

Imperial Valley College Course Syllabus – POST 164 RBC Level I

Basic Course Information

Semester:	Spring 2020	Instructor Name:	Jesus J. Serrano
Course Title & #:	POST 164 RBC Level I	Email:	jesus.serano@imperial.edu
CRN #:	21401	Webpage (optional):	
Classroom:	3212	Office #:	3207 B
Class Dates:	January 6, 2020 To June 12, 2020	Office Hours:	Tuesday, Wednesday and Thursday 5:30 PM -6:30 PM Saturday 5:00 PM - 6:00 PM by appointment only
Class Days:	Tuesday, Wednesday, Thursday, Saturday, and Sunday	Office Phone #:	(760) 355-6340
Class Times:	Tuesday 6:30 PM -9:45 PM, Wednesday 6:30 PM-9:45 PM, Thursday 6:30 PM -9:45 PM, Saturday 8:00 AM – 5:00 PM, Sunday 8:00 AM – 5:00 PM	Emergency Contact:	Rhonda Ruiz: 760-355-6280
Units:	17.5		

Course Description

Designed to satisfy Regular Basic Course Modular Format Level I. Training standards are set forth by the Commission on Peace Officer Standards and Training (P.O.S.T.). Includes law, patrol techniques, arrest and control, use of force, investigative report writing, cultural diversity, firearms and chemical agents, presentation of evidence, weapons law, crimes against children, juvenile law, controlled substances, ABC law, emergency vehicle operations, domestic violence, traffic enforcement, accident investigation, lifetime fitness, gangs, etc. and required state exams. Supply fee may be charged. Designed to prepare student to be hired by a law enforcement agency as a Level I Reserve Officer or full-time Peace Officer in the State of California. (CSU).

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

- Completion of POST 162

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- No felony or domestic violence convictions.
- Valid California Driver's License.
- All students entering Regular Basic Course Modular Format Level I class must acquire a DOJ Clearance letter or be employed by a sponsoring law enforcement agency prior to first day of class.
- DOJ Clearance letters are invalid after 90 days.
- Passing scores on the PELLETB test and the P.O.S.T.
- Work Sample Test Battery (Physical Fitness Test).

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. LD-2 identify the three main parts to the U.S. Criminal Justice System. (IL01, IL04)
2. LD-3 Identify the elements of Community Oriented Policing and the role of the Patrol Officer in the enforcement of laws. (IL02, IL04, IL05)
3. LD-5 Identify the difference between a Felony, Misdemeanor, Infraction, and the elements, or Corpus of the crime in the California Criminal Code. (IL01, IL04)
4. LD-6 Properly identify the elements, or Corpus of the Crime of Property, such as Possession of Stolen Property, Grand and Petty Theft, Vandalized Property, Arson, Auto Theft, Forgery, Fraud, Misappropriation of Found Property. (IL02, IL04)
1. LD-7 Properly identify the Elements or Corpus of the Crime in Crimes against People, to include Murder, Mayhem, Kidnapping, Manslaughter, and Assault with a Deadly Weapon, Battery, Domestic Violence, Sexual Assault, Child Abduction, Car Jacking and Crimes against the Elderly. (IL02, IL04)
5. LD-8 Properly identify the elements, or Corpus of the Crime in: Prostitution, Pimping, Pandering, Peeping, Prowling, Stalking, Lewd Conduct, Loitering, Trespass, and Solicitation. (IL02, IL04) 7.
2. LD-9 Correctly identify the proper procedures when handling Crimes Against Children and Children as Victims of Crime. (ILO2, IL04) 8.
3. LD-10 Properly identify the elements, or Corpus of the Crime in Sexual Assault investigations, such as Rape, Sodomy, Oral Copulation, Sexual Battery, and Sexual Assault. (IL02, IL04) 9.
4. LD-15 Identify the elements of an Arrest and the Laws pertaining to the arrest of suspects. (IL01, IL04, IL05) 10.
5. LD-16 Identify the elements of the 4th Amendment to the U.S. Constitution and how those elements are used when conducting Search and/or Seizure of a Person and/or Property. (IL01, IL04, IL05) 11.
6. LD-19 Demonstrate the safe and proper way to drive, park and maneuver an Emergency Vehicle over a prescribed State Certified Driving Course at tested speeds and lighting conditions. (IL02, IL03, IL05)
7. 12. LD-20 Identify the legal requirements and limitations when using force, and the elements of the Use of Force Continuum. (ISL01, ISL04, ISL05) 13.
8. LD-25 Correctly identify the State Mandated Procedure for handling Domestic Violence related cases, to include: Spousal Battery, Spousal Rape, Abandonment, Emergency Protective Orders and the use of Shelters. (IL02, IL04) 1

