

## Basic Course Information

Semester:	Fall 2017	Instructor Name:	<b>Dr. Javier Rangel</b>
Course Title & #:	Span 100	Email:	<b>Javier.rangel@imperial.edu</b>
CRN #:	10411	Webpage (optional):	<b>SEE BLACKBOARD</b>
Classroom:	313b	Office #:	<b>1711</b>
Class Dates:	13 FEB 2017 to 09 JUN 2017	Office Hours:	<b>M-TH 1-2PM</b>
Class Days:	Tuesday/Thursday	Office Phone #:	<b>760.355.6442</b>
Class Times:	0200-0430pm	Emergency Contact:	<b>760.355.6337</b>
Units:	5		

**CONTACT:** My office is located at #1711. The best way to contact your profesor is by email: [Javier.rangel@imperial.edu](mailto:Javier.rangel@imperial.edu). The second best way is by phone: 760-355-6442. You may also see me during my oficial office hours, or by appointment. When leaving a message, please identify yourself and the course in which you are enrolled, and provide a brief description of issue of concern.

**NOTE:** I will answer your messages within 24 hours, if messages are sent Monday through Thursday. Messages sent over the weekend (Friday, Saturday, and Sunday) will be answered on Monday morning.

<b>Last Date to Add:</b>	26 AUG 2017
<b>Deadline to drop WITH "W":</b>	04 NOV 2017
<b>Census Date:</b>	28 AUG 2017

## Course Description

The beginning Spanish course is based on a contrastive analysis between Spanish and English and is designed to develop in the English-speaking student rudimentary abilities in the four basic language skills: hearing, speaking, reading, and writing. The main emphasis is on the present tense of both regular and irregular verbs. The student will be familiarized with those features of Hispanic culture which reflect the different frame of reference from which the native speaker of Spanish views the world. The class is conducted in Spanish. (CSU,UC)

**Prerequisites:** The student must be able to speak and read English. **Not open to students with native ability in Spanish.** (If you are a Spanish Speaker at any level, See SPAN 220/Formerly SPAN 20A. Spanish 100 is not designed for heritage speakers of Spanish). **IF YOU ARE A SPANISH SPEAKER AND NEED TO LEARN ABOUT**

**ACCENTS, TENSES, VERBAL MOODS, OR NEED WRITING PRACTICE. PLEASE REGISTER FOR SPANISH 220, OR CONSULT YOUR ACADEMIC ADVISOR. THIS COURSE IS NOT DESIGNED FOR SPANISH SPEAKERS.**

For additional oral practice, concurrent enrollment in SPAN 113 (Formerly SPAN 5A) is recommended.

### **Student Learning Outcomes**

#### **STUDENT LEARNING OUTCOMES:**

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Research historical or cultural information about a Spanish-speaking country and prepare an oral and/or written presentation. (ILO1, ILO3, ILO4)
2. Organize information about a historical or cultural aspect of a Spanish-Speaking country for a written or oral assignment. (ILO1, ILO3, ILO5)
3. Successfully communicate at the novice/elementary level a personal event in the present tense. (ILO1, ILO2)
4. Describe basic daily life situations using correct grammatical structures, vocabulary and idiomatic expressions. (ILO1)
5. Assess the content and meaning of written Spanish both orally and in writing. (ILO1, ILO4, ILO5)

### **Course Objectives**

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate knowledge of the Spanish sound system.
2. Use the Spanish writing/spelling system with its diacritical marks, especially the accent.
3. Practice receptive skills through coordinated written and spoken material.
4. Practice productive skills, by repetition, use of cognates, and real-life situations appropriate to the university level.
5. Demonstrate knowledge of grammar to allow for communication from controlled use of language forms to open-ended communicative activities.
6. Demonstrate knowledge of the language skills in speaking, listening, writing, and comprehension according to the American Council on the Teaching of Foreign Language Proficiency Guidelines.
7. Identify the varieties of Spanish and its speakers through recordings, maps, and videos

## Textbooks & Other Resources or Links

### Textos:



### **¡Anda! Curso elemental**

Second Edition

by

Audrey L. Heining-Boynton  
Glynis S. Cowell

To enter this site, select a chapter from the “Jump to...” menu.

WITH PASSCODE.

**Textbook Website: CLICK MY\_SPANISH\_LAB link ON BLACKBOARD.**

REGISTRATION INSTRUCTIONS: STUDENTS MUST REGISTER VIA BLACKBOARD.

