

Thank you for choosing IVC! We are so happy to join you in your educational journey.

Basic Course Information

| | | | |
|-------------------|----------------------------|---------------------|--|
| Semester: | Fall 2020 | Instructor Name: | Carol Hegarty |
| Course Title & #: | Painting I, Art 124 | Email: | Carol.hegarty@imperial.edu |
| CRN #: | 10459 | Webpage (optional): | www.carolhegarty.com |
| Classroom: | Online | Office #: | Back office of Art Gallery, building 2800 |
| Class Dates: | Aug. 24-Dec. 12 | Office Hours: | Held via email: 1-2 pm Monday, Tuesday, Wednesday and Thursday. |
| Class Days: | Online | Office Phone #: | (760) 355-6198 |
| Class Times: | Online | Emergency Contact: | Call or email instructor |
| Units: | 3 | | |

Course Description

Course Description

Course description: Introduction to principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Additional materials fee applies. (C-ID ARTS 210) (CSU, UC)

Course Prerequisite(s) and/or Corequisite(s)

None.

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. Develop, create, and present portfolio of original still life and landscape paintings from observation and imaginative paintings that address content using multiple references. (ISLO1, ISLO2, ISLO3, ISLO5)
2. Critique works of art. (ISLO1, ISLO3, ISO5)
3. Write a descriptive essay about a work of art. (ISLO1, ISLO3, ISO5)

Course Objectives

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

1. Create paintings that evince a working knowledge of the physical properties of painting materials.
2. Organize and apply the basic formal elements and principles of design in paintings.
3. Apply the principles of perceptually and theoretically based color theory to painting projects.
4. Construct and prepare painting surfaces and supports.
5. Develop expressive content through manipulation of mark, color, value, and composition.
6. Examine and describe historical and contemporary developments, trends, materials, and approaches in painting.
7. Assess and critique paintings in group, individual, and written contexts using relevant critique formats, concepts and terminology.

8. Safely handle and use studio painting materials and equipment.

Textbooks & Other Resources or Links

These are suggested reading, not required:

- Mayer, R. 1991. *The Artist's Handbook of Materials and Techniques* 5th ed. New York, New York. Viking Penguin ISBN: 13: 978-0670136667.
- Robertson, J., and McDaniel, C. 1999. *Painting as a Language Material Technique, Form, Content* 1st ed.. Belmont, CA. Wadsworth Publishing Co. ISBN: 13: 978-0155056008.

Course Requirements and Instructional Methods

Course Overview: This is an introductory course to oil painting. Under some circumstances, acrylic may be used, ask the instructor. There will be lecture, demonstration and audio-visual materials as well as painting and critiques (possibly both verbal and written).

The class will be taught asynchronously with materials online. The class is cross listed with the other levels of painting classes, including II, III and IV, which means you will get to see what others are doing and discuss their work with them.

We will be contacting you with times to pick up art supplies. COME TO PARKING LOT H IN A VEHICLE. We will place your materials in your trunk. See further explanation below. Most everything you need will be supplied including the paint, canvas, brushes, palette and palette knife. Because you will be working from home, we will be supplying water-soluble oil paint that needs no solvent for cleaning up.

Instructor Expectations:

- Students who do not participate during week one are automatically dropped. (Participation means turning in week 1 assignments)
- If you stop attending class, make sure to drop yourself from the class.
- Work is to be turned in on due date – no late work is accepted.
- You are responsible for knowing and observing due dates for all assignments.

What to Expect from your Instructor:

- All your assignments will be graded within one week from their due date.
- To contact me, email me: carol.hegarty@imperial.edu; you can also use the "Inbox" link on the global navigation menu bar (far left).
- Your emails will be answered within 48-hours (emails are typically answered within a few hours).
- My goal is to help you succeed, so please reach out to me if you have any question/doubt.

Attendance and Participation

In this course, logging in on a regular basis and your participation in discussions is how I will gauge your "attendance." Thus, meeting the due dates for discussions is very important. The beauty of an online course is that you can fit your studying in around your schedule. This doesn't mean, however, that the course is self-paced.