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9. 4. LD-31 Identify the Elements of Custody and the Legal Requirements of all Law Enforcement Officers when dealing with the Custody of a Suspect. (IL02, IL04, IL05) 15.
10. LD-36 Identify the Laws governing the release of Classified Information in the Criminal Justice System. (IL02, IL04, IL05) 16.
11. LD-39 Identify the elements, or Corpus of the Crime for any of the following: Witness Intimidation, Escape, Lynching, Resisting/Delaying/Obstructing a Peace Officer, False Reporting of a Crime, or Disobedience of a Court Order. (LI02, LI04)

Course Objectives

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

1. VICTIMOLOGY/CRISIS INTERVENTION -LEARNING NEED
 - a. Peace officers must deal effectively and considerately with victims and protect their rights.
 - b. Peace officers need to understand the psychological trauma experienced by crime victims.
 - c. Peace officers need to identify techniques used to defuse crisis situations, which result from people being the victims of a crime.
 - d. Peace officers must be able to provide victims with meaningful information that will assist them in coping with a crisis situation and support their participation in the investigative and legal process.
2. CRIMES AGAINST CHILDREN - LEARNING NEED
 - a. To effectively carry out their responsibilities for the protection of children as some of the most vulnerable members of society, peace officers need knowledge of the crimes that may be committed against children.
 - b. The ability to arrest and successfully prosecute depends on the development of probable cause.
 - c. Peace officers must know the elements required to prove these crimes and to correctly categorize them as misdemeanors or felonies.
 - d. The California Penal Code mandates that certain professional occupations follow specific requirements for reporting suspected child abuse cases to the proper authority. Failure to do so is a crime.
 - e. Peace officers have the authority to make a warrantless entry into a home whenever they reasonably believe a minor is in immediate danger of being physically abused, neglected or sexually exploited.
 - f. Ensuring the safety of a child victim is a peace officer's primary responsibility when responding to a case of suspected child abuse. To do this effectively, officers must be able to recognize indicators of abuse, conduct a preliminary investigation into abuse, and take the appropriate action.
3. SEX CRIMES -LEARNING NEED
 - a. Arrest and successful prosecution depend on the development of probable cause. Peace officers must know the elements required to arrest for sex crimes, and to correctly categorize these crimes as misdemeanors and felonies.
 - b. The manner in which peace officers interact with the victim of a sex crime may influence the quality of information the victim is willing to provide. A positive contact will affect the victim beneficially; a negative contact will adversely impact the victim.
 - c. To complete a thorough investigation, peace officers must be sensitive to the fact that sexual assaults pose unique problems because of the emotional state of the victim, and the complexity of the investigative procedures. Penal Code Section 290 is intended to allow law enforcement agencies to track the whereabouts of known sex offenders.

