

This Syllabus is a contract between you and me. KNOW IT, I stand by it. Be aware of late and participation policies.

This is a fully online course requires frequent internet use – **at least 4 days each week.**

**ALL Communication** is through Canvas Messages.



*Before going any further, **YOU** need to determine if an online class a good fit for you.* This course is delivered in less than half the amount of time as a traditional semester. You are expected to complete the same amount of work in less time. All communication & course work is delivered, completed and submitted online. If you do not know foundation principles of writing and research, you will be required to seek assistance from Valencia resources, as I do not have on-campus office hours. If you have not taken an online class before, it may be more work than you expected.

Online classes allow you to complete the work at the time that you want; however, they do not allow you to turn in assignments when you want. Turning assignments in by deadlines is imperative.

**Can YOU** keep yourself motivated? **Can YOU** accomplish the following—on your own?

<b>As an Online Student, YOU MUST...</b>	
<p>... login to Canvas almost daily, to read Canvas Messages &amp; Announcements, to meet 2 due dates a week, and to stay current, communicate, and respond as required.</p> <p>... read assignment instructions <b>at least</b> twice.</p> <p>... read instructions, early enough to complete assignments and turn them in on time.</p> <p>... have assignment questions submitted to me 48 hours before the due date, to allow 48 hours for me to respond to your messages.</p>	<p>... seek assistance and clarification when needed.</p> <p>... seek Writing Center &amp; Library assistance as instructed.</p> <p>... go to the nearest Valencia campus to use the computers available for student use, if necessary.</p> <p>... accept the responsibility of contacting and working with Valencia’s technology support to solve technical issues if needed because this professor is <b>NOT</b> a technology expert.</p> <p>... must <b>NOT</b> expect to be able to turn in late work due to travel unless it is a documented emergency.</p>

**Every student CAN EARN an A! HOWEVER, YOUR SUCCESS** in this class depends on **YOUR** willingness to participate, and **YOUR** ability to read and follow instructions.

“A” & “B” students are consistent; “A” & “B” students start strong, keep up, and turn in assignments on time.

**To earn an A or B you must:**

Proof read your work – exemplary academic writing skills are necessary for teachers.

As a 2<sup>nd</sup> year college course, students are expected to use college level writing & have some experience with research.

Read all instructions, announcements, and Canvas Messages at least twice to understand assignments.

Follow instructions precisely, do not add or eliminate parts to an assignment.

**Late work is not accepted unless you have written proof of an emergency, within one week of missed DUE DATE.**

**Recommended Internet Browser:** Use Firefox or Google Chrome **Do NOT** use Internet Explorer

**Technical Requirements:** Students enrolled in this course are responsible for their own ability to ...


- ◆ access the internet and a computer to complete assignments.
- ◆ know that Smart devices and tablets do not always support all functions of Canvas.
- ◆ submit files using Microsoft WORD documents and PowerPoint, which are available for download in ATLAS.
- ◆ get to a Valencia campus if you need computer or internet, access or tech support.

**Technology Set Up:** Canvas will be utilized for this course. Use information below to set up your computer.

- ◆ Click on <http://blogs.valenciacollege.edu/canvas/students/>
  - TAKE a PICTURE of information on Canvas for Students screen to use if you cannot open Canvas.
  - Scroll down to Technology Requirements, click on Browser Requirements, & complete browser check.
  - Enroll in, and complete Canvas 101. If you have already completed the course, attach the screen shot.

**This Syllabus clearly states my course expectations and policies for students.**  
**Students are responsible for knowing and adhering to this Syllabus.**

## WELCOME TO THE AWARENESS ZONE ...

<p><b>BE AWARE!</b></p> <p>Be <b>E</b>xceptional!</p> <p>Acknowledge <b>W</b>orldviews And <b>R</b>espect <b>E</b>quality!</p>		<p>Professor O's Mission Statement:</p> <p>My goal is to create a safe space for open communication with academic discussions about diversity, inclusion, and equality, as well as, encourage students to use critical thinking as they discover and pursue their potentials for success.</p>
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**Communication for a Successful Semester: Your Success is Important to Me!**

I am available to assist you through Canvas Messages.

It is my pleasure to help you; however, you must help me, help you.

I cannot help you, if I am not aware of your situation.

**Contact me if** you have personal issues affecting your abilities in the class.

**Contact me if** you have a problem opening or finding an assignment or quiz.

**Contact me if** you do not understand an assignment.

**Be specific** with questions. **Do NOT wait** until right before assignment is due, to ask questions.

When you send a message, **allow 48 hours**, for me to respond!

You **MUST** check for and **READ** announcements and Canvas Messages.

