# ADJUNCT FACULTY HANDBOOK

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INTRODUCTION

The contents of this procedures manual are intended to be used as an Adjunct Faculty Handbook and describe policies, basic procedures, and general practices at Imperial Valley College. It is understood that Federal, State, and local laws and Board policies govern and take precedence over any guidelines in this book. The complete set of Board policies may be found in the IVC Board Policy Binder and the 2011-2012 IVC Catalog available online at www.imperial.edu.

IVC MISSION

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

Imperial Valley College’s students, faculty, staff, and administrators will work toward and assess student learning outcomes in the following areas:

- Communication Skills
- Critical Thinking Skills
- Personal Responsibility
- Information Literacy
- Global Awareness
PRESIDENT’S MESSAGE

Thank you for your hard work in helping to empower Imperial Valley College through education. Please look over this handbook and learn about us.

You are teaching at IVC during a very exciting and challenging time.

We have been working through one of the most serious budget crises that has ever impacted our state, and unfortunately student access has been hurt. As a result, many of you will be faced with crowded classrooms on the first day of classes as well as disappointment from students unable to crash. This is an unavoidable impact of reduced sections due to the state budget cuts. The good news is that this should be the last year you will have to cope with those crowds because we plan to institute a wait-list process by next fall.

In your travels around campus, though, you will also notice there is a lot of construction underway. All of this expansion is being funded by two major bond measures that have been passed since 2004: the $58.6 million Measure L bond adopted in November 2004 and the $80 million Measure J approved by the voters in 2010.

Students may ask you why this work is continuing during a budget crisis. The answer: these bond funds can only be used for construction and they are helping us prepare for the future. Our college is in the midst of one of the most historic transformations in its history, perhaps second only to the actual construction of this beautiful campus on Aten Road 50 years ago.

In early 2010, we opened our new 70,000 square foot science building, and in a partnership with the county, new transportation facilities. Just this Spring we added the Juanita Lowe Art Gallery and work will be continuing through Fall and Spring 2011-12 to transform the 400 building—our old science building—into modern state of the art classrooms. That is the reason for the construction fence.

In addition to the rehabilitation work underway in the central part of the campus, you will see major construction begin this fall in the northwest corner of the campus for our new Applied Sciences Building.

We are also improving technology access for our students through a Federal Grant we received in 2010. The $3 million federal grant will revamp access to cutting edge technology for students and staff over the next five years. The grant, from the U.S. Department of Education, has been named ATLAS for “Access to Technology Leads to Advancement and Success.” It will expand IVC’s technology infrastructure for students by allowing a wide degree of online services including improved interaction between faculty and students, improved efficiency in registration processes and improved access to online faculty lectures.

IVC is about people. Our college—and its accomplishments—is really the sum of the work of more than 300 employees, 9,000 students and countless parents and other supporters in the community. Thank you for your contributions and have a great year!

Dr. Victor Jaime, Ed.D.
Interim Superintendent/President
## ACADEMIC CALENDAR 2011-2012

### 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Thursday</td>
<td>Orientation (Faculty/Staff Service Day)</td>
</tr>
<tr>
<td>19</td>
<td>Friday</td>
<td>Flex Day</td>
</tr>
<tr>
<td>22</td>
<td>Monday</td>
<td>Fall 2011 Semester Begins</td>
</tr>
<tr>
<td>27</td>
<td>Saturday</td>
<td>First Day of Saturday Classes, Fall 2011</td>
</tr>
<tr>
<td>September</td>
<td>Monday</td>
<td>Holiday (Labor Day), Campus Closed</td>
</tr>
<tr>
<td>November</td>
<td>Friday-Saturday</td>
<td>Holiday (Veterans Day), Campus Closed</td>
</tr>
<tr>
<td>24-26</td>
<td>Thursday-Saturday</td>
<td>Holiday (Thanksgiving), Campus Closed</td>
</tr>
<tr>
<td>December</td>
<td>Monday-Saturday</td>
<td>Final Exams, Fall 2011 Semester</td>
</tr>
<tr>
<td>12-16</td>
<td>Monday-Friday</td>
<td>No Classes, Campus Open</td>
</tr>
<tr>
<td>19-30</td>
<td>Monday-Friday</td>
<td>Winter Recess, Campus Closed</td>
</tr>
<tr>
<td>2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Monday</td>
<td>New Year’s Day Observed, Campus Closed</td>
</tr>
<tr>
<td>3-13</td>
<td>Monday-Wednesday</td>
<td>No Classes, Campus Open</td>
</tr>
<tr>
<td>16</td>
<td>Monday</td>
<td>Holiday (Martin Luther King’s Birthday)</td>
</tr>
<tr>
<td>17</td>
<td>Tuesday</td>
<td>Spring 2012 Semester Begins</td>
</tr>
<tr>
<td>21</td>
<td>Saturday</td>
<td>First Day of Saturday Classes, Spring 2012</td>
</tr>
<tr>
<td>February</td>
<td>Monday-Saturday</td>
<td>Holiday (Abraham Lincoln’s Birthday), Campus Closed</td>
</tr>
<tr>
<td>10-11</td>
<td>Friday-Saturday</td>
<td>Holiday (Presidents’ Day), Campus Closed</td>
</tr>
<tr>
<td>April</td>
<td>Sunday</td>
<td>Easter</td>
</tr>
<tr>
<td>8</td>
<td>Monday-Saturday</td>
<td>Spring Recess, Campus Closed</td>
</tr>
<tr>
<td>May</td>
<td>Friday</td>
<td>Spring 2012 Term Ends</td>
</tr>
<tr>
<td>11</td>
<td>Saturday</td>
<td>Graduation (Mandatory)</td>
</tr>
<tr>
<td>21</td>
<td>Monday</td>
<td>Summer Term I/Classes Begin</td>
</tr>
<tr>
<td>28</td>
<td>Monday</td>
<td>Memorial Day, Campus Closed</td>
</tr>
<tr>
<td>June</td>
<td>Monday</td>
<td>Summer Term II/Classes Begin</td>
</tr>
<tr>
<td>11</td>
<td>Monday</td>
<td>Summer Term I/Classes End</td>
</tr>
<tr>
<td>21</td>
<td>Thursday</td>
<td>Summer Term II/Classes End</td>
</tr>
<tr>
<td>25</td>
<td>Monday</td>
<td>Summer Term III/Classes Begin</td>
</tr>
<tr>
<td>July</td>
<td>Monday</td>
<td>Holiday (Independence Day), Campus Closed</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Monday</td>
<td>Summer Term II/Classes End</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Monday</td>
<td>All Grades Due</td>
</tr>
</tbody>
</table>

Original transcript: ES 10/2005  
revision 08/2011
Resolution No. 13937: College Wide Institutional Code of Ethics Statement

WHEREAS, the Imperial Community College District needs a College Wide Institutional Code of Ethics Statement that embraces all employees of Imperial Valley College; and

WHEREAS, the Board approved the Academic Senate Code of Ethics Statement on March 21, 2007 (Resolution 13779), and College Council used that statement to create this college wide statement;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the College Council with the consent of the Interim Superintendent/President to approve the College Wide Institutional Code of Ethics Statement below:

All employees of Imperial Valley College embrace a code of conduct in which we recognize the value and dignity of each individual within the framework of the campus community. We strive to:

- Respect the opinions, values, and traditions of others
- Be responsible for our own behavior
- Be honest, open, and trustworthy
- Be fair and equitable in our treatment of others
- Promote democratic principles, good citizenship, and the standards of academic freedom
- Perform our duties and responsibilities with integrity and professionalism
- As appropriate, use effective teaching practices and teach our students with rigor and compassion
- As appropriate, maintain confidentiality, objectivity, and impartiality in all evaluative activities involving students and colleagues
**CHECKLIST**

- **Department(s).** Know your points of contact within IVC. Your primary resources are your Deans, Department Chair, and Department Secretaries.
- **Faculty and Staff Directory.** The faculty and staff directory can be found online at [http://directory.imperial.edu/](http://directory.imperial.edu/).
- **Human Resource Department.** The human resource department can be found in the 2400 building being the DePaoli Sports Complex. Martha Sanchez, Human Resource Analyst is the point of contact for all adjunct and substitute instructors. She can be reached at (760) 355-6210 or by email at Martha.sanchez@imperial.edu.
- **Parking Control Office.** Parking passes are generally given by personnel in the parking control office. However, if you did not receive a parking pass or did not attend orientation please see your department secretary for assistance.
- **Reprographics.** The reprographics department is located in the 500 building, office 512. You can request copy of materials in person or via email at repro@imperial.edu. Please see your department secretary to request an account code.
- **Maintenance Department:** Keys/Key Cards. The maintenance department can authorize keys or key cards for rooms you will be utilizing. Your department secretary must initiate the request process, please see her to request assistance.
- **Mailboxes.** All adjunct faculty have mailboxes in the faculty lounge. Be sure to check your mailbox frequently for important information.
- **Email.** All faculty, staff, and students have an IVC email. The email is firstname.lastname@imperial.edu. The default password is the first two initials plus 123. (e.g. firstname.lastname@imperial.edu would be fl123) Please check your email frequently for time-sensitive emails.
CLASSROOM PROCEDURES

CLASS ROSTERS

IVC uses WebSTAR for registration and schedule management. You may access WebSTAR from any computer with internet access. You will need to print your roster and authorization codes from WebSTAR before your class begins (See WebSTAR Faculty Handbook). Due to constant student registrations and drops, it is recommended that you print your roster as close to your first class as possible and monitor enrollment daily until census day. Rosters must be reviewed continuously to ensure that students attending your class have enrolled or students not attending have been dropped by the appropriate deadlines. Continue to review the online roster to confirm active attendance.

COURSE OUTLINES

The course outline is an essential component of your class and provides key course information, including course description, prerequisites, grading criteria, and “measurable course objectives and minimum standards for grade of ‘C’.” A core content breakdown will help you develop a course syllabus and course plan.

Amendments to course outlines are approved by the district’s Curriculum and Instruction Committee.

COURSE SYLLABUS

You are required to submit your course syllabus electronically to your Department Chair, Department Secretary and the office of Academic Services within 14 days of the first class meeting. Course content shall be in accordance with the approved course outline and content published in the IVC catalog. The course syllabus shall at minimum include:

- A statement of the course goals and objectives
- Class hours
- Detailed course schedule by week
- Discussion of assignments and instructional methods
- Statement of grading procedures and other policies
- A description of required and suggested texts
- Accommodations for disabilities
- Policy on plagiarism and cheating

Your syllabus is your contract with each student. Changes in assignments impacting how grades will be computed should be distributed to students in writing. Contact your respective Department Chair for further information.
**FIRST DAY OF CLASS**

The first meeting of a new class is very important in setting the tone for the course. Plan to arrive early for the first class meeting. Write your name and course title on the board.

Allow time for students to find your classroom before taking roll. **Students not present on the first day of class should be dropped from your class.** Highlight the names of students absent on your initial roster. Your first day class roster must be submitted to Admissions and Records Office or the appropriate IVC extended center within 3 working days of the initial class. Students highlighted on the roster will be dropped from your class.

Classes have established student enrollment limits. Check with your Department Chair for your class limit. You must add students meeting class requirements up to your class limit. You have the discretion to exceed your class limit. It is the discretion of the Vice President of Academic Services to cancel classes due to low enrollment.

Distribute and review your course syllabus (See Course Syllabus). You should prepare a complete lesson for the first class session and conduct class for the defined time period, even though some students will not have purchased the books and supplies. If you are teaching on the main campus, the IVC bookstore is open from 8 a.m. – 9 p.m., Monday- Thursday, 8 a.m. – 3 p.m. on Friday and 9 a.m. – 1 p.m. on Saturday for the first two weeks of the semester. The bookstore also opens on Saturday. Call the IVC bookstore for store hours at (760) 355-4457.

Students may also buy and/or rent their books directly from the bookstore website at www.efollett.com.

**ADDING CLASSES**

All students attending your class must be enrolled and listed on your roster. Students adding your class must receive an authorization code from you. A list of these four digit codes will print along with your roster. Assign each student wanting to add your class one of these codes. Write the student’s name and ID number on your authorization code sheet for your own records.

Remind students that it is THEIR responsibility to access their WebSTAR account and add the class using their authorization code as soon as possible. These authorization codes are specific to your class and students will not be able to use your code to illegitimately add other courses. If you teach more than one class, make sure that the authorization code you give a student is the appropriate code for that specific section.

