

Thank you for choosing IVC! We are so happy to join you in your educational journey.

Basic Course Information

Semester:	Fall 2020	Instructor Name:	Dr. Hope A. Davis
Course Title & #:	Music Theory 3	Email:	Hope.davis@imperial.edu
CRN #:	10510	Webpage (optional):	
Classroom:	Online	Office #:	NA
Class Dates:	August to December 12th, 2020	Office Hours:	Mondays to Thursdays 6:00pm to 7:00pm
Class Days:	Online, Asynchronous	Office Phone #:	760-675-6468 OR 442-283-5714
Class Times:	ONLINE	Emergency Contact:	EMAIL hope.davis@imperial.edu
Units:	3	I will respond to emails during regular work hours/days within 3 to 6 hours.	

Course Description

[Required language: Use <https://imperial.curricunet.com/Search> for the course outline of record.]

A comprehensive study of the theory of music to include skills and creative experiences in traditional harmony. An introduction to 20th century harmonic and melodic systems. (CSU,UC)

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

[Required language: Use <https://imperial.curricunet.com/Search> for the course outline of record.]

MUS 122 with a minimum grade of "C" or better

Student Learning Outcomes

[Required language: Use <https://imperial.curricunet.com/Search> for the course outline of record.]

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

1. Demonstrate knowledge of non-chords tones, including appoggiaturas, escape tones, neighbor group and anticipations, and pedal point. (ILO1, ILO2, ILO3, ILO4)
2. Analyze non-chord tones. (ILO1, ILO2, ILO3, ILO4)
3. Analyze varied types of modulations. (ILO1, ILO2, ILO3, ILO4)

Course Objectives

[Required language: Use <https://imperial.curricunet.com/Search> for the course outline of record.]

1. Write and identify secondary/applied chords (dominant and fully diminished) seventh chords in root position and inversion.
2. Write and identify borrowed chords and other mixture chords (secondary and double) in root position and inversion.
3. Using secondary/applied 7th chords, borrowed/mixture chords, diatonic and modulation sequences: Realize a figured bass; harmonize a given melody.
4. Conduct harmonic analysis of music using secondary/applied chords, borrowed/mixture chords and diatonic and modulating sequences.
5. Conduct formal analysis of music which uses binary and ternary forms.
6. Compose music using musical elements included in the course content.

Textbooks & Other Resources or Links

[Required Information: Describe which textbooks and/or other resources are required for the course. Take textbook information from the <https://imperial.curricunet.com/Search> list. Be sure to include ISBN number.]

*Textbooks: 1. Tonal Harmony, by Stefan Kostka and Dorothy Payne (any edition)
ISBN # 978-1259-44709-9*

Course Requirements and Instructional Methods

[Required Information: Provide detailed information related to types of class activities, assignments, tests, homework, etc. Online and Hybrid courses must demonstrate compliance with the IVC [Regular and Effective Contact Policy for Distance Education](#).]

COURSE EXPECTATIONS:

This is a purely ONLINE CLASS. It behooves the student to be mature, motivated and disciplined in order to complete readings, learning, watch instructional videos, take exams, do quizzes, do assignments, on their own, with no supervision, ON TIME. It also assumes that the student is computer knowledgeable, and has a good laptop, or desktop, or iPad, to complete assignments, and open images, etc. as necessary for this course. Furthermore, it assumes that the student is alert enough to know when to reach out to the instructor for assistance in understanding challenging concepts.

COURSE REQUIREMENTS:

The student is required to have the necessary textbook, prescribed for the course, have staff paper and writing utensils, and access to the internet and Wi-Fi. Of course, IVC does have internet/Wi-Fi stations in

the parking lots on campus. Please be sure to read this entire syllabus and check the campus website for more instructions.

If you have technological difficulties, please contact Mr. Omar Ramos, IVC's IT Director at omar.ramos@imperial.edu he always responds promptly, and assist you.

