VALENCIA COLLEGE

Enlightenment and Romanticism HUM 2234 & Composition II ENC 1102
LINC 23943 & 14001

Instructors: Professor O’Brien & Professor Levi-Aland

Email: eobrien@mail.valenciacollege.edu & slevi1@mail.valenciacollege.edu

Blackboard: http://learn.valenciacollege.edu

Faculty websites - http://faculty.valenciacollege.edu/slevi1 &

Office Hours:
Professor Levi-Aland – by appointment.
Professor O’Brien – Face to face office hours: Tuesday 10:15-11:15 and Monday and Wednesday 12-2pm and Online/flex office hours (available via email): Tuesday and Thursday 1-2:30pm Monday and Wednesday 2:00pm-2:30 pm and Friday 9-10:00am; 407-582-2496

Online course: Everything takes place online

COURSE DESCRIPTION

Integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion. Covers period from Enlightenment through 19th century, emphasizing emergence of rationalism and modern science and Romantic rebellion. 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 writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

PREREQUISITE:

Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 NOTE: Any student found to lack this prerequisite will be withdrawn from the course without credit or tuition refund.

COURSE OBJECTIVES:

Valencia has defined four interrelated core competencies (Value, Think, Communicate, Act) that are essential for your success as a citizen of the world community. This integrated humanities and literature course is designed to challenge and support you in achieving specific learning outcomes that tie literature and writing and the humanities to your success and well-being.
“Two percent of the people think; three percent of the people think they think; and ninety-five percent of the people would rather die than think.” — George Bernard Shaw —

- Interpret significant works of art, literature, philosophy, or religion of the 18th and 19th century.
- Trace the historical development of an artistic or intellectual element across some part of the 18th and 19th century.
- Integrate the principle artistic, philosophical, and historical elements of a period or phenomenon.
- Argue a point of view, position, or perspective regarding an issue in the humanities.
- Show sensitivity toward different perspectives and cultures.
- Participate in the cultural life of the community.
- Articulate connections between the humanities and my life.
- Collaborate to explore an issue or solve a problem in the humanities.
- Employ effective strategies for learning in the humanities.
- Think: As you engage with the literary texts we will be reading (fiction, drama and poetry), you will be asked to think critically and creatively about them. You will also apply and hone your skills of analysis and synthesis as you evaluate and incorporate material from your experiences and opinions, the original texts, and the literary critiques of scholars, etc.
- Value: Through the process of reading and writing about various literary works, you will gain an appreciation of a variety of literature. Through online class discussion and writing, you will also gain an understanding of and an appreciation for the opinions of others (peers, critics, etc.). You will also gain an appreciation for the strengths of literary characters, others and yourself.
- Communicate: Through online discussion, you will engage in thoughtful dialogue with your peers and instructor about the various texts we will read as well as yourself and character analysis. You will also express your opinions and integrate the opinions of others into your writings and share these with your peers. You will communicate your research findings in a written presentation. By doing so, you will enhance your learning and that of others.
- Act: You will take personal responsibility for your own learning, work, collegial attitude, and behavior and participate fully and to the best of your ability in the learning environment.

The work of this course — reading, writing, online lecture and discussion, group work, and other learning activities — is designed to help you develop your mastery of these core competencies. Because of what you learn in this course, you should be better able to: engage in intelligent and informed dialogue about issues of culture and value in your life; seek experiences that enhance the pleasure and meaning that you find in your life; seek truth with commitment, open-mindedness, and critical tolerance for the beliefs of others and yourself.

“There is no way to write unless you read, and read a lot.” — Walter J. Ong

**TEXTBOOKS**


**COMP II -** RECOMMENDED *The Norton Introduction to Literature Shorter Ninth Edition,* Authors: Alison Booth, University of Virginia, J. Paul Hunter, University of Virginia Kelly J. Mays, University of Nevada, Las Vegas, ISBN: 0-393-92615-X

SUGGESTED: *Quick Access* by Lynn Quitman Troyka and Douglas Hesse, 5th or 6th edition
Links to selected short stories, poems and dramas, and assorted handouts – See Blackboard9 for those.

