

IMPERIAL VALLEY COLLEGE

ADJUNCT FACULTY HANDBOOK



2010-2011

FACULTY HANDBOOK

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INTRODUCTION

This Adjunct Faculty Handbook is a procedures manual intended to describe policies, basic procedures, and general practices at Imperial Valley College. It is understood that Federal, State, and local laws and Board policies 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 2010-2011 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

For generations, Imperial Valley College and its predecessors have been empowering Imperial County with higher education. The small community college that started in Quonset huts five decades ago has grown into a substantial educational institution serving over 15,000 individuals every year. The imprint that Imperial Valley College has on the region can be found in all industries in the valley, from agriculture to business and banking, from government and education, to the news industry and utilities companies. Recent studies have shown that at least one in seven jobs in our Valley have some connection back to IVC.

We pride ourselves on not only the quality of our instruction, but most importantly, the quality of our graduates. One only needs to ask to discover that many leaders in the community, and IVC's own leaders, are themselves graduates of the College. As a leading economic engine in the Valley, and an institution with a strong educational tradition, IVC is simply the best place for our students to get a start on their future.

We are looking forward to a very fulfilling and empowering partnership with you.

Ed Gould, Ed.D
Superintendent/President

ACADEMIC CALENDAR

2010-2011

2010

August	20	Friday	Orientation (Faculty/Staff Service Day)
	23	Monday	Fall Semester Begins
	28	Saturday	First Day of Saturday Classes, Fall 2010
September	6	Monday	Holiday (Labor Day), Campus Closed
November	12-13	Friday-Saturday	Holiday (Veterans Day), Campus Closed
	25-27	Thursday-Saturday	Holiday (Thanksgiving), Campus Closed
December	6-11	Monday-Saturday	Final Exams, Fall 2010 Semester
	13-17	Monday-Friday	No Classes, Campus Open
	20-31	Monday-Friday	Winter Recess, Campus Closed

2011

January	3-5	Monday-Wednesday	No Classes, Campus Open
	6	Thursday	Winter Intersession 2011 Begins
	17	Monday	Holiday (Martin Luther King's Birthday) Campus Closed
February	8	Tuesday	Winter Intersession 2011 Ends/Final Exams
	9-10	Wed.-Thurs.	No Classes, Campus Open
	11	Friday	Holiday (Abraham Lincoln's Birthday), Campus Closed
	14	Monday	Spring Semester 2011 Begins
	19	Saturday	First Day of Saturday Classes, Spring 2011
	21	Monday	Holiday (Presidents' Day), Campus Closed
April	25-30	Mon.-Sat.	Spring Recess, Campus Closed
May	30	Monday	Holiday (Memorial Day), Campus Closed
June	4-10	Sat.-Fri.	Final Exams, Spring 2011 Semester
	11	Saturday	Graduation (Faculty/Staff Service Day)
	20	Monday	Summer Session 2011 Begins
July	4	Monday	Holiday (Independence Day), Closed
	28	Thursday	Summer Session 2011 Ends/Final Exams

IMPERIAL VALLEY COLLEGE

CODE OF ETHICS

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

ORGANIZATIONAL STRUCTURE

Superintendent/President	Dr. Ed Gould	ed.gould@imperial.edu	
Executive Assistant	Vikki Carr	vikki.carr@imperial.edu	760.355.6219
Office Technician	Adriana Sano	adriana.sano@imperial.edu	760.355.6547
Vice President for Academic Services	Kathy Berry	kathy.berry@imperial.edu	760.355.6213
Administrative Assistant	Linda Amidon	linda.amidon@imperial.edu	760.355.6215
Instructional Support Technician	Matthew Thale	matthew.thale@imperial.edu	760.355.6214
Instructional Support Assistant	Martha Navarro	martha.navarro@imperial.edu	760.355.6110
Instruction Assistant/Curriculum Specialist	Dixie Krimm	dixie.krimm@imperial.edu	760.355.6344
Vice President for Student Services	Dr. Victor Jaime	victor.jaime@imperial.edu	760.355.6269
Administrative Assistant	Lourdes Ayon	lourdes.ayon@imperial.edu	760.355.6245
Vice President for Business Services	John Lau	john.lau@imperial.edu	760.355.6241
Administrative Assistant	Mary Carter	mary.carter@imperial.edu	760.355.6235
Dean of Arts and Letters	Brian McNeece	brian.mcneece@imperial.edu	760.355.6438
Administrative Secretary	Grace Espinoza	grace.espinoza@imperial.edu	760.355.6158
Staff Secretary II	Sara Hernandez	sara.hernandez@imperial.edu	760.355.6224
Staff Secretary II	Elvia Camillo	elvia.machado@imperial.edu	760.355.6144
Dean of Behavioral and Social Services	Dr. Alfredo Cuellar	alfredo.cuellar@imperial.edu	760.355.6463
Administrative Secretary	vacant		
Dean of Counseling	Ted Ceasar	ted.ceasar@imperial.edu	760.355.6311
Administrative Secretary	Silvia Murray	silvia.murray@imperial.edu	760.355.6201
Student Services Technician	Oralia Soto	oralia.soto@imperial.edu	760.355.6412
Dean of Economic and Workforce Development	Efrain Silva	efrain.silva@imperial.edu	760.355.6249
Administrative Secretary	Patricia Robles	patricia.robles@imperial.edu	760.355.6217
Office Assistant II	Analisa Veliz	analisa.veliz@imperial.edu	760.355.6559
Dean of Enrollment Services	Jan Magno	janis.magno@imperial.edu	760.355.6257
Administrative Secretary	vacant		
Dean of Health and Public Safety	Tina Aguirre	tina.aguirre@imperial.edu	760.355.6347
Administrative Secretary	Laura Hartsock	laura.hartsock@imperial.edu	760.355.6348

Staff Secretary II	Dolores Hartfield	dolores.hartfield@imperial.edu	760.355.6468
Staff Secretary II	Sara Wheat	sara.wheat@imperial.edu	760.355.6483
Dean of Learning Services and Instructional Technology	Taylor Ruhl	taylor.ruhl@imperial.edu	760.355.6351
Administrative Secretary	Toni Gamboa	toni.gamboa@imperial.edu	760.355.6378
Library Technician I	Irma Felix	irma.felix@imperial.edu	760.355.6382
Library Technician III	MaryAnn Smith	maryann.smith@imperial.edu	760.355.6380
Dean of Science, Math, and Engineering	Dr. Lianna Zhao	lianna.zhao@imperial.edu	760.355.6476
Administrative Secretary	vacant		
Staff Secretary II	Carol Cortes-Ramirez	carol.cortes-ramirez@imperial.edu	760.355.6304
Staff Secretary II	Ofelia Duarte	ofelia.duarte@imperial.edu	760.355.6155
Dean of Student Development and Campus Events	Sergio Lopez	sergio.lopez@imperial.edu	760.355.6457
Administrative Secretary	Saria Cardoza	saria.cardoza@imperial.edu	760.355.6456
Student Services Specialist	Claudia Aguilar	claudia.aguilar@imperial.edu	760.355.6358
Associate Dean of Human Resources	Travis Gregory	travis.gregory@imperial.edu	760.355.6207
Administrative Assistant	Jessica Waddell	jessica.waddell@imperial.edu	760.355.6212
Human Resource Technician	Angie Gallo	angie.diaz@imperial.edu	760.355.6194

CHECKLIST

- ✓ Human Resource Department. Make sure all paperwork is in order prior to beginning teaching assignment. Martha Sanchez, Human Resource Specialist, 760.355.6210.
- ✓ Department Chair. Know the points of contact within your department. They are your primary resource.
- ✓ Parking Pass. Parking passes are generally given during orientation. However, if you did not receive a parking pass or did not come to orientation please see your department secretary.
- ✓ Key Card or keys. If you are teaching in the 2700 building you will need a key card and/or keys. Please see your department secretary for instruction.
- ✓ Reprographics. The reprographics department is located in building 500. You can request a copy of materials in person or via email at repro@imperial.edu. Please ask your department secretary for an account code.
- ✓ Mail Room. Adjunct mail boxes are located adjacent to the Faculty Lounge in the Student Center. Be sure to check your mailbox at least weekly for special announcements
- ✓ EMAIL. You are encouraged to have an email with IVC. If you do not have an email account please see your department secretary for assistance. This process is initiated through your respective division.

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. (*see Appendix C*)

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
- 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. (see *Appendix D*)

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 from 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 until 9:00 pm 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. 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 or any extended campus office.

STUDENT ABSENCES

Students are expected to attend all sessions of the classes for which they are registered. It is the student's responsibility to contact instructors regarding any absence. The instructor's policy regarding absences should be explained in the syllabus. The acceptance of an excuse for absence, other than illness or official leave of absence, is at the discretion of the individual instructor.

Students whose continuous, unexcused absences exceed the number of hours a class is scheduled to meet per week MAY be considered inactive and MAY be dropped by the instructor. However, there is no responsibility on the part of the instructor to do so. It is the responsibility of each instructor, however, to check rosters continuously prior to census to confirm that all students in attendance are registered.

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 Superintendent/President. 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

Dishonesty in the classroom is considered a very serious offense. Any form of cheating, turning in work which is not one's own (plagiarism), is grounds for disciplinary action. The consequences of these actions are severe and may include the possibility of expulsion.

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 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>

Click on "Create account"

Under "New Users," select "Sign up for Turnitin"

Under "Create a New Account," select "instructor"

Enter the school account 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 get started using Turnitin right away.

Information on using Turnitin is available by visiting http://www.turnitin.com/static/support/guides_manuals.html.

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:

Class Time per Session	Break
120 minutes	10 minute
150 minutes	10 minute
185 minutes	20 minute
195 minutes	20 minute
250 minutes	30 minute

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.
- Not taking desks or chairs from any other classrooms.
- 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, primarily, via the Internet. Students complete course work using a course management system (CMS) called Etudes, which includes tools such as e-mail, discussion boards, chat rooms, tests, and multimedia presentations.

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. For more information visit <http://www.imperial.edu/index.php?pid=53> for information related to Distance Education.

WEBPAGE DEVELOPMENT

The Technology Center is available to assist you in developing a webpage, posting educational materials, and receiving Microsoft Suite training. Technical support is also available online at <http://www.imperial.edu/index.php?pid=1056> or by contacting Larry Valenzuela at 760.355.6189 or at larry.valenzuela@imperial.edu for additional information.

EVALUATION OF ADJUNCT FACULTY

An important source of feedback for adjunct faculty includes administrative and/or 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 time 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. (see *Appendix E*)

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.

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.

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 personally identifiable information that you obtain from the student's educational record (grades, GPA, etc.) be sure to obtain a written signed release 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.
- Circulate a printed class list with student names, identifier numbers, or grades as an attendance roster.
- 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.
- Discuss the progress of any student with anyone other than the student (including parents, spouses, relatives) without the written consent of the student.
- 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. 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. 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

For most emergencies on campus, you will need to call 9-1-1, the security officer on campus, the campus nurse, the switchboard, and/or maintenance and operations. For additional information please contact Tim T. Nakamura, Director of Campus Safety and Security or email at tim.nakamura@imperial.edu he is located in the Parking Control Office is located in 517B. Hours of operation are Monday – Thursday, 1:00 p.m. to 10:00 p.m. or for immediate assistance call security at 760.996.4614.

Refer to the following to help you decide which action is appropriate.

If the symptoms are:

- Life threatening, 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), (7) choking, (8) poisoning, (9) overdose, (10) suspected fracture of back, neck, or spine seizure, (11) any other serious medical emergency, (12) psychological crisis, and (13) hazardous material release *if* it has high potential to injure someone or cause fire

Call 911 and call the college nurse at 760.355.6310 or 760.337.0300 (cell), and call the switchboard at Extension 0; notify them of the situation for further action.

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

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

- Any fire

Call 911 and the switchboard at Ext.0 and call Call the maintenance and operations department. Charlene Cruz, 760.355.6371 or Rick Webster at 760.355.6373 (760.455.9267, emergency cell)

- Civil disturbance and/or crime or violent incident

Call 911, the switchboard operator at Ext. 0 and campus security IVC radio Channel 1, 554.1183 (791.5576 manager)

- 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 455-9767

Call the Superintendent/President's office at 760.355.6218 or 760.355.6219 or administrator on duty

- Student or facility issues during evening hours

Call Tim Nakamura at 760.355.6295 or security at 760.996.4614, 5-10 PM, Monday-Thursdays

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 grades. 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 lobby of the Administration Building, Casbah Room of the College Center, Library, 2600 building, and in each of the extended campus offices.

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 G-number 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 available in the Instruction Office. 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 SUPERVISION OF STUDENTS AND 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 cannot 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 mail room adjacent to the Faculty Lounge in the Student Center. Be sure to check your mailbox at least weekly for special announcements. Adjunct faculty who teach at extended campus also have mail boxes there.

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. Please observe proper "Netiquette." OPENCOM can be used for occasional personal announcements and can be blocked at faculty request. The IVC email address will be deleted at the end of the teaching assignment.

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

Client web link:

<https://email.imperial.edu/owa>

1. Go to <http://www.imperial.edu>
2. Click to Faculty and Staff tab
3. Click on Microsoft Outlook Web Access
4. Log into your account:
5. If prompted for username and password (NO Domain prompt) - then enter:
Username: imperialedu\firstname.lastname (e.g. imperialedu\joe.smith)
Initial Password: firstinitial.lastinitial123 (e.g. Joe Garcia would be JG123)

After login change your password by clicking on "options" in the upper right hand corner. On the left column see 'change password' options gives you other features to set or modify. Please bookmark the login page and check your IVC email often.

For on-line instructions on how to access your Outlook Web Access E-mail account please visit <http://www.imperial.edu/index.php?pid=2938>.

PARKING

All vehicles parked on the IVC main campus must have a parking permit. The Parking Control Office issues parking hang tags 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 checkout books from the IVC library and for the use of certain campus facilities. If you want an IVC ID card, ask your department 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.

COPY RIGHT 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 web site that can be consulted for quick answers to copyright questions visit U.S. Copyright at <http://www.copyright.gov/>.

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.

RETALIATION

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 Dean 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.

NONDISCRIMINATION

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

SMOKE FREE WORKPLACE

Smoking is prohibited in all district facilities and vehicles or leased spaces and within 20 feet of all such facilities which includes, but is not limited to, doorways, breezeways, awnings, and ventilation systems. Refer to IVC Board Policy 132-09 for the complete policy.

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/his area of professional competence and when relevant to the course content. Implicit within this right is his/her responsibility to differentiate the 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 classified as persons who are employed by the District to teach adult or community college classes. As an adjunct faculty member, your assignment is limited to 67% of a full time faculty load or a maximum of 10 Lectures/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 serves 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.

PAYCHECKS/PAY CHECK STUBS

Paychecks and paycheck stubs can be picked up in the Human Resources Department on payday from 10:00 am – 5:00 pm. All remaining paychecks and paycheck stubs that are not picked-up on payday will be mailed out the following workday.

If you would like to have direct deposit, you can obtain the necessary form from the Human Resources Office.