**DROPPING CLASSES**

Students should be dropped from your class if they fail to attend the first class meeting (see first day of class). After the initial class meeting, it is the students’ responsibility to drop themselves from your course. Drops are also processed through WebSTAR.
Remind students of key deadlines to drop without a “W” for the course appearing on the transcript and the deadline to drop full term classes with a “W”. Faculty may also drop students by submitting a drop card to the Admissions and Instructions office.

**STUDENT ABSENCES**  
(AP 5075)

Instructors are required to clear their rosters of inactive enrollment as of census. Inactive enrollment in a course is defined as the following:

As of each census day, any student who has

1. Been identified as a no show, defined as a student who fails to attend the first class meeting. For online classes, it is a student who fails to complete the initial required activity,

   OR

2. Been dropped for excessive absences, defined as a student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week. Online courses will substitute required activities for absences/class meetings.

An instructor may drop a student after census and up until the final drop deadline (75% of the course) if the student has excessive absences and is no longer participating in the class as long as said procedures are specifically noted in the class syllabus. However, there is no responsibility on the part of the instructor to do so.

Students who no longer wish to participate in class are responsible for dropping themselves using the online registration system. Specific instructions and deadlines are listed each term in the Class Schedule.

**STUDENT CONDUCT**

*Adopted by Board of Trustees action, 8/4/71; amended 9/10/75, 8/1/77, 8/9/78, 8/8/79, 11/14/84, 10/09/91*

Questions should be directed to the Dean of Student Affairs (760) 355-6457.

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 judgment 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.

**Removal by Instructor** - An instructor may remove a student for the day of removal and the next class meeting. Such action must be immediately reported to the Dean of Student Affairs. During the period of removal the student may not be returned without the consent of the instructor. (Please refer to [ASG Handbook](#) for further information)

**CHEATING AND PLAGARISM**
IVC expects honesty and integrity from all students. A student found to have cheated on any assignment or plagiarized will receive a score of zero for the assignment and sent to Disciplinary Officer Sergio Lopez. A second occurrence of cheating or plagiarism may result in dismissal from class and expulsion from IVC as outlined in the General Catalog.

**STUDENT EMAIL ACCOUNTS**
Effective Fall 2011, all IVC students will have an IVC Student Email Account. The login URL is http://outlook.com. The new email address was sent to the previously registered email. The password will be the same login used for the Student Portal (their campus password will be kept in sync with Live@Edu)

**IMPORTANT!** This address will be the primary email address used to contact students studying at Imperial Valley College (this includes all financial contacts)! Students will be required to use this account for a number of new services we will be launching in the near future. IVC has automatically setup their new email account and sent a courtesy copy of any official IVC correspondence to the address previously in the system.

**IMPORTANT!** From now on, IVC students will be expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. **Students have the responsibility to recognize that certain communications may be time-critical.** Students should not rely on any courtesy email forwarding or other means to ensure they are receiving important IVC information! The best strategy is to get accustomed to checking this email account at least once a day while a student at IVC, especially during critical times such as registration.

For issues accessing new IVC email accounts, please submit a ticket to the IVC Service Desk at: [https://servicedesk.imperial.edu](https://servicedesk.imperial.edu) and we'll be happy to help resolve your issue. Students can login to the Service Desk using their new IVC email address and Student Portal...
Here's a brief overview of the features your new Live@edu account from IVC contains:

**Microsoft Outlook Live Features:**

- Use email through graduation and beyond
- Get 10 GB inbox, 18 MB attachments
- Protect email from spam & viruses
- Use instant messaging services with Outlook Live including audio and video with your chats, applications sharing, file transfers, and more.
- Use mailbox aggregation that allows you to aggregate other personal e-mail accounts within Outlook Live
- Get access to your email, contacts, and calendar from anywhere including a broad range of active sync enabled phones (examples: Windows Phone, iPhone, Android)

**Windows Live SkyDrive Features:**

- Get 25 GB of free online storage.
- Store, access, and share thousands of documents, photos, and Microsoft Office files
- Access files from anywhere online & view photos from most web-enabled mobile phones anywhere you have Internet access.
- Control who sees what with password protection
- Drag and Drop: Uploading content is as easy as dragging and dropping the files from your computer onto the Web (requires Microsoft Silverlight installed)
- Working on a project with classmates? With shared folders, the whole team can upload, download, and collaborate on documents and other files

**Free Office Web Apps:**

- Easily store files and documents online in a password protected environment
- Access, view and edit your online documents from home, the classroom, the library, or virtually any PC or Mac that is connected to the Internet
- View and perform basic editing functions on your online documents even from a computer that doesn't have Microsoft Office installed
- Be able to control who has permission to view or edit any one of your documents
- Simultaneously edit documents (Excel spreadsheets and OneNote notebooks) with others in real-time and see exactly who is editing and viewing your documents
- Get the benefits of working with online documents using the familiar Microsoft Office experience
- When you need to access the additional rich features, it takes just one click from any Office Web App to open the file in the corresponding Microsoft Office program on your desktop
- Access and view your files from your mobile device.
- Available for free through Windows Live SkyDrive
**TURNITIN.COM**

Turnitin.com is a proprietary service that allows instructors to check essays and other documents for plagiarism. It is used in high schools, colleges, and universities throughout the country and it is available for us here at IVC. This is a useful resource, especially for those with writing intensive courses.

Turnitin.com provides an excellent online orientation for both instructors and students. Visit [http://www.turnitin.com/resources/multimedia/training/turnitin/instructor/new_user_setup_demo/new_user_setup_demo.htm](http://www.turnitin.com/resources/multimedia/training/turnitin/instructor/new_user_setup_demo/new_user_setup_demo.htm) and follow the instructions on the screen. Once you’ve watched the orientation, please follow the instructions provided below to create your account.

- Go to [http://www.turnitin.com](http://www.turnitin.com)
- Click on “create account”
- Under “new users,” select “sign up for turnitin”
- Under “create new account” select “instructor”
- Enter the following information:
  - Turnitin account/class ID: 42038
  - Turnitin join password: access01
- Follow the instructions on the screen to complete your registration. Once your account is set up, you can begin using turnitin right away.

Additional information for turnitin can be found online at [http://www.turnitin.com/static/support/guides_manual.html](http://www.turnitin.com/static/support/guides_manual.html).

**ALERT SYSTEM**

IVC has a mobile phone alert system in place to inform all staff about emergencies. If you haven’t already signed up for this service, here is the information for you to do so.

To receive the AlertU alerts, all you (or anyone else) would need to do is:
1. Go to the IVC website ([http://www.imperial.edu](http://www.imperial.edu))
2. Scroll down the page
3. There is a box on the right side that says Emergency Alerts...here you would need to enter your cell phone number and hit subscribe

**BREAKS**

Under the new 16 week compressed semester, IVC has built in student break times for classes exceeding 2 hours per session. Use the following matrix as your guide:

<table>
<thead>
<tr>
<th>Class Time per Session</th>
<th>Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 minutes</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>
150 minutes 10 minutes
185 minutes 20 minutes
195 minutes 20 minutes
250 minutes 30 minutes

Do not use break time to start later or to finish ahead of time. Classes are to meet the full time listed in the class schedule.

CLASSROOM ETIQUETTE

- The teacher shall respect the professional standing and opinions of his colleagues and shall maintain in his relations with them the highest standards of professional courtesy.
- The teacher shall recognize his duty to manifest responsibility, individual initiative, and integrity in his teaching and other professional actions within guidelines laid down for the profession, such as but not limited to:
  - Placing items such as desks or chairs back in their appropriate place if they have been moved.
  - Clearing the white board or chalk board.
  - Turning off the projector.
  - Leaving dry erase markers or chalk in the classroom (if applicable)
  - Ensuring that class is orderly prior to leaving so that the next instructor is able to teach upon arrival.
- The teacher shall not accept gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.
- It shall not be correct for any teacher to censure other teachers or to criticize their work in the hearing of students and/or the general public.

FIELD TRIPS

Field trip activities must be pre-approved by the Vice President for Academic Services (or designee) through the Request for Approval of Field Trip form. The request for approval must be submitted a minimum of one week in advance of departure time. All students traveling on the field trip must complete and sign a Waiver to Travel Form that is submitted in advance with the request form.

DISTANCE EDUCATION

As an alternative to the traditional classroom environment, the Distance Education program at Imperial Valley College offers students options and opportunities to earn college credits by taking classes online or online and on-campus (hybrid) classes. Online courses are delivered via the Internet. Students complete course work using a course management system (CMS), which includes tools such as e-mail, message boards, chat rooms, and multimedia presentations.
Courses will be prioritized for development based primarily upon impacted courses, those required for transfer to UC/CSU, and those required for graduation at IVC. Please contact your Department Chair and the Distance Education Coordinator, David Zielinski, about the approval process to develop an online course and the requirements to set up a course in Etudes-NG (course management system). You are encouraged to contact the Distance Education Coordinator, David Zielinski, at (760) 355-6470 about parameters for “online,” “hybrid” and “web enhanced” classes that combine face-to-face and online delivery.

**TRAINING & SUPPORT**

Technology staff is available to assist you in developing a webpage, posting educational materials, and receiving Microsoft Suite training. Technical support is also available online or by contacting the Service Desk at (760) 355-6300.

**EVALUATION OF ADJUNCT FACULTY**

An important source of feedback for adjunct faculty includes peer reviews. Evaluation shall include pre-evaluation and post-evaluation conferences, and a one (1) hour observation of the part-time faculty member conducting classroom teaching assignments or counseling duties or other nonteaching duties, as appropriate, and a review of student evaluations.

**STUDENT EVALUATIONS OF ADJUNCT FACULTY**

At least once during each academic year and whenever practicable anonymous evaluations of the faculty member will be conducted by students.

The faculty member will be responsible for distributing the evaluation forms to the students, providing a setting in which confidentiality and anonymity are ensured, and collecting the forms after students have had sufficient item to complete them before sealing the completed forms in an envelope.

Students evaluations should be completed using the standard student evaluation forms or utilizing a form developed by the faculty member which elicits similar, relevant information. No student evaluations or references thereto shall be placed in the faculty member personnel file unless requested by the faculty member who has been evaluated.

**TIMELINE FOR FINAL GRADES SUBMITTAL**

All faculty both full-time and adjunct are required to submit final grades and all accompanying documentation for each semester and session in a timely and accurate manner following the procedures established by the Vice President of Academic Services. Grades must be submitted by 5:00 p.m. on the fifth workday, excluding weekends and holidays, following the last day of the semester or session, unless the...
member has been granted an extension by the Vice President of Academic Services or
the grade submission deadline is extended by the Vice President of Academic Services.

**ADJUNCT FACULTY PREPARATION AREAS**

Imperial Valley College endeavors to make the most of your teaching experience and
is here to assist you as you prepare for your classes. Listed below are the various adjunct
faculty preparation areas:

<table>
<thead>
<tr>
<th></th>
<th>Telephone</th>
<th>Computer</th>
<th>Printer</th>
<th>Copying</th>
<th>Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty Lounge</strong>: open when classes are in session.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Arts and Letters lobby area</strong>: open during business hours, upstairs in 2700 building. (A&amp;L faculty only)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Reading/ Writing Laboratory</strong>: 2600 building Open 8 a.m. -7 p.m. Mon-Thurs; 8-5 on Friday.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Spencer Library Media Center</strong>: open 8-8 Mon-Thurs; 8-5 Friday; 8-12 Saturdays except for holiday weekends</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>SDSU (Extended Campus in Calexico – day)</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Willie Moreno Junior High School (Extended Campus in Calexico – Night)</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**SICK LEAVE**

An instructor who has a serious illness that prevents him/her from attending to his/her
duties is required to call his/her respective Department Chair and/or Department Secretary, as well as, the office of the Vice President for Academic Services to notify them of his/her absence.

If you are teaching on-line education you are expected to log on to the computer and
monitor and interact with the students in the course each week of the semester or
session when classes are scheduled to be taught. An instructor who has a serious illness
that prevents him/her from attending to his/her duties teaching an online class shall
account for sick leave.
STUDENT RIGHTS AND RESPONSIBILITIES

CONDUCT IN CLASSROOM

It is assumed that all students at Imperial Valley College adhere to the accepted Standards of Student Conduct and the regulations as adopted by the college. These standards describe the type of misconduct behavior that is subject to disciplinary action.

The complete policy on Standards of Student Conduct, Disciplinary Action, and Due Process can be found in the Handbook for Faculty Advisors and in the IVC catalog at www.imperial.edu.

CONFIDENTIALITY OF RECORDS

Federal law prohibits posting examination scores or course grades using:

- The student name
- Four or more consecutive numbers of a Social Security number;
- Or any personally identifiable means.