“... I don’t believe that we can write any kind of story without including, whether we intend to or not, our response to the world around us.” – Madeleine L’Engle

REQUIREMENTS

• See Style Information below & the Style Sheet for written requirements.
• Intellectual honesty – Students are required to submit their own work. You may quote the writings of others to illustrate your own ideas so long as you provide citation information/attribution. You may NOT reproduce material from the Internet and/or any other source and submit it as your own. Students whose work is suspected of plagiarism will have that work returned to them so they can properly cite their sources. If the work is a confirmed case of plagiarism, the assignment will be returned for no credit. See Special Note on Plagiarizing & Academic Dishonesty.
• All assignments are due on Eastern Standard Time (EST).
• Orientation – your orientation is the completion of the first week’s assignments. This is your Welcome Module, Practice Quiz, Practice Submission, and Welcome Post (one post is due in ENC and one is due in HUM). This is due on January 12th at 8:30pm EST
• Please note things are due in both your English and Humanities course. You need to use both courses on Blackboard to be in both classes.
• Late work – Assignments need to be submitted at the time specified on the individual assignments. For every day that an assignment is late, it drops a letter grade. Each assignment has a cutoff date of three (3) days, except in the case of extreme emergencies (such as hospitalization, death in the family, with appropriate documentation) no assignment will be accepted after the 3rd day. After the last day of class, April 20th, no assignments will be accepted. See the Special Note about Computers as well.
• The deadline for the research paper, midterm, and final are absolute. Do not even ask for an exception or extension. Late research papers will not be graded.
• When we roll over a previous class to the new term, we try our best to fix all the dates, but should you find one that does not match the course outline or our term, please let us know so that we can correct it. We appreciate your extra set of eyes and help!
• Links – We do our best to keep current links, but if one is broken please let us know. There are so many that it is hard to check each one to see if it is down. Again, we appreciate your extra set of eyes and help!
• The last week of our class (April 14th – April 20th) is the last week to ask any questions about your grades in the course. You need to check the grade books (see notes) throughout the semester.
• You are 100% responsible for keeping up with everything in this class. Therefore, it will be to your advantage to attend class by logging on regularly, participating fully, and completing all assignments on time. Check your grade on the grading systems, keep in contact with your group, fill us in if you are sick or have an emergency as soon as possible.
ATTENDANCE AND PARTICIPATION
Your success in the class depends on your participation and interaction with this course through Blackboard. This course is based on class discussion, participation, and interaction. We expect you to login to Blackboard at twice (2 times) a week to participate in discussions, check assignments, take quizzes and work with fellow students. If you do not check Blackboard at least twice (2) a week, it will negatively affect your participation grade. If you do not login to Blackboard by January 12th, 2013 by 12pm you will be considered a “no show.”

It is impossible to pass this course without consistent participation; consequently, if a student wishes to withdraw from the course at any time during the semester, it is her/his responsibility to do so.

While this course is an online course, there are still about 4 hours of work that needs to be completed each week. The beauty of an online course is that you can complete it at 3 o’clock in the morning in your pajamas if you like, but there is still work to be done (readings in your text, online course modules, assignments, quizzes, discussion, group work, etc). You will have the opportunity to work as far ahead as you would like but you must still respond to online posts from other students. We want everyone to feel like this is a journey with others, not just a solitary trip. We (your professors included) will learn so much from everyone else through the discussion boards and assignments, it is vital that you participate.

Please remember to keep your comments respectful, clean and acceptable, as if you were in a traditional face to face classroom. See the Reminders Sheet.

“Focus on the journey, not the destination. Joy is found not in finishing an activity but in doing it.” ~ Greg Anderson ~

Important Notice: Your instructor is NOT technical support. If you are experiencing problems with Atlas, Blackboard, etc. you will need to contact the appropriate department: (407)582-5600 or onlinehelp@valenciacollege.edu. The ATLAS help desk phone # is (407)582-5444.

You can be withdrawn if you do the following:

- Do not complete the mandatory orientation activities: Syllabus quiz, and online introduction posting, and practice submission
- Fall two assignments behind- includes essays, discussions, etc.
- Fail to respond in our attempts to contact you

STYLE INFORMATION
Please remember that your submissions are college-level material and should conform to the following:

- When submitting assignments, they must be uploaded to Blackboard in Microsoft Word (.doc, .docx) or rich text format (rtf) and formatted as follows:
• The entire paper should have one-inch margins and be double-spaced using size 12 Times New Roman font.
• are proofread for grammatical and mechanical (spelling, capitalization, and punctuation) errors
• The student’s name, class information, and the title of the paper should be in the upper left-hand corner.
• Page numbers should be placed in the upper right-hand corner.
• Adherence to these format requirements will affect the grade.
• All sources must be documented according to MLA standards.
• Suggestion: Always make and keep a back up copy of each paper that you turn in. You can toss it after you get your graded final back.