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 on-line:

http://www.imperial.edu/admin/Media/File_Upload/184-Files/Payment%20for%20Cancelled%20Class%20form.pdf

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 known as the WebCat 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 see Mary Ann Smith 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 currently subscribes to the following Web resources--ProQuest Direct, EBSCOHost Masterfile Premier and Health Source Nursing/Academic Edition, Lexis Nexis Academic Universe, SIRS (Social Issues Resources Series), Country Watch, RAND California, and the *San Diego Union* and the *Wall Street Journal* online. Many of these services include many 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. Some of them are available for access by students from off-campus with the use of a remote access code and a password. Students need to contact the library to get the remote access codes and passwords required for the database they need.

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

The Instructional Technology Department maintains a large collection of media 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, Instructional Technology 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.

Classroom Internet and Wireless Internet Access

The majority of classrooms have hard-wired internet access available. You can check out a laptop and cable from Instructional Technology or bring your own. Plug an Ethernet cable into the **blue** port. In the 2700 building, the left port is for internet, the right port is for data/phone.

Wireless internet connection is available on an open network in some of IVC's buildings: The Administration Building (10), the College Center (600), the library (1500), and the 2700 building, which houses Science, Math & Engineering, and Arts & Letters Divisions. Just look for the network, connect, and start using the internet.

REMOTE ACCESS TO DATABASES

[EBSCOhost](#), [ProQuest](#), [sirs](#) & [GALE LITERATURE RESOURCE CENTER](#)

Attention: These instructions are for registered students and IVC employees only.

Step 1: <http://www.imperial.edu>

Step 2: Click on **Library** (Left menu box) This will take you to the **Learning Services** page.

Step 3: Under **Find Articles & Other Library Materials** click **Search All Databases** This will take you to the **Databases** page

Step 4: Under **DataBases** - [Click here To access databases from off-campus](#)

Step 5: Select the database you would like to search:

SIRS (Articles) -

The customer # is **CA3793H**, and the password is **92251**.

PROQUEST (Articles)-

The account name is **0033fjq484**, and the password is **welcome**.

EBSCOHOST (Articles)-

The user ID is **s6616144** and the password is **remote**.

GALE LITERATURE RESOURCE CENTER (Literary Criticism; Authors)

The password is **impe_log**.

The EBSCOhost ProQuest, and SIRS databases are primarily article databases, in which you can search for articles from newspapers, magazines and scholarly journals. The Gale Literature Resource Center is a good source of literary criticism and information about authors and their works. There are also Health and Nursing databases available through the Gale link.

FOR QUESTIONS, ASSISTANCE OR TUTORING, PLEASE CONTACT US IN THE LIBRARY BY CALLING 355-6380 (CIRCULATION DESK) OR 355-6445 (REFERENCE DESK), OR SENDING AN EMAIL TO REFDESK@IMPERIAL.EDU.

TECHNOLOGY TRAINING CENTER

The Technology Training Center is open from Monday thru Friday from 8:00 a.m. to 5:00 p.m., located in Room 1601 in which Larry Valenzuela, Technology Center Technician, facilitates workshops and provides hands on training to adjunct faculty in MS Outlook E-mail, WebSTAR, SPAM Filter, MS Word, MS Excel, MS PowerPoint, MS Access, Webpage design, Adobe Acrobat, Easy Grade Pro (software program that keeps track of classroom grades, attendance, and student progress reports), etc. If you're interested in registering for these upcoming workshops or would like to setup an appointment to receive a one on one training please contact Larry at 760.355.6189.

EXTENDED CAMPUS

The Imperial Valley College Extended Campus program provides a practical and convenient educational alternative for Imperial County residents by offering comprehensive academic and instructional services in the Calexico Extended Campus, Calexico High School, Brawley Union High School, and Central Union High School. Each center provides registration information and access, collection of fees, financial aid, unofficial transcripts, academic counseling, class schedules, and general information. Extended centers also offer a selection of credit courses, non credit, and community services. Classes are provided in various locations across the county including local high schools. Classes are taught by full-time and adjunct faculty.

For instructors teaching at a high school campus, remember that we are guests. Students are not allowed to enter non-student areas. Room desks and furniture must be placed back in the original configuration before leaving the classroom. White boards must be cleaned

EQUIPMENT AT EXTENDED CAMPUS

Adjunct faculty at extended campuses may request access to laptop computers, LCD projectors, and VCRs for instructional purposes. Requests for equipment must be made at least 24 hours in advance. Equipment is limited and will be issued on a first come – first served basis. Faculty is responsible for pick-up and return of all IVC equipment. Main campus faculty may refer to the Library/Audio Visual 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 2610 with basic services and applications, including Internet access. Regular semester hours are from 8am to 9pm.
- Reading Lab: The reading lab room 2602 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 room 2603 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 in order to check in the lab. Students may also use the computers or internet when space is available for class assignments. Room utilization is by appointment only; 10-15 minute orientations are available and can be scheduled by contacting Norma Gonzalez at 760.355.6531 or by email at norma.gonzalez@imperial.edu.
- Language Lab: The Language lab rooms 2608/2609 are 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.
- Math Lab: The math lab, building 2500 located on the west side of the gym, 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.
- Nursing Lab: The nursing learning center room 2158, it 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 center also provides study skills workshops.

The Study Skills Center can also conduct test proctoring for faculty.

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 Impairment
- ✓ Visual Impairment
- ✓ Hearing Impairment
- ✓ Speech Impairment
- ✓ Orthopedic Impairment
- ✓ Learning Disabilities
- ✓ Developmental Disabilities
- ✓ Psychological Disabilities
- ✓ Acquired Brian 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 jobs that are black ink and color ink involving any quantity of copies. These projects can either be designed internally by Reprographics Center staff or brought in "camera-ready", which means the material is ready to copy, with no proofing or additional design work required by Reprographics. In the latter case, the person submitting the document is responsible for proofreading it

Do we offer color copying?

Yes - Our Xerox Workcentre Pro C3549 is equipped for color prints from 8.5" x 11.5" to 11" x 17" sizes.

What kind of equipment do we have?

Most quick printing is accomplished on our Xerox DocuTech Center®. This equipment provides the following features:

- Accepts originals from 5.5" x 8.5" to 12" x 18"
- 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.
- Accepts up to 100 originals at once.
- "Build Booklet" feature to create saddle-stitched booklets.
- Two-sided printing.

This equipment enables Reprographics staff to provide you with a quick turn-around time in many cases, within 24 hours for basic copying except at peak times like the start of the semester. Additional services including special binding, cutting, folding and special paper orders will require additional turn-around time. We also have a "walk-up" copier for small jobs.

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. If a special paper is needed, please inquire. We may have something special on reserve or may know where to order it. If we need to order paper for your job, please plan ahead. Ordering a special paper can take from three to ten days and may also cost more than papers in stock.

How do we put it all together?

Our bindery area is equipped to handle all standard bindery functions including folding, cutting, collating, stitching, padding, and hole punching. Special services such as die-cutting, laminating, perfect binding, foiling, or embossing are procured through outside sources and will require additional time and cost.

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. To help you more fully understand copyright issues refer to our [Copyright Information](#) section.

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 one of the following drop boxes: Reprographics Center, Faculty Lounge Mail Room or in the Administration Building Mail Room.

Jobs can also be submitted via the Docutech Network (Please call for more info.) Jobs can also be submitted via the network directly to Docutech. For more information on this service, contact us. You may also email your jobs to repro@imperial.edu from any computer. Please include all instructions when emailing your jobs.

EVENING ADMINISTRATOR

An administrator is on call within ten-minutes of campus, from 8am to 10pm in case of an emergency. The lead library staff member (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

For information on Chartered Campus Clubs visit <http://www.imperial.edu/index.php?pid=2934>.

Adventure Club: Advisors, Paige Lovitt & Kevin Marty, (760) 355-6406 or 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: Daniel Simon Vice President: Esmeralda Castillo

Secretary: Jonathan Castillo

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: Irma Ramirez Vice President: Zachary Wingate Secretary: Beth Johnson

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: Alfonso Ruiz Vice President: Noreyda Silva Secretary: Sandra Guillen

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

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

Club President: Brenda Acero Vice President: Erick Cervantes

Secretary: Julissa Llallahue

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: Ahsley Juarez Vice President: Brian Phillips Secretary: Carlos Espericueta

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: Christian Jimenez

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: Victor Gracia Secretary: Kevin Louie

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: Jose Garcia Secretary: Keith Betro

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.

Club President: Adrienne D. Padilla Vice President: Tomas Garza

Secretary: Patricia G. Zazueta

Physical Fitness & Training Club: Advisors, Kevin White & Mary Lofgren, (760) 355-6170/6247

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: Alonso Arballo 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: Maritza Espinoza Vice President: Victor Aguilar Secretary: John Leonhardt

Student Art Association Club: Advisor, Carol Hegarty, (760) 355-6198

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: Anthony Saine Vice President: Luis Flores Secretary: Keith Garcia

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: Jackie Correa Secretary: Andrew Bernal

Student Support Services (SSS) Club: Advisor, Dolores Diaz & Olga Vega, (760) 355-6255/6261

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: Nallely De La Peña Vice President: Timothy Magallanes

Secretary: Elizabeth Sanchez

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

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

Club President: Stacy Garcia Vice President: Carlos Gonzalez Secretary: Lupe Lopez

Track 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: Karla Be Lopez Secretary: Andrew Vela

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: Whitney McShan Vice President: Karin Beber Secretary: Christopher Nuñez

CLUBS NOT YET CHARTERED

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

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, Charles Mason, (760) 355-5756

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.

Club President: Michael Lopez Secretary: Priscilla Guerrero

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.

Club President: Adriana Moreno Vice-President: Erica Andrade Secretary: Yarely Romero

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 Lerno, (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.

Club President: Patsy Landeros Vice-President: Yvonne Dominguez

Secretary: Vanessa Martinez

Surfriders Club: Advisor, Dr. Tom Morrell, (760) 355-5754

Purpose: To encourage education and oceanic social activities among students. To instill individuals with a safe, fun, and healthy lifestyle then encompasses all forms of oceanic recreation. To instill and encourage individuals in promoting and being active in earth-friendly activities. Some of these activities may involve campus clean-ups, recycling, and beach clean-ups. To promote ocean safety and health. To promote surfing and other oceanic activities within IVC.

IMPERIAL VALLEY COLLEGE

Campus Evacuation Map & Directory



LEGEND			
10 Administration	800 Business	1700 Workforce Development Cntr	2600 Reading/Writing/Language Lab
100 Counseling/Financial Aid	900 Meyer Business Building	1800 Maintenance/Warehouse	2700 Offices -Temporary Building
200 Social Sciences/English	1000 Student Affairs Office	1900 Bookstore	2800 Science Lab -Temporary Building
300 Fine Arts	1100 Auto Tech	2000 Test Ctr/Tal Srch/Up Bd	2900 Classroom - Temporary Building
400 Natural Science	1200 Welding	2100 Health Sci/Disabled Student	3000 Classroom - Temporary Building
500 English/Math/ Reprographics/Parking	1300 Auto Tech/Humanities	2200 Preschool	3100 Classroom - Temporary Building
600 College Center	1400 Tool Storage	2300 Infant Toddler Center	3200 Offices -Temporary Building
700 Gymnasium	1500 Library Media Center	2400 Human Resources	3300 Imperial County Office of Ed.
	1600 Technology Center	2500 Math Lab Center	⊙ Parking/Day Pass
			★ Restrooms

Emergency Response Codes: ■ **Blue** - Medical Emergency ■ **Black** - Active Shooter ■ **Green** - Earthquake
 ■ **Pink** - Missing Child ■ **Red** - Fire

APPENDIX C
IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: English

DATE: May 11, 2006

COURSE TITLE: Reading III: Intermediate Development **COURSE NO.:** Engl. 089 (Engl. 12B) **UNITS:** 3.5

LEC HRS. 3 **LAB HRS.** _____ **HRS. TBA** _____

If cross-referenced, please complete the following:

COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

This course aims to build reading efficiency to college level to ensure reading competency for graduations from IVC and/or successful completion of transfer level courses. Course work includes practice in whole chapter note-taking, vocabulary building, study reading, informed reading of literature, and reinforcement of critical thinking skills.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

Appropriate placement recommendation or completion of Engl. 088 (Engl. 12A).

III. GRADING CRITERIA:

Course must be taken on a "letter-grade" basis only.

Course may be taken on a "credit" basis or for a letter grade.

Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. The student will be able to identify and paraphrase main ideas and classify details (significant, minor, minute) in multiparagraph articles of short to medium length written at college level (grade 12 or above).
2. The student will be able to organize main ideas and details into coherent note form

- from lectures and textbooks.
3. The student will demonstrate growth from varied reading rates for study-reading, recreational reading, and skimming.
 4. The student will identify and apply elements of study reading techniques.
 5. The student will interpret the meaning of college level (grade 12 or above) words in context.
 6. The student will summarize and describe the elements of plot, theme, setting, tone, mood, and character found in one or more book-length (200 pages maximum) works of prose fiction.

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS

CORE CONTENT	Approx. % of Course
The student will demonstrate knowledge of critical reading skills by distinguishing differences among factual, inferential, and judgmental statements; identifying and evaluating arguments and their support; separating the author's thesis from the reader's opinion; evaluating political and commercial bias and persuasive techniques; applying fallacies and/or critical questions to readings; analyzing and evaluating articles. V. 1. Subject matter (topic), main ideas and types of details found in multi-paragraph articles of short to medium length and written at college level (grade 12 or above).	30%
2. Note-taking and summarization: a note-taking method applied to textbook chapters and oral lectures.	20%
3. Reading flexibility: timed readings, skimming, and scanning.	5%
4. Study reading: SQ3R (survey, question, read, recite, review) or similar method including elements of survey, paraphrasing, self-questioning techniques, and review.	10%
5. Vocabulary skills: connotation, denotation, and context clues.	5%
6. Literature: plot, theme, setting, tone, mood, and elements of character in prose fiction.	10%
7. Critical reading skills: fact versus opinion, bias, basic fallacies, tone, mood, inference, and assumption.	20%
Total:	100%

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

		Class		Written	
Essay	<input checked="" type="checkbox"/>	Activity	<input checked="" type="checkbox"/>	Assignments	<input checked="" type="checkbox"/>
Problem Solving		Final		Oral	
Exercise	<input checked="" type="checkbox"/>	Exam	<input checked="" type="checkbox"/>	Assignments	<input checked="" type="checkbox"/>
Skill					
Demonstration	<input checked="" type="checkbox"/>	Objective	<input checked="" type="checkbox"/>	Quizzes	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<u>Required 18 hours TBA lab activities.</u>			

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	<input checked="" type="checkbox"/>	Discussion	<input checked="" type="checkbox"/>	Demonstration	<input checked="" type="checkbox"/>
		Group		Lab	
Audio Visual	<input checked="" type="checkbox"/>	Activity	<input checked="" type="checkbox"/>	Activity	<input checked="" type="checkbox"/>
Computer					
Assisted		Individual		Simulation/	
Instruction	<input checked="" type="checkbox"/>	Assistance	<input checked="" type="checkbox"/>	Case Study	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	_____			

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

Confident Reader, Kanar, 2nd edition, Houghton-Mifflin, 2002

The Sheltering Sky, Bowles, ECCO Press, Pub. 1977

Excellent and Flexible Reading, McWhorter, 6th edition, Addison Wesley, Pub. 2002.