Add/Drop Policy

If, after reviewing the syllabus and orientation unit, you feel this is not the right course for you, please let me know ASAP, so that you can be dropped from the course and another student can be added in your place.

Students who miss more than two graded assignments (discussions, critiques, etc.) may be dropped from the course. In addition, students who fail to log in to the course for 7 consecutive days risk being dropped from the course. If you are struggling, experiencing access issues, or are seriously ill, please contact me immediately so we can develop a success plan together.

Late Work

Late work interrupts the flow of learning in this course, and could cause serious problems. Critiques, in particular, are designed to be interactive--the feedback you give to and get from your peers is just as valuable as any feedback you will receive from me. For this reason, late work is discouraged, and some late work will not be accepted. Late work will receive a 10% reduction in the grade. Work submitted after 1 week of the due date will not be accepted.

If an emergency arises, such as illness or a family emergency, please let me know ASAP. I can't reiterate enough that your success is my central goal, but your success also involves a partnership between you and me that is supported by strong communication.

Essay Grading Policy:

- The Essay is graded on a percent of 100.
- Grade reflects the overall quality of the work turned in, how complete the work is and whether the instructions from the assignment were properly followed.
- A rubric will be used to grade the essay.
- Missing or unsatisfactory work will be scored “no credit.” This is a 0 (F) and averaged into your grade.
- Essays that do not follow the prompt instructions will receive a 0 (F).
- **Late essays are not accepted.**

Essays & Plagiarism:

- You will be writing one essay.
- All essays will be turned in to a plagiarism checker.
- So that your essay is not cited for plagiarism, the report should be 15% or less.
- Any essay that is suspected of plagiarism will receive a zero.

Critiques:

- There are four critiques throughout the semester.

Discussion Forum:

- There are five discussions in which you will participate.
- Your discussion forum consists of three parts:

- **Part 1:** Your initial post – see discussion instruction for minimum word count
- **Part 2:** Response to two or your peers – see discussion instruction for minimum word count
- **Part 3:** A reflection of the overall discussion – see discussion instruction for minimum word count
- Make sure to answer all questions asked in the prompt.
- In your initial response make sure to be aware of academic language, paragraph structure, sentence structure, and grammar to the best of your ability.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>
2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

- Park in every other space (empty space BETWEEN vehicles)
- Must have facemask available
- For best reception park near buildings
- Only park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants **MUST** remain in vehicles
- Restrooms and other on-campus services not available
- College campus safety will monitor the parking lot
- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind
- No parking permit required**

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

Course Grading Based on Course Objectives

Your final grade will be composed of the following:

Midterm Portfolio (your paintings completed to Midterm), 305 points (25%)

Essay, 200 points (16.6% approximately)

Final Portfolio (your paintings completed after Midterm), 305 points (25%)

Four critiques, 60 points each for a total of 240 points (20%)

Five Discussions, each post is worth 10 points, three posts per discussion is 30 points X 5 = 150 points (12.5%)

I will be using the grade book in Canvas. Here is the grade scale:

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

Portfolio: The portfolio is a group of paintings, not necessarily held within some sort of folder. Paintings, as required from each assignment, will be graded as a group at Midterm and for Final at the end of the semester. (See class projects in the daily plan.)

Required Midterm and Final Portfolio review: At the middle and end of the semester, submit digital photographs of your paintings to your instructor via email. You will receive a grade with comments and suggestions for all the work completed.

If you miss the Final portfolio review, your grade may drop as a result of undocumented classwork.

Portfolio Grading Rubric - Portfolio Grades are based on four major factors:

- **CREATIVITY:** Is the work conceptually inventive? Was your painting resonant, gripping, inventive, or memorable? **(24.5% of grade) 75 points**
- **SKILL LEVEL:** Is the work convincing in terms of form, value and special effects? Is the painting well crafted? Has there been any development or improvement? **(24.5% of grade) 75 points**
- **SUBSTANCE:** How substantial is your learning process? Do you bring intensity, commitment, and energy to class? **(24.5% of grade) 75 points**
- **COMPLETENESS:** Is your work finished? **(26.2% of grade) 80 points**