This prohibition also applies to any internet site maintained by the community college or other publicly accessible document for any purpose. The following are a few tips on managing student records.

TRY TO:

- Keep only those records pertaining to students that are necessary for the fulfillment of your teaching or advising responsibilities.
- Write letters of recommendation as requested by the student; however, if the student requests you discuss identifiable information that you obtain from a student’s educational record (grades, GPA, etc) be sure to obtain a written and signed release form from the student.

DO NOT:

- Display student scores or grades publicly in association with names, social security numbers, or other personal identifiers. If scores are used, use a code known only to you and each student.
- Leave graded papers or tests unattended on a desk in plain view in a public area; do not allow students to sort through graded papers in order to retrieve their own work.
• Send notification of grades via e-mail or post card.
• Give grades over the phone unless you can verify through a series of questions that you are actually talking to the student.
• Place transcripts or degree audits distributed for purposes of advisement in plain view in open mail boxes located in public places.
• Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.
• Release directory information on a student without checking to see whether the information has been flagged for non-release

**ACADEMIC MISCONDUCT**

Academic misconduct includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating and plagiarism.

Cheating includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Plagiarism includes, but is not limited to, the use of paraphrased or directly quoted published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

Any student found by a faculty member to have committed academic misconduct may be subject to sanctions as determined by the faculty member which may include a warning, grade adjustment, and course failure. Your policy on academic misconduct must be included in your syllabus.

**IMPORTANT DEADLINES FOR STUDENTS**

There are certain dates within a semester that are critical for students to follow. These dates include:

• When classes begin
• Late registration period
• Deadlines to drop classes without owing fees
• Holidays
• Deadlines to drop classes without the course appearing on transcripts
• Deadline to drop classes with “W”

You may consider including this information on your class syllabus.

**STUDENT GRIEVANCES**

IVC has a policy that provides a prompt and equitable means for resolving student complaints. A complaint is defined as an actual or supposed circumstance that adversely affects the grades, status, or rights of a student. Complaints concerning course grades are permitted to the extent that such complaints allege mistake, fraud, bad faith, or incompetence as set out in Education Code Section 76224(a).

A student who contends that he/she has been treated unfairly has the right without fear of reprisal to right an alleged wrong. The complaint policy applies to unfairness as it relates to areas such as but not limited to:

- Assignment of grades
- Deviation from course content
- Access to classes
- Refusal of instructor to confer with a student

Please refer to the IVC catalog for the complete student grievance policy including resolution procedures.
FACULTY PROCEDURES

EMERGENCIES

To report any unusual or suspicious activity, please contact:

- Campus Security (760) 483-7411
- Campus Safety & Parking Control Office (760) 355-6306 or (760) 355-6308
- Emergencies 9-1-1

Tim T. Nakamura is the Director of Campus Safety & Security. His office is located in the Parking Control Office, Room 517B. Hours of operation are Monday – Thursday, 1:00 p.m. to 10:00 p.m. If you need immediate assistance please contact Campus Security at (760) 483-7411.

Please refer to the information below if you need assistance in determining which action is appropriate.

Call 9-1-1 and call the college nurse at (760) 355-6310 or (76) 337-0300 (cell), and call the switchboard at Extension 0; notify them of the situation for further action.

- Life threatening medical emergency such as: (1) severe chest pains, (2) respiratory distress or cessation of breathing, (3) shock, (4) severe burns, (5) uncontrolled bleeding, (6) unconsciousness (except for seizures), (6) choking, (7) poisoning, (8) overdose, (9) suspected fracture of back, neck, or spine seizures, (10) any other serious medical emergency, (11) psychological crisis, and (12) hazardous material release if it has high potential to injure someone or cause fire.

Call the maintenance and operations department Charlene Cruz, (760) 355-6371 or Rick Webster at (760)355-6373, cell or (760)455-9267 (emergency cell) and call switchboard at Ext.0

- A hazardous material release with low potential for fire or injury

Call 9-1-1 and the switchboard at Ext.0 and call the maintenance and operations department Charlene Cruz, (760)355-6371 or Rick Webster at (760)355-6373 (760)455-9267, emergency cell)

- Any fire

Call 9-1-1, the switchboard operator at Ext. 0 and campus security (760) 483-7411

- Civil disturbance
- Crime or violent incident
Call the Superintendent/President's office at (760)355-6218 or (760)355-6219 or administrator on duty.

- Any major incident with potential for adverse publicity for the college. If the major incident happens on the weekend, call the director of maintenance’s cell phone at (760)455-9767

Call Tim Nakamura at (760) 355-6295 or security at (760)996-4614, 5-10 PM, Monday-Thursday.

- Student or facility issues during evening hours

**EARTHQUAKE PROCEDURES**

- If indoors, stay indoors under door frames or sturdy furniture. Stay near the center of the building. Stay away from glass.
- Don’t use candles, matches or other open flames.
- Don’t run through or near buildings where there is danger of falling debris.
- If outside, stay in the open, away from buildings, utility poles and wires.
- If in a moving car, stop but stay inside.
- Stay out of damaged buildings. Aftershocks could cause them to fall.

**BOMB THREAT PROCEDURES**

A. Written threats should be reported immediately to the president or if the president is unavailable, to the next ranking administrator.

B. A person receiving a telephoned bomb threat should avoid panic and concentrate on getting as much of the following information as possible from the caller:

- Where is it located?
- When is it set to go?
- What kind is it?
- What does it look like?
- Why did you set it?

C. Notify the administrator in charge and/or Tim Nakamura at (760) 355-6295 giving all of the information you have obtained.
**EMERGENCY EVACUATION ALARM**

If a fire alarm sounds, evacuation of a building should follow promptly. When an evacuation is necessary, a general alarm will be activated and all persons must leave the classrooms and offices following the evacuation plan. Persons must not be allowed to re-enter buildings until the proper authority permits re-entry. The instructor or his/her designee will assist physically handicapped persons who are unable to exit the building.

**POWER OUTAGE**

If lights and power in your classroom cease, calmly move your class to a safe location and wait until the Vice President of Academic Services or designee notifies you if classes should be cancelled.
IMPORTANT INFORMATION

GRADES

At the beginning of each semester, students must receive a syllabus that explains the course’s grading system—standard (A, B, C, D, F, or credit/no credit where applicable). Faculty input grades into IVC WebSTAR. The following are basic instructions:

- Instructors must input grades for each of their classes directly into the computer using WebSTAR.

- Supporting documentation must be submitted to the Office of the Vice President for Academic Services (Instruction Office) on main campus, or one of the extended campus offices including: attendance records, grade records, and incomplete forms.

- Check with Academic Services for the deadline to submit both the grades online and the supporting documentation for that academic term. PLEASE do not wait until the last day to submit grades. Faculty should input the grades into IVC WebSTAR as soon as appropriate so students have access to grade information students, can enroll in the appropriate next level class, official transcripts can be processed, and IVC can run state reports.

- You cannot drop students after the drop date. It is not possible to assign grades of W. If you are aware of catastrophic circumstances beyond the control of students which prevented them from dropping by the drop deadline or from completing the assignments, consult with the student about the appropriateness of an Incomplete grade. You must obtain an incomplete grade form from the student and provide Academic Services with verification of the last date the student attended. Contact David Poor in Admissions and Records to facilitate the process.

You may use any computer with Internet access to enter your grades. If you do not have an office computer at IVC, computers are available in the Casbah Room of the College Center, Library and in some computer labs.

Advisory: Compute your grades before you go online. You will be timed-out every 30 minutes and have to sign back on to continue. If you are prepared, it should only take a few minutes to input each class.

INPUT GRADES ON WebSTAR

1. Go to www.imperial.edu
2. Click on WebSTAR
3. Type in your User ID (G#) and PIN

4. Click on Login.

5. Click on Faculty & Advisors Menu.

6. Click on Final Grades.

7. Select the Term: click on Submit.

8. A drop-down box will appear with a listing of all of your spring classes. Highlight the class you wish to grade, and click on Submit.

9. The Final Grade Worksheet for the selected class will appear. Scroll down to see the first 25 students.

10. Use the drop-down menu in the grade column following each student’s name, to select the grade to be assigned to that student.

   The drop-down menu will include only those grades possible for that student/course. For instance, if the course is a CR/NC course, only those grades will appear for your selection. If the course may be taken as CR/NC or for a letter grade at the choice of the student, the menu will provide the options selected by the student at the time of registration. If the deadline for a student to act on the CR/NCR option has passed, an instructor cannot assign an NC grade at the end of the semester. By state law, students must adhere to a deadline earlier in the semester to change their option. The menu you are given will be the one legally acceptable for that course/student.

11. It is not possible to assign a W; students who were dropped during the time to receive a W will appear on the roster with a W already assigned.

12. If you are assigning a grade of F, NC, or I, you also need to input the last date of attendance in MM/DD/YYYY format.

13. If the course is a positive attendance course (usually TBA), you also must input the number of hours attended by that student.

14. After all data is input for the first 25 students, click on Submit at the bottom of the page.

   NOTE: You may click on Submit before completing input for all 25 students. To avoid being timed out, submit at least once in each 30-minute period.

15. Students are listed in record sets of 1-25, 26-50, etc. If you have more than 25 students in your class, after entering the grades for the first 25, click on Submit and then on the next record set. The record sets are listed on the top and the
bottom of the screen. Continue until grades for all students have been entered. Click on Submit after entering the last set.

**VERIFY GRADES**

16. Click on Faculty Services on the menu bar close to the top of the page.
17. Click on Summary Class List.
18. Scroll down to verify all grades have been submitted.
19. Proof grades against your records for accuracy. The grades will remain as you input them; they will not be checked for accuracy after printed documents have been submitted.

**PRINT ROSTERS TO SIGN, DATE AND SUBMIT**

20. Scroll back up the page and click on Print Basic Roster.

If this is the first time you have printed a roster, you will need to configure the margins. Once you have done so, you should not need to configure a second time.

- If using Microsoft Explorer, click on File/Page Setup. In bottom section of screen, select Portrait and input 0.5 for top and bottom margins, and 0.25 for left and right.
- If using Netscape, the margins are 0.5 for top and bottom, and 0.15 for left and right.

21. Print by clicking on File/Print, or the print icon.
22. Sign and date at the bottom in preparation for submitting to Academic Services.
23. The above roster does not include attendance hours. For positive attendance courses, you must also print a second type of roster. Both must be submitted.

After printing above roster, click on Back 3 times to return to Final Grade Worksheet. If the Back function does not take you all the way back to the Final Grade Worksheet, you will need to get back to the main menu and repeat steps 5 - 9 above.

24. Print all record sets for the course by clicking on File/Print, or the print icon.

If more than 25 students are enrolled, click on the next record set at the bottom or top of the page and print; continue until each record set has been printed.
25. Sign and date at the bottom in preparation for submitting to Academic Services.
SUBMIT REQUIRED DOCUMENTATION

The following must be submitted to the Instruction Office in the Administration Building on main campus or one of the extended campus offices. Important: hand to a human being and have the records checked in; do not just deposit on a desk or counter. If you have any questions about the process, please contact the Office of the VP for Academic Services.

Advisory for all faculty: retain copies of all documents for your personal records. You may use the copier in the Instruction Office.

Submit the following:

A. Signed copy of Basic Roster and/or Final Grade Worksheet from WebSTAR. Both must be submitted for all positive attendance classes.

B. Attendance records.

C. Title V form for grades of NC, INC, and Fs.

D. If you are issuing any grade of “Incomplete,” you must complete and submit a Notice of Incomplete Grade form. On the form, please be aware that the alternative grade requested is to be the grade that will be assigned if the missing assignments/tests are not completed. Forms are available in the Instruction Office.

E. Grade records also will be extremely helpful in the event of a grade dispute, especially if you are not available or no longer live in the area. Information regarding the cut-off points for your grades, the points or grades earned on each quiz, test, assignment, etc. is critical to this process. These copies are not required, but encouraged also for your own protection against claims of discriminatory grading practices, etc.

INCOMPLETE GRADES

Students may request an incomplete grade “I” if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor and the Vice President for Academic Services, the instructor shall define, in a written contract, how the course will be completed (Notice of Incomplete Grade form).

Students must complete the requirements by up to a maximum of the first school day following the sixth week of the next regular semester. The “I” grade of a student who does not complete the requirements will return to the grade listed on the form.
FACULTY ABSENCES

All instructors are expected to be present for each class for the entire class period as listed on the class schedule. This includes time students may be working in groups, watching videos, or participating in any other classroom activities. Class cannot be cancelled for students to purchase books. Faculty must accompany students if a library tour is planned during class time. Plan to meet with students for the entirety of the first and last class sessions.