Likewise, please check for all services available to students, by visiting www.imperial.edu then scrolling down to the middle of the page, where you will see [STUDENT SERVICES] Therein, lies numerous links with technical assistance, online learning training links, information about Canvas LMS (Learning Management System), and a lot more.

IN CASE OF SYSTEM FAILURE:

- Contact the Instructor immediately at either hope.davis@imperial.edu OR hopealda@gmail.com
- The Instructor will then arrange via ZOOM, Skype or GoToMeeting, a way to continue your learning experience.

LATE OR MISSING WORK:

Do your best NOT to be late with assignments. Points will be deducted for late assignments. Late work will NOT be accepted after December 5th, 2020.

If something unforeseen should occur with you during the semester, please EMAIL the instructor immediately, and be as detailed as comfortable in explaining the situation.

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.

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>
2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

- Park in every other space (empty space BETWEEN vehicles)
- Must have facemask available
- For best reception park near buildings
- Only park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants **MUST** remain in vehicles

- Restrooms and other on-campus services not available
- College campus safety will monitor the parking lot
- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind
- No parking permit required**

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

Course Grading Based on Course Objectives

[Required Information]: Provide detailed information related to grading practices and grading scale, including values and totals. Consider adding final grade calculation, rubrics, late assignment policy, and other grading practices.]

Class Work and Assignments.....	40%
2 Exams.....	40%
Final Exam.....	20%
TOTAL.....	100%

Anticipated Class Schedule/Calendar

[Required Information – Discretionary Language and Formatting]: The instructor will provide a tentative, provisional overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format may be useful for this purpose.]

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week ONE, August 17 th to 23 rd , 2020	<ul style="list-style-type: none"> • Read Through Class Syllabus, and note EVERYTHING • Read Chapter 12 in your textbook, Tonal Harmony about Non-Chord Tones 2 • Watch the appropriate Instructor Video • Ensure that you fully understand Appoggiaturas, Escape Tones, Neighbor Group, Anticipations, and Pedal Point 	<ul style="list-style-type: none"> • Read Chapter 12 in your textbook about Non-Chord Tones 2
Week TWO, August 24 th to 30 th , 2020	<ul style="list-style-type: none"> • Re-Read Chapter 12 in your textbook, Tonal Harmony about Non-Chord Tones 2 • Review Non-Chord Tones 1 in Chapter 11 of textbook • Watch pertinent YouTube Videos about Non-Chord Tones • Do Self-Test 12-1 in Textbook • Do Assignment on Non-Chord Tones in CANVAS, LMS 	<ul style="list-style-type: none"> • Re-Read Chapter 12 and Chapter 11 in textbook, Tonal Harmony • Complete Assignment in Canvas on Non-Chord Tones – DUE Sunday August 30th, 2020 by 11:59pm

