

# **IMPERIAL VALLEY COLLEGE**

INSTRUCTIONAL FACULTY HANDBOOK



**2012-2013**

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# PART-TIME FACULTY HANDBOOK

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## INTRODUCTION

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

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## IVC MISSION

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*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.*

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## INSTITUTIONAL STUDENT LEARNING OUTCOMES

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*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*

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## PRESIDENT'S MESSAGE

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Welcome back to our classrooms and I wish you a very successful and fulfilling 2012-13 Academic Year.

As a part-time instructor, you are among an extremely important part of our staff. If it were not for you, IVC would be unable to serve as many students as we do. As an extension of our faculty, your willingness to work here part-time enables us to offer many additional class sections.

I also appreciate the fact that many of you teach here at the end of a long work day in your "day job." On behalf of all of our full timers here at IVC, please accept our thanks for your dedication to our students.

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

We continue to work through one of the most serious budget crises that have ever impacted our state and unfortunately student access has been hurt. We have eased some of the impact of the first day of classes by implementing the automated waitlist. I have no doubt some of you will be faced with crowded classrooms on that first day as well as disappointment from students unable to crash. This is an unavoidable impact of reduced sections due to the state budget cuts.

As you look around campus, you will notice we now have the newly remodeled 400 building in operation. Over the next several months, work on campus will be continuing, including the eventual removal of the historic 500 buildings: those are the original IVC classrooms that housed our students when we were located on the Imperial High School campus in 1960-1962. After their relocation here, they served as the home of San Diego State University.

You also will be seeing stepped up construction for our new Career Technical Education building on the northwest side of the campus.

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

Again, I want to thank you for your service to IVC and to our students. As you proceed through the coming semester and you have any questions or comments about how we can make things better, please let me know.

Thank you for your contributions and have a great year!

Victor M. Jaime, Ed.D.  
Superintendent/President

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# ACADEMIC CALENDAR

# 2012-2013

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## 2012

August	16	Thursday	Orientation (Faculty/Staff Service Day)
	17	Friday	Flex Day
	20	Monday	Fall 2012 Classes Begins
	25	Saturday	First Day of Saturday Classes, Fall 2012
September	3	Monday	Holiday (Labor Day), Campus Closed
November	12	Monday	Holiday (Veterans Day), Campus Closed
	22–24	Thursday–Saturday	Holiday (Thanksgiving), Campus Closed
December	1–7	Monday–Saturday	Final Exams, Fall 2012 Semester
	17–31	Monday–Friday	Winter Recess, Campus Closed

## 2013

January	1	Tuesday	New Year's Day Observed, Campus Closed
	2	Wednesday	No Classes, Campus Open
	14	Monday	Spring 2013 Semester Begins
	21	Monday	Spring 2013 Classes Begins
	26	Saturday	First Day of Saturday Classes, Spring 2013
February	8–9	Friday - Saturday	Holiday (Abraham Lincoln's Birthday)
	18	Monday	Holiday (Presidents' Day), Campus Closed
April	1-6	Sunday	Spring Break, Campus Closed
May	4-10	Saturday-Friday	Final Exams Spring 2013 semester
	11	Saturday	Faculty Service Day - Graduation
	20	Monday	Summer Term I/Classes Begin
	27	Monday	Memorial Day, Campus Closed
June	10	Monday	Summer Term II/Classes Begin
	20	Thursday	Summer Term I/Classes End
	21	Monday	Faculty Service Day – Flex Day
	24	Monday	Summer Term III Begins
July	4	Thursday	Holiday (Independence Day), Campus Closed
August	1	Thursday	Summer Terms II and III End



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# IMPERIAL VALLEY COLLEGE CODE OF ETHICS

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## **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 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

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# CHECKLIST

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

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# CLASSROOM PROCEDURES

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## **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)*

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:

- ✚ Course description and objectives, either verbatim from the course outline or an abridged version that references the course outline.
- ✚ Student Learning Outcomes
- ✚ Detailed course schedule of activities by week such as exams, field trips, projects, oral presentation, and other items as applicable.
- ✚ Required and supplementary textbooks and necessary course materials.
- ✚ Statement of grading procedures and other policies
- ✚ Out-of-class assignment policy
- ✚ Faculty contact information: IVC email, telephone, or other methods of contact.
- ✚ **Disruptive Students:** Most of you are here to learn, but some students are not serious. To preserve a productive learning environment, students who disrupt or interfere with a class may be sent out of the room and told to meet with Sergio Lopez, Campus

Disciplinary officer, before returning to continue with coursework. Mr. Lopez will follow disciplinary procedures as outlined in the General Catalog.

- ✚ **Cheating and Plagiarism.** IVC expects honesty and integrity from all students. A student found to have cheated on any assignment or plagiarized will receive a zero for the assignment and sent to Disciplinary Officer Sergio Lopez. A second occurrence of cheating or plagiarism may result in dismissal from class and expulsion from IVC as outlined in the General Catalog.
- ✚ **Attendance:** Students are expected to attend every class session. Any student who misses the first class will be dropped. Students may be dropped at instructor discretion if they miss more than a week of class hours continuously. Please make arrangements with the instructor or a fellow student to keep up with all assignments in case you cannot attend a class session for any reason.
- ✚ **Disabled Student Programs and Services:** Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. Visit or call DSP&S, Mel Wendrick Access Center, Room 2117, (760) 355-6312

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

### **FIRST DAY OF CLASS**

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

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

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

Distribute and review your course syllabus (See Course Syllabus). You should prepare a complete lesson for the first class session and conduct class for the defined time period, even though some students will not have purchased the books and supplies. If you are teaching on the main campus, the IVC bookstore is open 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](http://www.efollett.com).

### **ADDING CLASSES**

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

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

### **DROPPING CLASSES**

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

### **STUDENT ABSENCES**

(AP 5075)

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

As of each census day, any student who has

- (1) Been identified as a no show, defined as a student who fails to attend the first class meeting. For online classes, it is a student who fails to complete the initial required activity,
- OR
- (2) Been dropped for excessive absences, defined as a student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week. Online courses will substitute required activities for absences/class meetings.

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

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

### **STUDENT CONDUCT**

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

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

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Free inquiry and free expression are indispensable to the achievement of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Students at Imperial Valley College may rightfully expect that the faculty and administration will maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on campus. As members of the College community, students shall be encouraged to develop the capacity for critical judgment and to exercise their rights to free inquiry and free speech in a responsible non-violent manner.

Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall observe the rules and regulations of the College and shall refrain from conduct which interferes with the College's teaching and administration, or which unreasonably interferes with the rights of others. Misconduct while on the college campus or at a College-sponsored function for which students and student organizations are subject to disciplinary action.

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

### **CHEATING AND PLAGARISM**

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 receiving a zero on the assignment or being expelled.

### **STUDENT EMAIL ACCOUNTS**

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

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

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

For issues accessing new IVC email accounts, please submit a ticket to the IVC Service Desk at: <https://servicedesk.imperial.edu> and we'll be happy to help resolve your issue. Students can login to the Service Desk using their new IVC email address and Student Portal password. Once logged in please select the **Technology Request | E-mail Support | Students** request type and provide details or call (760)355-6300 to receive help.

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HERE'S A BRIEF OVERVIEW OF THE FEATURES YOUR NEW LIVE@EDU ACCOUNT FROM IVC CONTAINS:

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#### **MICROSOFT OUTLOOK LIVE FEATURES:**

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

#### **WINDOWS LIVE SKYDRIVE FEATURES:**

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

#### **FREE OFFICE WEB APPS:**

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

**ALERT SYSTEM**

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

To receive the AlertU alerts, all you (or anyone else) would need to do is:

1. Go to the IVC website (<http://www.imperial.edu>)
2. Scroll down the page
3. There is a box on the right side that says Emergency Alerts...here you would need to enter your cell phone number and hit subscribe

**BREAKS**

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

<b><u>Class Time per Session</u></b>	<b><u>Break</u></b>
120 minutes	10 minutes
150 minutes	10 minutes
185 minutes	20 minutes
195 minutes	20 minutes
250 minutes	30 minutes

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

**CLASSROOM ETIQUETTE**

- The teacher shall respect the professional standing and opinions of his colleagues and shall maintain in his relations with them the highest standards of professional courtesy.



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

### **FIELD TRIPS**

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

### **DISTANCE EDUCATION**

As an alternative to the traditional classroom environment, the Distance Education program at Imperial Valley College offers students options and opportunities to earn college credits by taking classes online or online and on-campus (hybrid) classes. Online courses are delivered via the Internet. Students complete course work using a course management system (CMS), which includes tools such as e-mail, message boards, chat rooms, and multimedia presentations.

Courses will be prioritized for development based primarily upon impacted courses, those required for transfer to UC/CSU, and those required for graduation at IVC. Please contact your Department Chair and the Distance Education Coordinator 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 about parameters for “online, “hybrid” and “web enhanced” classes that combine face-to-face and online delivery.

### **TRAINING & SUPPORT**

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

### **EVALUATION OF PART-TIME FACULTY**

An important source of feedback for part-time faculty includes peer reviews. Evaluation shall include pre-evaluation and post-evaluation conferences, and a one (1) hour observation of the part-time faculty

member conducting classroom teaching assignments or counseling duties or other nonteaching duties, as appropriate, and a review of student evaluations.

**STUDENT EVALUATIONS OF PART-TIME FACULTY**

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

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

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

**TIMELINE FOR FINAL GRADES SUBMITTAL**

All faculty both full-time and part-time 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.