Faculty unable to meet a class must notify the respective Department Chair, Academic Services or the Extended Campus (if applicable) as early as possible to facilitate hiring a substitute. You may not obtain your own substitute. The Department Chair and Department Secretary should be notified; the Chair is responsible for contacting a substitute since all substitutes must meet minimum qualifications pursuant to Title 5 and must be cleared by the Office of Human Resources.

Faculty must submit an absence form, whether or not a substitute is used. The absence form also is necessary in order to confirm payment for the substitute. Adjunct faculty members are eligible for three hours of sick leave per semester (subject to change).

MAIL

Adjunct mail boxes are located in the faculty lounge. Be sure to check your mailbox at least weekly for special announcements. Adjunct faculty who teach at extended campus also have mail boxes at the respective extended campus center.

EMAIL ACCOUNTS

Adjunct faculty members are asked to notify Academic Services of their current email address or to request an IVC account. Please see your department secretary to request an account. It is strongly recommended that you check your email account frequently. College email and college access to the internet should only be used for college business.

Instructions on how to access your Outlook Web Access (OWA) E-Mail account:

1. Go to http://webmail.imperial.edu

2. Log into your account using your IVC domain account.
   Username: imperialedu\ firstname.lastname (e.g. imperialedu\joe.smith)

3. Enter your same password that you use on campus (Domain Password). For first-time users, your initial password is as follows:
   firstinitial.lastname123 (e.g. Joe Smith would be js123)

4. After login for the first time, be sure to change your password by selecting “Options”
in the upper right corner. This new password is now your official Domain Password for IVC resources.

For online instructions on how to access your Outlook Web Access E-mail account please visit the Information Technology website.

**PARKING**

All vehicles parked on the IVC main campus must have a parking permit. The Parking Control Office issues parking hangtags for faculty. Hang tags must be displayed on the rearview mirror of the vehicle you bring to campus. The hang tag should not impair your view. Citations may be issued to all vehicles parked without a valid parking permit or parked in a reserved parking space without a faculty/staff permit. Currently parking permit requirements are not enforced on the weekends.

Parking permits are not required for off campus locations. See the most current IVC class schedule for a complete description of campus and traffic regulations.

**IDENTIFICATION CARDS**

IVC identification cards are not mandated for adjunct faculty. ID cards, however, are necessary for all faculty to check out books from the IVC library and for the use of certain campus facilities. If you want an IVC ID card, ask your Departmental Secretary to make an appointment for you with the Office of Student Affairs.

**KEYS**

If the Department Chair determines that you need to be granted college keys, the request for issuance must be approved by the Vice President for Academic Services. Keys must be returned at the end of the school year or teaching appointment as appropriate.

**END OF SEMESTER**

Within five working days from the end of the semester, adjunct faculty must submit final grade information which includes:

- Final grade sheet from Banner (signed)
- Grade record (signed)
- Attendance record (signed)
- Title IV form for Noncredit, Incompletes, or “F”s.
- Copy of final exam.

Do not wait until the last day to submit your documentation. Please submit it as early as possible.
**FOOD OR DRINKS**

Food and drinks (except water) are prohibited in all IVC classrooms.

**AUDITING**

Auditing is defined as an individual participating in your class without official class enrollment. Auditing is prohibited by state law.

**ORDERING TEXTBOOKS**

Textbooks for adjunct faculty are selected by the respective Department Chair and ordered by the Department Secretary or Extended Campus. Adjunct faculty may request to teach from a different textbook but the request must have prior approval from the respective Division Chair.

**DEVELOPING A COMPILATION OF READING MATERIALS**

Adjunct instructors that develop individual compilations of reading materials may not sell these materials to students and may not violate copyright laws. A compendium of reading materials must be processed through the IVC bookstore to sell to students.

**COPYRIGHT ACT AND PHOTOCOPY ACT**

IVC complies with all laws concerning copyright, allowing for fair use of educational material in the classroom. For specific questions, please ask one of the IVC librarians or the reprographics department. There is also a website that can be consulted for quick answers to copyright questions: www.stfrancis.edu/cid/copyrightbay.

The most common violation of copyright is the use of video material copied off the air. The rule of thumb is that anything copied off the air can be used **three** times: once for preview, once to show to the class, and once to review. After that, it needs to be erased unless the copyright holder is asked for permission to keep it. All videos must now be accessible to all students which often require material to be closed captioned. Companies performing captioning services will confirm when tapes are illegal. For long term use, the best rule is to purchase a copy of the video material you want to use.

Music publishers are becoming very aggressive in prosecuting individuals for illegal downloading of music. You must protect yourself and IVC.
**RETAIATION**

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

**ACADEMIC FREEDOM**

The Imperial Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some student discomfort. It is further recognized that academic freedom insures the faculty’s right to teach and the student’s right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom, Imperial Community College District will consult with a faculty member appointed by the academic senate with respect to contemporary practices and standards for course content and delivery.

**RESPONSIBLE DISTRICT OFFICER**

The Imperial Community College District has identified the Associate Vice-President of Human Resources to the State Chancellor’s Office and to the public as the single District Officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive the complaints is named in the complaint or is implicated by the allegations of the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District Officer.
IMPORTANT INSTITUTIONAL POLICIES

The following are examples and excerpts of IVC board policies that address general institutional policies. These examples are not intended to be inclusive of all institutional policies. You may reference the IVC Board Policy handbook for a complete listing and description of all board policies.

PROHIBITION OF DISCRIMINATION AND HARRASSMENT

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. IVC is committed to providing an academic and work environment that respects the dignity of individuals and groups. The campus shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: national origin, religion, age, sex (gender), race, color, medical condition, Vietnam era Veteran status, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.

IVC seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, IVC also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated.

Refer to IVC Board Policy 3430 for the complete policy.

NONTDISCRIMINATION

Imperial Valley College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

No persons shall be unlawfully subjected to discrimination or denied full and equal access to, or the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, sex, race, color, medical condition, Vietnam era Veteran status, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the California Community Colleges Chancellor's Office.

Refer to IVC Board Policy 3410 for the complete policy.
TOBACCO-FREE CAMPUS

It is the policy of Imperial Valley College to provide a tobacco free environment for its students, faculty, staff, administrators, visitors and the general public while on this campus. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke, nor does the EPA recognize a safe level of exposure to environmental tobacco smoke.

Effective the FIRST DAY OF THE FALL SEMESTER 2009, Imperial Valley College became a tobacco-free campus. The use of any tobacco products prohibited on any district properties. The sale of tobacco products on campus is prohibited.

Smoking is prohibited at all times in all vehicles on campus. The smoking prohibition applies to passenger vehicles and all other state-owned mobile equipment to include light and heavy trucks, cargo, and passenger vans, buses, and any other mobile equipment with an enclose or enclosable driver/passenger compartment.

Any student or visitor found in violation of the Policy Statement will be forwarded to the Associate Dean of Student Affairs as per the Standards of Student Conduct (4) Willful persistent smoking where smoking has been prohibited.

POLITICAL ACTIVITIES AND CONTROVERSIAL ISSUES

1. Outside of on-duty hours, employees have the same right as all other persons to participate in political activities. However, no employee shall engage in political activities upon property under the jurisdiction of the Imperial Community College District Governing Board.

2. On-duty employees operating under the jurisdiction of the Imperial Community College District Governing Board are specifically prohibited from the following activities:
   a. use of bulletin boards, school bulletins or classroom time for political activities;
   b. the use of students for writing or addressing political materials or the distribution of such materials.

3. Instructors wishing to have guest lecturers to discuss a controversial issue, including partisan politics, need to submit written notification to the Vice President for Academic Services at least 48 hours prior to the planned appearance of the guest.

4. This policy assumes academic honesty and professional responsibility in regard to treatment of controversial issues by instructors assumes academic honesty and the professional responsibility on the part of the instructor and
recognizes that he/she must remain free to express his/her convictions within her/her area of professional competence and when relevant to the course content. Implicit within this right is his/her responsibility to differentiate fact from personal opinion, to apply the scholarship toward the accurate presentation of opposing points of view, and to refrain from abusing the unique position of personal privilege and prestige.
EMPLOYMENT AND PAY PROCEDURES

CONDITIONS OF EMPLOYMENT

Adjunct faculty are part-time instructors who are employed by the District to teach adult or community college classes. As an adjunct faculty member, your assignment is limited to 60% of a full time faculty load or a maximum of 10 units per semester.

ADJUNCT FACULTY AGREEMENT

You must sign the Adjunct Faculty Agreement each semester to ensure that you are properly paid and your teaching hours are correct.

TERMINATION OF EMPLOYMENT

Adjunct faculty serve at the pleasure of the Board of Trustees. IVC reserves the right to terminate the employment of adjunct faculty members for reasons including but not limited to:

- Insufficient enrollment as determined by the college.
- Reassignment of the class(es) to a full time instructor pursuant to appropriate collective bargaining agreements.

STAFF DEVELOPMENT

You may participate in staff development activities and receive compensation limited to the equivalent number of hours employed per week, paid at the applicable hourly rate. The participation of adjunct faculty in professional development is optional but strongly encouraged.

PAYCHECKS

Paychecks are issued on the last working day of the month. Paychecks may be picked up in the Human Resources Office. Adjunct faculty teaching at the extended campus may also pick up their check at the extended campus. Extended campus will only hold payroll checks for three working days. Checks not picked up within three working days will be returned to the Human Resources Office where the checks will be mailed to respective faculty member.

If you would like to have direct deposit, you can obtain the necessary form from the Human Resource website.
CANCELLED CLASSES

Adjunct faculty scheduled to teach a class that is subsequently cancelled must complete the Payment for a Cancelled Class form from Academic Services in order to compensate you for the appropriate time. This form is also available through any extended campus location.

SUBSTITUTE INSTRUCTORS

If you substitute for an instructor, you must complete the Substitution Certification form as soon as possible in order to be paid in a timely manner.
INSTRUCTIONAL SUPPORT SERVICES

LIBRARY AND AUDIO VISUAL SERVICES

As an employee of Imperial Valley College, you have unlimited checkout privileges in the Library. Your college identification card is also your library card. Cards are available in the Casbah room of the College Center (Building 600). You will need to call Claudia Aguilar x6455 to schedule an appointment.

Online Catalog and Circulation System
The Library has the SIRSI online catalog and circulation system available on the library’s web page. It has a web interface and is viewable from any computer that can access the college’s web page. You can search the catalog by author, title, subject or keyword and see whether the item you need is available or checked out. If you would like the library to hold something for you when it is returned, please call Circulation at ext. 6380 and they will place a hold on the item for you.

The Library staff will be happy to place items on reserve for use by your students. Please ask at the Circulation Desk to do so. A list of all items placed on reserve for student use can be viewed by class name, course number or instructor’s name through the catalog.

The Library has over 50,000 print items and over 400 periodical titles. The library subscribes to a number of Web resources, any of which include full text periodical articles for research. They can be accessed from any IVC computer by going to the Library’s web page and clicking on Databases and the resource needed. Directions for access from off-campus are provided below.

You are encouraged to bring your classes to the library for pre-scheduled Bibliographic Instruction, which can be tailored to the needs of the class. Please call Cathy Zazueta x 6117, to schedule an appointment.

Bibliographic Instruction for your class
You are encouraged to investigate the library’s holdings in your area of expertise. Please let one of the librarians know if there are items which you think need to be removed or updated. They welcome your suggestions for books or periodicals for the library to purchase.

Equipment for Classroom Use
On-line equipment request forms should be submitted at least 24 hours in advance. This form is found on the Library and Learning Services Web Page. You may also call Jesus Valenzuela x6389 at least 24 hours in advance with the type of equipment you need, the time, and the room. In most cases, the equipment will be delivered to you. If you need help using a piece of equipment, the staff will be happy to assist you.
Numerous classrooms have installed data/video projectors, VCRs, Internet connections, and jacks for laptop computers. A small collection of videotapes is available for classroom use. Please let Cathy Zazueta, Assistant Librarian, know if there are items you would like to be purchased for the collection. In addition, IVC is a member of the San Diego and Imperial Counties Community College Learning Resource Cooperative, which maintains a large video collection at the San Diego County Office Of Education.

The catalog for this collection is available online at avinfo@avserve.sdcoe.k12.ca.us. Click on Search for the full catalog and limit the audience to College. All of the items you find are free for your use. Since these resources come via courier, you need to reserve them at least two weeks in advance, if not earlier, since IVC shares the collection with all of the San Diego community colleges.