New Brain: How the Modern Age is Rewiring Your Mind, Rodale Press, Pub. 2003

APPENDIX D

SAMPLE SYLLABUS

English 99, Imperial Valley College, Summer '10

Room 500-516
Fridays: 5:30 p.m. – 7:40 p.m. Instructor: Jay Lewenstein
Message Phone: English Division, 355-6224 E-mail: jaylewenstein@hotmail.com

Class goals and objectives: We will follow a performance-based curriculum that presents every student with the tools and skills to excel in the art of written communication.

Student Learning Outcomes (SLOs):
Upon successful completion of this course, the student will be able to:

1. write a satisfactory thesis statement.
2. compose an essay with well supported thesis statement and topic sentences.
3. produce prose with few to no errors in diction and sentence structure.
4. demonstrate ability to write with few to no errors in subject-verb agreement, verb tense and/or verb forms.

Required texts:

Langan, John. College Writing Skills with Readings. Eighth edition.

Required materials:

Standard 8x10 hardcover composition book (your writing journal!)

Good, strong 3-ring binder – Writing/reading/study instruments; pens, highlighters, glue sticks... a good college dictionary is recommended.

Helpful websites:

1. planetmexicali.squarespace.com
2. myskillstutor.com
3. owl.english.purdue.edu
4. dianahacker.com

Your keys to success (a fast seven..):

1. **Attendance:** You are expected to attend and participate in each class meeting. It's critical that you arrive on time, prepared and ready to learn. **Students will be DROPPED after 2nd absence or fourth tardy** (students dropped for excessive absences after the last day to drop with a 'W' will receive an 'F' for the course.)
2. **Homework and Classwork:** You will raise your skill levels (and your grade!) by completing all assigned work. All writing exercises, reading responses, journal entries are directed towards meeting the state standards. You are responsible for turning in all homework at the beginning of each class. In class assignments must be completed with

the required time-frames. Follow the examples that will be provided for you each week. No late work accepted.

3. **Work folders/Writing journals:** By effectively organizing your writing assignments, you will be able to build upon your ideas and reinforce your skills. The journal will prove to be an important learning tool. Materials distributed in class need to be maintained – **Be prepared for surprise folder checks!**
4. **Participation:** Each class will offer specific activities that will invoke your participation: classroom discussions, partner talk, peer review, jigsaw analysis... No make-up opportunities will be offered. Get involved. Your participation is required.
5. **Writing Projects:** Specific papers that will be assigned for specific purposes and specific due dates. Grading will be cumulative – that means several steps or phases of project will be graded as well. Late work will be penalized up to 50 per cent.
6. **Practice Exams:** Practice makes perfect! Be ready for short, concise in-class practice essays that will be collected, corrected, and graded.
7. **Midterm Exams:** Two in-class midterm essay exams will be given in the Jean Raulston Writing Center at strategic points in the semester. The essay experience is designed to prepare you for your common final.
8. **Myskillstutor.com:** Stay up on your assignments according to the schedule in your syllabus. Quiz results will be reviewed and graded at the end of each week. Please note: only scores of 80 percent or better will count. If you score 79 %, please trying again until you scratch the minimum requirement. (No late work accepted!)
9. **PlanetMexicali.squarespace.com:** Stay tuned for daily homework assignments and extra credit opportunities. A great way to raise your grade and skill levels!
10. **Planet Mexicali on IVC Student Portal:** Each week, I expect you to post a comment (300 words) on our discussion board. Look for announcements in class.
11. **The Common Final:** Please note that the common final will be worth 30 per cent of your final grade. It's highly uncommon that students who *fail* the final *pass* the class. I suggest taking full advantage of the two in-class midterms to understand what you need to prepare and where you need to improve.

Disability notice:

“Any student with a documented disability who may need educational accommodations should notify the instructor of the Disabled Student Programs and Services (DSP&S) office as soon as possible.” DSPS Department, room 2117, Health Sciences Building. 355-6312

Grading policies:

<u>Assignment:</u>	<u>Point Value:</u>
Homework (workbook, etc.)	10-20
Myskillstutor	20-30
In-class participation (peer edit, jigsaw..)	10-20
In-class quizzes	50-100

In-class practice finals	100
Midterm exams	300
Essays (definition, argument...)	200-300
Extra Credit (planetmexicali)	100 (maximum for semester)
Common Final	500

Curriculum standards and grading criteria for writing assignments will always be posted.

Simple Rules:

1. Be accountable! Any critical emergencies that may prevent you from attending class should be communicated through e-mail or phone number listed above. Work performed in class will be critical to your grade.
2. Do your own work! No one may type or edit your papers for you. Help and support is available in the Jean Raulston Reading/Writing Lab. Be careful. The penalty for plagiarism involves dismissal from the class.
3. Absolutely no food or drink in the class, including bottled water, as per college policy. Be respectful to others: No cell phones, beepers, walkmans, or other interruptions that take away from the learning of others.
4. Please have work completed on time. Be prepared for significant penalty for late work.
5. Bring your required text to each class.

Your day-by-day semester agenda:

(please be prepared for occasional schedule and/or assignment changes according to the needs of the class and the desire of the professor – email me for clarification.)

Day #1 Date: 06/21	<u>Discussion:</u> Introduction, syllabus review of standards	<u>Sentence Skills:</u> Parts of Speech	<u>Reading for Writing:</u> “Four Tattoos”
	<u>CWS:</u> Please purchase your book!	<u>Planetmexicali:</u> Brief overview	<u>myskillstutor.com:</u> Brief overview.

Assignments:

- a. Take-Home Quiz (50 points!): Parts of Speech #1
- b. Writing: complete fully-developed (typed!) paragraph discussing your feelings about tattoos.
- c. Myskillstutor : please get started with writing/sentence structure. Take the pre-test.

Day #2 Date: 06/22	<u>Discussion:</u> The narrative – and other patterns of development	<u>Sentence Skills:</u> More parts of speech	<u>Reading for Writing:</u> “Losing Myself”
	<u>CWS:</u> Chapter Two: “ The Writing Process”	<u>Planetmexicali:</u> Parts of speech	<u>myskillstutor.com:</u> writing/sentence structure

Assignments:

- a. CWS: complete all subject and verb exercises, pp 451-454.
- b. Take-Home Quiz: Parts of Speech #2
- c. Writing: two- page Tuff-Stuff freewrite (TYPED!: be ready to share your work)
- d. Myskills: Better get going. All 14 exercises are due at the end of the week.

APPENDIX E
IMPERIAL VALLEY COLLEGE
STUDENT EVALUATION OF TEACHER FORM

Instructor: _____ Course: _____

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 _____

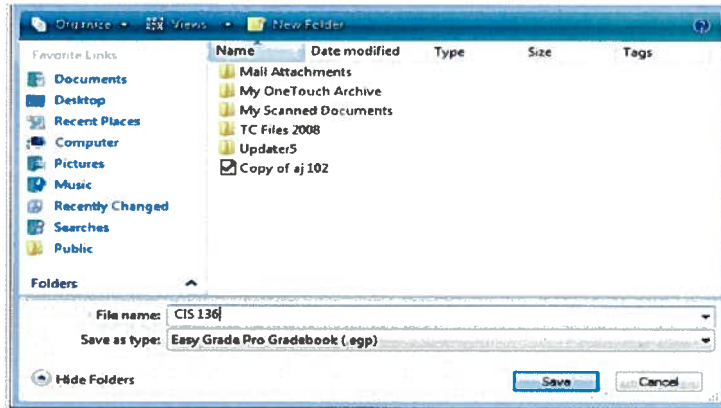
The Instructor:

- 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 ___

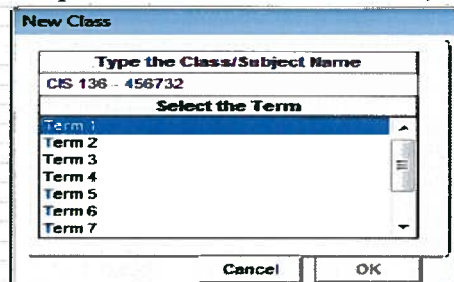
Comments:

Step B.

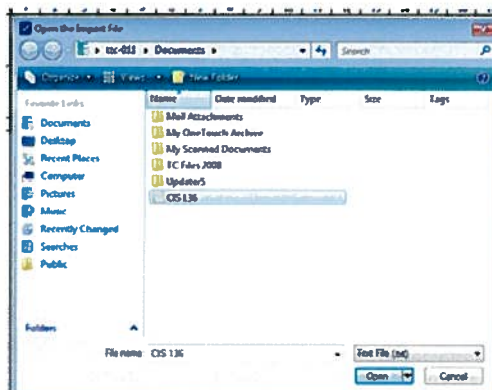
1. Go to **File**, Select **Save As**, type in a file name: Sample: CIS 136 – CRN #####
2. Make sure you Save As file: **Text (tab delimited - *.txt)**
3. Minimize application, and click to Open **Easy Grade Pro 3.6 Program**
4. Click **Create New Grade Book**, select **Documents** folder and type in **File Name: CIS 136** then click **Save** button.



5. Click **Import Classes**, then **Easy Import** of students, then Click **Next**,
6. Click inside the text box and type in your **Class/Subject Name**:
For example: **CIS 136 – CRN 456732** Note: This is very important because when you printout your classroom report this heading will be at the top of the page. Sample Below. Click on **Term 1**, then click **Ok**.

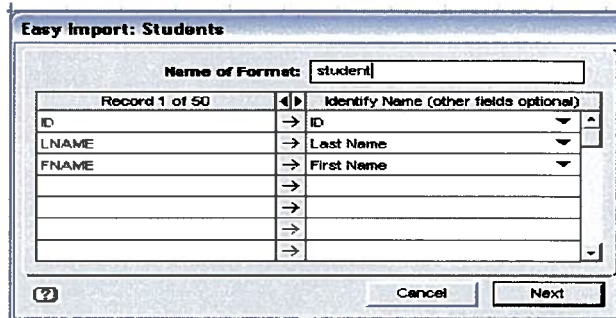


7. Select the **text file: CIS 136** in your my documents folder, then click **Open**

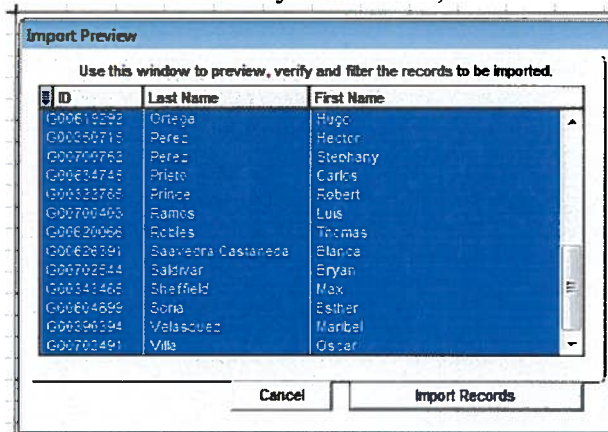


Step C.

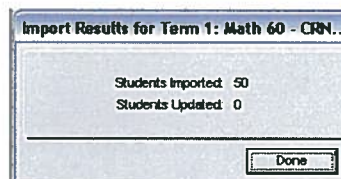
1. In this dialog box, in Name of Format, type in **student**. Match ID with ID, Last Name with Last Name, and First Name with First Name by clicking on the right down arrow on the right hand side of each row and select the appropriate identity name that matches across each row. After doing this, click **Next**. Example below.



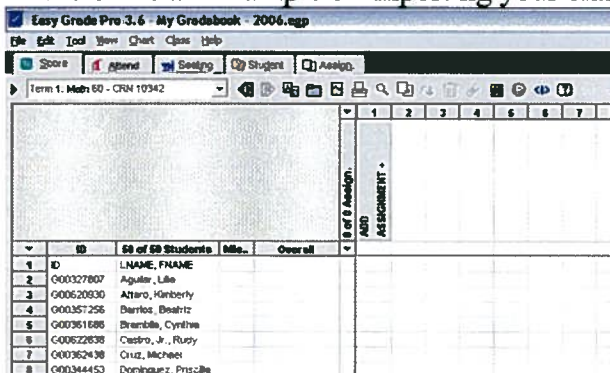
2. You will see your records, then Click **Import Records**.



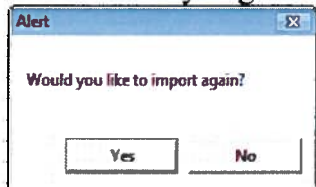
3. You will get a message saying that the records have been imported. Click **Done**.



4. Below is an Example of importing your classroom rosters successfully.



5. Click **No** if you get this message.

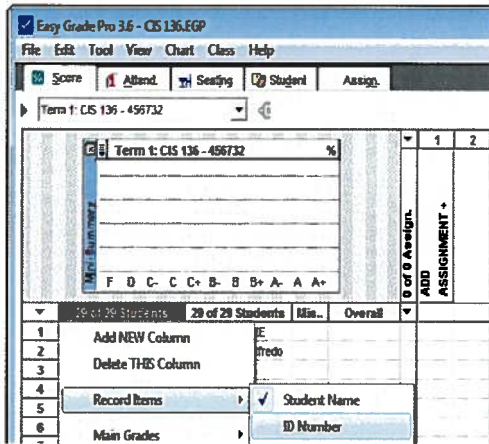


Step E.

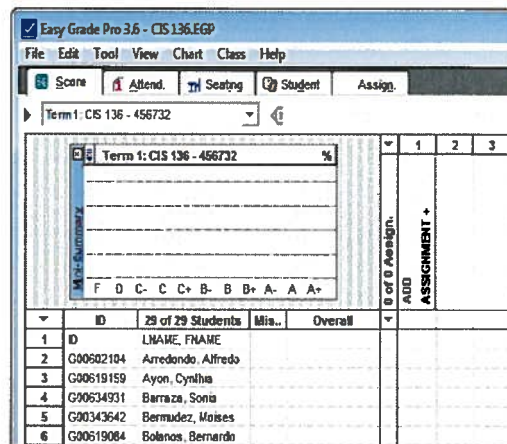
1. How do I add the ID (G# Column)?

Left Click in the middle of # of # of students field, then click **Add New Column**.