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4. JUVENILE LAW AND PROCEDURES - LEARNING NEED
 - a. Peace officers must recognize their roles and responsibilities regarding the protection of rights of juveniles under California law.
 - b. Peace officers must realize when there is an absence of appropriate parental care and control; the state becomes the parent and is responsible for balancing the needs of the juvenile with the protection and safety of the public.
 - c. Peace officers must recognize that Welfare and Institutions Code sections 206, 207, 207.1 and 208 provide the basis for regulations established for the confinement of juveniles in adult detention facilities.
 - d. Any person who commits an act or fails to perform a duty which then causes a juvenile to become a dependent or ward of the court, or to commit a crime, can be said to be guilty of contributing to the delinquency of a minor.
5. CONTROLLED SUBSTANCES - LEARNING NEED
 - a. Peace officers need to know how drugs can affect normal behavior. This information assists the officer in determining which controlled substance is influencing a person's conduct. To develop probable cause for possession of controlled substances, peace officers must be able to recognize what category of drug the person possesses.
 - b. Arrest and successful prosecution depend on the development of probable cause. Peace officers must know the elements required to arrest for violations of controlled substances statutes, and to categorize these crimes as misdemeanors or felonies.
 - c. Peace officers need to be able to recognize the existence of an illegal manufacturing and or cultivating site for controlled substances based on observations upon discovery and take the appropriate actions. They need to know how to protect themselves and the public from the potential problems associated with a clandestine laboratory/illegal cannabis cultivation.
6. ABC LAW -LEARNING NEED
 - a. Arrest and successful prosecution depend on the development of probable cause. Peace officers must know the elements required to arrest for violations of ABC law, and to categorize these crimes as infractions, misdemeanors or felonies.
 - b. The ABC Act provides a method to abate a number of common problem areas within a community. To effectively enforce ABC law, peace officers must be aware of basic ABC investigative techniques.
7. INVESTIGATIVE REPORT WRITING - LEARNING NEED
 - a. A peace officer's ability to clearly document the facts and activities of an investigation not only reflects on the officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case.
 - b. Peace officers must recognize that the information gathered during their initial investigation in the field will become the foundation for their investigative reports.
8. VEHICLE OPERATIONS - LEARNING NEED
 - a. Peace officers need to know the importance of defensive driving principles and techniques in order to develop safe driving habits.
 - b. Peace officers must recognize that emergency response (Code 3) driving demands a high level of concentration and instant reactions.
 - c. All officers who operate law enforcement emergency vehicles must recognize that even though the purpose of pursuit driving is the apprehension of a suspect who is using a vehicle to flee, the vehicle pursuit is never more important than the safety of officers and the public.

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- d. Peace officers must be proficient in the operation of the vehicle and know the dynamic forces at work. Proper steering control, throttle control, speed judgment, and brake use enhance driving expertise.

9. USE OF FORCE -LEARNING NEED

- a. Peace officers must fully comprehend their authority, responsibility, and liability regarding the use of deadly force as authorized by law.

10. PATROL TECHNIQUES - LEARNING NEED

- a. To safely and effectively fulfill their duties of public protection and service, peace officers must be able to develop appropriate law enforcement patrol strategies under a wide variety of circumstances and conditions.

- b. To maintain flexibility and effectiveness, peace officers need to know the basic tactics and procedures of patrol.

11. VEHICLE PULLOVERS - LEARNING NEED

- a. Peace officers must recognize the inherent risks involved when conducting a vehicle pullover in order to take the appropriate precautions necessary to ensure their own safety as well as the safety of others.

- b. Peace officers must understand the techniques for conducting tactically sound vehicle pullovers.

- c. Peace officers must recognize situations involving high levels of risks in order to apply appropriate tactical actions during a vehicle pullover.

- d. Peace officers must make appropriate safety and tactical adjustments when conducting pullovers involving vehicles other than passenger cars and pickup trucks.

11. CRIMES IN PROGRESS -LEARNING NEED

- a. Peace officers must recognize that their first responsibility when responding to a crime in progress is to protect their own safety and that of others.

- b. To respond effectively and safely to a crime in progress, peace officers need to use appropriate strategies and tactics. Some types of crimes in progress require officers to plan and execute specific arrival, approach, communication, and search tactics. Planning and patience are critical to achieving safe and successful outcomes.