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week THREE, August 31 st to September 6 th , 2020	<ul style="list-style-type: none"> • Read Chapter 13 in your Textbook, Tonal Harmony about the V7 Chord • Do Self-test 13-1 • View Instructor Lecture Video pertinent to the Topic 	<ul style="list-style-type: none"> • Read Chapter 13 in Textbook, Tonal Harmony, and do Self-test 13-1
Week FOUR, September 7 th to 13 th , 2020	<ul style="list-style-type: none"> • Read the latter part of Chapter 13 in your textbook, Tonal Harmony, about inversions of the V7 Chord. • Do Self-Test 13-2 in your Textbook • Watch Pertinent YouTube Teaching Videos about V7 Chords and their Inversions • <i>Complete Assignment in Canvas on V7 Chords and their Inversions</i> 	<ul style="list-style-type: none"> • Read latter part of Chapter 13, in your Textbook and do Self-Test 13-2 • <i>Complete Assignment in Canvas, LMS on V7 Chords and their Inversions – DUE Sunday, September 13th, 2020 by 11:59pm</i>
Week FIVE, September 14 th to 20 th , 2020	<ul style="list-style-type: none"> • Read Chapter 14 in your Textbook about the II7 and VII7 Chords • Do Self-Test 14-1 in your textbook, Tonal Harmony 	<ul style="list-style-type: none"> • Read Chapter 14 in your textbook, and do Self-test 14-1
Week SIX, September 21 st to 27 th , 2020	<ul style="list-style-type: none"> • Re-Read Chapter 14 in your Textbook, about II7 and VII7 Chords and their resolutions • Watch Pertinent YouTube Videos about II7 and VII7 Chords • BEGIN REVIEW for EXAM ONE 	<ul style="list-style-type: none"> • Re-Read Chapter 14 in your textbook • Begin Review for EXAM ONE on Chapters 12, 13 and 14
Week SEVEN, September 28 th to October 4 th , 2020	<ul style="list-style-type: none"> • Begin Reading Chapter 15 on Other Types of Seventh Chords (IV7, VI7, I7, and III7), from your Textbook, Tonal Harmony • Continue Studying for EXAM ONE (based on Chapters 12, 13, and 14) • Do EXAM ONE in Canvas LMS 	<ul style="list-style-type: none"> • Begin Reading Chapter 15 in Textbook • Study for EXAM ONE • DO EXAM ONE, based on Chapters 12, 13, and 14 of Textbook in Canvas LMS – DUE Sunday October 4th, 2020 by 11:59pm

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week EIGHT, October 5 th to 11 th , 2020	<ul style="list-style-type: none"> • Complete Reading of Chapter 15 in your textbook, on Other types of Seventh Chords. • Do Self-Test 15-1 in your Textbook • Watch YouTube Videos on ALL types of Seventh Chords and their resolutions 	<ul style="list-style-type: none"> • Read Chapter 15 in its entirety, in textbook, Tonal Harmony • Do Self-test 15-1
Week NINE, October 12 th to 18 th , 2020	<ul style="list-style-type: none"> • Review ALL Seventh Chords in Chapters 13, 14, and 15 • Start Reading Chapter 16, in your textbook 	<ul style="list-style-type: none"> • Review Chapters 13, 14, and 15 • Start Reading Chapter 16
Week TEN, October 19 th to 25 th , 2020	<ul style="list-style-type: none"> • Read Chapter Sixteen about Secondary Functions 1, Chromaticism, and Secondary Dominants, in Textbook, Tonal Harmony • Do Self-Test 16-1 in Textbook, Tonal Harmony 	<ul style="list-style-type: none"> • Read Chapter 16 in Textbook, and do Self-test 16-1
Week ELEVEN, October 26 th to November 1 st , 2020	<ul style="list-style-type: none"> • Complete Chapter 16 Reading in your Textbook, Tonal Harmony • Do Self-test 16-2 • Watch Instructor Lecture Videos and Read Instructor Lecture Notes on Secondary Functions. • Watch YouTube Videos on the same topic • Begin Studying for Exam TWO • Do Assignment in Canvas on Secondary Chords 	<ul style="list-style-type: none"> • Read Entire Chapter 16 in Textbook, and do Self-test 16-2 • Begin Review for EXAM TWO (based on Chapters 16 and 17) • Do Assignment in Canvas, on Chapter 16, Secondary Chords and Secondary Dominants – Due Sunday November 1st, 2020 by 11:59pm.
Week TWELVE, November 2 nd to 8 th , 2020	<ul style="list-style-type: none"> • Read Chapter 17 in Textbook on Secondary 	<ul style="list-style-type: none"> • Read Chapter 17 in Textbook, Tonal