**PART-TIME FACULTY PREPARATION AREAS**

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

	<b>Telephone</b>	<b>Computer</b>	<b>Printer</b>	<b>Copying</b>	<b>Internet</b>
<b>Faculty Lounge:</b> open when classes are in session.	Yes	No	No	No	No
<b>Arts and Letters lobby area;</b> open during business hours, upstairs in 2700 building. (A&L faculty only)	Yes	Yes	Yes	Yes	Yes
<b>Reading/ Writing Laboratory:</b> 2600 building Open 8 a.m. -7 p.m. Mon-Thurs; 8-5 on Friday.	No	Yes	Yes	No	Yes
<b>Spencer Library Media Center:</b> open 8-8 Mon-Thurs; 8-5 Friday; 8-12 Saturdays except for holiday weekends.	Yes	Yes	Yes	No	Yes

**SICK LEAVE**

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

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

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## STUDENT RIGHTS AND RESPONSIBILITIES

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### **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](http://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 which are necessary for the fulfillment of your teaching or advising responsibilities.
- Write letters of recommendation as requested by the student; however, if the student requests you discuss identifiable information that you obtain from a student's educational record (grades, GPA, etc) be sure to obtain a written and signed release form from the student.

#### **DO NOT:**

- Display student scores or grades publicly in association with names, social security numbers, or other personal identifiers. If scores are used, use a code known only to you and each student.
- Leave graded papers or tests unattended on a desk in plain view in a public area; do not allow students to sort through graded papers in order to retrieve their own work.

- Send notification of grades via e-mail or post card.
- Give grades over the phone unless you can verify through a series of questions that you are actually talking to the student.
- Place transcripts or degree audits distributed for purposes of advisement in plain view in open mail boxes located in public places.
- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.
- Release directory information on a student without checking to see whether the information has been flagged for non-release

### **ACADEMIC MISCONDUCT**

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

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

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

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

### **IMPORTANT DEADLINES FOR STUDENTS**

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

- When classes begin
- Late registration period
- Deadlines to drop classes without owing fees
- Holidays
- Deadlines to drop classes without the course appearing on transcripts

- Deadline to drop classes with “W”

You may consider including this information on your class syllabus.

### **STUDENT GRIEVANCES**

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

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

Assignment of grades

Deviation from course content

Access to classes

Refusal of instructor to confer with a student

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

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# FACULTY PROCEDURES

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## **EMERGENCIES**

To report any unusual or suspicious activity, please contact:

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

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

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

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

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

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

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

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

- Any fire

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

- Civil disturbance
- Crime or violent incident

**Call the Superintendent/President's office at (760)355-6218 or (760)355-6219 or administrator on duty.**

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

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

- Student or facility issues during evening hours

### **EARTHQUAKE PROCEDURES**

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

### **BOMB THREAT PROCEDURES**

- A. Written threats should be reported immediately to the president or if the president is unavailable, to the next ranking administrator.
- B. A person receiving a telephoned bomb threat should avoid panic and concentrate on getting as much of the following information as possible from the caller:
  - Where is it located?
  - When is it set to go?
  - What kind is it?
  - What does it look like?
  - Why did you set it?
- C. Notify the administrator in charge and/or Tim Nakamura at (760) 355-6295 giving all of the information you have obtained.

### **EMERGENCY EVACUATION ALARM**

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

## **POWER OUTAGE**

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



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# IMPORTANT INFORMATION

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## **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): attendance records, grade records, and incomplete forms.
- Check with Academic Services for the **deadline** to submit both the grades online and the supporting documentation for that academic term. PLEASE do not wait until the last day to submit grades. Faculty should input the grades into IVC WebSTAR as soon as appropriate so students have access to grade information students, can enroll in the appropriate next level class, official transcripts can be processed, and IVC can run state reports.
- You cannot drop students after the drop date. It is not possible to assign grades of W. If you are aware of catastrophic circumstances beyond the control of students which prevented them from dropping by the drop deadline or from completing the assignments, consult with the student about the appropriateness of an Incomplete grade. You must obtain an incomplete grade form from the student and provide Academic Services with verification of the last date the student attended. Contact David Poor in Admissions and Records to facilitate the process.

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

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

<b>INPUT GRADES ON WebSTAR</b>
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1. Go to [www.imperial.edu](http://www.imperial.edu)
2. Click on WebSTAR
3. Type in your User ID (**G#**) and PIN
4. Click on *Login*.
5. Click on *Faculty & Advisors Menu*.

6. Click on *Final Grades*.
7. Select the Term: click on *Submit*.
8. A drop-down box will appear with a listing of all of your spring classes. Highlight the class you wish to grade, and click on *Submit*.
9. The *Final Grade Worksheet* for the selected class will appear. Scroll down to see the first 25 students.
10. Use the drop-down menu in the grade column following each student's name, to select the grade to be assigned to that student.

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

11. It is not possible to assign a W; students who were dropped during the time to receive a W will appear on the roster with a W already assigned.
12. If you are assigning a grade of F, NC, or I, you also need to input the last date of attendance in MM/DD/YYYY format.
13. If the course is a positive attendance course (usually TBA), you also must input the number of hours attended by that student.
14. After all data is input for the first 25 students, click on *Submit* at the bottom of the page.

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

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

<b>VERIFY GRADES</b>
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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. Important: hand to a human being and have the records checked in; do not just deposit on a desk or counter. If you have any questions about the process, please contact the Office of the VP for Academic Services.

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

#### Submit the following:

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

- B. Attendance records.
- C. Title V form for grades of NC, INC, and Fs.
- D. If you are issuing any grade of “Incomplete,” you must complete and submit a *Notice of Incomplete Grade* form. On the form, please be aware that the alternative grade requested is to be the grade that will be assigned if the missing assignments/tests are not completed. Forms are available in the Instruction Office.
- E. Grade records also will be extremely helpful in the event of a grade dispute, especially if you are not available or no longer live in the area. Information regarding the cut-off points for your grades, the points or grades earned on each quiz, test, assignment, etc. is critical to this process. These copies are not required, but encouraged also for you own protection against claims of discriminatory grading practices, etc.

### **INCOMPLETE GRADES**

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

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

### **FACULTY ABSENCES**

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

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

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

### **MAIL**

Part-time mail boxes are located adjacent to Academic Services in the Administration Building. Be sure to check your mailbox at least weekly for special announcements.

## **EMAIL ACCOUNTS**

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

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

1. Go to <http://webmail.imperial.edu>
2. Log into your account using your IVC domain account.  
Username: **imperialedu\firstname.lastname** (e.g. imperialedu\joe.smith)
3. Enter your same password that you use on campus (Domain Password). For first-time users, your initial password is as follows:  
firstinitial.lastinitial123 (e.g. Joe Smith would be js123)
4. After login for the first time, be sure to change your password by selecting "Options" in the upper right corner. This new password is now your official Domain Password for IVC resources.

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

## **PARKING**

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

Parking permits are not required for off campus locations.

See the most current IVC class schedule for a complete description of campus and traffic regulations.

## **IDENTIFICATION CARDS**

IVC identification cards are not mandated for part-time 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 Departmental Secretary to make an appointment for you with the Office of Student Affairs

### **KEYS**

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

### **END OF SEMESTER**

Within five working days from the end of the semester, part-time 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 part-time faculty are selected by the respective Department Chair and ordered by the Department Secretary. Part-time 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**

Part-time 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:  
[www.stfrancis.edu/cid/copyrightbay](http://www.stfrancis.edu/cid/copyrightbay).

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

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

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

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

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## IMPORTANT CHANGES FOR 2011-2012

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### NEW SERVICE FOR STUDENTS – DEGREE WORKS

On November 21, 2011, IVC will roll out a new electronic planning tool for students called Degree Works. This new on-line tool will allow students to see the classes that they have completed and which graduation requirements they fulfill, as well as which ones are still needed in order to complete a particular major or certificate. After some initial consultation with a counselor, they will be able to print out an individualized student education plan, updated with their most recently completed coursework and which also specifies the courses they still need to take and when. This planning tool will give students all the information they need to complete their educational goals in a timely manner and they can access it from their home computer. For more information about this exciting new planning tool please encourage students to contact their counselor or visit the Student Services Computer Lab, Room 1601.

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## SPRING 2012

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### WAIT LIST

Registration for Spring 2012 begins November 14<sup>th</sup> and the Wait List option has been added for all classes. If students attempt to register for a class that is closed they may choose to have their name placed on the Wait List. They will not be added to the Wait List if: 1) they are attempting to register prior to their scheduled registration time; or 2) they are already enrolled in, or on the Wait List for, another section of the same class; or 3) the Wait List is full; or 4) the class has already started.

### Instructions:

1. If you attempt to register for a class that is closed, you will be given the option to add your name to the Wait List. If you wish to look for all available Wait List slots, go to **'Look-Up Classes to Add'**, select the term and click **submit**. Select **Subject** and enter the course **Number** (example: Subject is English, Number is 101). The Wait List numbers will then display in the WL Column; scroll down and click **Register**.
2. Input the CRN of the class you wish to Wait List; click **Submit Changes**.
3. Click on the **Action Box** and select **Wait Listed** (under status it will list how many students are on the Wait List); click **Submit Changes**.
4. If space becomes available in the class, you will receive an e-mail at your IVC student e-mail address and you will have **24 hours** to return to WebSTAR and register for the class. During the registration period it is important to check your e-mails daily in order to receive this important information in a timely manner.



You **cannot** be added to the class from the Wait List if: 1) the class will cause a time conflict with another class on your schedule; or 2) the class will cause you to go over the maximum number of units allowed; or 3) another section of the same course is already on your schedule; or 4) you have a hold which prohibits registration. You become responsible for all fees generated by adding classes and will be dropped from all classes and waitlists if fees are not paid within five working days. The Wait List is only active up to the first day of the semester, after which you will need an Add Authorization Code from the instructor in order to add a class.