You may reserve your own items or call Jesus Valenzuela x6389 to reserve the items you want. You can find out immediately online if what you want is available the date you need it. You are invited to visit the Instructional Technology Department to see what services are available. In addition to providing equipment and programs, videotaping of class segments can be done when scheduled in advance.

**From the Library website:**

- From the Library homepage, under the “Find Articles & Other Library Materials” section, select “Database by Title List, Search All Databases”.
- The “Find it in Our Databases” page contains a list of databases with a brief annotation describing what may be found in each. You cannot access the databases from this page. Clicking on any database title will take you to the “Student Portal” login page. From there, follow the procedure outlined above. Clicking on the “Click here to access databases” link will also take you to the “Student Portal” login page.

**TECHNOLOGY TRAINING CENTER**

Training for faculty is available in a variety of computer software and systems. These include Outlook E-mail, WebSTAR, SPAM Filter use, Word, Excel, PowerPoint, Access, Webpage design, Adobe Acrobat, Easy Grade Pro, and other. If you’re interested in receiving training, please contact Larry Valenzuela at 760.355.6189.

**EXTENDED CAMPUS**

Imperial Valley College provides courses throughout Imperial Valley in partnership with local organizations and school districts. Based on the needs of students and resources available, courses can be taught at Willie Moreno junior High; San Diego State University, Calexico Campus; Desert Valley High School, and other community sites. If you are assigned to teach in an extended campus, remember that we are guests. Students need to be monitored to stay away from unauthorized areas. Desks and furniture must be placed back in original configuration. White boards used must be
erased and cleaned. Please do not use computers or any other technology equipment unless we have prior authorization.

In some cases, IVC staff may not be readily available to assist you. In these cases, we rely on your professionalism for attendance and instructional support. Equipment may be requested through the Office of Economic and Workforce Development at (760) 355-6217. Please give us at least a 72 hour notice for equipment needs. Limited copying may be accessible at each site. Instructional material and copies will need to be requested form main campus. For more information, please refer to the Reprographics section of this handbook.

**COPIES AND SUPPLIES AT EXTENDED CAMPUS**

Adjunct faculty may request the duplication of instructional related material and supplies. Copies and supplies must be requested at least 2 days in advance. For more information, see the Reprographics section of this handbook.

**COMPUTER LABS**

IVC has a number of computer labs where students receive assistance.

- **Business/General Computer Lab**: A general computer lab is available for students in room 901 with basic services and applications, including Internet access. Regular semester hours are from 8am to 9pm.

- **Math Lab**: The math lab has 44 computers with internet access and Microsoft-Office software. The lab also includes: study rooms; computer tutorials; videos; mathematics software; reference books, and tutoring.

- **Reading Lab**: The reading lab is used only by students taking ENG 86/87, 88 or 89 and Individualized reading and writing skills, ENG 51 and ENG 52.

- **Writing Lab**: The writing lab may be used by any IVC student who needs help with an essay or writing assignment. Students will be asked for an IVC ID card to check in the lab. Students may also use the computers or internet when space is available for class assignments.

- **Language Lab**: The Language lab is available to all students enrolled in Foreign Language, English, or ESL classes. The lab offers an individual multimedia learning experience as a supplement to formal class instruction on state-of-the-art computer stations.

- **Nursing Lab**: The nursing learning center room 2158 provides study rooms, computer tutorials, and skills laboratories for students in registered nursing and allied health programs.
STUDY SKILLS CENTER

Tutoring is available to all IVC students on a walk-in basis in the Spencer Library Media Center. Tutors in various subjects are available during many hours of the day. Tutoring may include one-on-one tutoring, or group tutoring if the students are in the Disabled Students Programs and Services (DSPS), Early Alert Program (EAP), Extended Opportunity Programs and Services (EOPS) or if they are Student Support Services (SSS) qualified students. The Study Skills Center can also conduct test proctoring for faculty and study skills workshops.

COOPERATIVE WORK EXPERIENCE PROGRAM

The Cooperative Work Experience Program offers practical work experience (for credit) in partnership with the business community. Employers provide work locations and on-the-job training which has educational value for our students. The College provides the instructional component, class facilities, and personnel to instruct and coordinate the program.

COUNSELING

Imperial Valley College provides all students with pertinent information they will need in the formulation of their academic and personal goals and objectives and to assist them in being aware of making the most of their desires, interests, and opportunities. Counseling services are provided by professional counselors who are skilled and trained in the areas of academic, vocational, and personal counseling. The Transfer Center provides a number of services of use to your students.

The Counseling Center is open between the hours of 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. A transfer and career center, located within the Counseling Center, has extensive reference library of catalogs from many universities and resource materials on vocational and career information. The Extended Campus Center also have onsite counseling services.

Although counselors assist in long-range planning and in checking specific requirements, THE RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS OR REQUIREMENTS FOR TRANSFER TO OTHER COLLEGES OR UNIVERSITIES MUST BE ASSUMED BY EACH STUDENT.

DISABLED STUDENT PROGRAMS & SERVICES

Disabled Student Programs and Services is designed to provide supportive services to students with physical disabilities, learning disabilities, psychological disabilities, developmental delay, acquired brain injury, visual impairments, health problems and to students that are deaf and hard of hearing. The program provides priority registration, counseling, class scheduling, tutoring, mobility assistance, interpreting, alternate text production, adaptive physical education, special parking, and health and wellness
assessments. We are located in the Mel Wendrick Access Center (Building 2100) (760) 355-6312 or (760) 355-4174 (TDD)

Students with disabilities at Imperial Valley College are eligible for educational accommodations related to their disability under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Support services are provided to students who have the following disabilities:

- Mobility Impaired
- Visual Impairment
- Hearing Impairment
- Speech Impairment
- Orthopedic Impairment
- Learning Disabilities
- Developmental Disabilities
- Psychological Disabilities
- Acquired Brain Injury
- Other Health Impairments

Supportive services are provided on an individual basis as students’ needs are identified. These services are offered to provide disabled students with the same opportunities for success that non-disabled students have. Some of the services available are:

- Special Parking
- Reader Services
- Note-taking
- Tutoring
- Vocational Counseling
- Personal Counseling
- Academic Advising
- Adaptive Physical Education
- Sign Language Interpreting
- Adaptive Computer Instruction
- Priority Registration
- Mobility Assistance
- Learning Disability Assessment

Students need to see a DSP&S counselor to arrange for needed services. For information or to refer students contact Disabled Student Programs & Services in the Mel Wendrick Access Center in the 2100 Building, or call (760) 355-6312, or (760) 355-4174 (TDD).

REPROGRAPHICS

What kind of printing jobs do we do?
We print standard copy jobs in black & white and color in any quantity of copies. These projects can either be “camera-ready” documents, which means the material is ready to copy, with no proofing or additional design work required by Reprographics or they can be designed internally by Reprographics Center staff. All design requests must have prior approval from the department supervisor before they are started.

What kind of equipment do we have?
The department features three state of the art Xerox copiers which include a high volume black and white copier, and two high speed color copiers.

We can output plain paper, transparencies, labels, letterhead, pre-printed forms, and hole-punched paper from 5.5” x 8.5” to 11” x 17” in size and from 16 to 110 pounds in weight, and we have a poster printer that will print up to 24” x 32” in size.
This equipment enables Reprographics staff to provide you with quick turn-around times, and in many cases, within 24 to 48 hours for basic copying. Additional services, including special binding, cutting, folding and special paper orders, will require additional turn-around time.

We also have two “walk-up” copiers that are code driven for small jobs. One is located in reprographics and the other is located in the library. Please contact your department to request your department copying code to use either of these self-serve copiers.

**What kind of paper is available?**
We store several types of paper for your printing needs. When you bring by your order, you may choose the stock needed from samples of the various colors and weights of papers we currently have in stock. Our Reprographics Center Work Order Form also lists the most common paper stock colors we carry.

**How do we put it all together?**
Our bindery area is equipped to handle all standard bindery functions including folding, cutting, collating, stitching, padding, hole punching and comb binding.

**What about copyright issues?**
Reprographics staff members respect the legal right to intellectual and creative property in all media. Such educational activities must therefore be performed within the bounds of copyright law. The College will adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, et. seq.) and requests that faculty and staff adhere to these provisions as well. The College cannot support unauthorized duplication in any form. Anyone who willfully disregards the copyright policy and law is in violation of College policy, does so at his/her own risk, and assumes all liability for these actions.

**How do I submit a copy job?**
Complete a Reprographics Center Work Order Form to include:
- Date needed, quantity, account number, and all copy specifications.
- Make sure the original has been proofed for typographical errors and the proper signatures are on the form.
- Drop off the original and completed order form in the Reprographics Center. You may also email your jobs to repro@imperial.edu from any computer. Please include all instructions when emailing your jobs and attach the file to be printed. Please feel free to call Mike Nicholas (Publications Design Coordinator) at 760-355-6387 if you have any questions.
**EVENING ADMINISTRATOR**

The administrator on duty is required to be on call within ten-minutes of campus, from 8 a.m. to 10 p.m. in case of an emergency. The lead library staff member (760) 355-6378 has access to each administrator’s private emergency number if needed.

If an emergency situation should arise between 5 – 10 pm, contact Tim Nakamura, Director of Campus Safety and Security at (760) 355-6295 or call security at (760) 996-4614, Monday through Thursday. If the situation must be handled immediately, call 911.
Chartered Campus Clubs

Students are free to organize and join campus clubs, organizations, or associations for educational, political, social, religious, or cultural purposes. Groups of students may, upon meeting the conditions contained herein, be recognized as "chartered" organizations. Amended by Board of Trustees action, 8/4/73, 8/15/73, 9/10/75, 8/8/79, 9/10/80, 12/11/85, 10/14/87, 10/09/91

**Adventure Club:** Advisors, Kevin Marty, (760) 355-5761

Purpose: To encourage social, recreational, and educational activities among the Adventure Club members. To provide a forum to which IVC students may elaborate and communicate any outdoor events or comments/concerns in regards to the Adventure Club.

Club President: Claudia Lopez  Vice President: Mayra Flores  Secretary: Jose Hernandez

**Agriculture Club:** Advisor, Dr. Patrick Pauley, (760) 355-6363

Purpose: To help young men and women get established in farming and related occupations. To cooperate with Future Farmers of America and 4-H Clubs in their activities. To increase the knowledge of members of agricultural subjects through systemic education. To encourage social, recreational and educational activities. To assist and cooperate with other agricultural and campus organizations.

Club President: Zachary Wingate  Vice President: Allison Willette  Secretary: Karina Galindo

**Business Club:** Advisor, Angie Ruiz, (760) 355-6339

Purpose: To promote student interaction between school, government, and business sectors by attending professional events, conferences, community activities and offering the association’s services to different organizations (private and non-private).

Club President: Abel Trujillo  Vice President: Erica Gomez  Secretary: Mayeli Quintero

**Christian Club:** Advisors, Jeff Deyo & Bruce Page, (760) 355-6330/6575

Purpose: The purpose of the club shall be to communicate the Gospel in any way, shape, or form to the community in order to save the lost, and impact community decisions. All members will be encouraged to take a stand for the truth and be a good witness to their peers and community.
Club President: Alexander Hendrix  Vice President: Pending  Secretary: Aaron C. Wilson

**College Association of Abuse Prevention (CAAP) Club:** Advisor, Robin Staton, (760) 355-6149

Purpose: The CAAP will work on: (1) Provide non confrontational education and information to the college and the community regarding the consequences of addiction and alcohol/substance abuse. (2) Provide community outreach to persons at risk or dealing with substance abuse issues. (3) Provide referral information for prevention, abuse and services. (4) Promote healthy substance free activities. (5) Provide students activities to raise funds for students to supplement their educational opportunities at workshops and substance abuse conferences.

Club President: Rebel Ruhr  Vice President: Rodolfo Mercado  Secretary: Carolina Ortega

**Cross Country Club:** Advisor, Eric Lehtonen, (760) 355-6522

Purpose: To promote health and fitness through running. Prepare for competitions, locally and regionally, raise money to fund entry fees and travel cost, develop interest in the women's cross country team and develop friendships with other students with a similar interest.

Club President: Erika Constantino  Vice President: Jessica Ortega  Secretary: Karla Be

**French Club:** Advisor, Glenn Swiadon, (760) 355-6230

Club President: Diana Razo  Vice President: Abraham Garcia  Secretary: Roberto Becerra

**Future Leaders Club:** Advisor, Sergio A. Lopez, (760) 355-6456

Purpose: To encourage social, recreational and educational activities among Future Leaders Club members. To instill in each individual the self-esteem to carry themselves with a sense of pride and honesty, so that they may be better understood, and in turn, they may better understand. To instill in the minds of all students the need and desire for an education, so that these students may take a firm initiative in all fields of education; and so that we, as students can occupy a worthwhile and significant place in the community.