I am not usually online on Fridays – **Plan ahead!**

**Academic Writing: You are teachers! Academic writing IS expected! You must proof read!**

Writing standards are specifically outlined in the **ACADEMIC Writing Standards Module** in Canvas. Message clarity is essential. If you do not use college level language, grammar, spelling, capitalization, and punctuation it will lower your grade. Your work will be returned, and you will be asked to seek help in the Writing Center.

Do not use casual—text message style—writing, for professional communication.

This includes assignments, discussions, and communication with professors.

If you do not use academic standards of writing, in this course, your messages will **NOT** be answered (or considered). It will be returned stating: **Proof read please!**

**In other words**, the message will not exist until it is corrected.

**Netiquette:** Online communication requires special attention. Be professional! Do not start with “Hey.”

- ◆ Avoid the use of profanity, vulgarities, or any other inappropriate language.
- ◆ It is not appropriate for students to debate how they want to complete an assignment. Instructions are clear.
- ◆ It is not appropriate to send argumentative & accusatory comments to the professor – who grades your work.
- ◆ Online communication that contains any information that is illegal (e.g., copyright violations, trade secrets, and obscene material), harassing or threatening is not acceptable.
- ◆ Do not post comments that reflect negatively on one's race, gender, religion, sexual orientation, or disability. Any violation of netiquette expectations will be dealt with according to the college handbook.

***This is how we roll... USE the Module Overviews.***

- ◆ I will provide you with all the information you need to succeed in this course.
- ◆ **YOU MUST read this information.** You will not succeed if you do not read instructions and announcements.



- ◆ Assignments are delivered in modules, which are labeled with Module #s and dates.
- ◆ At the top of each module, once it is open, is a **Module Overview** which includes a list of assignments due in the module, and the dates each item is due.
- ◆ Students should print the overview and use it as a checklist to avoid missing assignments.
- ◆ Overviews **do not** contain assignment instructions. Each assignment or quiz has its own set.
- ◆ Assignment instructions are in the modules, in their own links, and need to be opened.
- ◆ **DUE DATES** are Wednesday and Sunday nights at 11:59 pm.
- ◆ Assignments, quizzes & discussions are due on DUE Date listed in Module Overview.
- ◆ The **ONLY** place to find accurate assignment due dates is in each Module Overview.

*We are what we repeatedly do. Excellence, then, is not an act, but a habit. ~Will Durant*

**Late Work is NOT accepted!** If you have an emergency, provide me with written proof of incident for me to consider an extension. This documentation needs to be attached to a Canvas Message within one week of the missed deadline. \*\*\*Not knowing an assignment is due because it was not on the Canvas Calendar is not an excuse. Module Overviews are there to protect you from missing assignments. Use them! (and earn extra credit).

**Assignment Policies:** It is **YOUR responsibility** to turn in assignments **on time** and **according to instructions**.

**According to instructions means ...**

- ◆ Where? Turn assignments in exactly where the instructions state, usually the assignment tool.
- ◆ **AND** in the directed format, document type, or according to template (use template when provided).
- ◆ Students are **REQUIRED** to submit assignments in **WORD** and **PowerPoint** documents. These two programs are available for download, in Microsoft 365.
- ◆ Assignments which are **NOT** submitted correctly **cannot be graded** and will **result in "0."**
- ◆ When **Assignment Format is required**, students will lose 10% of available points if they do not use template.

**Instructions** are provided in each individual assignment, discussion, or quiz.

- ◆ **Most assignment instructions are written as checklists, which are copied into Canvas rubrics.** They explain how each assignment will be graded.
- ◆ Instructions should be printed, to use a check-list, to complete assignments – according to instructions.
- ◆ **Feedback:** It is your responsibility to read my feedback in the “Grade Book,” and on submitted document.
- ◆ When you do not apply feedback to the next appropriate assignment, you will lose more points.
- ◆ You are expected to learn the assigned reading materials to apply to course work and quizzes.

**Assignment Clarification** If you do not understand an assignment, after reading instructions, send me a Canvas Message.

- ◆ **Expect and plan to read information at least twice.**
- ◆ **READ ALL instructions** at the beginning of the module **AND** set aside **enough** time to complete the work.
- ◆ When you do not understand a word or concept in an assignment, look it up.
- ◆ **Do NOT** skim messages, announcements, or assignment instructions as you will miss something worth points.
- ◆ **If you want to succeed, you will:**

**FIRST** read the information **~WORD FOR WORD~** all the way through to get an overview.

**Read information again ~WORD FOR WORD~** to absorb the information.

Then, complete the assignment by following the instructions **~STEP BY STEP.**

**When you have a question** send me a message telling me **~SPECIFICALLY~** which step of the instructions or information you do not understand.

*Students are expected to **follow through** on assistance, & check for my response to turn in assignments on time.*

**Grade Grievances** It is your right as a student to understand why you did not earn points; and instructors make mistakes. If you do not understand your points, or think I made a mistake, please ask me in a Canvas Message, within two weeks of the posted grade.