The following information should go in the upper left corner of the page

Your name
Course and Section Number
Instructor’s Name
Assignment
Date

All pages thereafter should look like this:

Last name   page#

NOTE: Papers that do not conform to any of the syllabus guidelines, will not be accepted and must be resubmitted with corrections and will be counted as a late assignment.
BLACKBOARD & ATLAS POLICY

In order to minimize the risk of computer-virus transfers, we prefer to communicate with students via the student's Atlas or Blackboard account.

We check our emails once a day Monday through Friday and once over the weekend (normally before 8pm in the evening). We will respond as promptly as possible to your email. We check our Atlas and Blackboard email at the same time. Please send an email to only one of the two, not to both. If you send a message to either Atlas account, please include the course name and section in your subject line (we both get a lot of spam and cannot guarantee that your email will not be deleted if the subject is not clearly from a student). See the post on the discussion forum about emailing your professor.

If you have a humanities question – please email Prof. Levi-Aland.

If you have a composition question – please email Prof. O’Brien.

If you are experiencing technical difficulties (anything from a document not loading properly to issues logging in) with Blackboard please contact the help desk at online@valenciacollege.edu or by calling (407) 582-5600 (available 24/7). We can only help with content not with technical issues. If you are having difficulties with Atlas, please contact (407) 582-5444.

*Please regularly check your atlas account for excessive absence notices, grade warnings, instructor emails, etc. *

* Please check Blackboard at least twice a week to make sure you are up to date on all course information. Remember, this is a required part of your grade.*

SPECIAL NOTE ABOUT COMPUTERS

Even though computers and word-processing software are marvelous time and energy-saving devices, they can and do cause problems with the production of your documents. Please be aware that a broken or ill-functioning computer, or the inability to retrieve, produce or submit your assignments from a computer will not be accepted as a valid excuse for a document that is submitted late. We advise you to save all your documents to all of the following: a CD, or a flash drive and your hard drive. We highly recommend that you submit items earlier than the deadline, waiting until the last minute and having a technical problem will not excuse you from a test, quiz, project, or paper.

*To err is human - and to blame it on a computer is even more so.*

~ Robert Orben ~
SPECIAL NOTE ON PLAGIARIZING:
All plagiarized homework assignments or essays, whether intentional or unintentional, will receive a “0”. You are responsible for making sure that your work is not plagiarized. Oversight on your part will not be accepted as an excuse for plagiarism. All students need to complete the plagiarism test that is available at the following website. You can retake the test until you pass with a perfect score. Once you pass the plagiarism test, you will be allowed to print out a certificate stating that you passed the test. You will need to turn this completed certificate into the professor. http://www.indiana.edu/~istd/test.html

This is due January 26th, 2013 at 8:30pm. You can turn it in earlier at any point in the semester. There is a post on your ENC discussion board that you will use to turn in this assignment. Please copy and paste the completion certificate in the post or attach a document with the completion certificate. Please note – each certificate is given a unique ID number – do not try to copy and paste someone else’s certificate.

WITHDRAWAL FROM THE CLASS
Notice to Students Seeking to Withdraw from a Course(s)
Before you withdraw from a course, you should be aware that course withdrawals:
• Will increase the cost of your education • May affect your financial aid status
• May affect your transfer grade point average • May result in your having to pay the full cost of instruction fee to retake the course • May affect your anticipated graduation date
• May result in your being denied access to limited access programs
• May affect your eligibility for the Honors Program
• May affect your immigration status if you are attending Valencia on a nonimmigrant visa
• Will result in your required repayment of course fees paid by a Bright Futures scholarship.

To withdraw from a course(s) you must access registration on Atlas. Each term you are required to withdraw prior to the Withdrawal Deadline. The Withdrawal Deadlines for each term are published in the Academic Calendar in the online official catalog. All requests for withdrawals must be submitted by 11:59 p.m. on the Withdrawal Deadline date.

Before you withdraw:
• Talk with your professor to discuss your progress in the course (you should be checking your grade throughout the semester)
• See a Student Services staff member to discuss how a withdrawal will affect your career and education plans and/or the status of your financial aid

Conditions That Apply to a First or Second Attempt in a Course On or Before the Withdrawal Deadline:
During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

Following withdrawal, you may, with the professor’s approval, continue to attend the course for the remainder of the term.