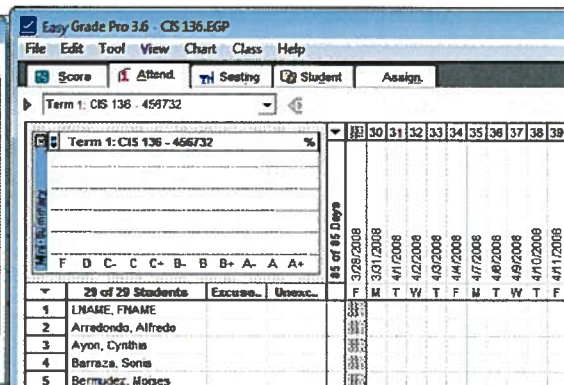
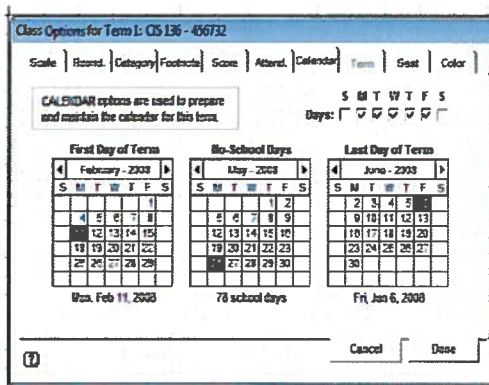
Left Click again in the middle of the first column and select **Record Items**, click on **ID**



Example →

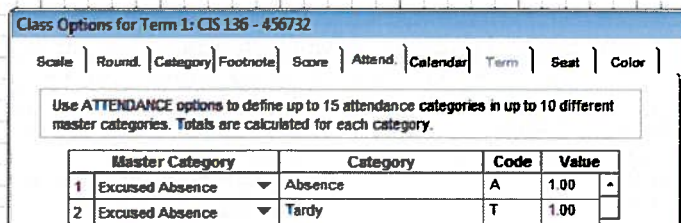


2. How do I modify my calendar settings to take attendance? Click on **Edit**, then **Class Options** then click on the **Calendar tab**. For example, in the First day of term we would click on Feb. 11 because this was the start date for Spring 2008. Then on No-School Days Calendar you will click on the dates that were holidays such as **Feb 18, March 24-28, and May 26**. In the Last Day of Term Calendar you will click on **June 6**. Click **Done**.

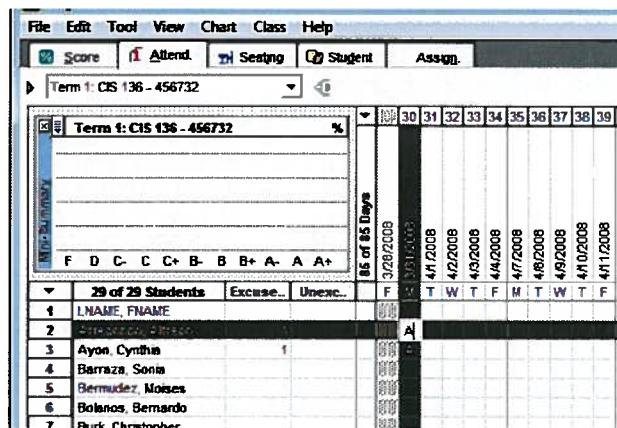


Here you can see the dates listed across from start to end. The shadowed dates represent holidays.

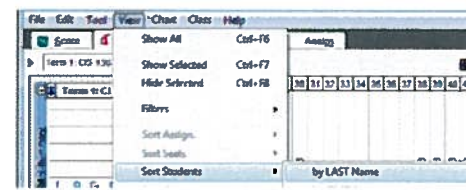
- How do I configure the attendance categories (Absence, Tardy, etc) to take attendance? Click on **Edit**, then **Class Options** then click on the **Attendance** tab. In the first category type in **Absence** and the code will be **A**.
A = Absence T = Tardy
 Make sure that the value is set to 1.00. Then click **Done**.



- How do I take attendance to mark students absent or tardy? In the date column you will Left click once and type in A = Absence and T = Tardy.



- How do I add students? For Example, Click on **Tool Menu, Add, Student** Here you will be able to type Last Name, First Name and ID#. Click **Done**.
- How do I delete a student? For Example, Left click on #2 Row and press delete.
- How do I sort students by their last names? Click on **View Menu, Sort Students**, then select by **LAST Name**.



Step F.

- How do I add or delete assignments? Click on **Assignment Tab**. Click on **Add Assignment**. In the name text box you will type Hwk, then select the max score equal to points because the grade book is based on total points possible. Click **Next Assignment** to add others. After you are done. Below is an example of how it will look like.

Records for Term 1: CIS 136 - 456732

Classes | Students | Assignments | Record: 1 of 1

Name: Hwk Max. Score: 20 Points: 20

Category: Homework

Special Status: Normal

Display Scores: Raw Scores

Progress Report: Include Assignment

Note:

June - 2008

S	M	T	W	T	F	S
	2	3	4	5	6	
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						

Next Assign. >> Done

To delete assignments, click on left assignment, then press delete.

6 of 6 Assignments	Max. S.	Points	Date	Category	Status	Display	Progress Report
1 Hwk	20	20	6/19/2008	Homework	Normal	Raw Scores	Include Assignment
2 Quiz 1	50	50	6/19/2008	Test/Quiz	Normal	Raw Scores	Include Assignment
3 Quiz 2	50	50	6/19/2008	Test/Quiz	Normal	Raw Scores	Include Assignment
4 Quiz 3	50	50	6/19/2008	Test/Quiz	Normal	Raw Scores	Include Assignment
5 Midterm	100	100	6/19/2008	Test/Quiz	Normal	Raw Scores	Include Assignment
6 Final Exam	100	100	6/19/2008	Test/Quiz	Normal	Raw Scores	Include Assignment
7 ADD ASSIGNMENT +							

Note: After you added the Assignments, click on the Score Tab and you will see your assignments added there also.

ID	LNAM, FNAME	30 of 30 Standards	Max.	Overall
1				
2	020622104 Arrandada, Alfrado			
3	020619150 Ayon, Cynthia			

- How do I save a copy of my grade book? Click on **File**, Select **Save As Copy**, and then select Documents folder, and type in, For Example: **CIS 136 Class**.
- How do I print out my class room roster with grades? Click on **File**, **Print**, select **Chart**, then **Score Chart**. Click **Next**, Select **Selected Classes Only**. Click on the Term Class, then click **Print**.
- How do I print out my classroom attendance roster? Click on **File**, **Print**, select **Chart**, then **Attendance Chart**. Click **Next**, Select **Selected Classes Only**. Click on the Term Class, then click **Print**.



IMPERIAL VALLEY COLLEGE

Academic Year 2010-2011

Adjunct Faculty Orientation Packet

Table of Contents

The information below should be reviewed and (as appropriate) filled in, printed out, signed and forwarded to Human Resources Office.

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**Imperial Valley College
Office of Human Resources Department**

MEMORANDUM

TO: Adjunct Faculty
From: Martha Ulloa-Sanchez, Human Resources Specialist
DATE: August 5, 2010
RE: Adjunct Faculty Agreements & Fall 2010 Payments

Agreements

Adjunct Faculty Agreements will be ready for signature by September 10, 2010. You will need to come to the Human Resources Office to sign your “Agreement” and to make sure that you are paid properly. Agreements that aren’t signed by September 30th will be mailed to your current address. Please carefully review your agreement and if there are any discrepancies, let me know immediately.

Payments

Adjunct faculty will receive five (5) paychecks for fall 2010.

Payments will be issued as follows:

<u>Pay Periods</u>	<u>Pay Date</u>
08/23/10 – 08/31/10	<u>09/10/10</u> No-Direct Deposit
09/01/10 – 09/30/10	<u>09/30/10</u>
10/01/10 – 10/29/10	<u>10/29/10</u>
11/01/10 – 11/30/10	<u>11/30/10</u>
12/01/10 – 12/10/10	<u>12/17/10</u>

Paychecks & Paycheck Stubs

Paychecks and paycheck stubs can be picked up in the Human Resources Department on payday from 10:00 am – 5:00 pm. All remaining paychecks and paycheck stubs that are not picked-up on payday will be mailed out the following workday.

Direct Deposit

If you have direct deposit, your pay will be deposited on the above dates for the fall 2010 school session, except September 10, 2010. If you would like to learn more about direct deposit feel free to contact me.

Adjunct Orientation Packet link

To download the Adjunct Orientation Packet online, go to <http://www.imperial.edu>, and then click on **Faculty and Staff tab**, then click on the link that states **"2010-11 Adjunct Faculty Orientation Packet"** to preview document.

If you have any questions and/or concerns, please do not hesitate to contact me at 355-6210.
Thank you.



IMPERIAL VALLEY COLLEGE

Academic Calendar 2010-2011

2010 FALL TERM

AUGUST 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug 20 Orientation (Faculty Service Day)
Aug 23 Fall 2010 Semester Begins

SEPTEMBER 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sept 6 Labor Day (Campus Closed)

OCTOBER 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov 12-13 Veterans' Day (Campus Closed)
Nov 25-27 Thanksgiving (Campus Closed)

DECEMBER 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec 11 Fall 2010 Semester Ends
Dec 13-17 No Classes, Campus Open
Dec 20-31 Winter Recess (Campus Closed)

2011 SPRING TERM

JANUARY 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Jan 1 New Years Day (Campus Closed)
Jan 3-5 No Classes, Campus Open
Jan 6 Winter 2011 Term Begins
Jan 17 ML King B'Day (Campus Closed)

FEBRUARY 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 8 Winter 2011 Term Ends
Feb 9-10 No Classes, Campus Open
Feb 11 Lincoln's B'Day (Campus Closed)
Feb 14 - Spring Term Begins
Feb 21 - President's Day (Campus Closed)

MARCH 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 25-30 Spring Break (Campus Closed)

MAY 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 30 - Memorial Day (Campus Closed)

2011 SUMMERTERM

JUNE 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 10 Spring 2011 Semester Ends
June 11 Graduation (Faculty Service Day)
June 13-17 No Classes, Campus Open
June 20 Summer 2011 Term Begins

JULY 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 4 Independence Day (Campus Closed)
July 28 Summer 2011 Term Ends

LEGEND	
FALL TERM: August 23 - December 11, 2010	
Orientation	August 20, 2010
Fall Regular Semester Begins/Ends	August 23 - December 10, 2010
Fall - Saturday Classes Begin/End	August 28 - December 11, 2010
Winter Recess	December 20, 2010 - January 1, 2011
WINTER INTERSESSION: January 6 - February 8, 2011	
5 - Week Session, Monday-Friday	January 6 - February 8, 2011
SPRING TERM: February 14 - June 10, 2011	
Spring Regular Semester Begins/Ends	February 14 - June 10, 2011
Spring Saturday Classes Begin/End	February 19 - June 4, 2011
Spring Recess	April 25-30, 2011
Graduation	June 11, 2011 (Saturday)
SUMMER TERM: June 20 - July 28, 2011	
6 - Week Session, Monday - Thursday	June 20 - July 28, 2011
Legal Holiday(s)	
Faculty Service Day	

IMPERIAL VALLEY COLLEGE

EMPLOYEE EMERGENCY NOTIFICATION INFORMATION

Thank you for taking the time to complete this form. The Human Resources Office updates the emergency information in your personnel record on an annual basis. Please complete this form and return it to the Human Resources Office **no later than August 31, 2010**. This information is for official use only.

Please Print or Type

Name: _____
(Last) (First) (Middle)

Home Address: _____

P.O. Box: _____
(If Applicable) (City) (Zip) (Code)

Telephone Number:_(_____)_____ Unlisted: Yes____ No____

In Case of Accident to Illness, Please Notify:

Name: _____

Business Telephone Number:_(_____)_____ Business Hours: _____

Home Telephone Number:_(_____)_____

Address: _____

(City, State) (Zip Code)

Special Emergency Instructions (Optional)

Allergic To: _____

Physician To Be Contacted: _____

Telephone Number: _____

Hospital: _____

Special Instructions/Comments: _____

Employee Signature

Date

**IMPERIAL COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES OFFICE**

WORKERS' COMPENSATION "Quick Facts"

What Is An Industrial Illness Or Injury?

An illness or injury that has been determined to be work-related (also known as workers' compensation).

What Should I Do If Hurt On The Job?

STEP 1. Report The Injury - Employees must notify their immediate supervisor as soon as an industrial Injury/illness occurs. Human Resources **MUST** also be notified immediately. If your injury or illness developed gradually, report it as soon as you learn it was caused by your job.

STEP 2. Get Emergency Treatment If Needed - If it is a medical emergency; call 911 and call the Switchboard at Ext. 0, who will notify the Administrator on duty; go to an emergency room right away (tell the health care provider who treats you that your injury or illness is job related).

For Non-Emergency Treatment - Report to Human Resources and follow the steps below.

STEP 3. Fill Out A Claim Form - Human Resources will provide you with an ***"Employee's Claim for Workers' Compensation Benefits (DWC Form 1)"*** within one working day after learning about your injury or illness. You use it to request workers' compensation benefits. Fill out and sign the employee portion of the claim form, describe your injury completely and include every part of your body affected by the injury. Submit the form to Human Resources.

An ***"Authorization for Medical Services"*** form will be provided to you for non-emergency medical treatment.

A ***"Supervisor's Report of Accident"*** will be provided to the injured employees' supervisor. The report is to be completed within five (5) working days of the injury and submitted to Human Resources.

How Do I Report Time Off Work For Medical Treatment?

When an employee suffers an industrial illness/injury that is verified as work-related by our worker's compensation carrier, the employee may be given industrial leave.

Employees will be granted sixty (60) working days of Industrial Leave for time the employee must be off from work to visit the treating physician, and/or for the period of time the treating physician specifies in writing that the employee must be off for recuperation.

In all cases, the employee is responsible for providing verification to H.R. for all medical visits, stating the date, time, and reason for the appointment. The employee must also attach a copy of verification to his/her timesheets, when time off is indicated as "IL" (industrial leave). If the employee fails to provide the required verifying documentation, his or her time card will be docked for sick leave instead of industrial leave.

PLEASE NOTE: Completing & signing an ***"Employee's Claim for Workers' Compensation Benefits (DWC Form 1)"*** is not an Admission of Liability by the District.

FOR MORE INFORMATION REGARDING WORKERS' COMPENSATION, PLEASE CONTACT ANGIE GALLO IN HUMAN RESOURCES AT EXT. 6194.

**IMPERIAL COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES OFFICE**

WHAT TO DO IN CASE OF AN INDUSTRIAL ILLNESS/INJURY

STEP 1. MEDICAL TREATMENT

For minor illness/injuries/first aid: The college nurse is available during business hours in the Health Sciences Building.

For more serious illness/injuries/emergencies: The employee is directed/transported to one of the medical facilities listed on the back of this form.

STEP 2. NOTIFICATION AND DOCUMENTATION OF THE INDUSTRIAL ACCIDENT

1. Notification to the Human Resources Office

In case of a serious accident, the Associate Dean of Human Resources must be notified immediately.

2. Supervisor's Injury Investigation Report

Immediately after an industrial injury, the injured employee's supervisor must complete a SUPERVISOR'S REPORT OF ACCIDENT form and forward it to the Human Resources Office.

3. Employee's Claim For Worker's Compensation Benefits

Within (24) hours of notification of an industrial accident, the Human Resources Office must provide the injured employee with a copy of DWC Form 1, EMPLOYEE'S CLAIM FOR WORKER'S COMPENSATION BENEFITS. Within (1) working day of receipt of the completed form from the injured employee, Human Resources must forward copies of this form to the employer's insurer and to the employee, his/her dependent or representative who filed the claim.

4. Employer's Report of Occupational Injury or Illness

Within five (5) working days of notification of an industrial injury or illness which (a) results in lost time beyond the day of injury, or (b) requires medical treatment other than first aid, the employer must forward to the insurer a completed State of California Form 5020, EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OF ILLNESS.