### **DROP FOR NON-PAYMENT OF FEES**

All students are responsible for the payment of all institutional fees at the time of registration. These fees include all Enrollment Fees, the Student Health Fee, and the Student Representation Fee. If a student participates in Priority Registration they will have **5 business days** from the first point of enrollment to pay all fees generated as of that date or they will be dropped from **all classes and waitlists**. If they enroll after the first day of class they must pay all fees prior to enrolling for any subsequent terms. The new policy affects all students, including those on financial aid, so please encourage students to check their student account on WebSTAR each time they register for a class to make sure that all fees have been paid. If they need help paying their fees, a payment plan called FACTS e-cashier is available. Students who participate in FACTS e-cashier will not be dropped for non-payment. If they participate in a program in which an outside agency pays their Enrollment Fees (VETS, Dept of Rehab), please encourage them to check with IVC or an agency counselor to make sure that they are exempt of this process.

### **30-UNIT BASIC SKILLS LIMITATION**

Title 5 of the California Code of Regulations limits enrollment credit for basic skills courses to 30 units. In the past, IVC students have not had to worry about this limitation because the total number of basic skills units available was under 30 units. With the addition of some lower level basic skills and support courses, some students are now approaching the 30-unit limit and the college will start sending out warning letters this semester. If the student completed 20 units of basic skills, they will receive a warning letter that the maximum number of units they may complete for credit is 30. If the student reaches the 30 unit maximum, they will receive a letter informing them that they will no longer be allowed to enroll in basic skills courses at IVC. All students taking basic skills English and Math classes are advised to see a counselor to determine how this limitation may affect their educational plans at IVC.

The following courses are considered Basic Skills courses for purposes of this unit limitation:

- ENGL 010, 051, 052, 054, 059, 086, 087, 088, 096, 097, 098, 099
- MATH 070, 080

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## SUMMER 2012

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### **REPEAT LIMITATIONS**

The California Community College Board of Governors recently adopted regulations which limit the number of times that a student may enroll in a single credit course. Beginning Summer 2012, students will not be allowed to enroll in any credit course more than three (3) times. All credit course repeats and withdrawals in their enrollment history, regardless of how long ago they took the course, will be counted toward this new limit. For example, if a student took Math 090 in Spring 2009 and dropped the course at the mid-term and received a grade of 'W' then repeated the course in Fall 2009 and completed the course but received a grade of 'D' and enrolled again in Fall 2010, but had an accident in week 4 of the semester so that he/she had to drop, again receiving a 'W'. That totals three enrollments and the student will not be allowed to enroll in Math 090 again at Imperial Valley College.

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## IMPORTANT INSTITUTIONAL POLICIES

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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

### **TOBACCO-FREE CAMPUS**

It is the policy of Imperial Valley College to provide a tobacco free environment for its students, faculty, staff, administrators, visitors and the general public while on this campus. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of

nonsmokers to environmental tobacco smoke, nor does the EPA recognize a safe level of exposure to environmental tobacco smoke.

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

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

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

### **POLITICAL ACTIVITIES AND CONTROVERSIAL ISSUES**

1. Outside of on-duty hours, employees have the same right as all other persons to participate in political activities. However, no employee shall engage in political activities upon property under the jurisdiction of the Imperial Community College District Governing Board.
2. On-duty employees operating under the jurisdiction of the Imperial Community College District Governing Board are specifically prohibited from the following activities:
  - a. use of bulletin boards, school bulletins or classroom time for political activities;
  - b. the use of students for writing or addressing political materials or the distribution of such materials.
3. Instructors wishing to have guest lecturers to discuss a controversial issue, including partisan politics, need to submit written notification to the Vice President for Academic Services at least 48 hours prior to the planned appearance of the guest.
4. This policy assumes academic honesty and professional responsibility in regard to treatment of controversial issues by instructors assumes academic honesty and the professional responsibility on the part of the instructor and recognizes that he/she must remain free to express his/her convictions within her/her area of professional competence and when relevant to the course content. Implicit within this right is his/her responsibility to differentiate fact from personal opinion, to apply the scholarship toward the accurate presentation of opposing points of view, and to refrain from abusing the unique position of personal privilege and prestige.

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# EMPLOYMENT AND PAY PROCEDURES

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## **CONDITIONS OF EMPLOYMENT**

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

## **PART-TIME FACULTY AGREEMENT**

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

## **TERMINATION OF EMPLOYMENT**

Part-time faculty serve at the pleasure of the Board of Trustees. IVC reserves the right to terminate the employment of part-time faculty members for reasons including but not limited to:

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

## **STAFF DEVELOPMENT**

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

## **PAYCHECKS**

Paychecks are issued on the last working day of the month. Paychecks may be picked up in the Human Resources Office. If you would like to have direct deposit, you can obtain the necessary form from the Human Resources Office

## **CANCELLED CLASSES**

Part-time 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.

## **SUBSTITUTE INSTRUCTORS**

If you substitute for an instructor, you must complete the Substitution Certification form by the end of the week in which you substituted. Please provide a copy to your department secretary and forward the original form the Academic Services Office.

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# INSTRUCTIONAL SUPPORT SERVICES

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## **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 (760) 355-6455 to schedule an appointment.

### **Online Catalog and Circulation System**

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

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

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

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

### **Bibliographic Instruction for your class.**

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

### **Equipment for Classroom Use**

On-line equipment request forms should be submitted at least 24 hours in advance. This form is found on the Library and Learning Services Web Page. You may also call Jesus Valenzuela x6389 at least 24 hours in advance with the type of equipment you need, the time, and the room. In most cases, the equipment will be delivered to you. If you need help using a piece of equipment, the staff will be happy to assist you.

Numerous classrooms have installed data/video projectors, VCRs, Internet connections, and jacks for laptop computers. A small collection of videotapes is available for classroom use. Please let Cathy Zazueta, Assistant Librarian, know if there are items you would like to be purchased for the collection. In addition, IVC is a member of the San Diego and Imperial Counties Community College Learning Resource Cooperative, which maintains a large video collection at the San Diego County Office Of Education.

The catalog for this collection is available online at [avinfo@avserve.sdcoe.k12.ca.us](mailto:avinfo@avserve.sdcoe.k12.ca.us). Click on Search for the full catalog and limit the audience to College. All of the items you find are free for your use. Since these

resources come via courier, you need to reserve them at least two weeks in advance, if not earlier, since IVC shares the collection with all of the San Diego community colleges.

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

#### **From the Library website:**

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

#### **COMPUTER LABS**

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

- **Business/General Computer Lab:** A general computer lab is available for students in room 901 with basic services and applications, including Internet access. Regular semester hours are from 8am to 9pm.
- **Math Lab:** The math lab has 44 computers with internet access and Microsoft-Office software. The lab also includes: study rooms; computer tutorials; videos; mathematics software; reference books, and tutoring.
- **Reading Lab:** The reading lab is used only by students taking ENG 86/87, 88 or 89 and Individualized reading and writing skills, ENG 51 and ENG 52.
- **Writing Lab:** The writing lab may be used by any IVC student who needs help with an essay or writing assignment. Students will be asked for an IVC ID card to check in the lab. Students may also use the computers or internet when space is available for class assignments.
- **Language Lab:** The Language lab is available to all students enrolled in Foreign Language, English, or ESL classes. The lab offers an individual multimedia learning experience as a supplement to formal class instruction on state of the art computer stations.
- **Nursing Lab:** The nursing learning center room 2158, 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 Study Skills Center can also conduct test proctoring for faculty and study skills workshops.

**COOPERATIVE WORK EXPERIENCE PROGRAM**

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

**COUNSELING**

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

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

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

**DISABLED STUDENT PROGRAMS & SERVICES**

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

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

*Mobility Impaired*

*Visual Impairment*

*Hearing Impairment*



*Speech Impairment  
Developmental Disabilities  
Other Health Impairments*

*Orthopedic Impairment  
Disabilities*

*Learning Disabilities  
Acquired Brain Injury*

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  
Tutoring  
Academic Advising  
Adaptive Computer Instruction  
Learning Disability Assessment*

*Reader Services  
Vocational Counseling  
Adaptive Physical Education  
Priority Registration*

*Note-taking  
Personal Counseling  
Sign Language Interpreting  
Mobility Assistance*

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

## **REPROGRAPHICS**

### **What kind of printing jobs do we do?**

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

### **What kind of equipment do we have?**

The department features three state of the art Xerox copiers which include a high volume black and white copier, and two high speed color copiers.

We can output plain paper, transparencies, labels, letterhead, pre-printed forms, and hole-punched paper from 5.5" x 8.5" to 11" x 17" in size and from 16 to 110 pounds in weight, and we have a poster printer that will print up to 24" x 32" in size.

This equipment enables Reprographics staff to provide you with quick turn-around times, and in many cases, within 24 to 48 hours for basic copying. Additional services, including special binding, cutting, folding and special paper orders, will require additional turn-around time.

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

### **What kind of paper is available?**

We store several types of paper for your printing needs. When you bring by your order, you may choose the stock needed from samples of the various colors and weights of papers we currently have in stock. Our

*Reprographics Center Work Order Form* also lists the most common paper stock colors we carry.

### **How do we put it all together?**

Our bindery area is equipped to handle all standard bindery functions including folding, cutting, collating, stitching, padding, hole punching and comb binding.