- c. To ensure the highest chance of survival and the safest possible outcome for all involved individuals, officers must recognize the dangers associated with high-risk situations and employ effective tactics.

12. HANDLING DISPUTES/CROWD CONTROL - LEARNING NEED

- a. When called to handle a dispute, peace officers must be aware of their responsibility to keep the peace in order to prevent a civil matter from escalating into criminal activity that could threaten the safety of officers and the persons involved.

- b. Peace officers must develop appropriate skills for defusing, mediating and resolving disputes in order to protect their safety and the safety of others, as well as prevent the dispute from escalating.

- c. Peace officers must be aware of the nature of certain types of disputes, as well as the laws that pertain to each type in order to take the appropriate measures to resolve the dispute.

- d. Peace officers must have a clear understanding of the individual's rights and protections regarding free speech and assembly, along with the dynamics of the types of crowds that may form for the purpose of exercising those rights.

- e. Peace officers need to understand the tactical principles involved in the management and control of crowds in order to ensure the protection of the First Amendment rights of the crowd, and the safety of the entire community.

13. DOMESTIC VIOLENCE - LEARNING NEED

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- a. To effectively carry out their responsibilities, peace officers need a basic knowledge of legal definitions, terminology and applicable Penal Code sections as well as an understanding of how to classify the crimes that may lead to arrests.
- b. Domestic violence causes tremendous harm to victims and society as a whole. Each member in an abusive or violent household suffers physically and/or emotionally, and often violence is spread from one generation to the next.
- c. Current law affords peace officers greater opportunity to assist victims and provides protection and education to help stop the cycle of violence.
- d. When peace officers respond to a domestic violence call, it is essential that they proceed cautiously to ensure the protection of all people involved.
- e. When there is a court order involving domestic violence, it must be verified and enforced following specific procedures.
- f. A comprehensive investigation includes the collection of evidence and the documentation of events, resulting in a detailed report of the domestic violence incident and investigative action.

14. UNUSUAL OCCURRENCES - LEARNING NEED

- a. To protect the public, peace officers must be able to identify unusual occurrences and respond rapidly, safely, and efficiently based on the situation.
- b. Responding to unusual occurrences, peace officers may be called upon to act quickly in situations involving fires or explosives. Officers must become familiar with the risks presented by these calls in order to respond safely and effectively.
- c. Peace officers must become familiar with the risks presented by aircraft crashes and other unusual occurrences in order to respond safely and effectively to these types of incidents.

15. MISSING PERSONS - LEARNING NEED

- a. Peace officers need to understand their legal and professional obligations as well as the need for sensitivity and effective communication when responding to a missing persons investigation.
- b. Peace officers need to know how to obtain sufficient and accurate preliminary information from the reporting party.
- c. Peace officers must know that a thorough preliminary investigation improves the chances of a missing person being located quickly and safely.

16. TRAFFIC ENFORCEMENT - LEARNING NEED

- a. Peace officers must know the principles of traffic law set forth in the California Vehicle Code to carry out their responsibilities in traffic enforcement.
- b. Peace officers need to recognize their authority under the law and manage traffic effectively.
- c. Peace officers must know the elements of the laws governing motor vehicles and pedestrians.
- d. Peace officers must know the laws to detect and apprehend drivers whose behavior indicates that they may be driving under the influence of alcohol and/or drugs.

17. TRAFFIC COLLISION INVESTIGATIONS - LEARNING NEED

- a. Peace officers need to know how to effectively manage traffic collision scenes to ensure their safety, the safety of others and protect the integrity of the collision scene.
- b. To accurately determine the events and factors associated with a collision, peace officers must recognize the types and importance of evidence likely to be available at a collision scene. Evidence collected at a collision scene can be rendered useless or inadmissible if it is not properly documented.
- c. Peace officers must recognize and follow standardized documentation formats for traffic collisions to ensure that the evidence they collect is understandable and usable by other officers, and other agencies.