After the Withdrawal Deadline:
A student is not permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy in which case you
will receive a grade of “W”. If the professor does not withdraw you, your grade will be what you had earned.

Withdrawal date: March 22nd, 2013.

HUM 2234 SPECIFIC COURSE COMPONENTS:

TESTS (20% total):

There are two (2) tests in this course. They are based on your Test Study Guides (all of the material will come from your readings and modules). There will be matching, multiple choice, multiple response, and true/false. The test will be taken through Blackboard (meaning they are open note tests). Your last exam is your final, please see the Course Schedule for the due date and time. It is not cumulative. Students not taking the final exam will receive a zero (0) for that assignment and that zero will be factored into their grade.

“I didn’t fail the test, I just found 100 ways to do it wrong” ~ Ben Franklin ~

Your last exam is your final, please see the Course Schedule for the due date and time. It is not cumulative. Students not taking the final exam will receive a zero (0) for that assignment and that zero will be factored into their grade.

* Your tests are available online for at least 7 days before they are due. All tests must be taken on or before dates & time due. No makeup tests are available without explicit consent of instructor which will only be granted in case of documented extreme emergency. Make up exams are only allowed in extreme emergencies with proper documentation (for example, death in the family during exam availability, hospitalization during exam availability, hurricanes, etc.). *

*If you have a concern about a question on the test, you need to email me the exact text of your test question (you can copy and paste from the “test review” view). Test questions are pooled from a large test bank, so I need more specific information. You only have two (2) days from the original due date of the exam to ask any questions. *

DISCUSSION WORKSHEETS (20% total):

There are 3 primary source worksheets. These are critical thinking prompts based on the readings from the period. After doing the assigned reading, type your responses to the critical thinking prompts provided on the handout. You do not have to answer all of them. I want your opinion of the piece and its impact on you. These will be turned in through WebC6T and need to be a minimum of 250 words.

“Write to be understood, speak to be heard, read to grow...”

~ Powell ~
18th/19th CENTURY READING LOG (15%)

This is the guide that will be completed for the book you will be reading during the course of the semester (see the 18th & 19th Century Book List). The guide asks questions that encourage critical thinking of the text. Whichever novel you choose, will be the same one you use for your Movie Log and your Research paper in COMP II.

“Those who do not read are no better off than those who cannot.” ~ Proverb ~

ONLINE PROJECTS (30%)

There are a variety of projects that will be done throughout the class to allow you to critically think about topics in a way other than traditional paper writing.

“Everything is simpler than you think and at the same time more complex than you imagine” ~ Goethe ~

- **Modules** – These are my lectures for the course. They form the basis of the class. They will cover in depth a topic that this course highlights. When I ask you to complete a module, I am asking you to thoroughly read it (just as you would if it was a lecture – take notes, print it out, whatever study method works well for you). Utilize all the links provided in the modules (they are not just for my benefit, but will enhance your learning experience). Your tests will contain information from these modules.

- **Discussion Board Post Questions (DBPQs)** – There are thirteen (13) discussion board post questions in this course. You only need to complete eleven (11) of them, so you can skip two (2) questions if you would like to (or I will drop your lowest DBPQ scores). No late DBPQs are accepted as I give you two freebies. If you do all 12, there is not extra credit, but I will be impressed ☺. These are guided questions based on articles or course readings that will provide the bulk of our “classroom” discussion. You will need to write a thoughtful response to the question. Feel free to include outside references for your answer (outside of your text and the module/section reading). You will be graded on your thoroughness and critical examination of the topic. Each DBPQ lists exactly what I am grading you on, be sure to read the entire post to make sure you completing each element.

- **Group Project Work** – This is an opportunity for you to get to know a couple of your other students really well and foster a group atmosphere to the online classroom environment. This is not meant as torture or to penalize you in any way if other members of your group do not do the work. These are just fun postings and other enhancements to the general class. See the Online Group Project Handout for more information.

19TH CENTURY MOVIE LOG (10%):

You will watch one movie from the list of novels/films on the 18th & 19th Century Book List (readily available from Blockbuster, public libraries, Net Flicks and Valencia’s library) and answer the questions on the 19th Century Movie Log Handout. Remember, the film you choose is
based on the novel you read for your 19th Century Reading Log, there are several versions for each novel.