### **What about copyright issues?**

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

### **How do I submit a copy job?**

Complete a *Reprographics Center Work Order Form* to include:

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

### **EVENING ADMINISTRATOR**

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

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

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## CHARTERED CAMPUS CLUBS

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

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

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

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

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

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

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

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

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

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

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

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

Club President: Alexander Hendrix Vice President: *Pending* Secretary: Aaron C. Wilson

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

Purpose: The CAAP will work on: (1) Provide non confrontational education and information to the college and the community regarding the consequences of addiction and alcohol/substance abuse. (2)

Provide community outreach to personas at risk or dealing with substance abuse issues. (3) Provide referral information for prevention, abuse and services. (4) Promote healthy substance free activities. (5) Provide students activities to raise funds for studnets to supplement their educational opportunities at workshops and substance abuse conferences.

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

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

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

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

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

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

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

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

Club President: Raim Torres Vice President: Carlos Espericueta Jr. Secretary: Craig Holloway

**Future Professionals of Imperial Valley Club:** Advisor, Lilia Sandoval, (760) 355-6129

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

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

Treasurer: Christina Robledo

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

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

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

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

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

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

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

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

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

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

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

Club President: *Pending*    Vice President: *Pending*    Secretary: *Pending*

**Robotics Club:** Advisor, Rick Castrapel, (760) 355-6505

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

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

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

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

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

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

Purpose: It shall be the purpose of Students for Political Awareness to keep informed of political issues affecting our society and government, and provide information regarding these issues to the students of

Imperial Valley College and the community. This will be accomplished by working with the other IVC student clubs and various organizations in the community.

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

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

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

Club President: Daniel Bermudez    Vice President: Timothy Magallanes

Secretary: Jose Cuevas

**Student Water Action Team (SWAT H2O) Club:** Advisor, Manuel Sanchez, (760) 355-6361

Purpose: A student organization committed to providing quality potable water as well as to implement water pollution control sciences through higher education. SWAT H2O will accomplish this by visiting a Water Treatment Plant and Wastewater Treatment Plant locally and nationally per semester.

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

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

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

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

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

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

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

**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

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

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

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

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

**Sign Language Club:** Advisor, 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.

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

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

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

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

**Spirit Club:** Advisor, Jill 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.

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



# 2012-13

## IMPERIAL VALLEY COLLEGE

### ACADEMIC YEAR - INSTRUCTIONAL AND SERVICE CALENDAR

JULY 2012						
SU	M	T	W	R	F	SA
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				

Service Days: 17

Jul 4 - Independence Day (Campus Closed)

2012 FALL SEMESTER						
AUGUST 2012						
Su	M	T	W	R	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	

Inst Days - MF: 10 Sat: 1  
Service Days: 21

Aug 2 - Summer Term II/Classes End  
Aug 2 - Summer Term III/Classes End  
Aug 17 - Fall 2012 Term Begins  
Aug 17 - Orientation (Mandatory/All Campus)  
Aug 20 - Fall 2012 Classes Begin  
Aug 25 - Fall 2012 Saturday Classes Begin

SEPTEMBER 2012						
Su	M	T	W	R	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						

Inst Days - MF: 19 Sat: 5  
Service Days: 19

Sept 3 - Labor Day (Campus Closed)

OCTOBER 2012						
Su	M	T	W	R	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			

Inst Days - MF: 23 Sat: 4  
Service Days: 23

NOVEMBER 2012						
Su	M	T	W	R	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	

Inst Days - MF: 19 Sat: 3  
Service Days: 19

Nov 12 - Veterans Day (Obsrvd/Campus Closed)  
Nov 22-24 - Thanksgiving (Campus Closed)

DECEMBER 2012						
Su	M	T	W	R	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					

Inst Days - MF: 5 Sat: 1  
Service Days: 10

Dec 7 - Fall 2012 Term Ends  
Dec 10-14 - No Classes/Campus Open  
Dec 17-31 - Winter Recess (Campus Closed)

2013 SPRING SEMESTER						
JANUARY 2013						
Su	M	T	W	R	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		

Inst Days - MF: 13 Sat: 2  
Service Days: 21

Jan 1 - New Year's Day (Campus Closed)  
Jan 2-11 - No Classes/Campus Open  
Jan 14 - Spring 2013 Term Begins  
Jan 19 - Spring 2013 Saturday Classes Begin  
Jan 21 - MLK Day (Campus Closed)

FEBRUARY 2013						
Su	M	T	W	R	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		

Inst Days - MF: 18 Sat: 3  
Service Days: 18

Feb 8/9 - Lincoln's BD (Obsrvd/Campus Closed)  
Feb 18 - President's Day (Campus Closed)

MARCH 2013						
Su	M	T	W	R	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						

Inst Days - MF: 21 Sat: 5  
Service Days: 21

Mar 31 - Easter

APRIL 2013						
Su	M	T	W	R	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				

Inst Days - MF: 17 Sat: 3  
Service Days: 17

Apr 1-6 - Spring Recess (Campus Closed)

2013 SUMMER SESSION I						
MAY 2013						
Su	M	T	W	R	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	

Inst Days - MF: 8 Sat: 1  
Service Days: 23

May 10 - Spring 2013 Term Ends  
May 11 - Commencement (Faculty/Mandatory)  
May 20 - Summer Term One/Classes Begin  
(23 days - Monday thru Friday)  
May 27 - Memorial Day (Campus Closed)

2013 SUMMER SESSION II & III						
JUNE 2013						
Su	M	T	W	R	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						

Summer Term I - Inst. Days: 23  
Summer Term II - Inst. Days: 31  
Service Days: 18

Jun 10 - Summer Term II (8 Wks/No Fri) Begin  
Jun 20 - Summer Term I/Classes End  
Jun 24 - Summer Term III/Classes Begin

NEXT ACADEMIC YEAR						
JULY/AUGUST 2013						
Su	M	T	W	R	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	1	2	3

Summer Term III - Inst. Days: 23  
July/Service Days: 18

Jul 4 - Independence Day (Campus Closed)  
Aug 1 - Summer Term II/Classes End  
Aug 1 - Summer Term III/Classes End

#### SERVICE AND INSTRUCTIONAL DAYS CALCULATIONS

Instructional Days (M thru F)	= 153	( Fall 76 Spr 77 )	Summer Session I	23
Instructional Days (Saturdays)	= 28	( Fall 14 Spr 14 )	Summer Session II	31
<b>Faculty Instructional Days</b>	= 181	◀ Without Summer Session I	Summer Session III	23
Orientation/Commencement	= 2			

**Instructional Days - TOTAL\*\* = 183**      **Service Days - TOTAL = 227** (July/June)

\*\*Includes Orientation/Commencement

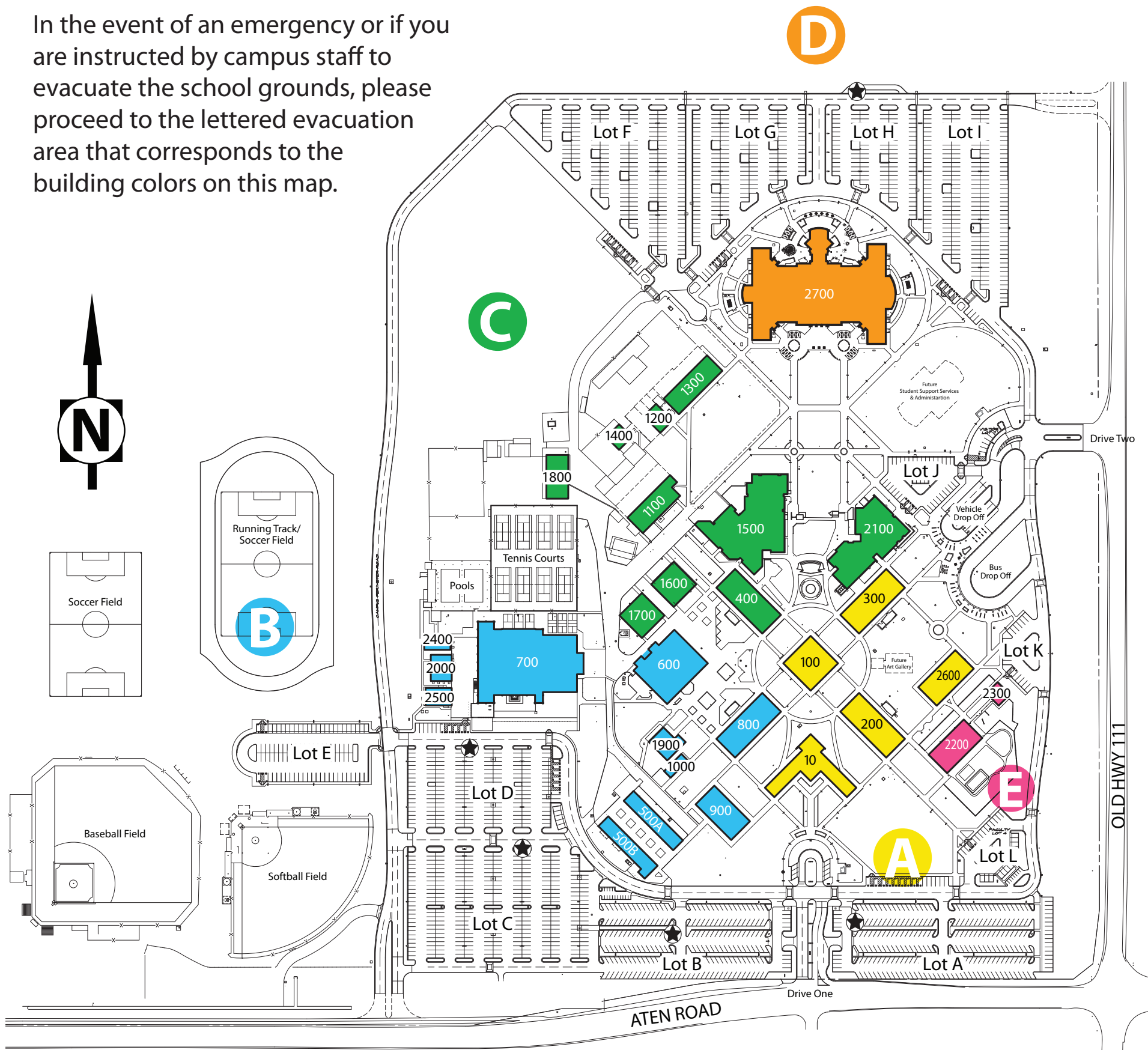
#### LEDGEND/KEY

Holiday(s)	=		Spring Break	=	
Orientation (Mandatory/All Campus)	=		Summer Session I (5 Wks)	=	23 Instruction Days
Commencement - Faculty (Mandatory)	=		Summer Session II (8 Wks)	=	31 Instruction Days
Fall Semester	=		Summer Session III (5 Wks)	=	23 Instruction Days
Winter Recess	=		Campus Open/No Classes	=	
Spring Semester	=		Campus Closed/Summer	=	

# Imperial Valley College

## Campus Evacuation Map

In the event of an emergency or if you are instructed by campus staff to evacuate the school grounds, please proceed to the lettered evacuation area that corresponds to the building colors on this map.