5. Notification of Fatal Injury, Serious Injury or Illness

If an industrial injury or illness (a) requires inpatient hospitalization for more than 24 hours, (b) results in the loss of any member of the body, (c) produces any serious degree of permanent disfigurement, or (d) results in death of the employee, then the nearest district office of the California Division of Safety and Health (DOSH) must be notified within eight (8) hours. This notification is not required if the injury or death results from an accident on a public street or highway.

6. Other Reporting Requirements

Employees with a lost-time industrial injury or illness shall not be returned to work without approval of the treating physician and the Associate Dean of Human Resources.

Human Resources must be notified by the employee or the employee's supervisor each time the employee leaves work or returns to work as a result of job injury or illness.

Refer all inquiries about employee injuries/Worker's Compensation claims to the Human Resources Office.

NON-EMERGENCY TREATMENT FACILITIES

Industrial Family Medical Care
(760) 337-1771
General Practice
1441 State Street, Suite B
El Centro, CA 92243

PRN Desert Rehabilitation Institute
(760)337-1144
Physical Therapy
1590 S Imperial Ave
El Centro, CA 92243

Thomas C Bruff MD
(760)370-0020
Internal Medicine
Occupational Medicine
1850 W Main St Ste E
El Centro, CA 92243

Lokesh S Tantuwaya MD
(858)300-2626
Neurological Surgery
300 S Imperial Ave Ste 14
El Centro, CA 92243

Thomas E Teske MD
(760)337-4100
Neurology
1745 S Imperial Ave Ste 101
El Centro, CA 92243

George C Fareed MD
(760)337-1000
Family Practice
1503 N Imperial Ave Ste 201
El Centro, CA 92243

Jean-Jacques Abitbol MD
(858)874-2306
Orthopedic Surgery
1501 Ocotillo Dr Ste G
El Centro, CA 92243

George C Fareed MD
(760)344-8750
Family Practice
751 W Legion Rd Ste 105
Brawley, CA 92227

Veerinder S Anand MD
(760)352-2181
Orthopedic Surgery
1318 S Imperial Ave
El Centro, CA 92243

EMERGENCY TREATMENT FACILITIES

Pioneers Memorial Hospital
207 W. Legion Road
Brawley, CA 92227
Tel. (760) 351-3333 (General Business Telephone Number)

El Centro Regional Medical Center
1415 Ross Avenue
El Centro, CA 92243
Tel. (760) 339-7100 (General Business Telephone Number)
Tel. (760) 339-7254 (Emergency Room)

**IMPERIAL COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES OFFICE**

DOCUMENTATION OF INDUSTRIAL LEAVE

An industrial illness or injury is an illness or injury that has been determined to be work-related. The objective of worker's compensation program is to provide medical care to the employee who has suffered a work-related illness or injury and to return this employee to work as soon as possible.

When an employee suffers an industrial illness or injury that is verified as work-related by our worker's compensation carrier, or the employee is directed to a medical facility by the Human Resources Office for a work-related illness or injury, the employee may be given industrial leave for the period of time that he or she must be off from work to visit the treating physician, and/or for the period of time the treating physician specifies in writing that the employee must be off for recuperation up to a maximum of 60 days.

If the work-relatedness of the injury or illness is not apparent, the employee will be examined by a physician certified by the state to conduct a medical evaluation and render a determination.

In all cases, the ill or injured employee is responsible for providing an appointment slip or letter from the attending physician stating the date, time and reason for the appointment and/or recuperation period.

A copy of the appointment slip shall be submitted as follows:

<u>Injured</u>	<u>Submit to:</u>
Classified Employees, Student Workers, Volunteers (non-certificated), Short Term Employees (District)	Immediate Supervisor and Angie Gallo, Human Resources Technician
Students enrolled in Nursing and EMS Programs	Instructor and Angie Gallo, Human Resources Technician
Full Time Faculty	Academic Services Office and Angie Gallo, Human Resources Technician
Part Time Faculty Volunteers (counselors, etc.)	Academic Services Office and Angie Gallo, Human Resources Technician

The employee's time sheet will reflect industrial leave for the period of time reflected on the appointment slip or letter only. If the employee fails to provide the required verifying documentation, her or his time card will be docked for sick leave instead of industrial leave.

PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- your employer offers group health coverage;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for nonoccupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: _____ (name of employer) If I have a work-related injury or illness, I choose to be treated by:

(name of doctor)(M.D., D.O., or medical group)

(street address, city, state, ZIP)

(telephone number)

Employee Name (please print):

Employee's Address:

Employee's Signature _____ Date: _____

Physician: I agree to this Predesignation:

Signature: _____ Date: _____
(Physician or Designated Employee of the Physician or Medical Group)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

Title 8, California Code of Regulations, section 9783.
(Optional DWC Form 9783 March 1, 2007)

**IMPERIAL VALLEY COLLEGE
PAYMENT FOR CANCELLED CLASS**

To: Vice President for Academic Services

FROM: _____ DATE: _____

SOCIAL SECURITY #: _____

I hereby certify that I taught _____, a course which
(Name and Course No.)

Fall Winter Spring Summer Semester of 20 _____

was subsequently cancelled/taken over by another instructor on the following:

Date (s) _____,

For a total of _____ Lec. _____ Lab Hours _____ Units

Instructor

Vice President for Academic Services

**IMPERIAL VALLEY COLLEGE
ADJUNCT FACULTY ABSENCE CERTIFICATION**

TO: Vice President of Academic Services DATE: _____

FROM: _____

This is to certify that I was absent on the following date(s)

Class _____

Time(s) _____

Instructor

Date

Vice President of Academic Services

Date

**IMPERIAL VALLEY
SUBSTITUTION CERTIFICATION**

To: Vice President for Academic Services

Date: _____

From: _____ Social Security: _____

This is to certify that I substitute for:

On the following:

Date(s)	Time(s)	Class
---------	---------	-------

Total hours to be credited _____ Lec Hours @ \$ _____

Substitute Instructor

Vice President of Academic Services

Welcome to Imperial Valley College

WebSTAR Faculty Handbook



For Technical Support, please contact:

Larry Valenzuela

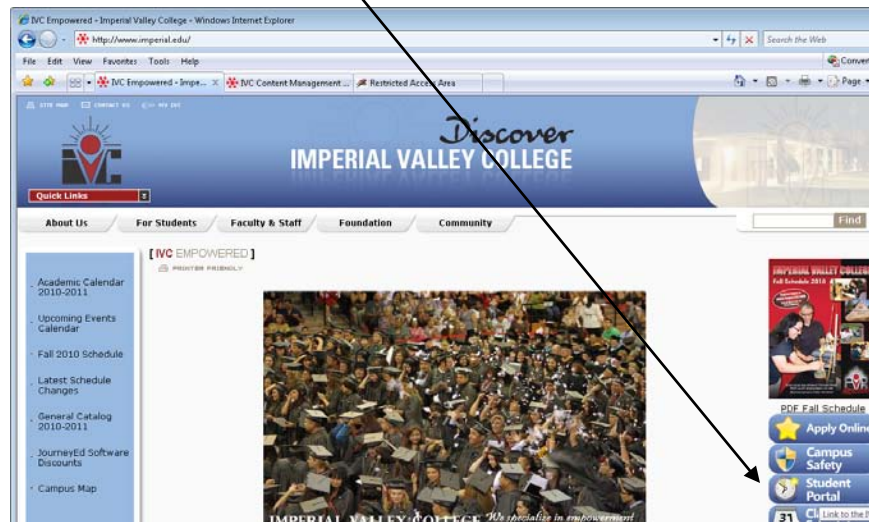
Human Resources

(760) 355-6189

How do I access my IVC WebSTAR account?

Step 1. Go to the IVC website: <http://www.imperial.edu>


Step 2. Click on the **(Student Portal)** link



Step 3. Login Instructions:

In the IVC ID text box: type in your Social Security Number or user ID (also known as the G number) Sample: G00348500 provided by the Instruction office or Human resources office.

In the PIN text box: for First-Time Users, if you've never logged into WebSTAR or the Student Portal your first PIN is your 6-digit birth date in mmddyy order. For example - (August 4, 1990) you will type 080490.



IMPERIAL VALLEY COLLEGE

student portal

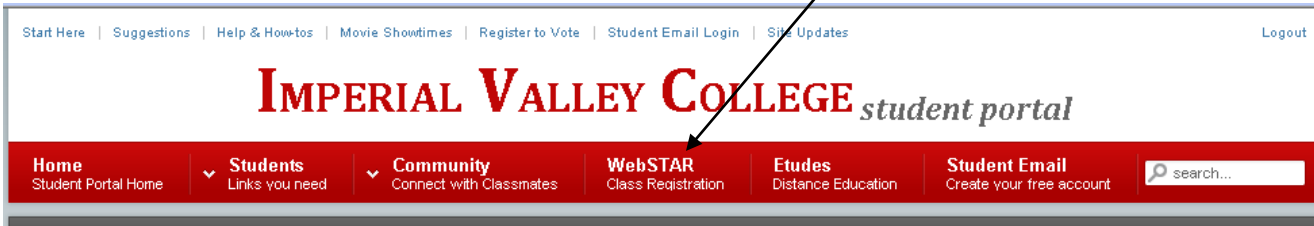
Login Instructions:
IVC ID: Use your Social Security Number or user ID (also known as the G number) provided by the Admissions and Records Office or through the admission application process.
First-Time Users: If you've never logged into WebSTAR or the Student Portal your first PIN is your 6-digit birth date in mmddyy order. (August 4, 1990 will be 080490). After logging in you may access WebSTAR by clicking the WebSTAR button in the top menu. The first time you access WebSTAR, you will be asked to change your PIN. The PIN you choose will be your permanent login PIN. Do not forget it.

Statistics: (Total Users: 19485, Online Users: 11, Total Listings: 201)

IVC ID: PIN: [Forgot Your PIN?](#)

By signing onto this portal, you agree to abide by its Terms of Use and the Imperial Valley College [Student Code of Conduct](#). Violations could result in restriction of portal privileges and/or disciplinary action.

After logging in you may access WebSTAR by clicking the **WebSTAR** button in the top menu. The first time you access WebSTAR, you will be asked to change your PIN. The PIN you choose will be your permanent login PIN.

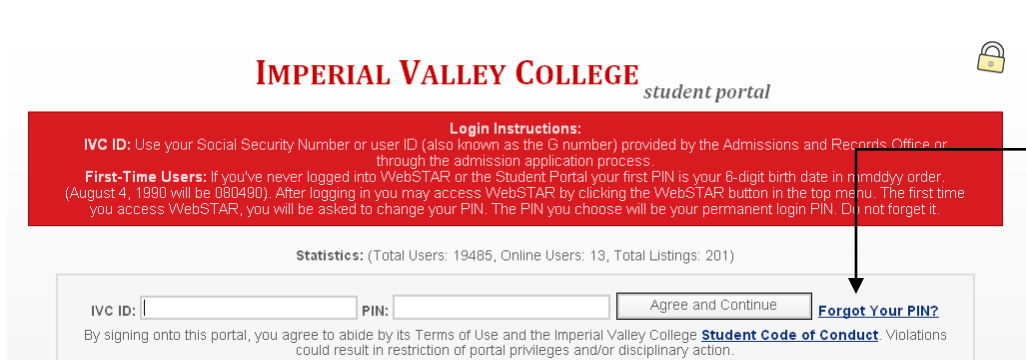


How will my screen look when I access the main menu?

You will always have access to the Personal Information Menu.
 Faculty will have access to the Faculty & Advisory Menu.
 Faculty members who are students will also see the Student Menu.

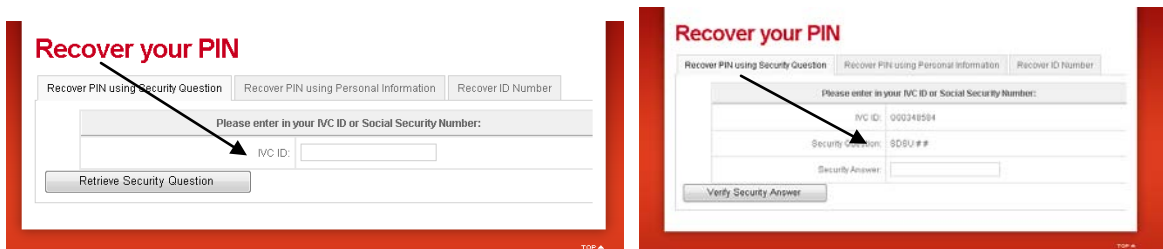


If you forget your PIN, how do I access my security question to help me remember my PIN?
Go to the IVC website: www.imperial.edu click on link (**Forgot your PIN?**).



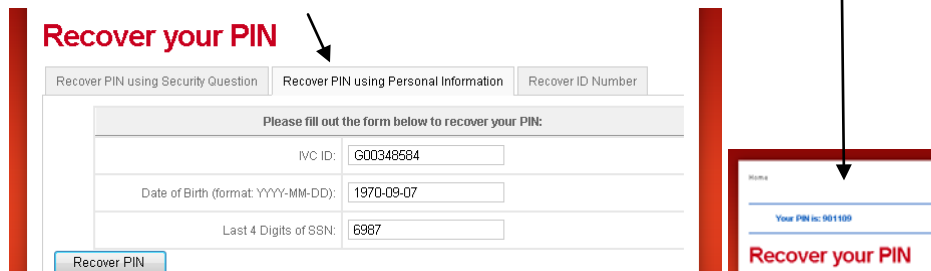
How do I recover PIN using my security questions?

Click on the First tab labeled (**Recover PIN using Security Question**) In the IVC ID text box:
Type in your G# Sample: G00348500 then click **Retrieve Security Question** button
You will then type in the security answer, then press



How do I recover PIN using my personal information?

Click on the Second tab labeled (**Recover PIN using Personal Information**)
In the text boxes, type in your G# Sample: G00348500
Type Date of Birth (YYYY-MM-DD) and Last 4 digits of SS# then click on **Recover Pin** button.
The PIN will be displayed at the top **highlighted in blue**.



How do I recover my ID Number?

Click on the third tab labeled **(Recover ID Number)**

In the text boxes, type in your full social security number with no dashes, then type your Date of Birth (YYYY-MM-DD) then click on **Recover ID button**.
The **ID Number** will be displayed at the top, **highlighted in blue**.

Recover your PIN

Recover PIN using Security Question Recover PIN using Personal Information **Recover ID Number**

Please fill out the form below to recover your ID number:

Full Social Security Number (all numbers with no dashes):

Date of Birth (format: YYYY-MM-DD):

Home

Your ID number is: G00348584

Recover your PIN

How do I print my Opening Day Roster and my Add Authorization Codes?

Admissions will no longer print Opening Day Rosters for instructors. You do it yourself.

- Click on Faculty & Advisors Menu which will take you to the Faculty Services Page.
- Click on Roster Selection Menu
- Select a Term and Submit
- Select one or more CRN's
- Press the Create Roster(s) button
- Configure Margins (To see directions for configuring margins click the link on the Rosters page)
- Print

Rosters

 Term is set for: Spring 2005 **Select by CRN**

Select 1 or more CRN's. Press the create rosters button when ready

CRN	COURSE	TITLE	START	END	ENROLL
Γ 21067	PE 102	Physical Fitness	28-SEP-04	05-NOV-04	8

If you would like a different term, please press the **SELECT TERM** button.