NOTE: YOUR INSTRUCTOR WILL NOT PROVIDE YOU WITH A Course ID #

**\*Traiganlo siempre a la clase/Bring it to class every day. It will be impossible for students to pass this class without the textbook material; book and pass code, that is.**

**ATTN: THIS COURSE WILL USE THE INTERNET EXTENSIVELY.**

- Spanish/English Dictionary

<http://www.spanishdict.com/>

(RECOMMENDED)

**STUDENTS MUST PURCHASE THE TEXTBOOK WITH PASSCODE IMMEDIATELY (BOTH ITEMS ARE REQUIRED)**

**COSTUMER SUPPORT:**

<http://247pearsoned.custhelp.com/>

(everytime you speak with customer support request a ticket number)

**NOTE: YOUR INSTRUCTOR IS NOT A COMPUTER OR INTERNET EXPERT.**

### **Course Requirements and Instructional Methods**

**HOMEWORK:**

**The Student Activities /Workbook are to be done online (Lecciones 1-5 including “preliminary” ) and should be kept up to date by every student. You must complete assigned workbook activities online in order to get credit. They are due on exam days -unless assigned otherwise. If you have a problem or issues with use of technology in the classroom, please take a class that do not requires students to do their homework online.**

You must do all workbook activities assigned in order to get credit. Submit homework on time. The workbook activities are to be done online before every class. The due date will be on the day of the exam, usually. We will cover Preliminary lesson + **Lessons 1 through 6 of the text and workbook.**

**No late homework will be accepted.**

NOTE: I may track your progress online any given day. Neither absence nor tardiness will be considered an excuse for missing assignments, incomplete work, or quizzes. **You are responsible for the work missed during your absence.**

**Ask a fellow student for information about missing work, or Check “Reading/Assignment Schedule” for assignments missed in BLACKBOARD.**

**IF YOU ENCOUNTER TECHNICAL PROBLEMS IN “MYSPANISHLAB” PLEASE CONTACT COSTUMER SUPPORT. YOUR INSTRUCTOR CANNOT HELP YOU WITH TECHNICAL ISSUES.**

**Also note: when doing homework and taking exams, you are to save your answers constantly, every 30 sec. or so, in case there is a system disconnect. If you lose your data, you will have to submit your answers again. That may also means that you will have to start over again from the beginning.**

**ORAL MIDTERM:** Your midterm will consist of a short (5 minutes) oral interview in Spanish with your instructor. The oral interview will take place during class time. SEE SCHEDULE for exact date.

Questions for this interview will be based on chapter topics covered so at that point. Students are expected to include vocabulary, grammar, idiomatic expressions, and cultural information learned.

**No note reading during interview. Instructor may elaborate ask students to elaborate on their answers. ORAL PRESENTATION:** During **the last week of instruction ( MAY. 29<sup>TH</sup> TO JUNE 2<sup>TH</sup> )** you will deliver an oral presentation. This is done in front of the instructor not in front of the class. The topics will be assigned **in class**.

The oral exam will be graded on the student's ability to communicate effectively in a conversational situation **IN SPANISH**.

Presentations will be graded on content, preparation, creativity, vocabulary, fluency, pronunciation, and ability to communicate in the **target language**.

More information regarding this exam will be provided by the instructor later.

The oral presentation topic must be about a Spanish speaking country: its history, culture, or society.

**WRITTEN EXAMS (EXÁMENES):**

1. There will be **six (6)** EXAMS to be programmed through our **MySpanishLab site**.
2. **EXAMS MUST BE TAKEN UNDER INSTRUCTOR'S SUPERVISION. OTHERWISE, EXAMS WILL NOT BE ACCEPTED AS PART OF YOUR GRADE.**
3. **YOU WILL ONLY GET ONE ATTEMPT PER EXAM. DO NOT SUBMIT ANSWERS UNTIL YOU HAVE COMPLETED ALL QUESTIONS.**
4. **IF YOU SUBMIT YOUR ANSWERS "BY MISTAKE" YOU WILL NOT BE ABLE TO RETAKE THE EXAM.**
5. **IMPORTANT:**  
You will take the exams online. The system will penalize you for poorly typed answers. Thus, you must answer carefully in Spanish. You will be responsible for the correct orthography in Spanish (grammar, punctuation, and word accentuation.) If you have difficulty with this approach, please find an instructor who is not using this evaluation system.