### 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 Sciences/English/Math
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

Updated 5-14-10



IMPERIAL COMMUNITY COLLEGE DISTRICT  
 IMPERIAL VALLEY COLLEGE  
 COURSE OUTLINE-OF-RECORD

DIVISION: Arts and Letters

DATE: October 20, 2011

COURSE TITLE: Basic English Composition II

COURSE NO.: ENGL 009

UNITS: 4

LEC HRS. 72.00

LAB HRS. 0

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

Preparation for ENGL 101 (ENGL 1A). The course seeks to facilitate the student's mastery of the short essay at the college level. The course follows in sequence from ENGL 008(ENGL 098).

II. A. PREREQUISITES, if any:

ENGL 008 with a minimum grade of C or better or  
 Score of 5009 on the English Composition placement test.

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

Concurrent enrollment in an appropriate reading class is strongly recommended.

III. GRADING CRITERIA:

Letter Grade or Pass/No Pass

IV. STUDENT LEARNING OUTCOMES:

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

1. Compose a multi-paragraph essay that responds to an essay prompt with a clear controlling idea or thesis statement. (ILO1, ILO2, ILO4)
2. Compose a multi-paragraph essay with a clear organizational structure and adequate support. (ILO1, ILO2, ILO3, ILO4)
3. Compose a multi-paragraph essay that uses correctly formed sentences with virtually no sentence-level or grammar errors. (ILO1, ILO2, ILO4)
4. Develop a research paper that effectively synthesizes ideas and information from multiple sources and utilizes correct MLA formatting of citations. (ILO1, ILO2, ILO3, ILO4, ILO5)

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

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

1. Develop and apply discovery techniques for expository writing with five or more multi-paragraph essays, including a mini research paper.
2. Design an essay plan based on concrete data in pre-writing exercises that produces a controlling idea or thesis statement.
3. Organize content to support a thesis statement and subsequent supporting paragraphs while studying and applying various rhetorical modes with emphasis on comparison/contrast, definition, cause/effect, and argumentation.
4. Demonstrate the ability to recognize and identify various audiences, both general and academic, focusing on

academic audiences.

5. Synthesize ideas and information from multiple sources in the development of a writing assignment that is supported by citations from the reading.

6. Practice a variety of sentence types and demonstrate principles of effective sentence construction and punctuation, including correct use of the comma, semicolon, quotation mark, apostrophe, and parentheses.

7. Demonstrate an understanding of connotative meaning and figurative language in his/her own writing after recognizing this technique in the writing of others.

8. Practice and successfully demonstrate the skills in areas designated by the instructor to be appropriate supplemental activities of improved writing technique.

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
Develop and apply discovery techniques for expository writing with five or more multi-paragraph essays, including a mini research paper.	11.00%
Design an essay plan based on concrete data in pre-writing exercises that produces a controlling idea or thesis statement.	18.00%
Organize data to support a thesis statement and subsequent supporting paragraphs while studying and applying various rhetorical modes with emphasis on comparison/contrast, definition, cause/effect, and argumentation.	20.00%
Demonstrate the ability to recognize and identify various audiences, both general and academic, focusing on academic audiences.	11.00%
Synthesize ideas and information from multiple sources in the development of a writing assignment that is supported by citations from the reading.	11.00%
Practice a variety of sentence types and demonstrate principles of effective sentence construction and punctuation, including correct use of the comma, semicolon, quotation mark, and parentheses.	11.00%
Demonstrate an understanding of connotative meaning and figurative language in his/her own writing after recognizing this technique in the writing of others.	11.00%
Practice and successfully demonstrate the skills in areas designated by the instructor to be appropriate supplemental activities of improved writing technique.	7.00%
TOTAL	100%

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

Class Activity

Essay

Mid-Term/Final Exam(s)

Objective

Oral Assignments

Problem Solving Exercise

Quizzes

Skill Demonstration

Written Assignments

VIII. INSTRUCTIONAL METHODOLOGY:

Demonstration

Discussion

Group Activity

Individual Assistance

Lab Activity

Lecture

Simulation/Case Study

Distance Learning

Field Trips

Community Service

Audio Visual

Computer Assisted Instruction

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Multi-paragraph research papers. For example: Read the following essays on gender and sexism in the workplace. Then write a 4-6 page essay synthesizing the arguments in the essays and offering your opinion on the topic. Make sure to document your sources using MLA guidelines. At least 4-5 multi-paragraph essays using various writing patterns (compare/contrast, definition, cause/effect, etc). For example: Write a 4-6 page comparison/contrast essay on topic X. Make sure to document your sources using MLA guidelines. Out-of-class reading assignments.

## Reading and Writing:

Journal writing assignments on given topics or freewriting exercises. Prewriting strategies. For example: Get in groups of 3-4 and develop an argumentative response to topic X. Make sure to list out the pros and cons and develop a clear thesis and supporting points. Present your argument to the class. Reading comprehension: Read the following essay and answer the reading and analysis questions that follow. Quizzes on grammar, sentence structure, reading comprehension, research strategies, and MLA. In-class essay assignments focusing on a response to a given text.

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

Brandon, Lee (2010). *Paragraphs and Essays: With Integrated Readings* (11/e). Houghton Mifflin.  
Doman, Edward A. (2010). *Four in One: Rhetoric, Reader, Research Guide, and Handbook* (5/e). Longman.  
Hacker, Diana (2010). *Rules for Writers* (6/e). Bedford/St. Martin's.  
McLean, Scott (2011). *Writing for Success* Flat World Knowledge.  
Brand, Stewart (1999). *The Clock of the Long Now: Time and Responsibility* Basic Books.  
Deen, R. and Ponsot, M. (1985). *The Common Sense* Heinle.

## Attached Files

[English-008-009-Matrix](#)

[English009-DE](#)

[Enter Course Name – Syllabus]  
"[Enter Session - Semester]"

Instructor [Type your name here] Phone [Type your phone number here]  
Office [Type your office location here] E-mail [Type your e-mail address here]  
Office [Type your office hours here] Class "[Type the class hours here]"  
Hours Hours

---

**COURSE GOALS AND OPPORTUNITIES TO DEVELOP INTELLECTUAL, PHYSICAL, EMOTIONAL, OR SOCIAL ABILITIES:**

**Course Description per Catalog:**

[Type a description of the course here.]

**Text:**

[Type required texts here.]

**Supplemental Text or Reading:**

"[Type suggested texts or other resources here.]"

**Other Resources:**

[Enter special facilities, URLs, advisors here.]

**Goals and/or Objectives:**

[Type goal 1 of the course here.]

[Type goal 2 of the course here.]

[Type additional goals here.]

**Student Learning Outcomes:**

[Type goal 1 of the course here.]

[Type goal 2 of the course here.]

[Type additional goals here.]

---

**ACTIVITIES OR PROCESSES FOR STUDENTS TO REALIZE THE GOALS AND OPPORTUNITIES OFFERED:**

**Assignments, Activities, or Processes:**

[Enter required activities and projects here.]

[Enter required activities and projects here.]

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## **IDENTIFYING YOUR PROGRESS TOWARD THE LEARNING GOALS AND OPPORTUNITIES FOR THIS COURSE**

### **Grading Procedures and Grading Scale or Rubrics:**

[Enter criteria for performance evaluation here.]

[Enter criteria for performance evaluation here.]

[Enter criteria for performance evaluation here.]

### **Examinations and/or Pre-planner Quizzes:**

[Enter time and place of exams here.]

[Enter time and place of exams here.]

[Enter time and place of exams here.]

### **GENERAL EXPECTATIONS AND GUIDELINES:**

#### **Attendance**

Students are expected to attend every class session. Any student who misses the first class will be dropped. Students may be dropped at instructor discretion if they miss more than a week of class hours continuously. Please make arrangements with the instructor or a fellow student to keep up with all assignments in case you cannot attend a class session for any reason. (See also IVC Catalog)

#### **Adding Classes**

Students may add classes through the registration period which will end before census. After the deadline to register, requests for exceptions must be made by the student and include the approval of the instructor. Approval or denial of the request is the responsibility of the Chief Admissions and Records Officer or his/her designee. Procedures and decision-making will be coordinated with the Vice President of Academic Services and may require his/her signature. (See also IVC Catalog and IVC Policy: AP 5075 Course Adds and Drops)

#### **Dropping Classes**

No notation will be made on students' records for courses dropped prior to census for the course. Students may drop (withdraw from) full-term courses up to 75% of the term, or short-term courses up to 75% of the length of the course. Symbols of W shall be recorded for courses dropped on census day through the 75% date. (See also IVC Catalog and IVC Policy: AP 5075 Course Adds and Drops)

#### **Disruptive Students:**

Most of you are here to learn, but some students are not serious. To preserve a productive learning environment, students who disrupt or interfere with a class may be sent out of the room and told to meet with Sergio Lopez, Campus Disciplinary officer, before returning to



continue with coursework. Mr. Lopez will follow disciplinary procedures as outlined in the General Catalog.