Club President: Raim Torres  Vice President: Carlos Espericueta Jr.  Secretary: Craig Holloway
**Future Professionals of Imperial Valley Club:** Advisor, Lilia Sandoval, (760) 355-6129

Purpose: The purpose of the club is to create a support for parenting students to strengthen their family bonds while striving to achieve their academic goals.

Club President: Lupita Alcalá  Vice President: Sarai Zaragoza  Secretary: Evelyn Rios

Treasurer: Christina Robledo

**Gamerz (Gaming) Club:** Advisor, Andres Martinez, (760) 355-5714

Purpose: The purpose of this organization is to raise funds for different charitable organizations by means of gaming.

Club President: Allan Guzman  Vice President: Víctor Gracia  Secretary: Kevin Louie

**IVC Glee Club:** Advisor, Dr. Hope A. Davis, (760) 355-6287

Purpose: Club is formed with the purpose of improving performance skills of each member. Club plans to organize events for the benefit of the music program of IVC. Members will take part in benefiting the music program by performing various shows throughout the semester.

Club President: Aleah Turk  Vice President: Raylee Riddle  Secretary: Colby Cabada

**Kustoms Club:** Advisor, Ricardo Padris, (760) 355-6403

Purpose: To involve industrial technology students in extra curricular activities. They can apply their knowledge and skills developed from the classroom and promote automotive technology through the club.

Club President: Edward Lang  Vice President: Keith Betro  Secretary: Jose Garcia

**Physical Fitness & Training Club:** Advisors, Norma Nuñez, (760) 355-6216

Purpose: This club is designed to organize an awareness and practice of physical fitness and training on and off campus. It will teach effective exercise, nutrition, and training program design. In addition, members will learn and apply fundamental exercise principles.

Club President: Pending  Vice President: Pending  Secretary: Pending
**Robotics Club:** Advisor, Rick Castrapel, (760) 355-6505

Purpose: To promote social and educational opportunities for those IVC students interested in designing, building and programming robots. To develop presentations, workshops and competitions, promoting teamwork and utilizing robots.

Club President: Nicholas Nice  
Vice President: Maritza Espinoza  
Secretary: Aaron Cruz

**Student Art Association Club:** Advisor, Tom Gilbertson, (760) 355-6364

Purpose: To encourage social, artistic and educational activities among students. To instill in each individual the self-esteem to carry themselves with a sense of pride and honesty, so that they may be better understood and appreciated. To instill in the minds of all students the need and desire for the appreciation of art and an artistic outlet.

Club President: Antonio Nuñez  
Vice President: Priscilla Gutierrez  
Secretary: Jonathan Perez

**Students for Political Awareness (SPA) Club:** Advisor, Gaylla Finnell, (760) 355-6511

Purpose: It shall be the purpose of Students for Political Awareness to keep informed of political issues affecting our society and government, and provide information regarding these issues to the students of Imperial Valley College and the community. This will be accomplished by working with the other IVC student clubs and various organizations in the community.

Club President: Ricardo Cortez  
Vice President: Eric Edep  
Secretary: Valerie Perez

**Student Support Services (SSS) Club:** Advisor, Dolores Diaz, (760) 355-6255

Purpose: To encourage social, recreational and educational activities among Student Support Services students. To instill in each individual the self-esteem to carry themselves with a sense of pride and honesty, so that they may be better understood, and in turn, they may better understand. To instill in the minds of all students the need and desire for an education, so that these students may take a firm initiative in all fields of education; and so that we, as students can occupy a worthwhile and significant place in the community.

Club President: Daniel Bermudez  
Vice President: Timothy Magallanes  
Secretary: Jose Cuevas
**Student Water Action Team (SWATH2O) Club:** Advisor, Manuel Sanchez, (760) 355-6361

Purpose: A student organization committed to providing quality potable water as well as to implement water pollution control sciences through higher education. SWATH2O will accomplish this by visiting a Water Treatment Plant and Wastewater Treatment Plant locally and nationally per semester.

Club President: Eleazar Limas  
Vice President: Jose Lechuga  
Secretary: Francisco J. Valdez

**Tennis Club:** Advisor, Sidne Horton, (760) 355-6334

Purpose: To encourage, social, recreational, and educational activities among the Tennis Club members.

Club President: Priscilla Malagon  
Vice President: Elizabeth Leonhardt  
Secretary: Lupe Lopez

**Upward Bound Club:** Advisor, Rosalie O. Lopez, (760) 355-6256

Purpose: The purpose of the club will be to provide its members with leadership experience which will enable them to obtain confidence to run for office at the college and community organizations.

Club President: Joseph Cruz  
Vice President: Guadalupe Ayon  
Secretary: Timothy Magallanes

**Disabled Student Club:** Advisor, Paige Lovitt, (760) 355-6406

Purpose: To encourage social, recreational, and educational activities among Disabled Student Club members. To provide a forum to which IVC disabled and non-disabled persons can bring to the Disabled Student Club all and any disability related issues.

**Educational Talent Search Club:** Advisor, Myriam Fletes, (760) 355-6251

Purpose: The purpose is to raise funds for Educational Field Trips, to assist Educational Talent Search Bridge students with their educational supplies, and book grants.

Club President: Sonia Gonzalez  
Vice President: Adriana Camarena  
Secretary: Azahares Hurtado


**Lamplighter’s Club:** Advisor, Brenda Sue Higgins, (760) 355-6549

Purpose: To create closer relationships between nursing students and further the knowledge of nursing opportunities.

**National Student Nurses Assoc. (NSNA) Club:** Advisor, Nicole Castañeda, (760) 355-6530

Purpose: To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care. To provide programs representative of fundamental interests and concerns to nursing students. To aid in the development of the whole person, his/her responsibility for health care of people in all walks of life.

**Sign Language Club:** Advisor,

Purpose: To promote American Sign Language and Deaf Culture. To encourage social and recreational activities. To assist and cooperate with other valley and campus organizations.

**Soccer Club:** Advisor, Angelica Ramos, (760) 355-6325

Purpose: To encourage social, recreational and educational activities among the Soccer Club members. To disseminate and exchange information and value among members and other interested people. To promote IVC and Imperial Valley community involvement.

**Spanish Club:** Advisor, Romano Sanchez-Dominguez, (760) 355-5765

Purpose: To increase an awareness of the social and cultural aspects of the Spanish speaking countries and communities. To encourage social, recreational and educational activities among club participants. To promote Higher Education to the Spanish Speaking population. To provide a space for practicing the language for those non Spanish Speakers.

**Spirit Club:** Advisor, Jill Lemo, (760) 355-6332

Purpose: It shall be the purpose of the Spirit Club to promote and uphold school spirit for those we encounter, to develop good sportsmanship by example, to support good relations in the community and between teams and squads during events. The organizational goal is to work in harmony with the team, management and administration, athletic teams and sporting organizations.
# Academic Calendar 2011-2012

## 2011 FALL SEMESTER

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Aug 18: Fall 2011 Term Begins/Orientation
Aug 19: Flex Day
Aug 22: Fall 2011 Classes Begin
Aug 27: Fall 2011 Saturday Classes Begin
Jan 2: New Year’s Day Obsvrd (Campus Closed)
Jan 3-13: No Classes, Campus Open
Jan 16: ML King B’Day (Campus Closed)
Jan 17: Spring 2012 Term Begins
Jan 20: Spring 2012 Saturday Classes Begin

## 2012 SPRING SEMESTER

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<th>JANUARY 2012</th>
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Jan 2: New Year’s Day Obsvrd (Campus Closed)
Jan 3-13: No Classes, Campus Open
Jan 16: ML King B’Day (Campus Closed)
Jan 17: Spring 2012 Term Begins
Jan 20: Spring 2012 Saturday Classes Begin

## 2012 SUMMER SESSION I

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June 11: Summer Term II (5 Wks) Classes Begin
June 21: Summer Term II Classes End
June 22: Flex Day ( Mandatory)
June 25: Summer Term III/Classes Begin

## NEXT ACADEMIC YEAR

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Sept 5: Labor Day (Campus Closed)
Nov 11-12: Veterans’ Day (Campus Closed)
Dec 10: Fall 2011 Term Ends
Dec 12-16: No Classes, Campus Open
Dec 19-30: Winter Recess (Campus Closed)

**LEGEND/KEY**

- Orientation (Mandatory/All Campus)
- Flex Day(s)-Faculty (Mandatory)
- Commencement-Faculty (Mandatory)
- Spring Semester (Campus Closed)
- Spring Break (Campus Closed)
- Summer Session I (5 Wks)
- Instruction Days
- Summer Session II (8 Wks)
- Instruction Days
- Summer Session III (5 Wks)
- Instruction Days
- Campus Open/No Classes
- Winter Recess (Campus Closed)

**NOTE:** All Grades due Thursday-Aug 9th!
DIVISION: Arts and Letters

DATE: September 03, 2009

COURSE TITLE: Grammar and Composition for ESL 2

COURSE NO.: ESL 002

UNITS: 0

LEC HRS. 0

LAB HRS. 0

If cross-referenced, please complete the following

COURSE NO.(s) COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:
ESL 002 is a grammar class in an English-only environment designed for the low-intermediate ESL student. The course will cover grammar and simple sentence writing. (Nontransferable, nondegree applicable)

II. A. PREREQUISITES, if any:
ESL 001 with a minimum grade of C or better or appropriate placement

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:
Credit Only

IV. 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. Describe locations on a map showing the correct preposition of place and show the relation with regards to other locations or places using correct prepositions. [ILO1, ILO4]

2. Apply knowledge of article usage to identify errors in a variety of sentences. [ILO1, ILO2]

3. Compose a 5-10 sentence paragraph showing correct forms of regular and irregular verb forms in the simple past and past progressive. [ILO1, ILO5]

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":
Upon satisfactory completion of the course, students will be able to:
1. Demonstrate competency in classifying the following parts of speech: nouns, verbs, pronouns,
adjectives, adverbs of frequency, and prepositions.

2. Demonstrate competency in creating affirmative and negative statements, yes/no questions, and wh-questions with the verb "be" and other verbs in the simple present, present progressive, the simple past, and the four future forms to indicate planning, predicting, and scheduling; demonstrate the ability to use the past progressive and "used to" in the above mentioned forms.

3. Demonstrate mastery in using the modal "can" for ability; demonstrate the ability to use, recognize, and produce modal verbs of ability, request, permission, and advice.

4. Demonstrate competency in using singular and plural nouns, including correct spelling, and appropriate possessive forms, and with expressions of quantity for count and non-count nouns using corresponding articles.

5. Demonstrate competency with the use of subject and object pronouns, and possessive adjectives.

6. Demonstrate competency in using, recognizing, and producing adjectives in correct word order as well as adverbs of frequency; demonstrate the ability to use, recognize and produce comparative, superlative, and equative forms.

7. Demonstrate competency in using, recognizing, and producing 5 verb + gerund combinations, 5 verb + infinitive combinations and with 5 + infinitive or gerund combinations.

8. Demonstrate competency in using, recognizing, and producing prepositions of time and location.

9. Demonstrate competency in using and recognizing the conjunctions and, but, and or.

10. Demonstrate competency in using there is/there are in affirmative, negative and interrogative sentences, and with articles a/an, the/zero article.

11. Demonstrate the ability to use, produce, and recognize level appropriate vocabulary in a variety of oral, aural, and written exercises.

12. Demonstrate the ability to write sentence, and a 5-7 sentence paragraph in one or more of the above-mentioned grammatical areas with correct capitalization and ending punctuation (period, question mark, and exclamation point).