**THE FINAL exam will be comprehensive.** That is, it will cover everything since day 1. Exams and quizzes will cover geography, grammar, homework assignments, and class discussions on history, vocabulary, and culture. **FINAL EXAM WILL BE HELD ON**

**TUESDAY, DECEMBER 6, 2017 ( FOR THE TUESDAY/THR CLASS)**

YOU MUST COME ON YOUR ASSIGNED DATE ONLY. YOU ARE NOT WELCOME AT ANY OTHER DATE BUT YOUR OWN.

**Please note that the exams are going to be given in the first hour, don't be late otherwise you will lose time.** There will be **NO MAKE-UP TESTS OR QUIZZES** -except in cases of documented medical emergencies, at the discretion of the professor. For reasons of fairness and the integrity of the class, there are **NO EXCEPTIONS**. **You must be present on these days, or you will automatically receive a zero. NO EXCEPTIONS.** **Make sure you plan on getting to class on time and always come prepared for a quiz.**

**Note: THERE WILL BE NO SPECIAL EXAM PREPARATION HANDOUTS PROVIDED BY INSTRUCTOR. THE ONLINE HOMEWORK SECTION AND EXTRA ACTIVITIES FOLDER ON MySpanishLab SERVE THAT PURPOSE.**

- **PHOTO DAY**

Every Thursday or Wednesday, when chapter exams are due, you are to bring a photograph to class similar in length and width to the one shown by your professor on the first week of instruction (from a magazine, journal, or newspaper). Any type of print media will do. 8"x 11.5" will do. Do not bring small photos.

The photograph must be reflective of a vocabulary or grammar aspect studied in class in order for students to get credit. Therefore, it has to be reflective of a particular chapter's context. **Also, photos must be mounted on construction paper, otherwise they will not be accepted.**

- **Check-INS: At profesor's office (#1711)**

Check-ins are designed to confirm and validate the student's understanding of basic concepts, topics, and ideas studied and practiced up to that point in the semester.

The week after lesson exams have been designated for check-ins. You will have a week to come to your professor's office hours for a check in where you may be asked about your understanding about grammar concepts, lesson's topics.

**ATTN: NO LATE CHECK-INS.**

If you are in for a check-in you are in for a checking. Your professor will not answer questions about your current grade, or other issues, during that time.

Check-ins will be 5 minutes long or less.

## **Participation:**

Attendance is the basis for your participation, but it is not the only criteria. See above for description of what is considered good quality participation in this class. Attending class is not enough.

**Participation** is graded using the criteria below. The criteria focus on what you demonstrate and do not presume to guess at what you know but do not demonstrate. This is because what you offer to the class is what you and others learn from. I expect the average level of participation to satisfy the criteria for a 10%

- COME TO EVERY CLASS MEETING
- BE WILLING TO LEARN
- INTERACT IN SPANISH WITH YOUR INSTRUCTOR AND OTHER STUDENTS
- TAKE NOTES
- OPEN AND CLOSE THE TEXTBOOK WHEN INSTRUCTED.
- BE RESPECTFUL OF OTHERS
- EXPRESS A POSITIVE ATTITUDE TOWARD THE TARGET LANGUAGE.
- IF YOU NEED HELP CONTACT YOUR INSTRUCTOR.
- RESPOND AND VOLUNTEER YOUR ANSWERS IN CLASS.

**.NOTE: 1% PT. WILL BE DEDUCTED from the overall grade FOR EVERY UNEXCUSED ABSENCE. Student must provide a note from his/her doctor.**

**Student Responsibilities:**

**KEYS TO YOUR SUCCESS:**

1. Come to class prepared to participate constructively in oral, written and group work based assignments.
2. Be present at every class meeting.
3. Study text material before coming to class.
4. Do assigned homework (mySpanishLab)
5. Turn homework on due dates.
6. Be respectful of yourself, your fellow students and your instructor.
7. Study and be prepared for exams.
8. See your instructor during office hours if you need assistance.
9. Go to the language lab regularly.
10. Study, study, study. There will be time to party when the semester is over.

Plan to study 1-2 hours or more a day on **your own**. It is important when learning a foreign language to practice listening, speaking, reading, and writing skills as much as you can **in and outside of the classroom**. Do you have friends that speak Spanish? Do you have a clear plan to succeed in this class? Remember, this is a five unit course.

