to the nearest tenth and final course grades are rounded to the nearest percent. Students receive the grade they earn based on the course requirements and percentage grade earned.

**There are plenty of opportunities for success in this course if you take this course seriously, use time management, complete ALL assignments on-time & with earnest effort, and take advantage of ALL support resources. Please do not contact the professor after the final exam to request extra credit points. After the final exam due date, you will receive the course grade you earned!**

### Other Policies & Information

#### Make-Up/Extension Policy

There are no extensions given except for extenuating circumstances with required documentation. Please contact your professor before the due date of the assignment, test, or exam if you have an extenuating circumstance, such as a death in the family, medical emergency, etc. that prevents you from meeting your deadline(s) in this course. Your professor will attempt to accommodate all reasonable requests determined at his sole discretion. **Students having difficulties adhering to due dates or having a difficult time completing course requirements successfully should consider their option of withdrawing from the course prior to the withdrawal deadline.**

Manage your time responsibly and accordingly - - you are better off working well ahead of all posted due dates/times. Anticipate things coming up - - expect the unexpected! Any and all extensions are handled on a case-by-case basis and are given solely at the professor's discretion. **There is no extension for the final exam and there are no extra credit opportunities AFTER the final exam due date.**

#### Calculator Policy

Students are permitted to use a basic 4-function calculator during the class for all homework, tests, and exams with the exception of chapters 1, 2, 4, and 5. Scientific or graphing calculators are NOT authorized for this class. **The use of a cell phone as a calculator is NEVER permitted/allowed. You must purchase a basic 4-function calculator for the course.**

#### Extra Credit Policy

There are only two (2) extra credit opportunities in this class. See below:

- **Practice Midterm and Final Exams** – Students can earn 10 points extra credit onto their midterm and/or final exam grade by completing the practice exams with a score of 70% or greater within the

two weeks immediately before an exam. See Canvas or speak to your professor for additional details.

**Late Assignment Penalty:** Any assignment submitted after the original due date will be assessed a 10% penalty. This penalty applies to Canvas discussions, MLM homework, and lab activities.

### **Technology Policy & Support**

This course relies on the use of technology to aid in your learning. You are expected to check Canvas and your e-mail daily to ensure that you have the most current information. The professor is not responsible for any technical issues regarding a student's personal computer or personal Internet connection.

Canvas Help Desk: (407)-582-5600 or [onlinehelp@valenciacollege.edu](mailto:onlinehelp@valenciacollege.edu)

OIT Help Desk: (407)-582-5555

My Math Lab technical support: The number is 1-800-677-6337 (M-F 8am – 5pm CST)

### **E-mail Communication & Communication Policy**

The professor will only correspond with you through Canvas email only. **Students are expected to check their Canvas email account on a daily basis. The professor may send updates, announcements, changes, etc. to your Atlas e-mail/Canvas without prior notice. Students are responsible for all messages sent out by the professor.** The professor will not correspond with any personal e-mail account, PDA, or cell phone text message. All e-mail correspondence must originate from your Canvas email account. Grades are only discussed by a private Zoom meeting appointment with the professor or via Canvas email. All e-mail by students and the professor should be respectful and professional. Students should identify their name, class that they are in, and a complete message using respectful language, complete sentences, and proper grammar. The subject line is mandatory.

**Valencia ID Card:** It is recommended that all recommends obtain a Valencia Student ID. The ID is free of charge and can be obtained at the Security Office for your home campus.

**Special Accommodations:** Students with disabilities who qualify for academic accommodations must provide a notification to professor by providing the professor with the (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class by Canvas email. The Office for Students with Disabilities determines accommodation based on appropriate documentation of disabilities. Contact information: West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222 Policy Website Link: <http://valenciacollege.edu/osd/>

**Student Resources for Assistance:** Valencia College is interested in making sure all students have a rewarding and successful college experience. Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, relationships, or any other problems associated with school, home, or work. **BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470.** Free face-to-face counseling is also available. **Please contact your counselor as a first resource if possible!**

### **Disclaimer**

Changes to this syllabus, course calendar, evaluation procedures, homework assignments, and/or any other documents may be made at any time. The professor will provide notice of all changes via Canvas announcement or email, so it is the student's responsibility to regularly check Canvas and email.