Basic Course Information

Semester:	**Fall 2020**	Instructor Name:	**Steven Holt**
Course Title & #:	**EMT 105**	Email:	**Steve.holt@imperial.edu**
CRN #:	**10650**	Webpage (optional):	
Classroom:	**3204**	Office #:	**3207**
Class Dates:	**8/19/20- 12/12/20**	Office Hours:	**Tues/Wed/Thurs/Friday 1400-1500**
Class Days:	**Wednesdays Fridays**	Office Phone #:	**760-355-6183**
Class Times:	Live classes 0830-1355	Emergency Contact:	**Tricia Jones 760-355-6483**
Units:	7.5		

Course Description

 A course designed for individuals who will encounter victims of illness or injury primarily in an emergency, pre-hospital environment. This course would be of value to all emergency service personnel, including ambulance personnel, law enforcement, fire services, hospital emergency department, and other rescue personnel. Topics will include roles and responsibilities, evaluation and treatment of illness and injury. Procedures for dealing with life threatening emergencies are presented. The student will be able to gain a functional understanding of assessment-based approaches to patient care as well as the interventions added to the EMT I scope of practice. Hazardous Material training and semi-automatic defibrillation training are included. This course is approved by the Imperial County Emergency Medical Services Agency. Successful Course completion makes students eligible to take the National Registry Exam (NREMT). Students who complete the EMT course and Pass the National Registry Exam are eligible for an EMT License in any state in the U.S.

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

There are no Prerequisites for this course

Student Learning Outcomes

1) Write a narrative report from data supplied in various forms including written input, verbal input, and visual observations. The report will be legible, will have correct spelling and punctuation, and will demonstrate the proper use of grammar.(ILO1)

2) Complete an assessment of a medical patient, in an oral station, in proper sequence and with proper care, using a National standard check off sheet.(ILO 1, ILO)

3) Complete a patient assessment on a trauma Pt in proper sequence and using standard precautions. This is a Verbal and Hands on skill.(ILO 2, ILO 3, ILO 4)

4) Demonstrate correct application of spinal immobilization equipment for given scenario. (ILO1, ILO2, ILO3)

Course Objectives

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

1 Demonstrate knowledge of EMS system design, roles and responsibilities, critical incidence stress management, death and dying, communications, customer service, medical legal issues, lifting and moving patients, equipment maintenance, ambulance driving, and how to respond to a call.

2 Demonstrate knowledge of medical terminology, human anatomy, and pharmacology, as it pertains to EMS.

3 Understand Infectious Diseases, Know signs and symptoms, and when and how to use Personal Protective Equipment PPE.

4 Demonstrate knowledge of CPR, foreign body airway management, airway management, oxygen administration, and KING airway management.

5 Demonstrate knowledge of the role of the ALS provider, the local ALS unit and equipment, assisting ALS providers, and how to communicate effectively with ALS providers.

6 Demonstrate knowledge of scene assessment, patient history, primary and secondary survey, neurological exam and accurate measurement of vital signs.

7 Demonstrate knowledge of body substance isolation, methods of disease transmission, immune system responses, and the chain of transmission.

8 Demonstrate knowledge of mechanism of injury, bleeding and shock, soft tissue injuries, burns, musculoskeletal trauma, head and spine injuries, chest and abdominal injuries, and agricultural or industrial emergencies.

9 Demonstrate knowledge of cardiovascular, respiratory, non-traumatic abdominal, neurological, and diabetic emergencies.

10 Demonstrate knowledge of physiological changes during pregnancy, complications of pregnancy, stages of labor and delivery, normal childbirth, and resuscitation of the newborn.

11 Demonstrate knowledge of assessment of special populations such as infant, pediatric, and geriatric patients and their common illness, potential for abuse, and syndromes specific to each; e.g. sudden infant death.

12 Demonstrate knowledge of electrical emergencies, heat and cold emergencies, poisonings, water-related emergencies, bites, stings, envenomation, altitude sickness, allergic reactions/anaphylactic shock.

13 Demonstrate knowledge of patient's response to illness and injury, legal aspects of behavioral emergencies, alcohol and substance abuse, attempted suicide, rape and sexual assault, disruptive behavior and emotional problems.

14 Demonstrate knowledge of the incident command system, the medical branch, transportation, types of incidents and triage during a multi-casualty scene management.