Website: <http://www.imperial.edu/index.php?pid=122>

Welcome back, Faculty and Staff:
Technology Training Center Newsletter - August 2010

**Adobe Acrobat 9.0 Professional, Easy Grade Pro, Microsoft PowerPoint 2007
 Microsoft Excel 2007, Banner Training: Basic Navigation Coming Soon!**

The purpose of the Technology Training Center Newsletter is to inform our faculty and staff about upcoming workshop trainings and provide resourceful information to the end user.

- * [If you cannot make it to these trainings, please contact me at \(760\) 355-6189 to schedule an individual appointment. Thank you.](#)
- * **How do I register for the workshops?**

<http://ttc.imperial.edu>

- Click on **Register Online**
- Select workshop, fill out the
 - * asterisk fields, then click Submit.

Larry Valenzuela, MPA
 Human Resources
 Technology Center Technician
 (760) 355-6189

All trainings will be held in the Technology Training Center (Room 1704).



Adobe Acrobat 9.0—Professional— Faculty & staff will learn how to merge files into a PDF document, edit a PDF file, insert, extract, replace, and create an E-portfolio (new), password protect files, add sticky notes or stamps, edit touch up text tool, create fill forms and much more!
Handouts will be provided.



Easy Grade Pro: Faculty and Adjunct Faculty will learn how to import their classroom rosters from WebSTAR into Easy Grade Pro, setup calendar, attendance, add assignments, printout classroom and attendance reports.
Handouts will be provided.



Microsoft PowerPoint 2007 Trainings—Faculty and staff will learn how to create a PowerPoint presentation, add timelines, pictures, links, charts, SmartArt graphics, sounds, themes, and animation into your slide show, setup slide show to add rehearse timings and much more! Handouts will be provided.

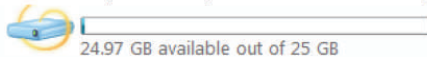


Microsoft Excel 2007 Trainings - Faculty and staff will learn how to customize the Office Ribbon, format, add or delete worksheets, insert formulas, review the function library, format data in a spreadsheet, apply an AutoFilter, insert Charts, AutoFormat, insert comments, password protect documents, review print features, import from Access, setup a Pivot Table, create macros and much more! Handouts will be provided.

Need extra disk space online?

**Windows Live—SkyDrive provides
 25 Giga bytes of online storage for free.**

Sky Drive – Free password protection online storage



Store your files online and access them virtually any web based enabled computer

- Upload Office documents, pictures
- Share folders, setup direct links
 - Drag and drop files
- Edit Permissions and more!

How do I access the Windows Live Sky Drive account?
 Log into your Windows Live account (Hotmail account).

Workshop Registration—Register soon to reserve a spot. Thank You!

Class	Date	Capacity
Banner Training: Navigation Skills	Monday August 09, 2010 from 09:00 AM to 10:30 AM	8
Banner Training: Navigation Skills	Tuesday August 10, 2010 from 02:00 PM to 03:30 PM	8
Adobe Acrobat 9.0 Pro - Inter.Level	Wednesday August 11, 2010 from 09:00 AM to 10:30 AM	8
Easy Grade Pro	Tuesday August 17, 2010 from 10:00 AM to 11:00 AM	8
Easy Grade Pro	Tuesday August 17, 2010 from 02:00 PM to 03:00 PM	8
Easy Grade Pro	Wednesday August 18, 2010 from 09:00 AM to 10:00 AM	8
Easy Grade Pro	Wednesday August 18, 2010 from 03:00 PM to 04:00 PM	8
Microsoft PowerPoint - Inter. Level	Tuesday August 24, 2010 from 02:00 PM to 03:30 PM	8
Microsoft Excel 2007	Wednesday August 25, 2010 from 10:00 AM to 11:30 AM	8



Need Technology Equipment to checkout?



The Technology Training Center is located in room 1704, and has a laptop, multimedia projector equipment and digital camera(s) that IVC employees can reserve on a timely basis for conferences, meetings, seminars or work related purposes. Please call first for availability at (760) 355-6189. Thank You.

For more information on a list of equipment that can be checked out:

<http://www.imperial.edu/index.php?pid=1564>

Equipment Request Form

The Technology Training Center is located in room 1704, and has equipment that IVC employees can reserve on a timely basis for conferences, meetings, seminars or work related purposes. Please call first for availability at (760) 355-6189. Thank You.

Instructor Name *
 First Last

Contact Email *

Phone *
 760 - 355 -
 (###) ### - ####

Pickup Date *
 / /
 MM DD YYYY

Return Date *
 / /
 MM DD YYYY

Available Equipment *

- Eiki Projector: LC-XB22
- Eiki Projector: LC-SB20
- Kodak Digital Camera C643
- Gateway M275 Laptop

Purpose *

This is the day you will be picking up the equipment for usage.

Banner

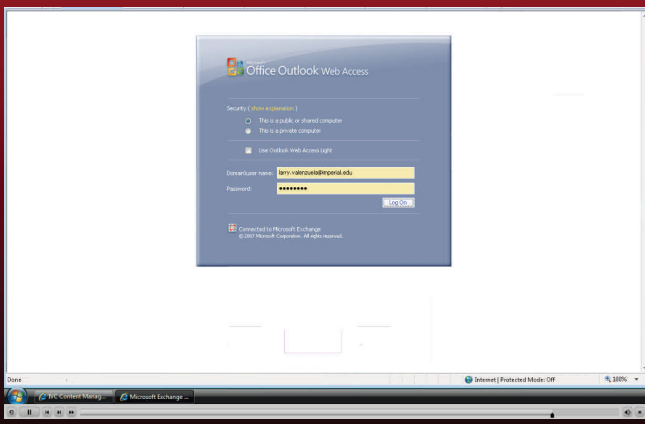
Banner Training: Basic Navigation Skills - Staff will learn how to access Banner, navigate in the Main Menu and use wildcards in the search criteria to narrow your queries to get the results that you want, review functions (key blocks, rollback, queries, next block, previous block, records), review terminology commonly used and exit Banner. Handouts will be provided.

New - Resourceful Technical Support Videos Online:



* To view step by step videos, visit <http://www.imperial.edu/index.php?pid=1056>

* Sample: How do I access my IVC e-mail account online?



How do I register for workshops that I want to attend in the Technology Training Center (Room 1704)?

1. Go to <http://ttc.imperial.edu/>
2. Click on **Register Online**
3. Here you can see what classes are being offered, the date and time

Click on one of the listed workshops below, for Example: **Banner Training – Basic Navigation Skills**

Class Registration		
Below is a list of all classes that are currently open for registration. Click on the class name to proceed.		
Class	Date	Capacity
Banner - Basic Navigation Skills	Friday May 07, 2010 from 10:00 AM to 11:00 AM	8
Banner - Basic Navigation Skills	Monday May 10, 2010 from 02:00 PM to 03:00 PM	8
Banner - Basic Navigation Skills	Wednesday May 12, 2010 from 10:00 AM to 11:00 AM	8
Banner - Basic Navigation Skills	Friday May 14, 2010 from 01:30 PM to 02:30 PM	8
Banner - Basic Navigation Skills	Wednesday May 19, 2010 from 02:00 PM to 03:00 PM	8
Easy Grade Pro	Friday May 21, 2010 from 02:00 PM to 03:00 PM	8
Easy Grade Pro	Monday May 24, 2010 from 09:00 AM to 10:00 AM	8
Easy Grade Pro	Wednesday May 26, 2010 from 03:00 PM to 04:00 PM	8
Easy Grade Pro	Friday May 28, 2010 from 10:00 AM to 11:00 AM	8

4. Type in your First Name, Last Name, E-mail and Phone #, then click **Send Button**.

(* = required field)

USER INFORMATION

First Name: *

Last Name: *

Email: *

Confirm Email: *

Phone: *

Comments:

5. Please check the data below and confirm that everything is correct. If so, click the **SEND button**. If not, click **BACK** and make the necessary corrections. You will receive an e-mail confirmation that you have successfully registered for the workshop. Thank you.

Please check the data below and confirm that everything is correct. If so, click the SEND button. If not, click BACK and make the necessary corrections.

USER INFORMATION

First Name: larry

Last Name: valenzuela

Organization:

Address:

City:

State:

Zip:

Country: United States

Email: larry.valenzuela@imperial.edu

Phone: (760) 355-6189

Thank you for your cooperation
Sincerely,

Larry Valenzuela
Technology Training Center
Human Resources
(760) 355-6189

**Banner Basic Navigation Skills
Training Level Outline Draft**

Banner Training – Basic Navigation Skills

What is Banner? Banner is an administrative software application developed specifically for higher education institutions by Sungard higher education. Banner maintains student, financial and personnel data. It consists of six integrated systems: Accounts Receivable, Finance, General, Human Resources, Position Control, and student modules.

Basic Level

1. Banner Login:	What is Banner? How do I login to get access to the Banner webpage? What is my User ID and Password?
2. Banner Password Security	Note: Banner is only accessible from on campus. How do I change my Banner password? How do I request for a new account in Banner? (Call Cheryl).
3. Banner Main Menu:	Note: Banner menus are viewable based on users security access. What does the Banner Main Menu consist of? What does the Banner Menu bar consist of? How do I collapse the menu to see a list of folder objects it contains?
4. Banner Forms, Standard Toolbar and Blocks:	What is a Banner Form? What does the Banner Form Title Bar consist of (form description, name, etc)? What are the elements of a Banner Form Standard Toolbar? What are the buttons (radio buttons, fields, check boxes) of a Banner Form? What block features (key and information blocks) are inside of a Banner Form? What keys (blocks, rollback, query) can I use to navigate inside a Banner Form? How does the horizontal scroll bar or vertical scroll bar work? How do I close a Banner form?
5. Banner Short-Cut keys and Screen Settings:	What short-function keys can I use in the form, window and field? How do I adjust my Screen Settings for best resolution in Banner?
6. Banner Data Manipulation	What is a record? How do I insert a new record, delete, duplicate or save a record?
7. Banner Dialog box and Alert box	What is a dialog box? What is an alert box? What is the status line and auto hint?
8. Banner Wildcards	How do I use Banner wildcards in the search criteria?
9. Banner Exit	How do I exit out of Banner?
10. Banner Terminology	What terminology is commonly used in Banner?
11. Banner Bookshelf	What is Banner Documentation Bookshelf?
12. Banner Handout	Where can I download the Banner Training Basic Navigational Skills Handout?

**Adobe Acrobat 9.0 - Professional
Training Level Outline Draft**

Adobe Acrobat 9.0 - Professional

Basic Level

1. How do I open or move around the PDF file document? How do I zoom in or out of the PDF document?
2. How do I save a PDF file? How do I convert a Word, Excel or PowerPoint document into a PDF file?
3. How do I do I merge files into a single PDF file?
4. How do I add a bookmark to my PDF file, rename bookmark, delete bookmark?
5. How do I use the Text Tools that allow me to highlight, underline or cross out text in a PDF document?
6. How do I insert pages, extract pages, replace page, and delete PDF files within a document?
7. How do I print my PDF files? How do I print multiple pages per sheet?
8. How do I enable the touch up text tool to type inside my PDF document?

Intermediate Level

1. How do I password protect my PDF file document? How do I attach a file in a PDF document?
2. How do I add or remove a color background in a PDF document?
3. How do I crop, rotate pages, and spilt PDF documents? How do I enable the typewriter to type in the PDF file?
4. How do I change the page layout (portrait or landscape) in my PDF file document?
5. How do I insert a page number, header or footer, and date and time?
6. How do I reduce the file size to make it compatible with other versions of Acrobat?
7. How do I review the navigation panel buttons? How do I see my PDF file in full screen mode?

Advanced Level

1. How do I create a portfolio to insert text, images, and add files such as PNG, JPEG, PDF, HTML, etc. ?
2. How do edit and navigate through the portfolio, view file details, preview selected files?
3. How do I add a layout, header, logo, specify file details, and save a portfolio?
4. How do I add or delete a sticky note to a PDF file?
5. How do I add Sticky Notes or Stamps to my PDF documents?
6. How do I add an action item such as (Open a web link, play a sound, in page properties in my PDF file)?
7. How do I add a video tool in my PDF file? How do I create a form using Adobe LifeCycle Designer?

If there is a question that you would like me to address in the **Adobe Acrobat 9.0 - Professional** Trainings, please e-mail me larry.valenzuela@imperial.edu, so that I can address your questions in the trainings.

Thank you for your attention to this request.

Sincerely,

Larry Valenzuela

Technology Center Technician

**Easy Grade Pro
Training Level Outline Draft**

Easy Grade Pro

Basic Level

1. How do I import my classroom rosters from WebSTAR into Easy Grade Pro?
2. How do I modify my calendar settings to take attendance?
3. How do I configure the attendance categories (Absence, Tardy, etc) to take attendance?
4. How do I add or delete a student? How do I add another class into my grade book?
5. How do I add or delete assignments to my Easy Grade Pro? How do I modify the grading scale?
6. How do I save a copy of my grade book?
7. How do I preview my student or classroom reports before printing them?
8. How do I print out a student progress report, classroom report, attendance report, or assignment report?

Intermediate Level

1. How do I copy class data such as all assignments into another class?
2. How do I lock my grade book with a teacher password? How do I modify the seating chart?
3. How do I preview my reports in landscape or portrait mode format?
4. How do I modify a student's name or record? How do I edit the grades in Scale (100% – 50%)
5. How do I modify a class name? How do I add a weight (%) to a category (Hwk, test, quiz, labwork, etc)?
6. How do I add a new column to show ID, Total Points Possible, and Overall Grade?
7. How do I take roll call in the seating tab section? How can I print out a single student report?

Advanced Level

1. How can I add student passwords to each student? How do I create reports for students with passwords?
2. How do I add a grid or background color? How can I download a single class e-mail report?
3. How can I create a new folder and add my HTML Easy Grade Pro files onto my website?
4. How can I copy and paste my Student reports in HTML onto my web user account?
5. How can I preview the student progress report on the website?
6. How do I test my existing student progress reports on my website?

If there is a question that you would like me to address in the **Easy Grade Pro** Trainings, please add your questions to this list and forward the word document to my e-mail address larry.valenzuela@imperial.edu, so that I can address them in the trainings.

Thank you for your attention to this request.

Sincerely,

Larry Valenzuela

Technology Center Technician

**Microsoft PowerPoint 2007
Training Level Outline Draft**

Microsoft PowerPoint 2007

Basic Level

1. How do I customize my Quick Access Toolbar (setup short-cuts)? How do I navigate in the Ribbon interface?
2. How do I open, close, or save a PowerPoint presentation (*.pptx - 2007, *.ppt - 97-2003,*.ppsx –open show)?
3. How do I review my presentation views (normal view, slide sorter view, slide show view)? How do I format text?
4. How do I navigate in a presentation (review navigation pane, outline tab, scroll bar)? How do I add bullets?
5. How do I add new slides, duplicate slides, edit slides, arrange slides, and select a layout? How do I align text?
6. How do I select a new slide layout? How do I insert a picture on a slide? How do I add hyperlinks onto my slides?
7. How do I preview my slide show (F5)? How do I print out my slides as handouts and save as PowerPoint Show?