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	<p>Leading Tone Chords and others</p> <ul style="list-style-type: none"> • Do Self-tests 17-1 and 17-2 • Review Instructor Lecture Notes and Videos on Secondary Chord Functions • Review YouTube Videos on the same topic • Do EXAM TWO in Canvas LMS 	<p>Harmony, and do Self-Tests</p> <ul style="list-style-type: none"> • Do EXAM TWO in Canvas, on Chapters 16 and 17 – Due Sunday November 8th, 2020 by 11:59pm
<p>Week THIRTEEN, November 9th to 15th, 2020</p>	<ul style="list-style-type: none"> • Read Chapter 18 in textbook, Tonal Harmony, on Modulations and Chord/Key Relationships • Do Self-Tests 18-1 and 18-2 • Read Instructor’s lecture Notes on Key Relationships and Modulations; and watch lecture Videos • Watch Lecture Videos from YouTube about Modulations and Key Relationships 	<ul style="list-style-type: none"> • Read Chapter 18 and Do Self-Tests 18-1 and 18-2
<p>Week FOURTEEN, November 16 to 22nd, 2020</p>	<ul style="list-style-type: none"> • Review Chapter 18 in textbook, about Key Relationships and Modulations • Read Chapter 19, in textbook, Tonal Harmony, about other types of Modulatory Techniques • Do Self-Test 19-1 • Review Instructor Notes and Videos on these topics, s well as YouTube Videos. • Do Assignment in Canvas LMS on Key Relationships and Modulatory techniques 	<ul style="list-style-type: none"> • Read Chapters 18 and 19 in textbook, Tonal Harmony, and do Self-tests • Do Assignment in Canvas LMS, based on Chapters 18 and 19 – Due Sunday, November 22nd, by 11:59pm

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
November 23 rd to 29, 2020	THANKSGIVING BREAK, NO CLASSES	Rest-up, and/or, Review for Final Exam, at your leisure
Week FIFTEEN, November 30 th , 20 December 6 th , 2020	<ul style="list-style-type: none"> • Begin Review for FINAL EXAM, Based on Chapters 18 and 19 of textbook • Complete ALL LATE ASSIGNMENTS, by Saturday December 5th, 2020 	<ul style="list-style-type: none"> • Review for Final Exam, by Reviewing Chapter 18 and 19 of textbook, Instructors Lecture Notes and Instructor and Internet videos • Do all Late Assignments by Saturday December 5th, 2020 by 11:59pm
Week SIXTEEN, December 7 th to 12 th , 2020, FINALS WEEK	<ul style="list-style-type: none"> • DO FINAL EXAM in Canvas LMS, based on Chapters 18 and 19 	<ul style="list-style-type: none"> • Do Final Exam in Canvas LMS, based on Chapters 18 and 19, Key Relationships and Modulations – Due Wednesday December 9th, 2020 by 11:59pm

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

Attendance

[Required Information: The below information is the IVC attendance policy. Use this information in addition to any specific attendance policies you have for your course.]

- 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 absences 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 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.

What does it mean to “attend” an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment

- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

Classroom Etiquette

[Required Information: Describe your policies regarding classroom conduct. The below is suggested language and may be modified for your course.]

- Electronic Devices: Cell phones and electronic devices must 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.

How do I act differently if I have an on-ground class during COVID?

1. DO NOT COME TO CAMPUS OR ATTEND AN OFF-CAMPUS CLASS IF YOU FEEL SICK, HAVE A FEVER, OR HAVE A COUGH

- a. Even if your symptoms are mild, stay home.
- b. Email your instructor to explain why you are missing class.
- c. [If you are sick with COVID-19 or think you might have COVID-19](#), provides CDC guidance.
- d. If you have tested positive for COVID-19, you must self-quarantine for 14 days and then be without symptoms for at least 72 hours. Clearance is required prior to returning to any face-to-face interaction. It is recommended that you undergo a final COVID-19 test to confirm that you are no longer infected.
- e. If you are exposed through direct contact with a person known to be COVID-19 positive, then you must submit negative COVID-19 test results prior to returning to any face-to-face interaction.

2. ARRIVE AT CAMPUS EARLY (at least 15 minutes early is advised).

- a. All people entering the IVC campus will need to pass a screening process, which will occur at the gates as your drive onto campus. You will need to take a short questionnaire and get your temperature taken (the screening is completely touchless and will take place while you remain in your car).