15 Demonstrate knowledge of principles of extrication and disentanglement.

16 Demonstrate knowledge of patient care during transport, including care of pre-existing indwelling devices, performing CPR during transport, and helicopter safety.

17 Demonstrate knowledge of hazardous material at the first responder awareness

level. 17 Demonstrate knowledge of local policies and procedures.

18 Demonstrate knowledge of use of the semi-automatic defibrillator and policies/procedures regarding EMT defibrillation.

19 Demonstrate knowledge of patient care in class, hospital, clinical, and/or field

setting. 20 Describe the key concepts and principles of NIMS

21 Demonstrate the knowledge of the Roles and Responsibilities of an EMT in a Tactical Emergency

Textbooks & Other Resources or Links

- *Student Textbook-REQUIRED -* **Emergency Care 14th Ed. Publisher-Pearson Education**, Author Limmer O'Keefe (2016).

- ***The LC Ready APP*** *will be Purchased by IVC. Students will receive an access code*

- American Heart Association-CPR Card $5.

- **American Heart Association Basic Life Support for Healthcare Providers book (2015)**
  Must have prior to taking the CPR portion of the class. (Day 3)

- **I.D. Badge- $5.00** required. It is not the same, as the student I.D. Available at the **Student Center.**

- Background check and drug screening = **~$ 83 -$100**

- Student must purchase Polo Shirts and Uniform Pants.
- **Uniform pants**- Navy Blue – Purchase at WALMART or wherever

  Uniform Shirt – navy Blue with LOGO. Purchase at Border
  Tactical in El Centro = 925 N Imperial Centro (760-353-9482)
- Students will wear the required uniform on **all** skills/simulation days. Purchase within 4 weeks of class

- ***Background/Drug/Immunization package***

All students, who are going to do Ambulance/Fire Engine/Hospital Time must complete a Background check, Physical, Drug test, TB Test, FLU Shot, Hepatitis B shot, and other basic immunizations prior to doing their Field/Hospital Hours.

EMT Students require 24 hours of Patient experience. Students can receive 12 Hours live on the ambulance, only by completing the Background/Drug Packet.

Students with 12 hours Live ride along will complete the other 12 hours in Patient simulations and Scenarios.

Students who do not complete a background/drug packet will not go to the ambulance. They will do all 24 hours at IVC using Simulations/Scenarios.

All students will document at least 10 patient contacts whether they are Real or Simulated

Course Requirements and Instructional Methods

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

The student must meet requirements of the: National Registry of Emergency Medical Technicians, California EMS Authority, Imperial County EMS Agency, American Heart Association.

Grading for the different sections of this course may vary slightly please read carefully. Ultimately, the EMT comprehensive final test **must** be passed with a score of **80**% or higher. Students have a second chance to take the written final if they get less than **80**% the first time. The second chance score does not apply to their grade; it is a pass or fail exam based on 80%. A student who cannot achieve **an 80**% or higher after two chances, will receive an F for the entire course.

EMT Grading Scale:

93-100   **A**
85-92   **B**
77-84   **C**
Below 77   F
AND

Pass Final with 80% or higher

Other Requirements:

- Students <u>must</u> take all scheduled written and practical examinations. Please refer to the schedule for exam dates.
  - o Examinations will be based on information presented in lecture, from the textbook and skills presentations.
- Mandatory exercise will be an everyday part of your class participation points.
- The **CPR examination** requires a minimum of **84% proficiency** (AHA). Students who cannot pass the CPR exam will be dropped from the class

Written Final =300 points

Midterm=200 points

LC Ready APP = 20 point after achieving an 80% or better on each of the 5 "Practice Exams" =100 points total. Due 12/9/20

LC Ready APP = Additional HW Quizzes in APP – 10 points each awarded after achieving an 80% or better on each of the "Review Quizzes" (11)= 110 points total. Due by 12/9/20

EMT Homework = There will be Multiple choice and essay

homework set of Chapters). Each HW assignment is worth 50

points

Ambulance/Scenarios/ 10 Documented Patients = 100 points

CPR Exam = 50 points

Exercise/Skills/Uniforms/Participation = 50 points

NREMT Exams = 100 points each (5)

Anticipated Class Schedule/Calendar

EMT 105 CLASS SCHEDULE SPRING 2020 DAY

DATE:	Chapter/ Title	Requirements/Due
8/19/20 Day 1	Introduction to Course Syllabus Schedule Course materials/Uniforms/Ride along Hours LIVE Class*	*Holt/Ochoa/Green Begin work on background/drug/TB/FLU Purchase CPR Book*

