

TECHNOLOGY: Most courses require access to computers. The college provides computing and networking resources to students on campus. You are encouraged to use them for educational or college-related activities and to facilitate efficient exchange of useful information. Use of equipment and networks must conform with policies and procedures of the college and access may be denied to any student who fails to comply with these requirements.

COLLEGE EMAIL: All students have access to a college email address at <https://ivdmail.iavalley.edu>. Your Domain/username is your college ID number. Your initial password is your birth date, formatted as mmddyyyy. Most users will have an email address of firstname.lastname@iavalley.edu. Questions? Contact the college IT Helpdesk at 641-844-5555 or email helpdesk@iavalley.edu. Typical response times for student technology issues related to college systems will be 2 business days or less.

ATTENDANCE POLICY: Although the college does not require you to attend every class in order to pass your classes, you are accountable for your performance of all the tasks necessary to fulfill the objectives of the course. A part of that performance may occur in the classroom. Therefore your attendance in class is necessary in order to meet the performance standards of the course. The college calendar notes all the periods in which the college will meet, including holidays and breaks. College classes will follow the college calendar at all times, unless subsequently modified. To be successful in this course, it is highly recommended that you spend 2 hours outside of class studying for each hour of in-class work.

Cell phones: Cell phones and pagers must be turned off, kept out of sight, and no text messaging during class.

BAD WEATHER: The administration strives to make weather-related decisions regarding delays or closings by 6:00 a.m. for day classes and by 3:30 p.m. for night classes. Your best bet is to check KCCI (Channel 8) via the television or their website, as this is the first station contacted. (Website at: www.kcci.com). We also contact radio stations, 99.5 FM and 1190 AM so tune in to one of them if you're in your car. Also, you may call the college at (641) 752-6536, where there should be a message shortly after the decision is made. No matter what...your safety comes first, so make a responsible decision and contact your instructor if you decide not to attend school. The college participates in a free Emergency Notification System (ENS) and you will be automatically enrolled. You can opt out through PawPass on the college website. Students will be notified via text and/or email messages to be sent in the event of a college closure or emergency.

COURSE CONTENT ADVISEMENT: This course addresses topics that may be sensitive, offensive, and/or controversial. If you are uncomfortable with any topic or the manner in which it is presented, please discuss your concerns with the instructor or the Dean of Students & Academic Affairs.

GRADING AND EVALUATION:

GRADING SCALE:

METHOD OF INSTRUCTION:

EVALUATION/CLASS POLICIES:

Academic Integrity: The very nature of higher education requires that students adhere to accepted standards of academic integrity. The Code of Academic Conduct for Iowa Valley Community College District is found in the Student Handbook. Violations include cheating, plagiarism, and fabrication, abuse of academic materials, complicity in academic dishonesty, falsification of records and official documents.

Plagiarism/academic dishonesty: is a serious violation of ECC's Student Conduct Code. Instructors handle violations in various ways, but you should be aware that further administrative disciplinary actions may be taken, up to and including course failure and expulsion from college. Please learn about plagiarism and how to properly cite others' work.

Consequences:

Please refer to student handbook and the college catalog for all in-depth college policies and procedures which are available on the ECC website.

SMOKEFREE AIR ACT: IVCCD complies with Iowa's Smokefree Air Act of 2008. In conjunction with this, the IVCCD Board of Directors prohibits the use of tobacco in any form on its grounds or in any of its facilities or vehicles. This includes personal vehicles owned or operated by students while on school grounds. Civil penalties can be assessed to those found in violation of this regulation. To register a complaint, contact a District official or the Iowa Department of Public Health at 1-888-944-2247 or visit www.IowaSmokefreeAir.gov.

EDUCATION EQUITY POLICY STATEMENT: It is the policy of IVCCD to provide equal educational and employment opportunities without discriminating on the basis of race, religion, color, creed, marital status, national origin, age, disability, sexual orientation, gender identity, or sex in its educational programs, activities, practices and policies. Students who feel they have been discriminated against are advised to contact Tracie Self, Equity Officer, at 641-648-8510 or Tracie.Self@iavalley.edu. Complaints may also be filed with the Iowa Civil Rights Commission in Des Moines at (515) 281-4121, or with the

Office for Civil Rights, U.S. Department of Education, in Chicago, IL, at (312) 730-1560.

DISABILITIES STATEMENT: Iowa Valley Community College District (IVCCD) understands its responsibility under the Americans with Disabilities Act (ADA) to make reasonable accommodations for students with disabilities. Please contact Wanda Koehrsen (Wanda.Koehrsen@iavalley.edu) or Tuyet Noriega (Tuyet.Noriega@iavalley.edu) by email or by calling 641-648-4611 if you have a physical or mental impairment that substantially limits learning. Additional requirements will need to be fulfilled in order to receive services, including the completion of an application, as well as the establishment the student has a record of such impairment or are regarded as having such impairment.

THE HUB is available at no cost to students. Students having difficulty in this course should consider a tutor offered through The Hub. Tutors may be accessed by visiting The Hub office in Kruse Main or by going online at www.ellsworthcollege.com and accessing The Hub's main page under the Resources for Students tab. Tutors are scheduled each semester on a drop in basis for a variety of subjects with anticipated need. In addition, faculty have the opportunity to recommend a peer tutor for one-on-one sessions in a specific subject area. To be eligible for tutoring services, class attendance is mandatory. The Writing Center, located in The Hub, is a free service for students who would like guidance, feedback, and/or support for a writing or writing-related assignment (such as a speech, presentation, or essay test) in any course. Trained Writing Assistants are available on a walk-in or appointment basis during posted hours to help with all stages of the writing process, from prewriting strategies to revision and editing strategies.

DROP/ADD POLICY: Students who find it necessary to add or drop one or more of their classes must complete a Drop/Add form in the Registrar's Office. If dropping classes in the fall and spring terms, students have the first week of classes to get 100% refund, 50% refund starting the second week and 0% after the end of the second week. The refund periods could be shorter or longer depending on the length of the course and are prorated. Fees are not refundable after the first week of class for a regular semester. Tuition refunds for summer or interim will be prorated accordingly.

Refunds are based on the date the Drop/Add form is completed, signed, and returned to the Registrar's Office, not the last date of attendance. If you believe you have an exception to this policy refer to Course Catalog.

Once classes begin, if a class is added at the same time another is dropped, full tuition and fees will be assessed for the added class, with the appropriate refund of tuition credited for the dropped class.

COURSE WITHDRAWAL POLICY: To “officially withdraw” from one or more courses without academic penalty, a student must submit a drop/add form to the Registrar’s Office located in Student Services. A student who stops going to class without officially withdrawing will earn an "F."

FINAL EXAM SCHEDULE: Students are expected to take finals during finals week and should not make arrangements to leave any earlier in the semester. All classes will hold a final or culminating event during finals week with the exception of night or otherwise exempt classes.

TENTATIVE SCHEDULE: State that the syllabus is “tentative” and subject to change.