18. CRIME SCENES, EVIDENCE AND FORENSICS - LEARNING NEED

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- a. Peace officers must have a general understanding of the total range of basic criminal investigation procedures in order to make the appropriate decisions regarding the identification and preservation of physical evidence at the scene of a crime.

19. LIFETIME FITNESS - LEARNING NEED

- a. Officers need to know how to apply methods for evaluating and managing their physical fitness for a healthy lifestyle in order to safely and effectively perform peace officer duties.
- b. Peace officers must recognize that proper nutrition is critical to maintaining body composition, physical conditioning, and reducing their risk of illness or injury.
- c. Peace officers need to understand common health problems, so they may use appropriate risk management techniques to ensure their health and physical fitness.
- d. Peace officers must recognize the causes of stress and how to manage it effectively in order to protect their personal health and ensure their ability to perform their duties.

20. ARREST METHODS/DEFENSIVE TACTICS - LEARNING NEED

- a. For their own safety and the safety of others, peace officers must maintain awareness and respond appropriately when confronted by a potential hazard or threat.
- b. Conducting a person search can be dangerous for peace officers. A peace officer's actions and reactions in these situations should always allow for a margin of safety while maintaining a position of advantage. Peace officers must be ready and physically capable of taking control of a subject and to justify their actions if the subject refuses to follow verbal commands, physically resists, or attempts to attack the peace officer during a detention or arrest situation.
- c. Peace officers must know the advantages of the use of a Carotid Restraint Control Hold, the risks involved, the follow-up procedures, and safety precautions.
- d. The application of a restraint device (i.e., handcuffs, plastic flex cuffs, leg restraint devices, full body restraints) on a subject can be a difficult and potentially dangerous task for a peace officer. Peace officers must be proficient in the use of proper methods to ensure their safety and the safety of the subjects.
- e. Peace officers must maintain control of their firearm(s) and when appropriate, be physically capable of disarming a subject. f. Peace officers must know that an impact weapon is a force option.

21. FIREARMS/CHEMICAL AGENTS - LEARNING NEED

- a. Peace officers must know and practice all procedures for the safe handling of all firearms while on and off duty.
- b. Peace officers must comprehend and practice the fundamental skills of firing firearms to be effective in reactive and precision situations during live fire exercises.

22. PEOPLE WITH DISABILITIES - LEARNING NEED

- a. Peace officers must understand that there are laws protecting the rights of people with disabilities.
- b. In order to make appropriate decisions regarding intervention strategies, peace officers must be able to recognize, based on behavioral cues and other indicators, people with developmental disabilities.
- c. In order to make appropriate decisions and serve those with physical disabilities, peace officers must be able to recognize indicators of people affected by physical disabilities.
- d. Peace officers must become familiar with the causes and nature of mental illness in order to determine if an individual is gravely disabled or dangerous.

23. GANG AWARENESS - LEARNING NEED

- a. Peace officers must know the indicators of gang involvement in order to assess and respond to gang-related criminal activity.

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- b. Peace officers must know the different types of criminal street gangs in order to effectively monitor and control criminal gang activity.
- c. Peace officers need a basic understanding of outlaw motorcycle gangs and prison gangs in order to effectively monitor and control criminal gang activity.