About the essay: Students are required to complete a 600-900 word opinion essay, meeting specific requirements outlined in the assignment handout. It will be submitted to a plagiarism service on Canvas. Below are the factors on which it will be graded. Rubric:

PAINTING ESSAY: SCORING GUIDE 200 Points Possible

| | Excellent | Good | Average | Poor |
|---|---|---|--|---|
| Identification 30 Points Possible | Fully identifies the work of art (30 points) | Identifies the work of art adequately. (20 points) | Somewhat identifies the work. (15 points) | Little or no identification. (0-10 points) |

| | | | | |
|---|--|---|--|---|
| Description 40 Points Possible | Describes the visual appearance of work of art in detail (subject-matter and arrangement). (40 points) | Describes the work of art with an adequate amount of detail. (30 points) | Describes the work, but without much detail. (20 points) | Little or no description of the work. (0-15 points) |
| Analysis 70 Points Possible | Analyzes the Style and the use of all of the Visual Elements and demonstrates a close engagement with the work of art. (70 points) | Analyzes the Style and most of the Visual Elements. (60 points) | Some analysis of the Style and/or Visual Elements. (50 points) | Little or no analysis of Style or Visual Elements. (0-35 points) |
| Interpretation 60 Points Possible | Interprets the mood and meaning of the work of art based on the Style, Subject-matter, and use of the Visual Elements. Fully explains the interpretation. Demonstrates an ability to evaluate and develop informed opinions about art. (60 points) | Interprets the mood and meaning of the work based on the Style, Subject-matter and Visual Elements (45 points) | Interprets the work without explaining the basis of the interpretation. (30 points) | Little or no interpretation or explanation (0-20 points) |

Lab Fee:

Student lab fees go towards the supplies provided which total more than the \$15 lab fee per student. Be prepared that you may need or wish to buy some materials. Not all materials you wish to have may be supplied.

IVC WILL SUPPLY:

A kit of water-soluble oil paint, a palette knife, disposable palette, a couple brushes, and enough canvas boards for the semester will be supplied and distributed to students.

THIS IS WHAT YOU MAY NEED:

An assortment of oil painting brushes to match your taste and needs.

Brush cleaner soap - available in a small tub from Michael's or by mail order, see below.

A sketchbook and pencil and eraser or pen for use in your sketchbook - not on your canvasses.

An old shirt or apron to wear to protect your clothing.

A bag or tackle box to keep everything in.

Reliable mail order: This is the most economical to purchase art supplies, even with shipping. Call for catalogs.

1. The Jerry's Catalog, 1-800-827-8478 www.jerrysartarama.com I have saved "Teacher's Cart's" listing the supplies we purchase for class. See Jerry's homepage under Teacher's Carts, listed alphabetically under "I" for Imperial Valley College. Under the heading "Resources" Follow the links for students to find lists.

2. Dick Blick, 1-800-828-4548 www.dickblick.com

Blick and Jerry's often have free shipping with a minimum purchase. You do not pay tax if you purchase from Jerry's because they don't have a store in California; however, there is a Blick store in San Diego, so they do collect tax from mail order. Both have frequent sales. Get on their email list. Call to request catalogs.

3. Utrecht, 1-800-223-9132 www.utrecht.com Also, good quality own-brand paint and supplies.

Anticipated Class Schedule/Calendar

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

| Date or Week | Assignments & Activities | Due Dates/Tests |
|---|---|--|
| Week 1 Aug. 24-30 | Syllabus & Introduction. Read about safe handling of oil paint, introduction to colors, color mixing, and materials and painting still life. General overview of how to "build" a painting. Introduction discussion due before midnight, Thursday, Aug. 27. Begin first painting. Make notes in sketchbook on discoveries, what you want to do next and record ideas for future paintings. | Introduction discussion due before midnight, Thursday, Aug. 27 Still life paintings critique due Sunday, Sept. 13 |
| Week 2 Aug. 31-Sept. 6 | Continue painting still life. | |
| Week 3 Sept. 8-13 LABOR DAY IS SEPT. 7 HOLIDAY | <u>Sunday, Sept. 13, critique.</u> Introduction of landscape/organic form color assignment and begin work. Due for critique on Sunday, Oct. 11. <u>Two paintings required.</u> | <u>Sunday, Sept. 13, critique.</u> |
| Week 4 Sept. 14-20 | Begin work on landscape/organic form color paintings. | Two color landscape/organic form |