BE HAPPY!

**\*\* This is not a typical class in which students attend and just listen to the lecture. As a student, you will be asked to participate in Spanish (write, read, and respond to questions in Spanish). In a nutshell, you will be able to perform what you have learned in Spanish.**

**STUDY BEFORE COMING TO CLASS.**

**INSTRUCTIONAL METHODS:**



The main emphasis is on the present tense of both regular and irregular verbs. Furthermore, the student will be familiarized with those features of Hispanic culture which reflect the different frame of reference from which the native speaker of Spanish views the world. Additional language structures and vocabulary for communication are examined and explored **IN SPANISH**.

Audio Visual

Computer Assisted Instruction

Demonstration

Discussion

Group Activity

Individual Assistance

Lab Activity

Lecture

Distance Learning

### **Course Grading Based on Course Objectives**

**NOTE: LEARNING A LANGUAGE HAS ABSOLUTELY NOTHING TO DO WITH THE STUDENT’S RACIAL, ETHNIC, RELIGIOUS, GENDER OR SOCIAL CLASS BACKGROUND.**

#### **GRADING:**

Presentacion oral	10%	A	100-90
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*Pruebas (Prelim. + lessons 1-5)	20%	B	89-80
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#### **Tarea en MySpanishLab**

Homework	20%
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C	79-70
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Final Exam (1)	15%	D	69-60
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Oral Midterm	10%	F	59 or below
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Participación	10%
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Picture Day (every exam date)	5%
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Check-Ins (at profs. office)	10%
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**ATTN: THIS IS A FIVE (5) UNIT COURSE. STUDENTS WILL NEED TO**

**STUDY EXTENSIVELY FOR THIS COURSE.**

**EXTRA CREDIT ACTIVITY OF FIVE (5) PERCENTAGE POINTS:**

**START AND ADMINISTER THE “SPANISH CONVERSATION CLUB”.**

**MUST MEET AT LEAST 5 TIMES DURING THE SEMESTER AND BE PRESENT ALL FIVE TIMES TO EARN 5%PTS.**

**SEE YOUR INSTRUCTOR FOR MORE DETAILS. \*\*\*\*\*THIS IS THE ONLY EXTRA CREDIT ACTIVITY OFFERED\*\*\***

## Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Attendance is mandatory. Students who are not present on the first day of instruction will be dropped. Once class starts, students will be dropped\* from this class on your fifth, consecutive **unexcused absence**. If YOU fail to officially withdraw from the class, and stop coming to class you will receive an <<F>> grade. **NO EXCEPTIONS. You will also be dropped on census day. Students also have the opportunity to drop from classes before the "drop deadline".**

Grade	Criteria
0	Absent.
3%	<ul style="list-style-type: none"> <li>• Present, not disruptive.</li> <li>• Tries to respond when called on but does not offer much.</li> <li>• Demonstrates very infrequent involvement in discussion.</li> </ul>
5%	<ul style="list-style-type: none"> <li>• Demonstrates adequate preparation: knows basic case or reading facts, but does not show evidence of trying to interpret or analyze them.</li> <li>• Offers straightforward information (e.g., straight from the case or reading), without elaboration or very infrequently (perhaps once a class).</li> <li>• Does not offer to contribute to discussion, but contributes to a moderate degree when called on.</li> <li>• Demonstrates sporadic involvement.</li> </ul>
8%	<ul style="list-style-type: none"> <li>• Demonstrates good preparation: knows case or reading facts well, has thought through implications of them.</li> <li>• Offers interpretations and analysis of case material (more than just facts) to class.</li> <li>• Contributes well to discussion in an ongoing way: responds to other students' points, thinks through own points, questions others in a constructive way, offers and supports suggestions that may be counter to the majority opinion.</li> <li>• Demonstrates consistent ongoing involvement.</li> </ul>
10%	<ul style="list-style-type: none"> <li>• Demonstrates excellent preparation: has analyzed case exceptionally well, relating it to readings and other material (e.g., readings, course material, discussions, experiences, etc.).</li> <li>• Offers analysis, synthesis, and evaluation of case material, e.g., puts together pieces of the discussion to develop new approaches that take the class further.</li> <li>• Contributes in a very significant way to ongoing discussion: keeps analysis focused, responds very thoughtfully to other students' comments, contributes to the cooperative argument-building, suggests alternative ways of approaching material and helps class analyze which approaches are appropriate, etc.</li> <li>• Demonstrates ongoing very active involvement.</li> </ul>

Attn: Attendance is the basis for participation, but it is not the only criteria.