**Cheating and Plagiarism:**

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

**Disabled Student Programs and Services:**

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. Visit or call DSP&S, Mel Wendrick Access Center, Room 2117, (760) 355-6312



## ***COURSE SCHEDULE***

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[ENTER COURSE NAME HERE]

**TEXTBOOKS: [RE-ENTER TEXTBOOK INFORMATION]**

Use the **TAB** key to move around in the table. To insert rows, click on the closest row, click on **Layout** tab, and click on action to take. To delete rows, click on the row, click on **Layout** tab, and click on **Delete**.

**Week**

**Reading & Studying**

**Assignments**

**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 \_\_\_

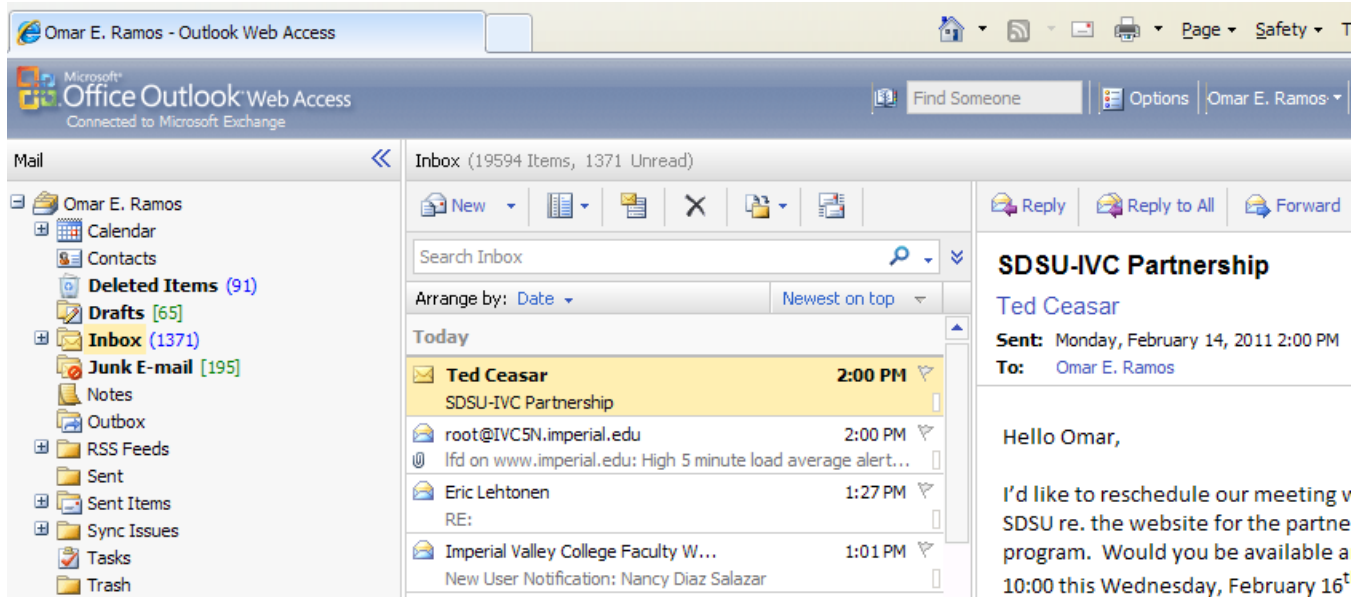
Comments: \_\_\_\_\_

\_\_\_\_\_

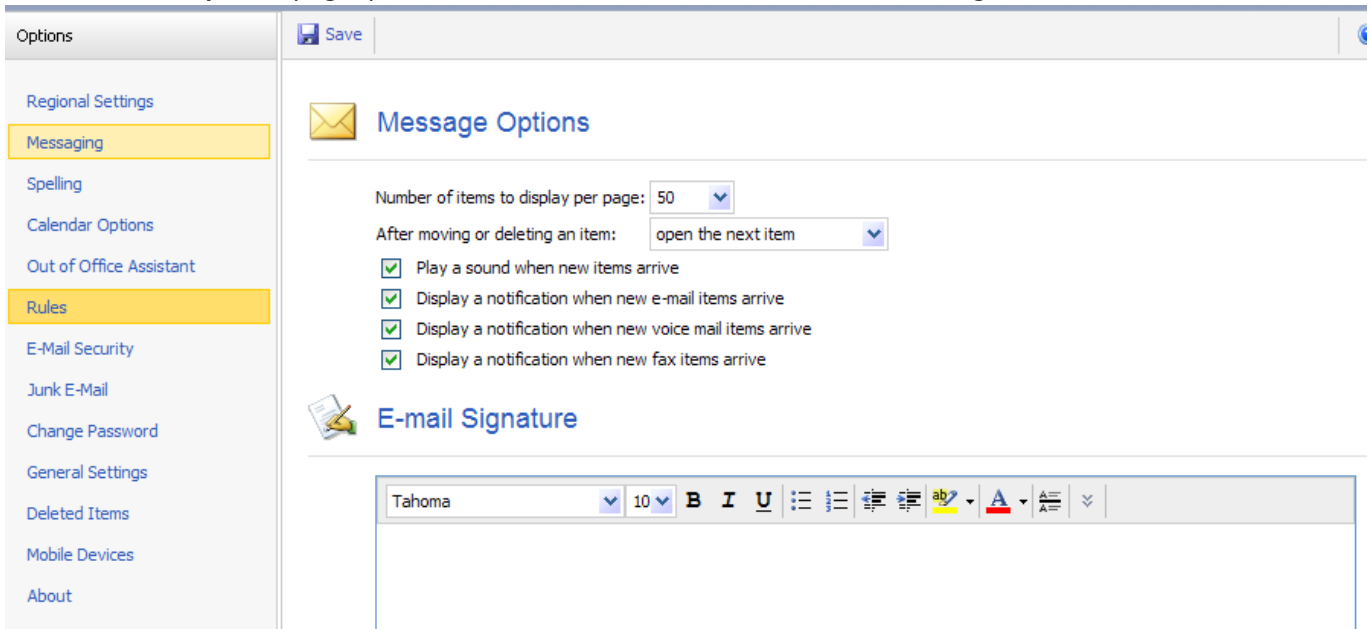
## Redirect or Forward Emails in Outlook Web Access 2007

Follow these instructions for forwarding all your emails, even those coming from mailing lists.

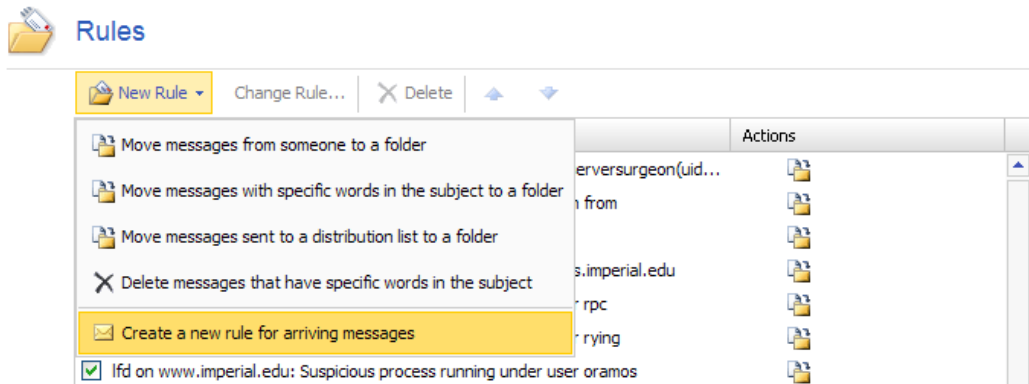
1. First, be sure you are using **Internet Explorer** on a Windows PC to log into your account.
2. Go to: <https://owa.imperial.edu/owa> and login using your IVC email address and email password.
3. Once you are logged into **Outlook Web Access**, click on the **Options** link located in the **top right side** of the first screen you see after logging in:



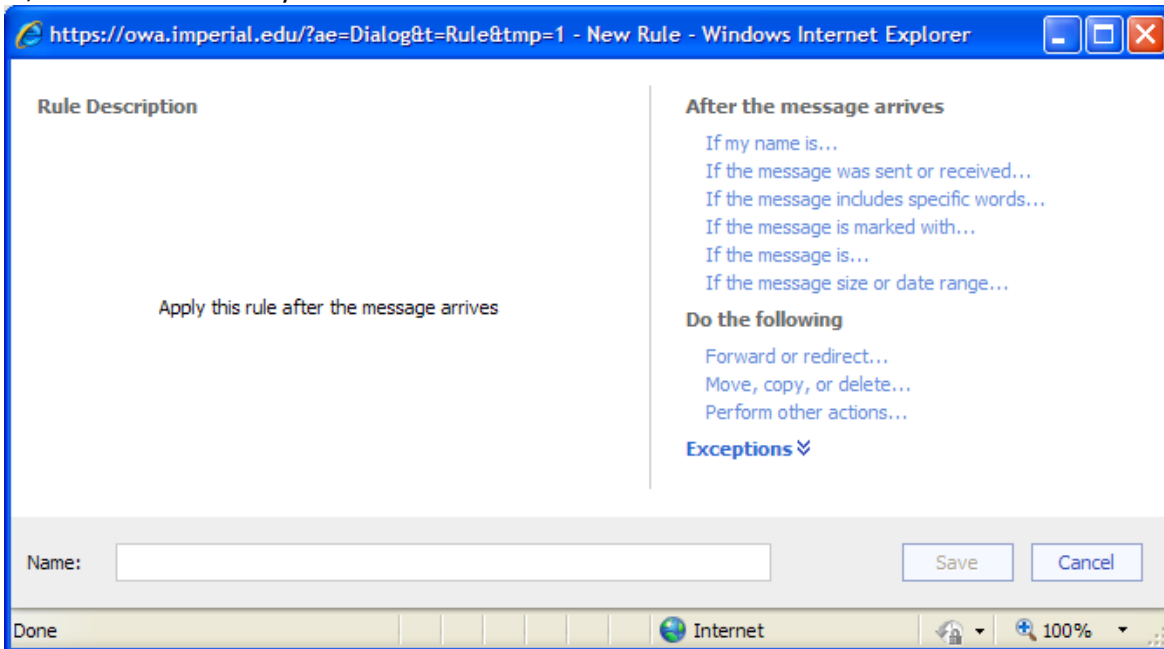
4. Once on the **Options** page, please click once on the **Rules** section listed along the left side of the screen:



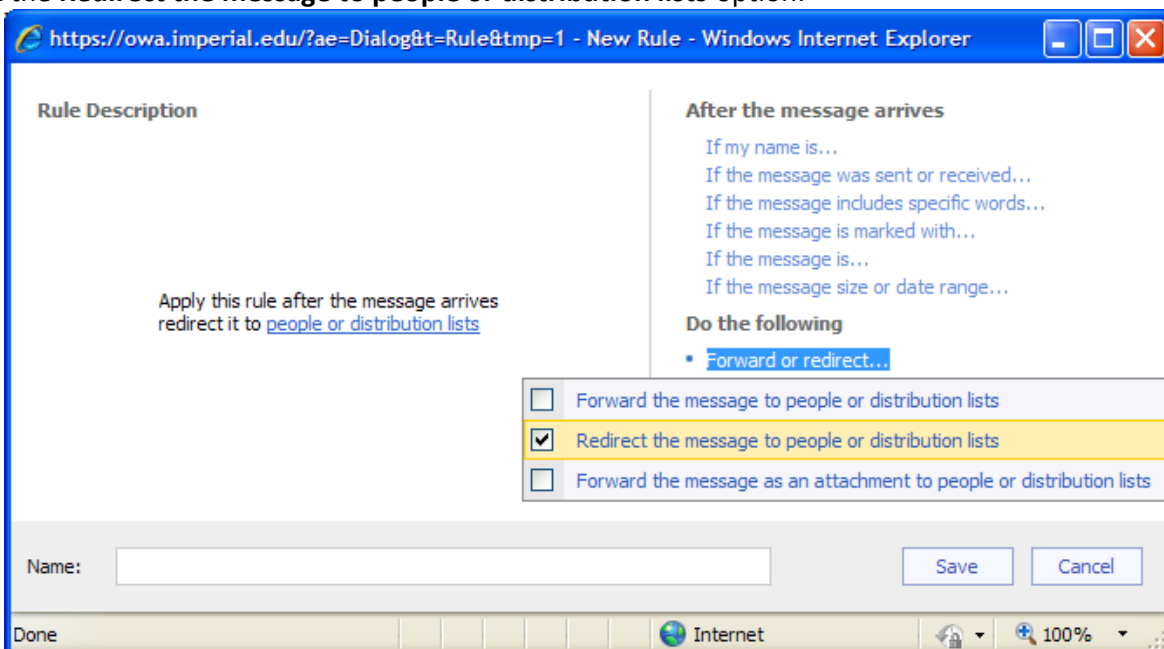
5. In the Rules section, select **New Rule**, then select **Creating New Rule for Arriving Messages**. (Example below)



6. If you get the **Compatibility with Outlook** box at this point click on the **Delete Disabled Rules** button.
7. Now the New Rule wizard should popup. In the **Do the Following** section, located in the **bottom right** of the window, click on where it says **Forward or redirect:**



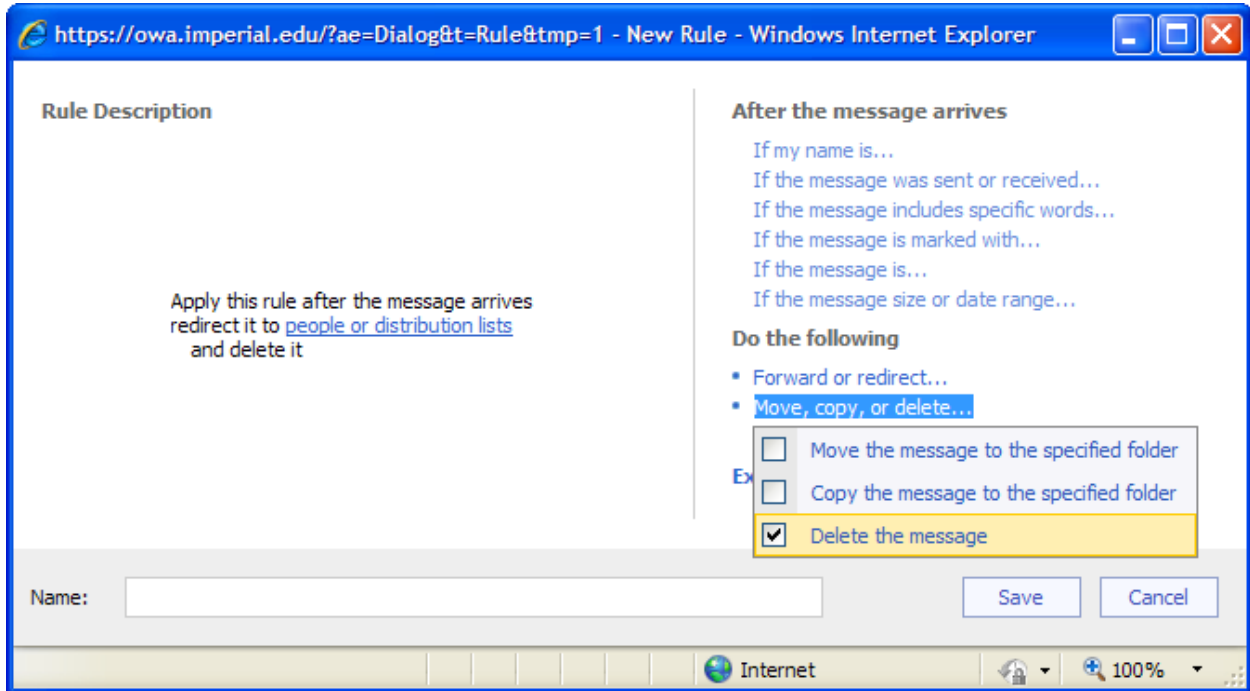
8. Check the **Redirect the message to people or distribution lists** option:



**Note:** We suggest that you **redirect** your emails. If you create a rule in Outlook Web Access to forward your e-mails to another account, all e-mails will appear to be from your e-mail account once they reach the final destination rather than from the original sender. By using Microsoft Outlook to create a redirect rule, each e-mail will be sent on and retain the original sender information. However, any other recipients that the e-mail was originally sent to, copied to, or blind-copied to will not be retained in the redirected e-mail.

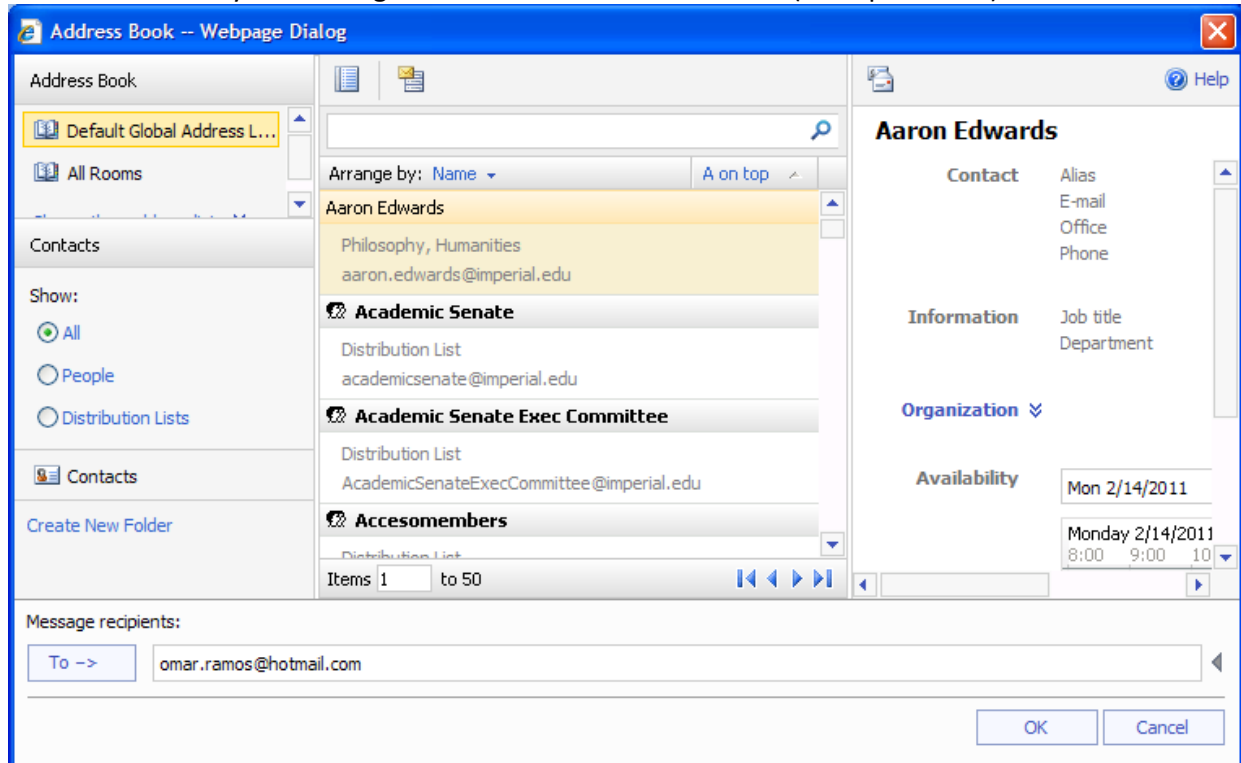
9. (Optional) Only do this if you do not want to keep a copy of your messages in your IVC Inbox.