“Work and play are words used to describe the same thing under differing conditions” ~ Mark Twain ~

PARTICIPATION & OTHER (5% total):

As stated earlier, your participation is an essential element to this class. This portion of your grade will include the frequency and completeness of your posts, class work, and module (section) completion. Any other assignments will fall under this heading.

“The world is run by those who show up.”

~Anonymous~

GRADING SCALE

The class is on a percentage system with:

90-100% = A
80-89% = B
70-79% = C
60-69% = D
59% and below = F

You can check your grade at any point during the semester at http://www.mygradebook.com. The login information has been emailed to your Atlas account the first week of class. I will grade & post those grades (on mygradebook.com) about 1 to 1 ½ after the date they are due, unless otherwise noted. Please give me that week and a half; I will need to have the time to grade your projects and discussions. It is your responsibility to check your grade throughout the semester – you are responsible for how you are doing in the course. I ONLY use this system for grades, not the GradeCenter or My Grades tool in Blackboard.

COMPOSITION II COURSE COMPONANTS

GRADING: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F 59-0
A student's grade will be based on the total of essay grades, discussion posts, online presentations and examinations. APPROXIMATE Total possible points: 680-780.

NOTE: Unless otherwise specified all assignments are due by 8:30 pm EST on the due date. Since this is an online course, the majority of your writing will be done in the discussion forum. However, you will be writing an essay, a full research paper, a midterm/ second “essay” – card report, final and a poetry project – paper and presentation.

MIDTERM/FINAL - A card report is a type of short essay response type writing. Details to come. Students not taking the final exam will receive a zero (0) for that assignment and that zero will be factored into their grade.
Essays: Each student is required to write two literary essays. Each essay is worth **100 points each** for a total of **200 points** toward the final grade.

Poetry Project and Presentation: Each student is required to complete one poetry project. The project will be worth approximately **50-100 points** toward the final grade. You will select a Romantic period poem by Keats, Shelley, Worsworth, Coleridge or Byron and complete a poetry posting and respond to a classmate’s poetry posting, which gives your interpretation of the poem and insights into the author and time it was written. See assignment description for more details.

Online Discussions: Each student is required to post responses during the online discussion period. Because of their interactive nature, they cannot be accepted late. When I assign a post, a point value will be assigned to it as well. Posts will comprise approximately **150-300 points** of the final grade. There will usually be an initial posting due by midweek and a final/response posting to a classmate or more due by the end of the week. Check each discussion posting for specific due dates/times. Those given in course calendar are approximate.

Presentations: An online presentation of your final paper will be required of each student, which will account for approximately **50 points** toward the total grade.

Research Paper: This paper & research is based off the book you choose for the 19th Century Reading Log & 19th Century Movie Handout from HUM 2234. Each student is required to write a research paper using at least 3 - 5 sources and formatted according to MLA documentation standards. This paper is worth **100 points** (A-F) of the final grade.

There will be some additional points for submitting drafts of outlines and works cited pages.

You may also complete a topic and summary posting of your paper for your classmates and will respond to their postings. Points for these TBA.

Midterm Exam: Each student must complete the midterm exam. It will include short answer questions. The exam is worth **130 points** toward the final grade.

Final Exam: Each student must complete the final exam. It will include short answer questions. The exam is worth **50 points** toward the final grade. Students not taking the final exam will receive a zero (0) for that assignment and that zero will be factored into their grade.
Grading Scale: A=100-90, B=89-80, C=79-70, D=69-60, F=59-.

Possible Points/Grades: Writing Assignments/Essays: 200 Midterm Exam: 130
Final Exam: 50 Research Paper: 100 Research paper presentation: 50-65
Attendance & Participation, Discussion posts: approx. 150 Poetry project: 50-70

Course Organization:
This course is broken up into modules - Short Story, Poetry, Research and Drama. There is also a Start Here course orientation module.

Participation & Attendance, Class work, Discussions, and Quizzes: Approximately 700-1000 points

- I use Microsoft insert comment or colored underlining/highlighting to highlight errors and to grade and email back your essays. I use Blackboard’s My Grades tool to keep track of your grades. Please check this regularly to know your standing in the class and email me if you ever see a mistake. Note: It is your responsibility to check your grades. I will not email out grade or failure warnings. The grade center is always available. Do keep in mind that until a zero is entered in the grade book your grade may appear higher than it will be once the zero is entered if you did not submit an assignment.