### **Classroom Etiquette**

Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.

- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### **Online Netiquette**

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

## Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

## Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).

- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### **Disabled Student Programs and Services (DSPS)**

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

#### *ACADEMIC INTEGRITY*

- [Plagiarism](#) is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- [Cheating](#) is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating will receive a zero (0) on the exam or assignment and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:
  - plagiarism
  - copying or attempting to copy from others during an examination or on an assignment;
  - communicating test information with another person during an examination;
  - allowing others to do an assignment or portion of an assignment
  - use of a commercial term paper service

**Students will treat each other and the professor with verbal and nonverbal dignity and respect. Do not use profanity under any circumstances. Offensive behavior of any kind will not be accepted. SEE STANDARDS OF STUDENT CONDUCT BELOW.**

#### **STANDARDS OF STUDENT CONDUCT**

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Free inquiry and free expression are indispensable to the achievement of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students at Imperial Valley College may rightfully expect that the faculty and administration will maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on campus. As members of the College community, students shall be encouraged to develop the capacity for critical judgement and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.



Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution.

Students shall observe the rules and regulations of the College and shall refrain from conduct which interferes with the College's teaching and administration, or which unreasonably interferes with the rights of others. Misconduct while on the college campus, or at a College-sponsored function for which students and student organizations are subject to disciplinary action includes, but is not limited to, the following:

(1) Willful disobedience to lawful directions of College officials acting in the performance of their duties.

(2) Violation of College rules and regulations, including those concerning student organizations, the use of College facilities, or the time, place and manner of public expression or distribution of material.

**(3) Dishonesty, such as cheating, or for knowingly furnishing false information to the college.**

(4) Willful persistent smoking where smoking has been prohibited.

(5) Unauthorized entry to, or use of College facilities.

(6) Forgery, alteration, or misuse of College documents, records, or identification.

**(7) Disruption of classes, administration, disciplinary procedures or unauthorized College activities.**

(8) Theft of, or damage to property belonging to the College, a member of the College community, or campus visitor.

**(9) Disorderly, lewd, indecent, or obscene conduct or expression.**

**(10) Assault, battery, or the threat of force or violence directed toward any member of the College community or campus visitor.**

(11) Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and possession, use, or distribution of alcohol.

(12) Possession, while on the College campus or at a College sponsored function, of any instrument or weapon of a kind commonly known as a blackjack, fire bomb, billy club, brass knuckles, dagger, or firearm (loaded or unloaded) such as a pistol, revolver, or rifle, or any knife having a blade longer than five (5) inches, any switch-blade longer than two (2) inches, or any metal pipe, bar, or instrument used, or intended to be used as a club, or to be used to threaten bodily harm.

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(13) Commission of any crime on campus, or commission of a crime off-campus, when such off-campus crime is of such a nature that the College needs to impose sanctions in addition to those imposed by the criminal authorities for the protection of other students, or to safeguard the academic process.

Violation of such rules are subject to the following types of disciplinary actions.

**(1) Warning.**

**(2) Reprimand.**

**(3) Disciplinary action.**

**(4) Restitution, reimbursement for damage or misappropriation of**

property.

**(5) Suspension or removal by instructor.**

**(6) Expulsion**

The complete policy on Standards of Student Conduct, Disciplinary Action, and Due Process can be found in the Handbook for Faculty Advisors and Student Leaders in the Student Affairs Office or online at <http://student.imperial.edu>.

### **Information Literacy**

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

### **Anticipated Class Schedule/Calendar**

**\*\*\*Tentative, subject to change without prior notice\*\*\***

**SEE CANVAS FOR DETAILED ACTIVITY SCHEDULE.**

Your instructor reserves the right to amend any aspects of this SYLLABUS/OUTLINE

It is your responsibility to keep track of changes announced in class

**THE AMOUNT OF EXAM QUESTIONS DOES NOT EQUATE TO THE PERCENTAGE VALUE OF EXAMS. THUS, EXAMS WILL CONTAIN AS MANY QUESTIONS AS NECESSARY.**