Intermediate Level

1. How do I insert a Photo Album, select an album layout, add a frame shape, remove picture, modify contrast?
2. How do I the format a color background, color themes (color, font, effects), texture?
3. How do I use the page setup (configure my slide orientation to be portrait or landscape mode)?
4. How do I add a slide animation with transition sound or speed into my slide(s)?
5. How do I insert a table, chart, Smart Art, pictures, hyperlinks, and media clips?
6. How do I add an effect to my animation slide(s)? How do I create a photo album into my slides?
7. What short function keys can I use during the slide show presentation (navigate or activate pen pointer)?

Advanced Level

1. How do I insert a shockwave file, movie or sound into my slide show presentation?
2. How do I add a header, footer, date and time or slide number into my slide? How do I translate text?
3. How do I order objects (bring to front, back, group objects (group or ungroup), or add shape objects into slides?
4. How do I create or play a custom slide show? How do I add rehearse timings into my presentations?
5. How do I insert a text box, Word Art, or comment into my slide(s)? How do I change the character direction?
6. How do I utilize the AutoCorrect feature (to replace word with another word)? How do I add action buttons?
7. How do I draw my own objects? How do I a add a Youtube video into my presentation?

If there is a question that you would like me to address in the **Microsoft PowerPoint 2007** Trainings, please add your questions to this list and forward the word document to my e-mail address larry.valenzuela@imperial.edu, so that I can address them in the trainings.

Thank you for your attention to this request.

Sincerely,

Larry Valenzuela

Technology Center Technician

Microsoft Excel 2007
Training Level Outline Draft

Microsoft Excel 2007

Basic Level

1. **Getting Started customizing the Office button and Ribbon:** How do I customize the Office button /Quick Access Toolbar and reorder items to be moved up or down and remove the ribbon? How do I create or save a spreadsheet / worksheet? How do I customize the Auto Save feature and Auto Correct? How do I enable the developer tab? How do I run the Office diagnostics? How do I pick from a drop down list?
2. **Modifying worksheets:** How do I rename a worksheet? How do I move or copy a worksheet? How do I insert or delete rows and columns? How do I adjust the row height or columns widths? How do I freeze areas of a worksheet? How do I add conditional formatting (data bars, color scales and icon sets)?
3. **Basic Formatting Data and Charts:** How do I format the alignment of data in cells? How do I merge cells? How do I insert a table with columns and rows? How do I create and insert formulas? How do I insert a Chart? How do I change the workbook view to zoom in or out? How do I add gridlines to my spreadsheet? How do I print gridlines and headlines into my Excel document? How can I add a filename or page number? How do I change the page layout orientation to be landscape or portrait mode?

Intermediate Level

1. **Working with Formulas:** How do I use the AutoSum functions (Sum, Average, Count Numbers, Min, Max, etc)? How do I show formulas? How do I trace precedents or dependents? How do I zoom in and out?
2. **Using AutoFormat & Smart Graphics?:** How do I use the AutoFormat feature? How do I rotate text to a diagonal angle or vertical orientation? How do I find and replace data? How do I insert a picture, Smart Graphic, text box, or header and footer? How do I change the page layout orientation to be landscape or portrait mode?
3. **Freeze Pane rows and columns:** How do I freeze pane a row or column? How do I convert a sheet to PDF file?

Advanced Level

1. **Using Filters:** Learning to filter data by category, sort data by A-Z or Z-A, etc.
2. **Creating Pivot Tables:** How do I create Pivot Tables or a Pivot Table Report to summarize data?
3. **Importing files into Excel:** How do I import from a Microsoft Access table into my Excel worksheet?
Password Protect your Excel files: How do I protect my worksheet to be password protected?
4. **Creating Macros:** Learn to record a macro (record a series of steps that will automate your tasks much quicker).

If there is a question that you would like me to address in the **Microsoft Excel 2007** Trainings, please send your questions to my e-mail address larry.valenzuela@imperial.edu, so that I can address them in the trainings.

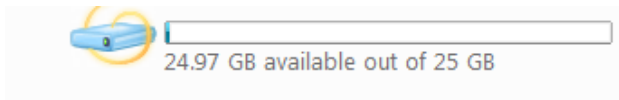
Thank you for your attention to this request.

Sincerely,

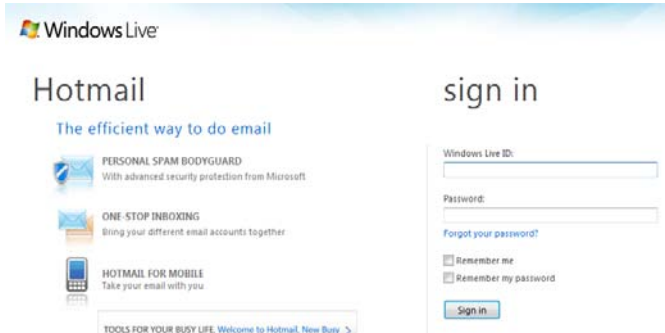

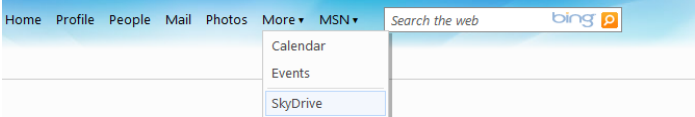
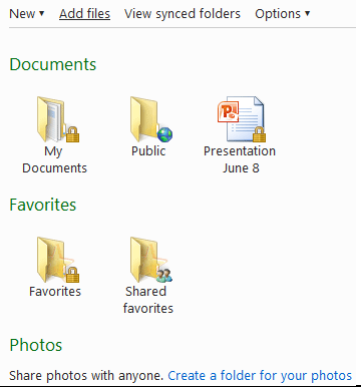
Larry Valenzuela, Technology Center Technician

Windows Live – Sky Drive Handout

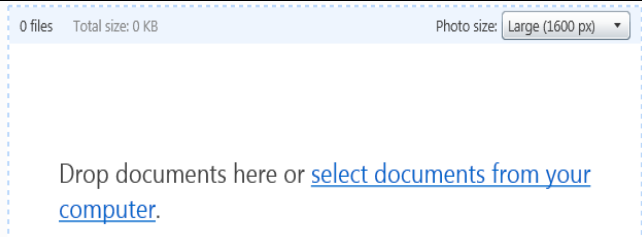
Sky Drive – Free password protection online storage



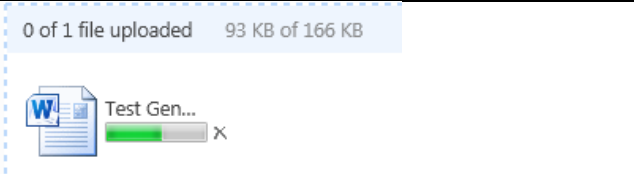
1. **What is Windows Live Sky Drive?** Free 25 GB online storage means you can store, access, and share your files online with friends or co-workers, from anywhere. With 25 GB of free, password-protected online storage, you've got the freedom to share large photos, files, and documents. You set the passwords and you decide who sees what, so you have confidence that your data is in your control.
2. **Personal Folders:** Store your files online and access them with virtually any Web-enabled computer or mobile device—whether it's yours, a friend's, or a public computer.
Drag and Drop Files: Uploading content is as easy as dragging and dropping the files from your computer onto the Web.
3. **Share Folders:** Working on a project with classmates, co-workers, or family? With shared folders, the whole crew can upload, download, and collaborate with you on documents and other files.
4. **Direct links:** Each folder on SkyDrive has a unique Web address, so you can save the link as a favorite or copy-and-paste it into e-mail or other documents for direct access.

<p>Step 1. How do I access my Windows Live Sky Drive? Log into your Windows Live – Hotmail E-mail account.</p> 	
<p>Step 2. Click on More, then select Sky Drive (See example on the right hand side). ---></p>	
<p>Step 3. How do I add documents to my Windows Live - Sky Drive account (25 G.B.) online storage? Click on Add files, then in My Documents select a Folder. (See example on the right hand side). ---></p>	

Step 4. Click on “Select documents from computer”
Find the document from your “My Documents” or “Flash Drive” and then select the file and then click open.



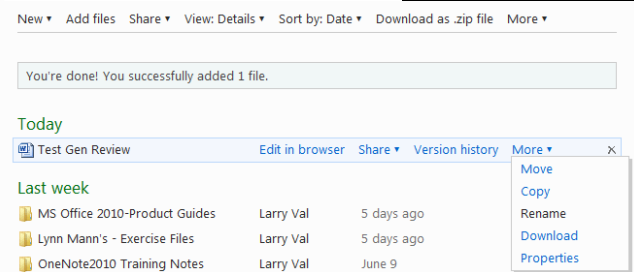
Step 5. Here is an example of how a file looks like when you upload it. Click Continue.



Step 6. Here is an example of a file uploaded to your Sky Drive My Documents section.

You can:

- **Move** the file to another folder
- **Copy** the file to another folder
- **Rename** the file
- **Download** file to your local drive or flash drive

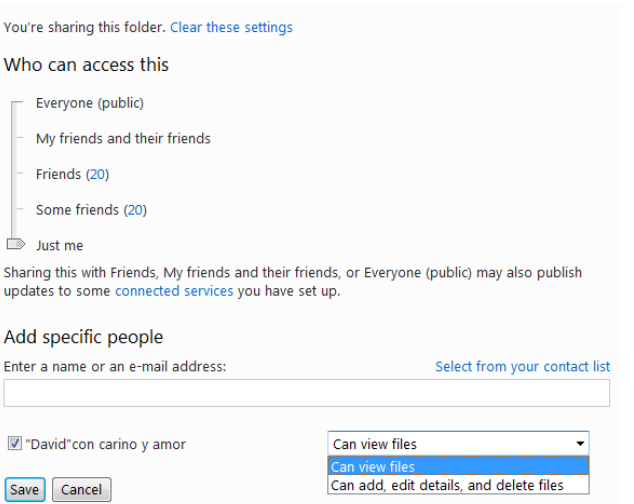


Step 7. You can also share your documents with family, friends, public (optional) or just me by clicking on Share, then selecting Edit Permissions (see sample on the right hand side).

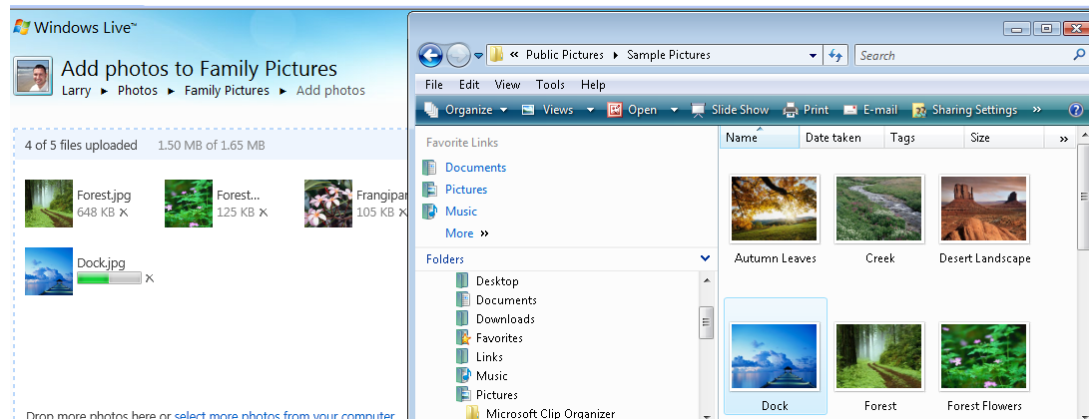
You can also add specific people by entering their e-mail address in giving them permission to only:

- **View files**
- **Can add, edit details, and delete files.**

Note: Click Save to update changes



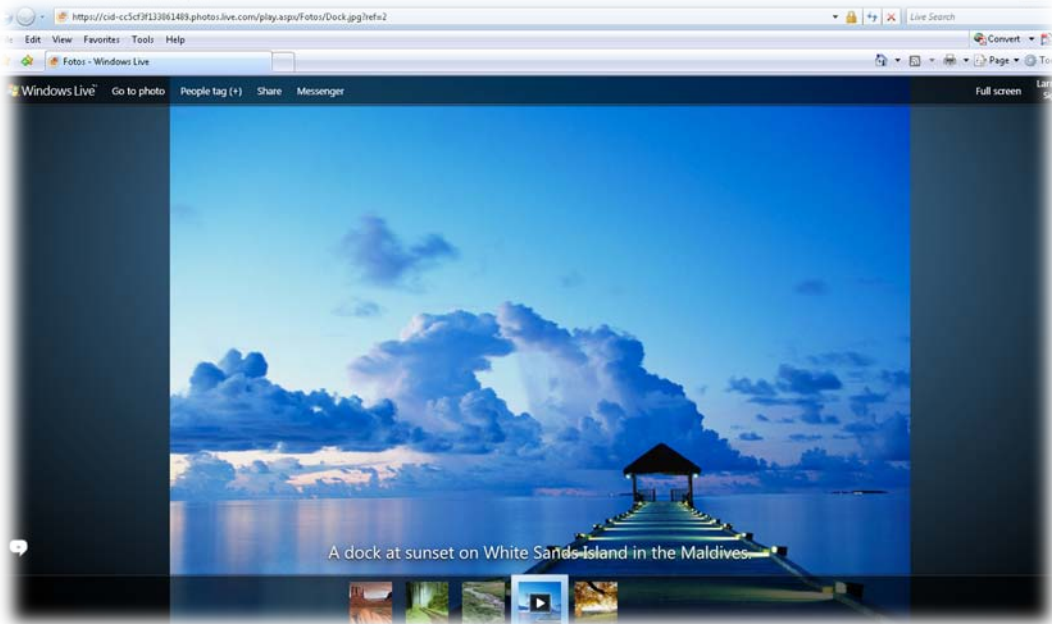
Step 8. How do I drag and drop photo files into my Sky Drive account? Click on Photos, then Create an Album, then click on Add Photos, then you can drag and drop photos to the middle area or select photos from your computer, then click Continue. See sample below.



Step 9. You can also view a slide show of your pictures.

Add photos Create folder Slide show Share View: Thumbnails Sort by: Date More

You're done! You successfully added 1 file.



profile | sign out

Step 10. How do I exit out of my Sky Drive account? On the right hand side, click on Sign Out.

Imperial Valley College e-mail instructions on how to access your IVC e-mail account online:

Step 1. How do I access my IVC e-mail account online? First, go to your windows desktop and double click on one of your web browsers ([Internet Explorer 7.0](#) or [Mozilla Firefox 3.6](#))?



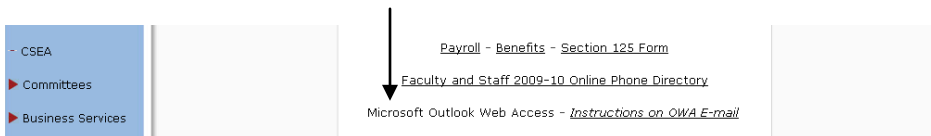
Step 2. On the web address, you will type <http://www.imperial.edu> then press enter to go into the Imperial Valley College website.