24. WEAPONS VIOLATIONS - LEARNING NEED

- a. Arrest and successful prosecution depend on the development of probable cause. Peace officers must know the elements required to arrest for crimes related to the possession of prohibited weapons and to correctly categorize these crimes as misdemeanors or felonies.
- b. Arrest and successful prosecution depend on the development of probable cause. Peace officers must know the elements required to arrest for crimes related to the possession of firearms and to correctly categorize these crimes as misdemeanors or felonies.
- c. Arrest and successful prosecution depend on the development of probable cause. Peace officers must know the elements required to arrest for crimes related to unlawful concealment of firearms and to correctly categorize these crimes as misdemeanors or felonies.
- d. Arrest and successful prosecution depend on the development of probable cause. Peace officers must know the elements required to arrest for crimes related to possession of firearms by restricted persons or within restricted areas and to correctly categorize these crimes as misdemeanors or felonies.
- e. Arrest and successful prosecution depend on the development of probable cause. Peace officers must know the elements required to arrest for crimes related to the drawing, exhibiting, or unlawful use of weapons and to correctly categorize these crimes as misdemeanors or felonies.

25. HAZARDOUS MATERIALS AWARENESS - LEARNING NEED

- a. Peace officers need to know the risks presented by hazardous materials and their role in responding to hazardous materials incidents.
- b. Peace officers must become familiar with the indicators and warning systems that identify specific dangers of hazardous materials in order to respond safely and effectively to hazardous materials incidents.
- c. Peace officers must have a clear understanding of the need for safety, isolation, and notification when acting as First Responders at the scene of a hazardous materials incident.

26. EMERGENCY MANAGEMENT - LEARNING NEED

- a. Peace officers must become familiar with what terrorist threats are; the definitions, tactics, groups and potential targets.
- b. Peace officers must become familiar with and understand counterterrorism concepts.
- c. Peace officers must understand what a threat and vulnerability assessment is, and the rationale associated with threat assessment.
- d. Peace officers must have a comprehensive understanding of the intelligence cycle and the intelligence resources available to them.
- e. Peace officers must be familiar with, understand, identify and effectively respond to an event involving Weapons of Mass Destruction (WMD).
- f. Peace officers must have a basic understanding of the emergency management command systems used both by the State of California and the Federal government.

27. ACTIVE SHOOTER - LEARNING NEED

- a. Peace Officer must know the protocol for tactical response to school and community violence

Textbooks & Other Resources or Links

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Text books provided by P.O.S.T. on disc free of charge or printed in book form by FedEx at a greatly reduced rate.

Course Requirements and Instructional Methods

Audio Visual Discussion Group Activity Lecture Simulation/Case Study Distance Learning Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

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

Course Grading Based on Course Objectives

Total Points: 700 Points

Failure of any P.O.S.T. Written and/or Practical Exam will generate a Remediation Exam**

Failure of the Remediation Exam will cause an immediate Failure and removal from the course***

- P.O.S.T. Arrest & Control Exam = 200 Points •
- P.O.S.T. Firearms Marksmanship and Safety Exam = 200 Points •
- P.O.S.T. End of Course Exam = 200 Points
- Class attendance/participation in discussions, or activities = 100 Points

A = 800-900 B = 700-799 C = 600-699 D = 500-599 F = 0-499

****PLEASE NOTE:** Assignments are due on the date stated on the syllabus. Late assignments are subject to reduction of points. Make every effort to turn in assignments on time or you may receive a zero for that assignment. Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor. Exams will be thirty minutes long and will be given at the start of class. If you are late to class, you will not be given extra time to take the exam. Bring a No. 2 Pencil and Scan Tron form to class on exam days. You must communicate to your instructor any problems that you are having with the course.

Attendance

A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absence exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have

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excessive absences and may be dropped. Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

P.O.S.T. classes are exempt from standard attendance rules. P.O.S.T. restricts absences for any reason to less than 5% of the total course, no exceptions. If you miss more than 5% of the course you will be dropped. If you miss any mandatory or State Legislative portions of the course you will be dropped.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices shall be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others’ opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another’s work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to “cite a source” correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file.

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Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

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. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

Veteran's Center

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

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of

Imperial Valley College Course Syllabus – POST 164 RBC Level I

developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Schedules will be handed out on the first day of class. You are expected to be in class every day on time and prepared for the day. You are required to bring all of your equipment and gear, along with P.T. Gear, to include a towel, every day of the semester.

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