| Date or Week | Assignments & Activities | Due Dates/Tests |
|---|--|--|
| | | color paintings due Sunday, Oct. 11. |
| Week 5 Sept. 21-27 | Work on landscape/organic form color assignment. | |
| Week 6 Sept. 28-Oct. 4 | Work on landscape/organic form color assignment on Tuesday. | |
| Week 7 Oct. 5-11 | Finish up your paintings for critique. Sunday, Oct. 11, critique for two color assignment paintings. Begin figurative assignment. | <u>Sunday, Oct. 11, critique for the two color assignment paintings.</u> Figurative painting due Sunday, Nov. 1 |
| Week 8 Oct. 12-18 | <u>Midterm.</u> Send .jpgs of your Still Life and TWO Landscape/organic form color paintings via email to carol.hegarty@imperial.edu by midnight, Sunday, Oct. 18. Work on figurative assignment. | Midterm portfolio due Oct. 18. |
| Week 9 Oct. 19-25 | Work on figurative painting. | |
| Week 10 Oct. 26-Nov. 1 | Work on figurative assignment. <u>Sunday, Nov. 1, critique for figurative assignment.</u> | <u>Sunday, Nov. 1, critique.</u> |
| Week 11 Nov. 2-8 | Begin work on final painting of your choice | |
| Week 12 Nov. 9-15 NOV. 11 IS VETERANS DAY HOLIDAY | Work on final painting. | |
| Week 13 Nov. 16-21 | Continue work on final painting. | |
| | THANKSGIVING HOLIDAY – NO CLASSES NOV. 22-29 | |
| Week 14 Nov. 30-Dec. 6 | Last week to paint before critique. | |
| Week 15 Dec. 10 | <u>Thursday, Dec. 10, final critique.</u> <u>FINAL.</u> Send .jpgs of the figurative painting and final paintings to carol.hegarty@imperial.edu for grading by midnight, Dec. 10. | <u>Thursday, Dec. 10, Final Critique.</u> <u>Final due by midnight, Dec. 10.</u> |

CRITIQUES FOR PAINTING I, II, III AND IV:

Sunday, Sept. 13

Sunday, Oct. 11

Sunday, Nov. 1

Final Critique: Thursday, Dec. 10

There will be a discussion for each critique, plus an introduction discussion for a total of five discussions.

MIDTERM:

Send .jpgs of your Still Life and TWO Landscape/organic form color paintings via email to carol.hegarty@imperial.edu by midnight, Sunday, Oct. 18.

FINAL:

Send .jpgs of the figurative painting and final paintings to carol.hegarty@imperial.edu for grading by midnight, Dec. 10.

Attendance

[Required Information: *The below information is the IVC attendance policy. Use this information in addition to any specific attendance policies you have for your course.]*

- 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.

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

Classroom Etiquette

[Required Information: *Describe your policies regarding classroom conduct. The below is suggested language and may be modified for your course.]*

- 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, only students enrolled in the class may attend; children are not allowed.

How do I act differently if I have an on-ground class during COVID?