Step 3. Click on the **Faculty and Staff** tab.



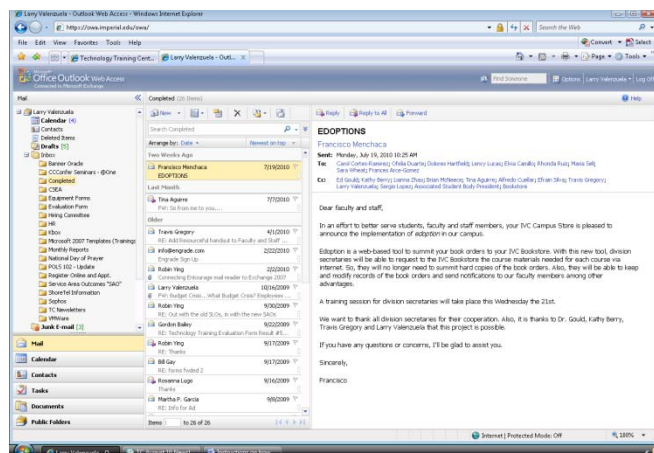
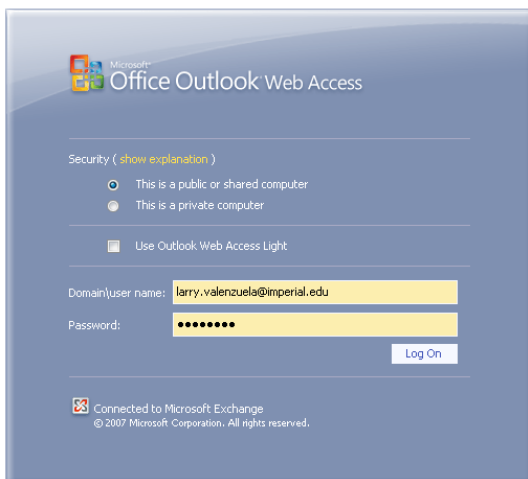
Step 4. Click on the **Microsoft Outlook Web Access** link



Step 5. In domain/username text field you will type your username – for example:

[firstname.lastname@imperial.edu](#) for example -> larry.valenzuela@imperial.edu

Then, in password, you will type your alpha-numeric password, then click **Log on**. If you forget your password, please contact Cheryl Waddell (760) 355-6350 at Information Systems to unlock your password if your account gets locked out.

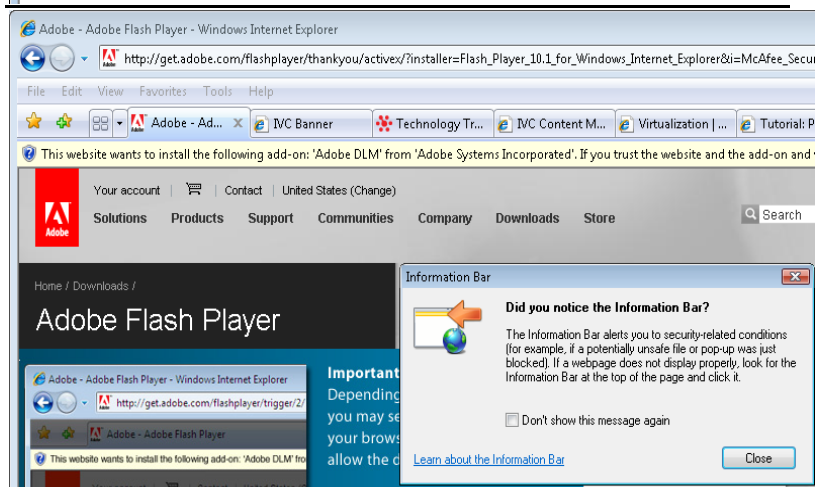


How can I view a technical support video online that shows me step by step instructions on “How to access my IVC e-mail account online”?

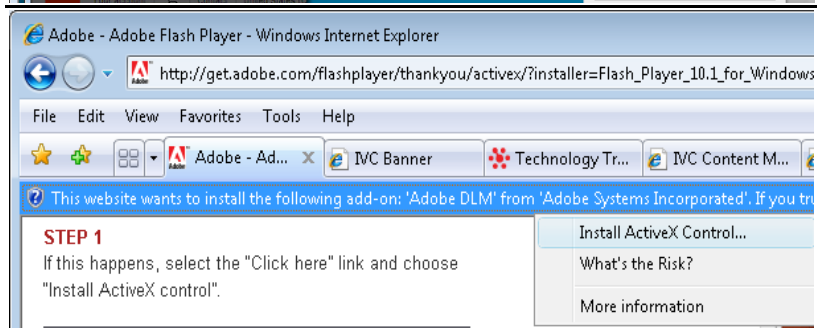
Step 1. First, you need to download the free Flash Player 10.1 version at <http://get.adobe.com/flashplayer/>, scroll to the middle with your cursor and uncheck the box (Free Google Toolbar – optional), then click Agree and Install Now.



Step 2. Second, click close on the information bar dialog box that appears.



Step 3. Position cursor on the yellow bar that says “This website wants to install the following add-on: Adobe DLM from Adobe Systems...right click- and select Install ActiveX Control.



Step 4. You may be presented with a series of User Account Control dialog boxes. For each of these, click “Continue” or “Install”, as appropriate.

Step 5. Click **Install**

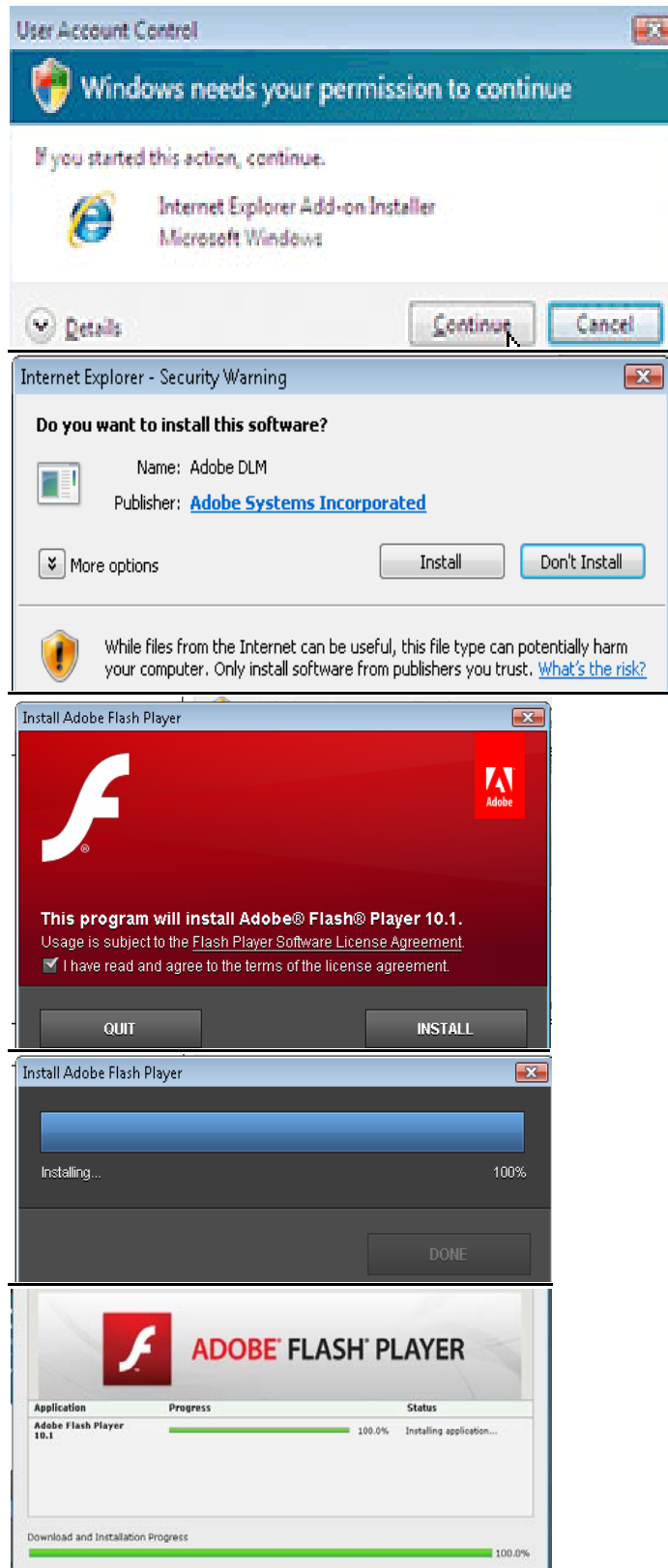
Note: You will be redirected to a confirmation page once the download and installation is complete. Installation should take less than a minute with a broadband connection.

Step 6. Place a check box on “I’ve read and agree to the terms of the license agreement, then click **Install**.

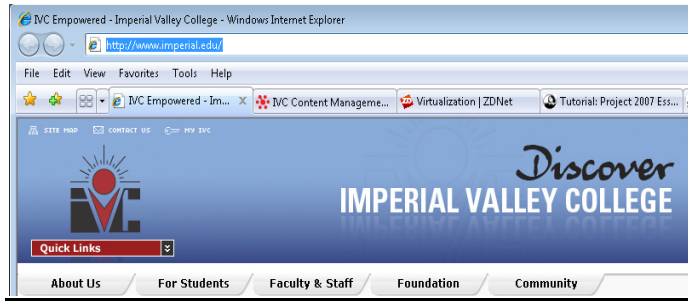
Then click **DONE**.

See screen shot on the right hand side as sample.

Step 7. Once you have successfully installed the Adobe Flash Player on your computer or laptop, go to your web browser and type in this web address www.imperial.edu then press enter.



Step 8. Click on the Faculty and Staff Tab.



Step 9. Scroll down and on the left hand side, click on Technology Training Center



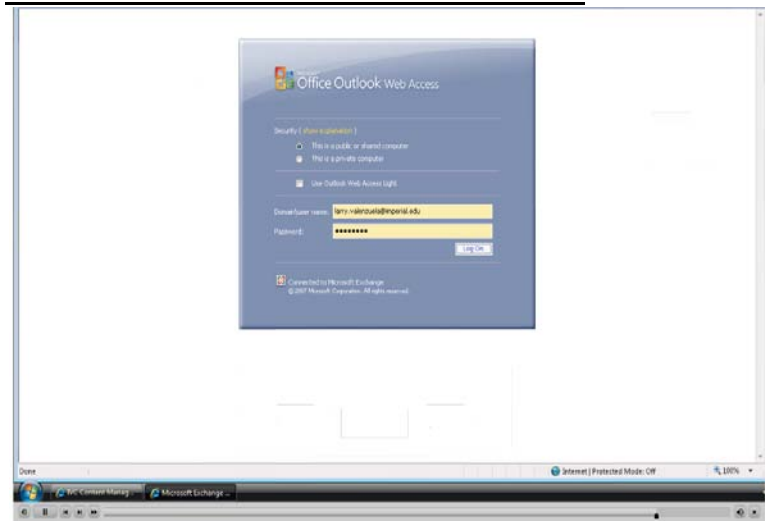
Step 10. Scroll down and on the left hand side, click on Technical Support Videos.



Step 11. Click on the #2 Video to show you – [“How to access the IVC e-mail account online?”](#)



Step 12. Example of online video



What will my classroom roster(s) look like?

The first page(s) will consist of your classroom roster and the last page will have the add authorization codes to add students to your roster at your discretion.

IVC Grade Record - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Imperial Valley College
Fall 2005
Full Term
08 AUG 2005

Course Date: 06 SEP 2005

CRN	SUBJ	CRSE	CREDITS	DIVISION
11222	CIS	100	1.00	BUS

COMPUTER LITERACY

INSTRUCTOR(S)	TYPE	DAYS	TIME	BUILDING	ROOM
W. H. H. (P)	Lecture/Discussion	MWF	0800-0930am		

Class Start Date: 22 AUG 2005 Last Date to Add: 03 SEP 2005
Class End Date: 10 DEC 2005 Deadline to drop WITH "W": 10 NOV 2005

ID	Student Name	Drop Date	Last Attend	Fin Gal
1	000610562 Bailey, Beetle			
2	000610561 Boop, Betty			

Add Authorization Codes: Sample Copy.

Imperial Valley College
Fall 2005
Full Term
18 AUG 2005

Course Date: 06 SEP 2005

CRN	SUBJ	CRSE	CREDITS	DIVISION
11221	POLS	102	3.00	BSS

AMERICAN GOV & POLITICS

INSTRUCTOR(S)	TYPE	DAYS	TIME	BUILDING	ROOM
White, Kevin (P)	Lecture/Discussion	M	0230-0600pm	200	208

Class Start Date: 22 AUG 2005 Last Date to Add: 03 SEP 2005
Class End Date: 10 DEC 2005 Deadline to drop WITH "W": 10 NOV 2005

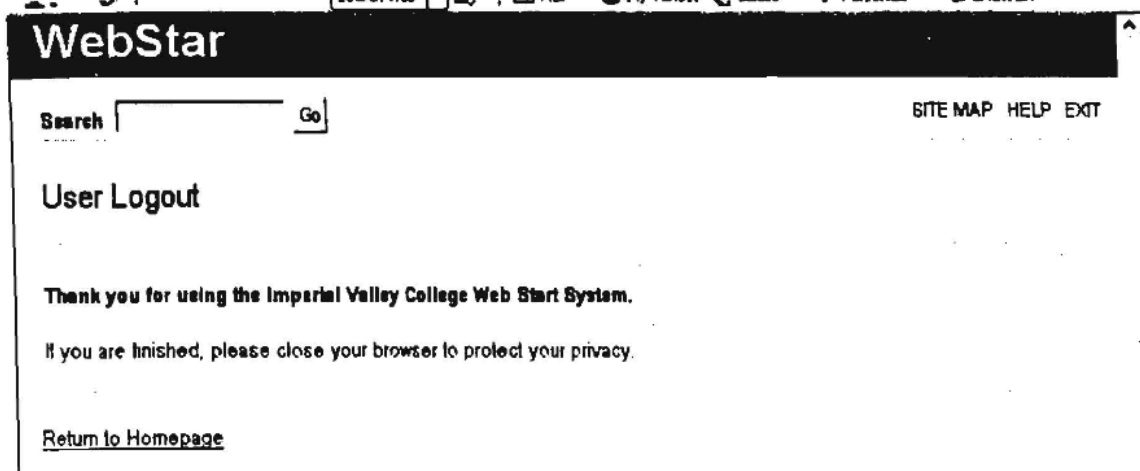
Add codes are valid through the Last Date to Add.

Add Authorization Codes		
Auth#	Student Name	Date
3994		
8849		
7701		

What information is available in the Excel Download?

Student ID
Student Name
Student Major
Student Class Standing
Student Phone
Student Email
Student Registration Sequence

How do I exit out of the Web Star Self Service? Click the Exit Button. For security reasons, please exit out of your web browser (Internet Explorer, Netscape, or Mozilla).



More information will be provided by the Admissions Office by e-mail.