3. BRING A MASK TO CLASS (and always wear it).

- a. Be sure that your mask covers both your nose and mouth. If your mask is cloth, then wash it each day. If your mask is disposable, then use a new one each day.

4. GO DIRECTLY TO YOUR CLASSROOM.

- a. The IVC campus is mostly closed so you should not visit other areas or seek any face-to-face services. Services are available to students online and can be accessed through www.imperial.edu.

5. WASH YOUR HANDS FREQUENTLY (and use the provided sanitation supplies).

- a. Your classroom is equipped with cleaning supplies. Use them as needed.

6. BE SURE TO SOCIAL DISTANCE (stay at least 6 feet from other).

- a. The number of students in a classroom at any one time is very limited so you have plenty of space to spread and ensure that you stay at least 6 feet from others.

7. BRING YOUR OWN FOOD AND DRINKS.

- a. There is no food service currently offered on campus.

Online Netiquette

[Required Information for web-enhanced, hybrid and online courses: Describe your policies regarding netiquette. The below is suggested language and may be modified for your course.]

- 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 (!!!!)].

How am I expected to act in an online "classroom" (especially Zoom)?

Attending a virtual meeting can be a challenge when there are many students on one conference call.

Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) Be RESPECTFUL

- a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.

2) Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)

- a. People walking around and pets barking can be a distraction.

3) EAT AT A DIFFERENT TIME.

- a. Crunching food or chugging drinks is distracting for others.
b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.

4) ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU

- a. It is hard to see you in dim lighting so find a location with light.

- b. If your back is to a bright window, you will be what is called “backlit” and not only is it hard on the eyes (glare) but you look like a silhouette.

5) POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING

- a. If you are using the camera, show your face; it helps others see your non-verbal cues.
- b. You may be at home, but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.

6) Be READY TO LEARN AND PAY ATTENTION

- a. Catch up on other emails or other work later.
- b. If you are Zooming, silence your phone and put it away.
- c. If you are in a room with a TV – turn it off.

7) USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS

- a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It’s best if you conference in a private space, but if you can’t find a quiet place, when noises arise **MUTE** your laptop.

8) REMEMBER TO UNMUTE WHEN SPEAKING

- a. Follow your instructor’s directions about using the “**raise hand**” icon or chat function to be recognized and to speak, but make sure you have unmuted your device.
- b. Do not speak when someone else is speaking.

9) REMAIN FOCUSED AND PARTICIPATE IN THE MEETING

- a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.
- b. Do not use the Zoom meeting to meet with your peers or put on a “show” for them.

10) PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING

- a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.

Academic Honesty

[Required language.] 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. 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.

How do I show academic honesty and integrity in an online “classroom”?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**

- You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.

- **COMPLETE YOUR OWN COURSEWORK.**

- When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:

- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Additional Services for Students

[Suggested Language.] 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.

How do I access services now that we are mostly online?

- **CANVAS LMS.** Canvas is Imperial Valley College's 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.** In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link ([IVC online Tutoring](#)). When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- **Career Services Center.** The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- **Child Development Center.** The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: <https://forms.imperial.edu/view.php?id=150958>

Disabled Student Programs and Services (DSPS)

[Required language.] 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. **When campus is open**, the DSP&S office is 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

[Required language.] 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, **but you must make an appointment**. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128, **or when campus reopens**, visit 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 for appointments, or **when campus reopens** visit Room 1536, for more information.

Veteran's Center

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

Extended Opportunity Program and Services (EOPS)

[Required language.] The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing 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 about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

Student Equity Program

[Required language.] The Student Equity & Achievement 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. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives 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 enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or when campus reopens, visit Building 401.

What if I cannot afford food, books, or need other help?

We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

Student Rights and Responsibilities

[Required language.] 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

[Required language.] 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.