**AGAIN: “A” & “B” students are consistent; “A” & “B” students start strong, keep up, and turn in assignments on time.** This means it is not appropriate for students to miss work, and then request to make it up later in the semester. When students request to make up work or to “do an assignment over” it is not fair to the students who completed their work on time – and according to instructions. I stand by this! I will not accept late work and “do-overs” because they compromise the integrity of the grade. Students who resist this, and insist they be the exception to the rule, create extra work for instructors and take valuable time away from the students who complete their work as instructed. My priority is for students who complete their work on time. Students who do not follow assignment and grade grievance procedures, will be taken care of when current grading is completed.

*“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.” Maya Angelou*

**Attendance Policies:** Valencia policy allows instructors to withdraw students from class for excessive absence.

- ◆ Travel does not excuse absence, unless for a documented emergency which is excused by me. **Do NOT ask for assignments to be given early.**
- ◆ **Frequent, weekly online presence is expected—required—mandatory.**
- ◆ Online attendance/presence **is tracked** by the amount of time a student spends online, in the course, and when assignments are turned in. Late assignments indicate a lack of online presence.
- ◆ If there is no evidence that you are participating online, you will be considered absent, points will be deducted, and you will be withdrawn from the class.

**Absentee Procedures:** If you do not communicate with me, your late work will not be accepted.

- ◆ **Contact me** in Canvas Messages, to notify me of the reason for your lack of online participation.
- ◆ If you contact me after a deadline, it is too late (unless the emergency happened that day).
- ◆ **Written documentation** of situation must be provided for me to determine if your absence can be excused.
- ◆ **Scan or take a photo** of written documentation and attach it to a Canvas Message; so, I can determine if your homework deadline can be extended.

**Group Discussions:** Proof read your writing before posting. All posts and responses should be 5-10 sentences long. "Hello," "Good job," and similar type comments do not count as a sentence. Discussions allow students to communicate with each other. I do not enter the conversation unless it is necessary. I read and evaluate the discussion posts and responses. **They are evaluated for content, substance, academic writing standards and following instructions.** Each original post is worth 14 points and each peer response is worth 7 points.

**Computer Problems** DO NOT excuse late or incomplete homework.

Students are expected to seek help and solve internet problems using the resources recommended in TECHNOLOGY HELP in Canvas or get to a Valencia campus to use a computer or seek technical assistance.

**Know Your Resources**

**Students with Disabilities** who qualify for academic accommodations must provide notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. It is the student's responsibility to provide this information to the professor. Accommodations are not retroactive. Students who present their accommodation letter to the professor, and ask to receive accommodations for previous assignments, will be denied. OSD determines accommodations based on appropriate documentation of disabilities. For additional information, please go to: <http://catalog.valenciacollege.edu/student-services/office-for-students-with-disabilities/>

**Veterans Services Coordinator:** West Campus-Communication Division is Army Captain and Professor Creighton, aka Mr. C. If you are a past or present military personnel and/or a spouse and would like to chat offline with a fellow vet or find out what resources might be available to you, email him at [jcreighton@mail.valenciacc.edu](mailto:jcreighton@mail.valenciacc.edu), call him at (407)582-5104, or stop by his office - Building 5, Room 122.

**Bay Care Behavioral Health:** Student Assistance Program services are free to all students, 24 hours a day, at (800) 878-5470. Valencia is interested in making sure all our students have a rewarding and successful college experience. Valencia students can get immediate help with issues such as: stress, anxiety, depression, adjustment difficulties, substance abuse, time management, and relationship problems dealing with school, home, or work. Free face to face counseling is available.

**Writing Center:** 407-582-5454 (Building 5, Rm 155) <http://valenciacollege.edu/learning-support/communications/>

**Computer Access Lab:** 407-582-1646 (Building 6, 1st floor of Library) <http://valenciacollege.edu/library/west/cal/>

**Tutoring Center:** 407-582-1633 (Building 7, Rm 240) <http://valenciacollege.edu/learning-support/tutoring/>

**Valencia Library:** <https://valenciacollege.edu/students/library/about/hours.php>

**Online Library APA Resources:** <https://valenciacollege.edu/students/library/mla-apa-chicago-guides/apacitation.php>

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**Transfer Information:** If you are planning to complete your degree at UCF through the Valencia/UCF Direct Connect program, or another college you will need to: 1) Meet with your Education Advisor, Samantha Ramos, to determine pre-requisites, 2) Take and pass the General Knowledge section of the Florida Teacher Certification Exam, and 3) Have a minimum 2.5 GPA to be admitted to a College of Education.