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

<table>
<thead>
<tr>
<th>CORE CONTENT</th>
<th>APPROX. % OF COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Development of knowledge of parts of speech.</td>
<td>5.00%</td>
</tr>
<tr>
<td>2. Development of knowledge and the use of the simple present, present</td>
<td>25.00%</td>
</tr>
<tr>
<td>progressive, future, simple past, past progressive, and &quot;used to&quot; used</td>
<td></td>
</tr>
<tr>
<td>in the affirmative, negative, and in questions; use of imperative form,</td>
<td></td>
</tr>
<tr>
<td>both affirmative and negative.</td>
<td></td>
</tr>
<tr>
<td>3. Development of knowledge and use of modals to express ability, requests,</td>
<td>10.00%</td>
</tr>
<tr>
<td>permission, and advice.</td>
<td></td>
</tr>
<tr>
<td>4. Development of knowledge and use of singular and plural nouns, possessive</td>
<td>5.00%</td>
</tr>
<tr>
<td>pronouns, and count/non-count nouns.</td>
<td></td>
</tr>
<tr>
<td>5. Development of knowledge and use of subject/object pronouns, possessive</td>
<td>10.00%</td>
</tr>
<tr>
<td>adjectives.</td>
<td></td>
</tr>
<tr>
<td>6. Development of knowledge and use of possessive adjective, verbs of</td>
<td>10.00%</td>
</tr>
<tr>
<td>frequency, and comparative, superlative, and equative forms.</td>
<td></td>
</tr>
<tr>
<td>7. Development of knowledge and use of verb/gerund, verb/infinitive, and</td>
<td>5.00%</td>
</tr>
</tbody>
</table>
verb/gerund or infinitive combinations.
8. Development of knowledge and use of prepositions of time and location.  5.00%
9. Development of knowledge and use of conjunctions.  5.00%
10. Development of knowledge and use of there is/there are, and the articles a/an, the/zero article.  10.00%
11. Development of vocabulary.  5.00%
12. Development of sentences and paragraphs using correct capitalization and punctuation.  5.00%
TOTAL  100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

<table>
<thead>
<tr>
<th>Class Activity</th>
<th>Mid-Term/Final Exam(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Assignments</td>
<td>Quizzes</td>
</tr>
<tr>
<td>Written Assignments</td>
<td></td>
</tr>
</tbody>
</table>

VIII. INSTRUCTIONAL METHODOLOGY:

Audio Visual
Computer Assisted Instruction
Discussion
Group Activity
Individual Assistance
Lecture
Other, please identify
Developing and assigning class exercises such as cloze activities, dictations, and sentence combining with the goal of reinforcing target grammar structures. On-Line
Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

X. TEXTBOOK(S) AND SUPPLEMENT(S):

English 96/97: Writing Fundamentals  
Imperial Valley College  
Spring 2011  
CRN 20784/20786

Class Time: MW 10:15 a.m. -11:40 a.m.  
Class Location: Room 516  
Instructor: Mr. Robert Baukholt  
Office: 2792

Office Hours: (Tentative) MW 1:25-1:50 p.m., TTh 10:15-11:50 a.m., and Online M 6:00 – 7:00 p.m.  
Email: rbaukholt@gmail.com & Robert.Baukholt@imperial.edu  
Office Phone: 760-355-6159

English 96 SLOs:

1. Compose paragraphs with a main idea and supporting evidence (ISLO 1, 2)  
2. Compose clear sentences that correctly use present-tense verbs (ISLO 1)  
3. Compose clear sentences that correctly use subjects without subject omission or subject doubling (ISLO 1)

English 97 SLOs:

1. Compose paragraphs with a main idea and supporting evidence (ISLO 1, 2)  
2. Demonstrate ability to identify and correct sentence fragments (ISLO 1)  
3. Demonstrate ability to identify and correct run-on sentences and comma splices (ISLO 1)

Welcome to English 096/097: Writing Fundamentals. This class is intended to help students develop and strengthen their basic writing skills. It focuses on grammar, mechanics, punctuation, paragraph structure and simple essay composition. Our primary goal in this class is to become better at written forms of communication, particularly as they apply towards future academic and professional success. We will attempt to meet this goal through exercises, reading responses, and written assignments, both in paragraph and essay form. This class requires a great deal of hard work and effort!

Class Atmosphere and Requirements

The majority of our class activities will involve discussion and practice of grammatical and structural concepts, assigned readings, and other topics relevant to us. We may be discussing controversial issues; please remember to keep an open mind and be respectful of the diverse backgrounds, opinions, and ideas of your peers in your contributions to these discussions.

There will also be some homework assignments and readings distributed in class. If you miss class, you will need to contact a classmate or me to find out what you missed.

Required Texts:
- A college dictionary  
- Sentences, Paragraphs, & Beyond: A Worktext with Readings by Brandon and Brandon

Attendance: Because each class session covers an important aspect of the writing process, it is of vital importance to your writing development that you attend class regularly. Therefore, if any student misses
more than two regular class sessions without supplying a note from a doctor, or some other form of proof to verify a legitimate reason for their absence, they will be dropped from the class. If it is past the drop deadline, they will receive an automatic F. Only medical emergencies constitute a medical excuse. Doctor and dental appointments do not! Students whose attendance record is exemplary will receive an extra credit bonus to their grade at the end of the semester:

No Absences = +10 pts

Students who are late for class three times will receive an absence. Students who are more than 20 minutes late for class, or who leave more than 20 minutes before class is dismissed, will receive an absence. I realize that many of you have family and/or work obligations. I sympathize, but this is college! If you don’t attend class regularly, you will not learn, and if you do not learn, I cannot, in good faith, give you a passing grade.

Late Assignments: Assignments that are turned in late will be marked down ten percent for each class period they are late. One of my students turned in an A quality essay a few semesters ago. He began with a base score of 97, minus ten for never turning in a first draft, minus forty for the four class sessions it was late. His total grade was 47 (F), and despite his other A quality assignments, his overall grade in the class ended up being a C. DON’T LET THIS HAPPEN TO YOU!

Participation: Participation is very important in this class. You will be expected to contribute to class discussions on a regular basis. If you are unwilling or unable to participate, your grade will suffer SUBSTANTIALLY.

Cell Phones: If your cell phone goes off, you lose ten points from your final grade. If I catch you texting, you lose ten points from your final grade. In one of my classes a few semesters ago, a woman lost 80 points through the course of the semester. This is almost an entire essay grade! She failed the class because of these points. DON’T LET THIS BE YOU!

Typed Assignments: All take-home essay assignments should be typed. This includes all drafts and outlines. Don’t bother turning in handwritten essay drafts!

Writing Lab: Each student will be required to visit the school’s writing lab for additional advice on their writing. You will be required to show proof of your visits along with the final drafts of your essays.

Plagiarism: Academic misconduct includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating and plagiarism.

Cheating includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Plagiarism includes, but is not limited to, the use of paraphrased or directly quoted published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

Any student found by a faculty member to have committed academic misconduct may be subject to sanctions as determined by the faculty member. Sanctions MAY include a warning, grade adjustment, and course failure. Consequences for plagiarism include a zero on the assignment and a referral to Sergio Lopez, Dean of Student Development and Campus Events.
A student who plagiarizes on an assignment will automatically receive a zero on that assignment and a zero in participation, making it virtually impossible to pass the course. If you have any questions about how to quote or document sources, please feel free to ask me. In an average semester (six composition and literature classes) I usually fail between 5-10 students for plagiarizing. DON’T LET THIS BE YOU! If you aren’t sure, ASK!

If I am not confident that a submitted work of writing is representative of your true capabilities, I may arrange an alternative, timed writing assignment to replace or supplement the original assignment.

**Discipline Policy:** “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. Students shall assume an obligation to conduct themselves in a manner compatible with the college’s function as an educational institution. Misconduct while on the college campus, or at a College-sponsored function for which students and student organizations are subject to disciplinary action.

An instructor MAY REMOVE a student for the day of removal and the next class meeting. Such action must be immediately reported to the Superintendent/President. During the period of removal the student MAY NOT return without the consent of the instructor.”

**Office Hours:** I want you to pass my class. If you are having trouble, COME TO MY OFFICE SO THAT WE CAN DISCUSS IT!!!

**Showing Me What you Have Learned:** Because this class focuses on improving your writing skills, you will be learning a variety of writing skill strategies throughout the semester. You should always attempt to incorporate these strategies into your essays. A large portion of your grade depends on your ability to prove that you have learned something about the writing process. Show me what you have learned.

**Special Needs:** If you need course adaptations or accommodations because of a disability, if you have information to share with me or if you need special arrangements in case the building must be evacuated, please let me know as soon as possible.

“All 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. DSP&S is located in the Health Sciences Building, Room 2117. (760) 955-6312

**Assignments and Grading**

In addition to the paragraphs and essays you will be writing for this class, there are a number of other assignments that will factor into your final grade.

**Journal:** Journal entries will be the most common assignment for this class. Journals should consist of one-two page hand-written responses to the assigned question or questions. Your grade on this journal will be based solely on whether or not it appears you are making a good faith effort to answer the questions being asked.

**MySkills Tutor:** Some of your grade will be based on your performance working with Myskills tutor assignments outside of class. I will give you a user name and password that will allow you to access Myskills at home or at school. You must score at least an 80 percent on any Myskills section to have it count towards your grade, but you can take each section as many times as you want. The higher the score you earn, the higher your grade will be.
**Homework Quizzes:** Most of the assigned homework for this class will not be collected. Instead, we will go over the homework as a class and attempt to work through any parts of the assignment that we find to be especially confusing or difficult. You should consider the homework as your primary tool for succeeding in this class. The more exercises you do, the better you will understand the class concepts, and the better you will do on your quizzes, examinations and writing assignments. Every two to three weeks we will have a quiz on the previous weeks’ concepts. Most of these quiz questions will be taken directly from your homework assignments.

**Examinations:** We will have a midterm and a final in this class. Both will be cumulative. If you do not do your homework or pay attention in class, you will do poorly on these examinations and will not pass the course. We will spend time reviewing key concepts before these examinations.

**Participation:** Participation is very important in this class. You will be expected to contribute to class discussions and homework reviews on a regular basis. If you are unwilling or unable to participate, your grade will suffer significantly.

Grading is based on a 1000 point total, which includes the paragraphs you will be writing for the course, participation (which includes homework and journals in addition to verbal contributions) homework quizzes and our two examinations. The breakdown of the grading and points are as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework Quizzes:</td>
<td>250</td>
<td>25%</td>
</tr>
<tr>
<td>Midterm:</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Final:</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>MySkills Tutor</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Writing Assignment 1:</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Writing Assignment 2:</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Writing Assignment 3:</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Writing Assignment 4:</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Participation:</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

A> 90% B> 80% C> 70% D>60% F<60%

Failing to complete assignments or not participating in required class activities will lower your grade significantly. If you are worried about your grade, I encourage you to talk to me or e-mail me throughout the semester.

**English 96/97 – Spring 2011 Schedule**

**Week 1**
Monday, February 14th – Go over the Syllabus. Introductions.
Wednesday, February 16th – Diagnostic Writing Assignment. Chapter 2: Parts of Speech

**Week 2**
Monday, February 21st – Holiday!
Wednesday, February 23rd – Chapter 3: Subjects and Verbs. Chapter 4: Kinds of Sentences

**Week 3**
Monday, February 28th – Chapter 4, continued.
Wednesday, March 2nd – Chapter 5: Combining Sentences
Week 4
Monday, March 7th – Chapter 5, continued.
Wednesday, March 9th – Chapter 6: Fragments, Comma Splices & Run-Ons

Week 5
Monday, March 14th – Chapter 6, continued.
Wednesday, March 16th – Chapter 6, continued. Assign Writing Assignment # 1.

Week 6
Monday, March 21st – Chapter 7: Verbs
Wednesday, March 23rd – Chapter 7, continued.

Week 7
Monday, March 28th – Chapter 8: Pronouns
Wednesday, March 30th – Chapter 8, continued. Writing Assignment # 1 is Due! Assign Writing Assignment # 2.

Week 8
Monday, April 4th – Chapter 9: Adjectives and Adverbs
Wednesday, April 6th – Chapter 9, continued. Review!

Week 9
Monday, April 11th – Midterm Examination
Wednesday, April 13th – Chapter 10: Balancing Sentence Parts. Writing Assignment # 2 is Due! Assign Writing Assignment # 3

Week 10
Monday, April 18th – Chapter 10, continued.
Wednesday, April 20th – Chapter 11: Punctuation

SPRING BREAK! No classes on April 25th or 27th

Week 11
Monday, May 2nd – Chapter 12: Spelling and Phrasing.
Wednesday, May 4th – Chapter 14: Exploring/Experimenting/Gathering Information. Writing Assignment # 3 is Due.

Week 12
Monday, May 9th – Chapter 14, continued.
Wednesday, May 11th – Chapter 15: Writing the Controlling Idea/Organizing and Developing Support. Assign Final Writing Assignment!

Week 13
Monday, May 16th – Chapter 15, continued. Movie and Discussion for Final Writing Assignment.
Wednesday, May 18th – Movie and Discussion for Final Writing Assignment, continued.

**Week 14**
Monday, May 23rd – Finish Movie and Discussion for Final Writing Assignment. First Draft of Final Writing Assignment Due.
Wednesday, May 25th – Review

**Week 15**
Monday, May 30th – Holiday!
Wednesday, June 1st – Review. Final Questions and Concerns. Last Day to finish MySkillsTutor!