Discussion Forum: As part of your participation grade, you will take part in a Blackboard discussion forum. This is a place for you to share and exchange ideas with your classmates about our readings. The following standards must be followed when participating in the literary discussion forum:

- This forum is an additional learning resource in our class. You may include social niceties like “Hi”, “Hello”, “How are you?” but a discussion of your weekend and social life is not appropriate.
- Please follow Internet etiquette (netiquette). Do not type in all caps (shouting), be excessively sarcastic (can be misunderstood), and remember to put your name at the end of your posting.
- Post your responses to the prompts under the thread of the prompt or question.
- Questions about due dates, assignments, etc. do not count as posts.
- While postings will be graded mainly for content, please remember spelling, grammar, etc. when posting.
- Inflammatory, rude, or pointless postings will result in an individual email from me addressing what I see as an inappropriate use of the forum.
- Do not forward jokes, urban legends, or virus rumors to the forum.
- Deadlines for postings will be listed in the discussion prompt.
Example Evaluation for Postings:

- **Excellent:** Substantial, on topic, thought provoking: full points (for example: 15/15 points)
- **Missing one of the above:** minor reduction in points (12/15 points)
- **Missing two of the above:** further reduction in points (10/15 points)
- **Irrelevant (off-topic), or no posting:** 0 points

You should check your Blackboard messages email and discussion forum frequently for messages. Failing to check e-mail messages will NOT be accepted as an excuse for late work.

Please see the handout **Comp II Grading Rubric** for specific details on how your essays, discussions, and all other items will be graded for this class. It is YOUR RESPONSIBILITY to review this before starting your assignments.

**STUDENT CONDUCT**

Valencia Community College is dedicated to the advancement of knowledge and learning as well as the development of responsible personal and social conduct. By enrolling at Valencia Community College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. For further detail, refer to the Student Code of Conduct in the current Valencia Student Handbook.

Respect is a necessary part of this class, disrespect to the instructor or fellow students will not be tolerated. The full policy is available in your Student Handbook.

**ACADEMIC DISHONESTY (Policy Number: 6Hx28:10-16)**

All forms of academic dishonesty are prohibited at Valencia Community College. Academic dishonesty 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.

All work submitted by students is expected to be the result of the students’ individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the students’ individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of “F” in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.

Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension and/or expulsion from the College.

The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13 or 6Hx28:10-15 as determined by the nature of the action taken.

**NOTE TO STUDENTS WITH DISABILITIES:**

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (Winter Park Campus, Room 212, (407) 582-6887).
*We ask that you follow college policy relating to children on campus. Please make arrangements for childcare outside of classrooms or labs. *

*Please make note of evacuation route from your classroom in case of emergency. Interpret all audible alarms as valid and act accordingly.

**No Show Status**
Class attendance is required beginning the first week of the term, this will be determined by the taking of the practice quiz, submitting the practice assignment, posting to the Welcome Post, reading through the Welcome Module, and your first logging in to Blackboard. If you do not attend class during the first week (by January 14th at 12pm), you may be withdrawn from the class as a "no show". In this event you will be billed for the class and a "W" will appear on your transcript for the course.

**NOTE:** The Syllabus & Course Schedule may be altered, at the instructors’ discretion, during the course of the semester. Students are responsible for informing themselves of changes announced in class. A copy of this syllabus will be available online. If you lose it, the information is still your responsibility, make sure you get another copy.
Withdrawal policy

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline of March 22nd, 2013. A faculty member will withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.” Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date. Review the complete policy at http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75.

Office for Students with Disabilities disclaimer

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (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. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

Student assistance program information

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) 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.

Links to the College Catalog, Policy Manual, and the Student Handbook

College Catalog - http://www.valenciacollege.edu/catalog/ (includes a full description of all VC policies)
Student Handbook - http://valenciacollege.edu/studentdev/CampusInformationServices.cfm

Important Dates for your other classes

- TWJ Term: Classes begin 8/27. Classes end 11/5. Withdrawal deadline for W grade is 10/12. Final Exams held on last class period.
- TWK Term: Classes begin 10/03. Classes end 12/16. Withdrawal deadline for W grade is 11/16. Final Exams held on last class period.

College Closed (On site Credit Classes Do Not Meet):

- Sept 3 - Labor Day
- Oct 11 - College Day - East Campus/ West Campus/ Winter Park
- Nov 21 - 25, Thanksgiving Holiday
- See College calendar for important dates and final exam schedule at http://valenciacollege.edu/calendar