- 1. DO NOT COME TO CAMPUS OR ATTEND AN OFF-CAMPUS CLASS IF YOU FEEL SICK, HAVE A FEVER, OR HAVE A COUGH**
 - a. Even if your symptoms are mild, stay home.
 - b. Email your instructor to explain why you are missing class.
 - c. [If you are sick with COVID-19 or think you might have COVID-19](#), provides CDC guidance.
 - d. If you have tested positive for COVID-19, you must self-quarantine for 14 days and then be without symptoms for at least 72 hours. Clearance is required prior to returning to any face-to-face interaction. It is recommended that you undergo a final COVID-19 test to confirm that you are no longer infected.
 - e. If you are exposed through direct contact with a person known to be COVID-19 positive, then you must submit negative COVID-19 test results prior to returning to any face-to-face interaction.
- 2. ARRIVE AT CAMPUS EARLY (at least 15 minutes early is advised).**
 - a. All people entering the IVC campus will need to pass a screening process, which will occur at the gates as your drive onto campus. You will need to take a short questionnaire and get your temperature taken (the screening is completely touchless and will take place while you remain in your car).
- 3. BRING A MASK TO CLASS (and always wear it).**
 - a. Be sure that your mask covers both your nose and mouth. If your mask is cloth, then wash it each day. If your mask is disposable, then use a new one each day.
- 4. GO DIRECTLY TO YOUR CLASSROOM.**
 - a. The IVC campus is mostly closed so you should not visit other areas or seek any face-to-face services. Services are available to students online and can be accessed through www.imperial.edu.
- 5. WASH YOUR HANDS FREQUENTLY (and use the provided sanitation supplies).**
 - a. Your classroom is equipped with cleaning supplies. Use them as needed.
- 6. BE SURE TO SOCIAL DISTANCE (stay at least 6 feet from other).**
 - a. The number of students in a classroom at any one time is very limited so you have plenty of space to spread and ensure that you stay at least 6 feet from others.
- 7. BRING YOUR OWN FOOD AND DRINKS.**
 - a. There is no food service currently offered on campus.

Online Netiquette

[Required Information for web-enhanced, hybrid and online courses: Describe your policies regarding netiquette. The below is suggested language and may be modified for your course.]

- 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 (!!!)].

How am I expected to act in an online “classroom” (especially Zoom)?

Attending a virtual meeting can be a challenge when there are many students on one conference call.

Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) Be RESPECTFUL

- a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.

2) Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)

- a. People walking around and pets barking can be a distraction.

3) EAT AT A DIFFERENT TIME.

- a. Crunching food or chugging drinks is distracting for others.
- b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.

4) ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU

- a. It is hard to see you in dim lighting so find a location with light.
- b. If your back is to a bright window, you will be what is called “backlit” and not only is it hard on the eyes (glare) but you look like a silhouette.

5) POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING

- a. If you are using the camera, show your face; it helps others see your non-verbal cues.
- b. You may be at home, but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.

6) Be READY TO LEARN AND PAY ATTENTION

- a. Catch up on other emails or other work later.
- b. If you are Zooming, silence your phone and put it away.
- c. If you are in a room with a TV – turn it off.

7) USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS

- a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It's best if you conference in a private space, but if you can't find a quiet place, when noises arise **MUTE** your laptop.

8) REMEMBER TO UNMUTE WHEN SPEAKING

- a. Follow your instructor's directions about using the "**raise hand**" icon or chat function to be recognized and to speak, but make sure you have unmuted your device.
- b. Do not speak when someone else is speaking.

9) REMAIN FOCUSED AND PARTICIPATE IN THE MEETING

- a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.
- b. Do not use the Zoom meeting to meet with your peers or put on a "show" for them.

10) PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING

- a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.

Academic Honesty

[Required language.] Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important 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.

How do I show academic honesty and integrity in an online “classroom”?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
 - You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
 - When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:

- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Additional Services for Students

[Suggested Language.] 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.

How do I access services now that we are mostly online?

- **CANVAS LMS.** Canvas is Imperial Valley College's Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link ([IVC online Tutoring](#)). When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).

- [Library Services](#). Visit the Spencer Library’s page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- [Career Services Center](#). The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- [Child Development Center](#). The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: <https://forms.imperial.edu/view.php?id=150958>

Disabled Student Programs and Services (DSPS)

[Required language.] 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. When campus is open, the DSP&S office is 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

[Required language.] 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, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128, or when campus reopens, visit Room 1536 for more information.
- **Mental Health Counseling Services**. Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 for appointments, or when campus reopens visit Room 1536, for more information.

Veteran's Center

[Required language.] The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

[Required language.] The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program. For additional information about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

Student Equity Program

[Required language.] The Student Equity & Achievement Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or when campus reopens, visit Building 401.

What if I cannot afford food, books, or need other help?

We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

Student Rights and Responsibilities

[Required language.] 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](#).

Information Literacy

[Required language.] 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.