**Week 16**
Monday, June 6th – Final Exam! Turn in the final draft of your Final Writing Assignment.

I understand the policies laid out in Mr. Baukholt’s English 96/97 Syllabus, and I agree to adhere to those policies.

Name______________________________________________________________

Signature__________________________________________________________

Date______________________________________________________________
One of the major responsibilities of the college is to promote good teaching standards among the faculty. Students are among the best qualified to judge an instructor’s teaching effectiveness and to offer suggestions for improvement. Please take the time to provide feedback for your instructor in this course. Evaluate both the course and the instructor by using this form. These evaluations are completely confidential. Please be thoughtful and candid in your responses.

**5 = Excellent  4 = Good  3 = Average  2 = Below Average  1 = Poor**

**The Course:**
1. Explanation of grading policies and expectations for the course
2. Organization and clarity of lectures
3. Clarity and appropriateness of tests to subject matter
4. Fairness of grading
5. Clarity of assignments

**The Instructor:**
6. Showed an interest in the subject
7. Encouraged students to ask questions and participate in class discussions
8. Encouraged individual thinking and differences of opinion
9. Spoke clearly
10. Was accessible for individual conferences and office hours
11. Was interested in and respectful to students
12. Convened and dismissed class on time
13. Explained difficult parts of the material clearly
14. Was reasonably prompt in returning student papers
15. Would you recommend this instructor to a student like yourself? Yes ___ No ___

Comments:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Welcome to the IVC Service Desk!
You can login below using your full IMC email address and email password.

Login

E-Mail Address: larry.valenzuela@imperial.edu
Password: ********

Login
Welcome to Service Desk Client’s Guide

<table>
<thead>
<tr>
<th>Question</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to the IVC Service Desk</td>
<td>3</td>
</tr>
<tr>
<td>How does the Service Desk work?</td>
<td>3</td>
</tr>
<tr>
<td>What is the purpose of using the Service Desk</td>
<td>3</td>
</tr>
<tr>
<td>Who do I contact to get trained on the Service Desk program?</td>
<td>3</td>
</tr>
<tr>
<td>Identifying Roles: Clients and Techs?</td>
<td>3</td>
</tr>
<tr>
<td>Where can I download the Service Desk Client Handout?</td>
<td>3</td>
</tr>
<tr>
<td>Where can I view resourceful Service Desk Client Tutorials videos online?</td>
<td>3</td>
</tr>
<tr>
<td>How do I login as a client to get access to my Service Desk account?</td>
<td>4</td>
</tr>
<tr>
<td>What types of technology work request types are there in the Service Desk?</td>
<td>5</td>
</tr>
<tr>
<td>How do I submit a work request on the Service Desk?</td>
<td>6</td>
</tr>
<tr>
<td>When I submit my work request, will I get a confirmation number by e-mail?</td>
<td>7</td>
</tr>
<tr>
<td>How will I know if my work request has been closed?</td>
<td>8</td>
</tr>
<tr>
<td>How can I answer a survey question?</td>
<td>9</td>
</tr>
<tr>
<td>How can I look up a Frequently Asked Question (FAQ) to find a solution to my problem?</td>
<td>9</td>
</tr>
<tr>
<td>What does each Service Desk icon represent in terms of functionality?</td>
<td>9</td>
</tr>
<tr>
<td>How do I log out of the service desk?</td>
<td>10</td>
</tr>
</tbody>
</table>
Welcome to the IVC Service Desk?
The Service Desk is a self service online program that is maintained by the Information Technology Department at Imperial Valley College. The purpose of using the Service Desk is to assist faculty and staff in providing technical support campus wide.

How does the Service Desk work?
Faculty and staff can use the Service Desk to log in and submit technology work requests to receive technical support to a technical problem in Banner Support, Classroom Equipment Support, Computer Lab Support, Computer Support, E-mail Support, Phone / Fax Support, Training Support, Website Support and Wireless Support. After the client (faculty or staff) submits a ticket on the service desk, you will receive an e-mail confirmation number letting you know that your ticket has been received and will be assigned to a technician, computer analyst, or director to process the work requests accordingly.

What is the purpose of using the Service Desk?
By faculty and staff submitting their work requests through the Service Desk, will help information systems document, prioritize, keep track of future ticket cases, do technology surveys and get statistical information to budget for our own operating costs each fiscal year in maintaining the support we provide here at Imperial Valley College.

Who do I contact to get trained on the Service Desk program?
Larry Valenzuela, is the Technology Center Technician that provides campus wide trainings for Imperial Valley College employees in the use of the Help Desk. Faculty or staff can schedule individual appointments by contacting him at (760) 355-6189.

Identifying Roles: Clients and Techs
What is the role of the client? A client represents faculty, staff or supervisors who have permissions to access the help desk to submit a technology request or maintenance request online. What is the role of the tech? A tech represents a technician, computer analyst, or director who has permissions to view, update and keep track of tickets online.

Where can I download the Service Desk Client Handout?
Go to this link: Service Desk Client Handout - New!

Where can I view resourceful Service Desk Client Tutorials videos online? Go to the link: http://faculty.imperial.edu/larry.valenzuela/item/445-ivc-service-desk-videos
1. **How do I login as a client to get access to my Service Desk account?**

First, open your web browser Internet Explorer 8.0 or Mozilla Firefox 4.0 or Safari and go to the main IVC website [www.imperial.edu](http://www.imperial.edu), then click on the URL web address and type in [https://servicedesk.imperial.edu](https://servicedesk.imperial.edu) and then press enter. Below is a sample of what you should see in the Service Desk (Self-Service) online program. In the Help Desk login page type in your IVC e-mail address and password. For example:

**E-mail address:** larry.valenzuela@imperial.edu
**Password:** (same as your outlook account)
2. **What types of technology work request types are there in the Service Desk?**  
After you successfully log into the Service Desk, you will be prompted to fill out the Service Desk Request Form. Under Technology Request types, there is a list of request types listed to choose from:

- Technology Request
3. **How do I submit a work request on the Service Desk?** For example, if you select a technology request type (Banner Support); you will be prompted to select the next category request type (Admissions & Records Support thru WebSTAR).

> In **Subject** line, client will type a subject (topic) of what the request is for.
> In **Instructions**, gives instructions to clients what the request type is for.
> In **Request Detail**, client will type a detail message of what the request is for.
> In **Carbon Copy (Cc)**, client will type in an e-mail address that you want to add.
> Place a check mark on **Enabled** to Cc another clients e-mail address (optional).
> In **Attachments**, click the add file button (up to 5 MB).
> In **Location** it’s defaulted to Imperial Valley College;
> In **Room #** it’s defaulted to your room number of your location.
> In **Priority**, select the appropriate level (**Urgent, High, Medium, and Low**).
> Click **Save** when you are done completing the help desk work request.
4. **When I submit my work request, will I get a confirmation number by e-mail?** Yes.

   After you submit your work request online to the service desk, the system will give you a confirmation number that your technology request has been received and assigned to a staff member to be processed accordingly. Below is a sample of a confirmation ticket number received and e-mail ticket #44 opened.

**Thank You!**

Your ticket number is **44**.

You can use the History button above to check the status of your ticket.

An email confirmation is on its way to larryvalenzuela@imperial.edu
5. **How will I know if my work request has been closed?**

   After a tech provides technical support to a work request, he or she will provide input on the **notes section** and then **close out** the ticket. In addition, closed tickets can be added by the tech to the **FAQ (Frequently Asked Question) section** for future reference.

   Below is a sample of a closed ticket sent by e-mail from the help desk.
6. **How can I answer a survey question?** After a ticket has been closed by a technician, computer analyst or director, as a client you can click on the **History icon** and then on the right hand side find the **take survey button** and click on it to provide the IT Department input on how well we are servicing your IT needs on campus. We value your input and thank you for taking the time to fill out the survey.

7. **How can I look up a Frequently Asked Question (FAQ) to find a solution to my problem?** Click **FAQ icon** and then click **Search** to see a list of FAQ’s online.

_Frequently Asked Questions_

<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Technology Request</td>
<td>who do I contact to create an online form?</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Technology Request</td>
<td>How do I convert a PowerPoint 2007 file into a single PDF file?</td>
<td></td>
</tr>
</tbody>
</table>

*Here are the instructions on how to convert a Microsoft PowerPoint 2007 file into a PDF file:*  
1. Open Adobe Acrobat 9.0 Professional.  
2. Click *File*, then select *Create PDF file*, and then select *From File*.  
3. Go to your My Documents folders and select the PowerPoint file (Chapter 10) and then click *Open*.  
4. Your PowerPoint file will be converted into a PDF file. Click on *File* and click *Close*.  
5. Follow the same steps 1-4 to convert the other PowerPoint presentation (Chapter 11).  
6. After the PowerPoint file (Chapter 11) is converted into a PDF file, click *File* and click *View Menu*, then select *Navigation Panels*, then select *Pages*.  
7. Position your cursor in Pages, then right-click and select *Insert Pages*, then select *Page*. Then select *File*, then select *Chapter 20* and click *Open*. In the Insert Pages dialog box, you will be able to choose the location to After or Before and then select where you want the pages placed either *First* or last, then click *OK*.  
8. This will add both source PDF files (Chapter 50 and 31) into a single PDF file.  
9. Click on *File*, then select *Save As* and name the PDF file to save your work.
8. **What does each Help Desk icon represent in terms of functionality?**

Below is a description of what each icon does in the Help Desk.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Request" /></td>
<td><strong>Request</strong> – Client can submit a technology or maintenance request online.</td>
</tr>
<tr>
<td><img src="image" alt="History" /></td>
<td><strong>History</strong> – Client can search ticket history by typing in the ticket number, or selecting a status type or clicking the search button to see a history list of tickets.</td>
</tr>
<tr>
<td><img src="image" alt="Assets" /></td>
<td><strong>Assets</strong> – Clients can search by asset type, model, location, room #.</td>
</tr>
<tr>
<td><img src="image" alt="FAQs" /></td>
<td><strong>FAQ</strong> – Clients can look up frequently asked questions by requests.</td>
</tr>
<tr>
<td><img src="image" alt="Messages" /></td>
<td><strong>Messages</strong> – Clients can check to see if they have any new messages posted.</td>
</tr>
<tr>
<td><img src="image" alt="Profile" /></td>
<td><strong>Profile</strong> – Clients have a user profile that consists of first name, last name, e-mail, phone, location, room number, department and time zone.</td>
</tr>
<tr>
<td><img src="image" alt="Logout" /></td>
<td><strong>Logout</strong> – logs you out of the help desk system.</td>
</tr>
</tbody>
</table>
9. In **Ticket History**, below is a sample of a ticket history. In the Ticket No. field you can type in a **ticket number** to pull out a specific ticket, select a **status type** and pull data by typing words in the **contain** field box. On the right hand bottom side you can also select from the drop down box how many tickets you want to view per page (10, 25, 50, 100).

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Updated</th>
<th>Status</th>
<th>Request Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
<td>5/10/11</td>
<td>5/10/11</td>
<td>Open</td>
<td>Need help with Argos: (building ticket); Need assistance in Argos reporting system. Thanks.</td>
</tr>
<tr>
<td>43</td>
<td>5/10/11</td>
<td>5/10/11</td>
<td>Open</td>
<td>Need help in Argos: Need to develop a report in Argos. Need your help.</td>
</tr>
<tr>
<td>42</td>
<td>5/10/11</td>
<td>5/10/11</td>
<td>Open</td>
<td>Re-install Linux software: Need to re-install new software to reach this.</td>
</tr>
<tr>
<td>41</td>
<td>5/10/11</td>
<td>5/10/11</td>
<td>Open</td>
<td>PC problem: PC is running slow. May be infected with viruses or spyware. Need your help!</td>
</tr>
<tr>
<td>40</td>
<td>5/10/11</td>
<td>5/10/11</td>
<td>Open</td>
<td>Need assistance on my network: Business Lab and Reading Writing Lab need assistance on the network.</td>
</tr>
<tr>
<td>39</td>
<td>5/10/11</td>
<td>5/10/11</td>
<td>Open</td>
<td>Need training in the intermediate level: Need training in Adobe Acrobat 9.0: Topics: Creating Forms M.</td>
</tr>
<tr>
<td>38</td>
<td>5/10/11</td>
<td>5/10/11</td>
<td>Open</td>
<td>Equipment Request form: Need assistance on equipment request form: Missing field.</td>
</tr>
</tbody>
</table>

10. **How do I log out of the help desk?** On the right hand side, click on icon **Log Out**.

Below is a sample of a successful log out.

**Thank you for using our help desk.**

Your session has ended. Please use the button below to login again.

[Return To Login]