Select the **Move, Copy or Delete** and put a check in the **Delete the Message** checkbox.

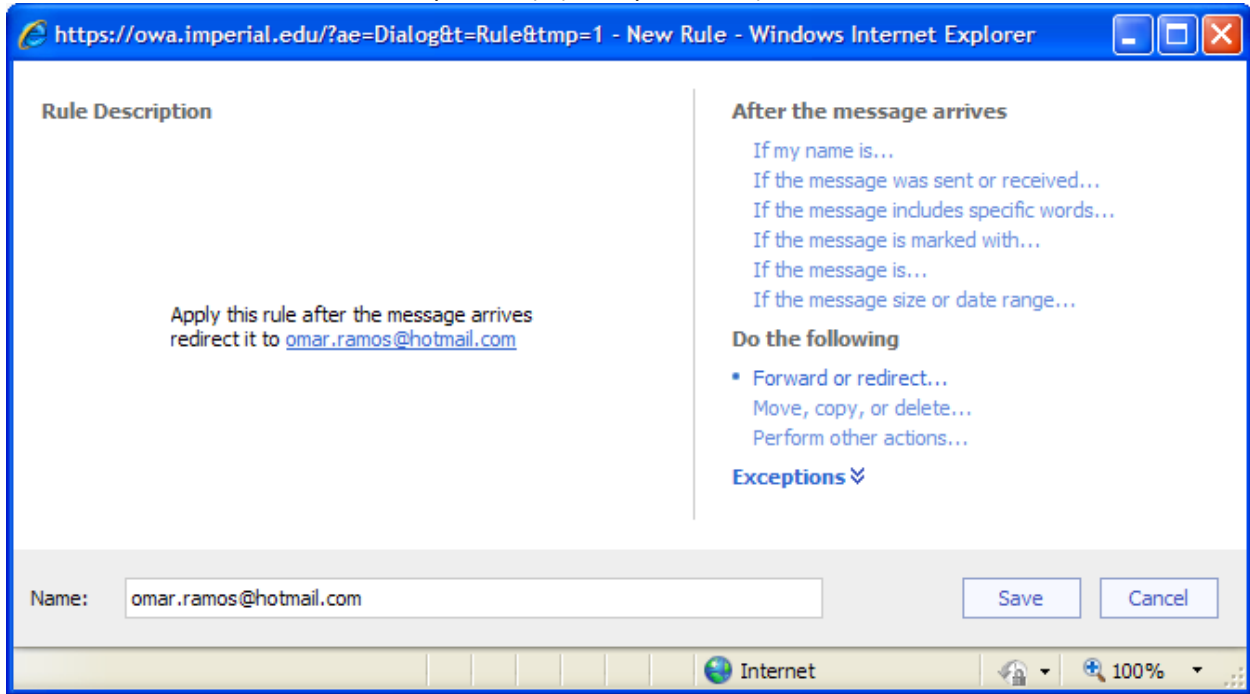


10. Now you will need to put in the email address that you want all your emails to be redirected to by clicking on the **people or distribution lists** link in the left side of the dialog box above

11. This brings up another window called **Address Book-- Web Page Dialog**. Simply type in the email address you'd like to redirect your messages to in the **To** line and click **OK**. (Example below)



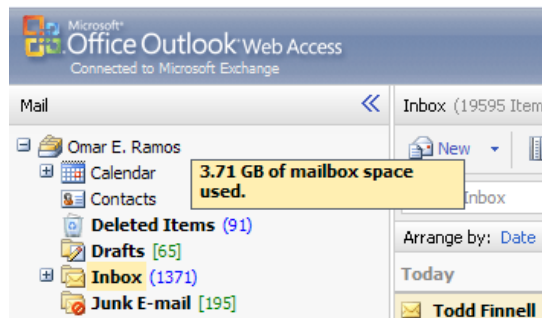
12. Verify that the **Rule Description** describes what you want done (e.g. “Apply this rule after the message arrives redirect it to external.address@example.com). (Example below)



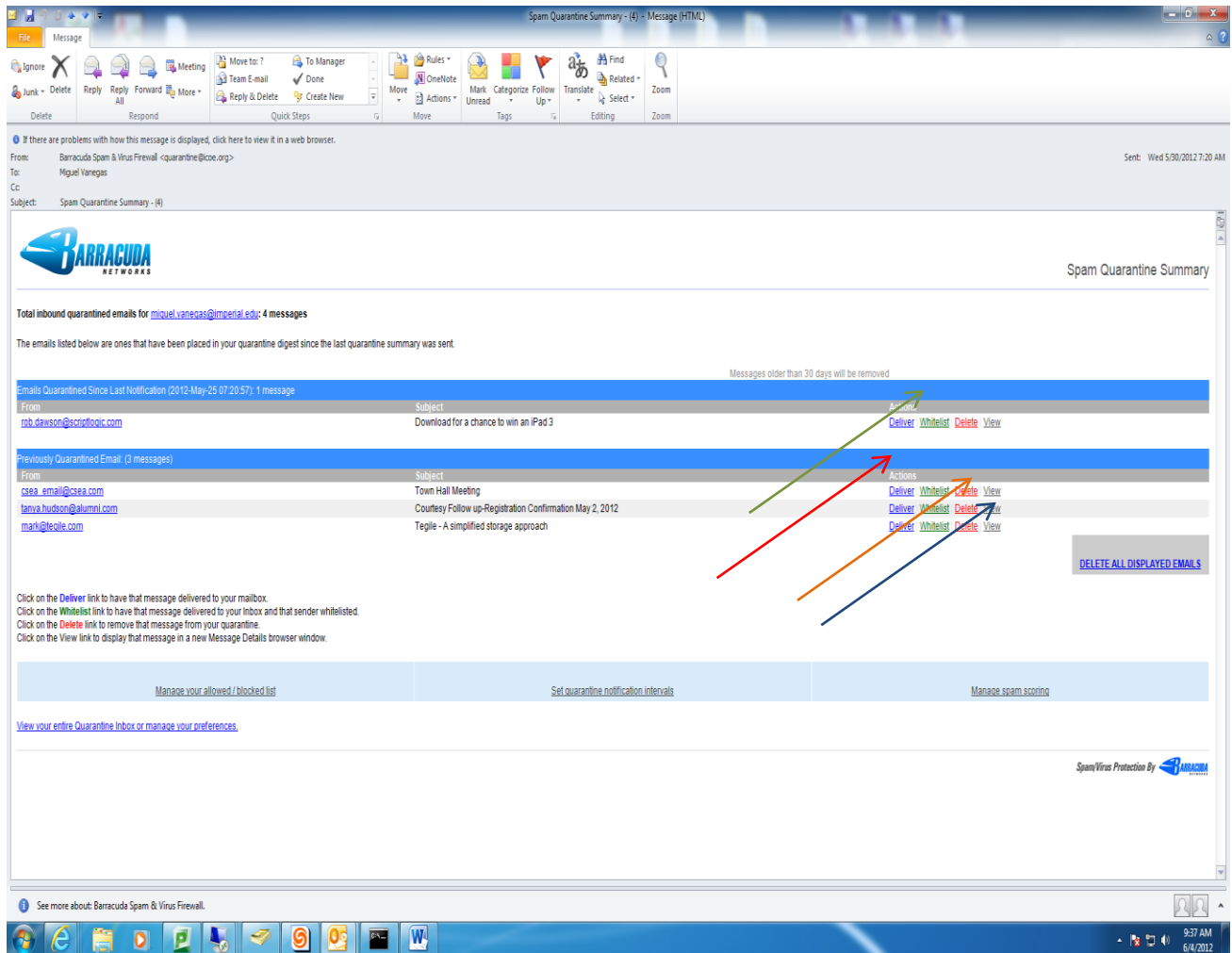
13. Finally, click **Save** and you're done!

The next email you receive to your IVC email account should be forwarded to the email address you specified. If you chose to perform the Optional Step 9 then it will also leave a copy of that email in your Deleted Folder.

**Note:** Through the use of the Outlook redirect or forward rules, e-mails will still remain in your e-mail in the Deleted folder. Therefore, it is necessary for you to access your e-mail periodically to remove all old e-mails to prevent your account from going over quota. If your account does go over quota, you will continue to receive any additional e-mails to your e-mail but you will not be able to send emails. To find your quota simply sit your mouse pointer over the first folder and a box will appear with your information. (Example below)



# Barracuda Information



- Click on the **Deliver** link to have that message delivered to your mailbox
- Click on the **Delete** link to remove that message from your quarantine
- Click on the **Whitelist** link to have that message delivered to your inbox and that sender whitelisted
- Click on the **View** link to display that message in a new Message Details browser window.

If you want to receive messages from the people you know you need to click in the **WHITELIST**