**Complete your Elementary Education Degree on Valencia's West Campus:** Yes. You can avoid traffic, parking fees, and long waits for parking spaces. The same UCF professors who teach on main campus teach on West in classes that are smaller in size. For more information: <http://regionalcampuses.ucf.edu/campus/valencia-west/>

**Your Education Advisor is Samantha Ramos:** She works in the Behavioral and Social Sciences Department. She is YOUR academic advisor, as a student pursuing an A.A. degree in Education. Samantha would love to assist you in course selection, career planning and graduation and transfer planning. She serves as a resource for financial aid, internships, and other questions or concerns you may have as you continue your education here at Valencia. Her office is located in Student Services Building (SSB), Room 110. It is best to schedule an appointment. You can reach her at [sramos55@valenciacollege.edu](mailto:sramos55@valenciacollege.edu), or you can schedule an appointment directly at: <http://whosnext-advising.valenciacollege.edu/index.aspx?a=t3313d>

**Educators Rising:** Educators Rising is a student organization for students interested in majoring in education, as well as other interested students. Professor Paula Da Silva and Samantha Ramos are the advisors for the organization. This is a great way to get involved in campus life AND add to your future resume. Information about meeting dates and other activities will be provided as information is available.

### College Policy and Support Services

**Valencia College Catalog:** is the official document of policies, academic programs, and requirements for students. By enrolling at Valencia, a student assumes the responsibility for becoming familiar with and abiding by, the general rules of conduct. Violation of Valencia policies/procedures or classroom rules may lead to disciplinary action, up to and including expulsion from Valencia. I support and uphold these policies along with policies stated in this syllabus. The **Student Code of Classroom Conduct** (Policy 08-03, section IV), is in the current LifeMap Handbook and College Catalog. Students are expected to respect faculty and each other.

**Withdrawal Policy 4-07** Students who withdraw from class before the **11/22/19** withdrawal deadline will receive a grade of "W." Students are not permitted to withdraw after withdrawal deadline. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Students who withdraw or are withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of W.

**Plagiarism** of ANY kind can result in class failure or suspension. **Academic Dishonesty is prohibited**, and includes, but is not limited to: Plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

**Disclaimer:** This syllabus has been constructed to be as complete as possible, but I reserve the right to alter policies, procedures, assignment DUE Dates and the syllabus as needed  
— with notification to students.

**Please utilize the website regularly as any changes to the syllabus will be posted there.**

### [Valencia College Statements of Institutional Purpose:](#)

**Vision:** Valencia is a premier learning college that transforms lives, strengthens community, and inspires individuals to excellence.

**Mission Statement:** Valencia provides opportunities for academic, technical, and life-long learning in a collaborative culture dedicated to inquiry, results, and excellence.

*"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." Maya Angelou*

### Valencia College Core Competencies for Students:

- ◆ **Think** clearly, critically, and creatively; analyze, synthesize, integrate, and evaluate in many domains of human inquiry.
- ◆ Make reasoned **Value** judgments and responsible commitments.
- ◆ **Communicate** with different audiences using varied means.
- ◆ **Act** purposefully, reflectively, and responsibly.



### Valencia Values:

- Learning:** By committing to Valencia's core competencies – Think, Value, Communicate, & Act – and the potential of each person to learn at the highest levels of achievement for personal and professional success.
- People:** By creating a caring, inclusive, and safe environment that inspires all people to achieve their goals, share their successes, and encourage others.
- Diversity:** By fostering the understanding it builds in learning relationships and appreciating the dimensions it adds to our quality of life.
- Access:** By reaching out to our communities, and inviting and supporting all learners and partners to achieve their goals.
- Integrity:** By respecting the ideals of freedom, civic responsibility, academic honesty, personal ethics, and courage to act.

### *MORE ON WRITING from Dr. Rhonda Atkinson, Education Department Chair and EPI Director ...*

*A teacher's writing must be clear and correct. Proofreading is essential. Why? Newsletters, assignments, feedback on student work, and other written communications are often read and scrutinized by caregivers, administrators, students, and other teachers. Poor writing mars even the best of content and creates a negative impression that can cast doubt on teaching ability. Therefore, excellence in written communication in all forms (discussions, artifacts, other) is required in education courses. If submitted work shows a pattern of writing errors (e.g., run-on sentences, fragments, lack of subject-verb agreement, pronoun-noun errors, errors in homonym use, plural/singular usage and so on), you will get specific feedback on the kinds of errors that were made and a point reduction on the final grade for the work. Again, please proofread before you submit. If you demonstrate significant writing errors, the work may be returned for revision, at the professor's discretion.*

*Please keep in mind that all Valencia campuses have Writing Centers that can help polish writing skills; as well as, free online writing support is available through the SMARTTHINKING link, in the COURSES tab of your ATLAS account. Additionally, there are numerous tools and resources available on the internet that can help you develop writing skills. Word processing programs have built-in grammar and spelling checkers.*