8/21/20 Day 2	**Zoom Class at 1000** Review Syllabus and CANVAS Narrated Chapters 1-3 in CANVAS	Study Chapters 1-3 Begin HW Assignments for Chapters 1-6 in CANVAS Holt
8/26/20 Day 3	AHA. CPR Day Mandatory Day LIVE Class*	CPR BOOK, Ochoa, Green, Mandatory
8/28/20 Day 4	**ZOOM** Meeting at 1000 Narrated Chapters 4-6 in CANVAS	Study Chapters 1-6 AHA CPR Exam in CANVAS Holt
9/2/20 Day 5	CPR Scenarios **LIVE Class*** **NO ZOOM**	Ochoa/Green Homework Assignments 1-6 Due CPR Exam Due
9/4/20 Day 6	**ZOOM Class 1000** Begin Chapters 7-10 Narrated lectures 7- 10 in CANVAS	**Holt** HW **7-10 canvas**
9/9/20 Day 7	**Study Chapters 7-10 in CANVAS/Book/**	**Study Chapters 7-10** **HW 7-10** **Holt**
9/11/20 Day 8	**Skills day**; Airway, Lifting and Moving. **LIVE Class** NO ZOOM* HW 7-10 is Due*	Ochoa/Green **Uniforms/skills***

9/16/20 Day 9	**Begin Work on Chapters 11-17 Patient Assessment**	**HW 11-17 in CANVAS** **Holt**
9/18/20 Day 10	***ZOOM at 1000** Study chapters 11-17 Narrated Lectures	Holt
9/23/20 Day 11	**Study Chapters 11-17**	**Holt** **HW 11-17**
9/25/20 Day 12	**LIVE Class*** **Patient Assessment Skills** **HW 11-17 Due** **NO ZOOM**	Ochoa /Green
9/30/20 Day 13	**Study Chapters 18-22** **Narrated Lectures in CANVAS**	**Holt/Green** **HW 18-22 in CANVAS**
10/2/20 Day 14	**ZOOM at 1000** **Study Chapters 18-22**	Holt HW 18-22
10/7/20 Day 15	**Exam 20-24** **Skills Day** Assessment Practice Ambulance Simulator Pharmacology Skills Epi/Naloxone	Ochoa/Green **Uniforms** **HW 18-22 Due**
10/9/20 Day 16	**ZOOM at 1000*** **Study Chapters 23-28** **Narrated Lectures in CANVAS**	**HW 23-28 in CANVAS** **Holt**
10/14/20 Day 17	**Study Chapters 23-28**	Holt

10/16/20 Day 18	**MIDTERM LIVE*** **Not open book** **Chapters 1-28**	Castro//Ochoa /Green HW 23-28 Due
10/21/20 Day 19	**Study Chapters 29- 35 in CANVAS** **Trauma**	Holt HW 29-35 in CANVAS
10/23/20 Day 20	***ZOOM at 1000** **Study Chapters 29-35**	**Study 29-35** **HOLT**
10/28/20 Day 21	**Trauma Skills Day LIVE Class***	Green/Ochoa
10/30/20 Day 22	**Trauma Scenarios HW 29-35 DUE NO ZOOM LIVE Class***	Green/Ochoa HW 29-35 Due
11/4/20 Day 23	**Study Chapters 36-41 Lectures in CANVAS** HW 36-41 in CANVAS	Holt
11/6/20 Day 24	**ZOOM at 1000*** **Study Chapters 36-41**	Holt
11/13/20 Day 25	**Mass Casualty Drill OB Skills check off LIVE Class***	Castro/Green **Uniforms**

	Patient Simulations and Scenarios	
Day 26 11/18/20		**HW 36-41 Due Green/ Ochoa**
11/20/20 Day 27	Skills Final Practice No ZOOM **NREMT** INFO **Review** LIVE Class*	Green/Ochoa
12/2/20 Day 28	Skills Final Day 1	Ochoa/ Green
12/4/20 Day 29	Skills Final Day 2 No ZOOM LIVE Class*	**Ochoa/Green**
12/9/20 Day 30	Written Final Chapter 1-41 LIVE*	Holt LC Ready APP exams Due
12/11/20 Day 3	• Retake of the Written Final/Missed Exams ,for any eligible student is scheduled for	Green/Holt

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.**
  o 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.**
  o 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.