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Basic Course Information

Semester:	Winter 2021	Instructor Name:	Carmen Bravo RN
Course Title & #:	Nursing 80	Email:	Carmen.bravo@imperial.edu
CRN #:	15367	Webpage (optional):	ImperialValleyCollege@edu
Classroom:	Zoom Classroom	Office #:	7603556348
Class Dates:	1/5 - 2/3/20	Office Hours:	
Class Days:	T W	Office Phone #:	7603556191
Class Times:	T 8-12:15 W 8-1430	Emergency Contact:	7603556348
Units:	1.5		

Course Description

This course is designed to provide the pre-nursing student with an introduction to the study of nursing. The student will participate in sessions to explore and become familiar with the expectations and realities of being a nursing student. Utilizing a variety of topics, activities, examinations and general information, it is designed to assist the student to develop strategies to be successful in the nursing program. The philosophy of the nursing program and role of the student in developing accountability, integrity and meeting the standards of academic and clinical conduct are discussed. (Nontransferable, nondegree applicable).

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

Admission to the Associate Degree Nursing Program.

Student Learning Outcomes

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

- Identify strategies for personal and academic success in the Nursing Program and address these in a four page paper in APA format.

Course Objectives

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

1. Identify factors which promote or inhibit success in the ADRN program.
2. State changes needed in one's personal life to meet the challenges and demands of the ADRN program.
3. Identify activities designed to meet the challenges and demands to be successful in the ADRN program; including time management and study skills.
4. Develop critical thinking, problem-solving and clinical judgment skills at the basic level.
5. Achieve a 92% on Math Examinations, complete tests within the given time frame.

6. Recognize that the format for all written work in the ADRN program is APA. Familiarize self with the APA format.
7. Educate self on financial resources that are available; i.e., scholarships, financial aid.
8. Develop a plan for financial management while in the ADRN program.
9. Discuss the risks of employment while in the ADRN program.
10. Apply and analyze the information in the ADRN Student Handbook.
11. Review and discuss the parameters of the ANA Code of Ethics and pertinent ethical and legal concepts.
12. Discuss the role of the student nurse and scope of nursing practice related to established code of ethics, nurse practice acts, and professional registrations/ certifications.
13. Discuss reasons for dismissal from the ADRN program: unprofessional conduct, cheating, HIPAA violations.
14. Demonstrate basic nursing skills using proper techniques and measures that ensure patient safety: 60 second assessments, infections control, hand washing, vital signs, patient safety, positioning patients in bed, transferring patients and utilizing proper body mechanics.
15. Explain the principles and underlying concepts for the identified basic nursing skills.

Textbooks & Other Resources or Links

- American Psychological Association (current edition). Publication Manual of the American Psychological Association. Lippincott, Williams & Wilkins. ISBN: 1433805618
- Ehrlich, Ann. (current addition) Medical Terminology for Health Professionals-with CD and Flashcards. 7th. Delmar Publication. ISBN: 1111543275.
- Nugent, Patricia. (current edition). Fundamentals of Success:course review applying critical thinking to test-taking . F.A. Davis ISBN: 97808036627796.
- Nugent, Patricia. (current edition). Test Success: Test-Taking Techniques for Beginning Nursing Students. F.A. Davis ISBN: 9780803628182.
- Olrech, Nancy. (current edition). Student Success for Health Professionals Made Incredibly Easy. Lippincott, Williams & Wilkins. ISBN: 1609137841.
- Venes, Donald. (current edition). Taber's Cyclopedic Medical Dictionary Index. F. A. Davis. ISBN: 0803615590.

The student is not required to purchase these text books; they are for reference only.

Course Requirements and Instructional Methods

Admission to the Associate Degree Nursing Program.

Audio Visual (Movies and Video clips) Computer Assisted Instruction Demonstration /Return demonstration Discussion

Written assignments

Lecture

Lecture Class Meeting:

NUR 80 will be conducted in a online manner. Mrs. Bravowill discuss with you schedule on Day 1 for NUR 80 Winter 2021. Class meetings will take place virtually through Confer Zoom. This will be a synchronous

class meeting, which means ALL enrolled students will be present for class at the regularly scheduled time Tuesday 8:00am-12:15 and Wednesdays 08:00 to 2:30 PM.

The following guidelines will be enforced:

1. All students must be logged into the **Zoom classroom by 0755**. Attendance will be taken beginning at 0800. You must log into the class using a **webcam to be considered 'present'**. Students should mute their audio upon entrance into the class. Mr. Bravo will need to see your face for attendance. All NUR 80 students will be in full uniform. Please see IVC VN student handbook. At the completion of the class meeting, I will once again take attendance. If you are not present at the end of the class meeting, you will be considered absent. If you must leave the classroom early, you need to notify me via by chat or text. Please do not 'leave the meeting' before I say it is time.

2. If students are not 'present' at the completion of attendance, they will be considered tardy. Two episodes of tardiness equals one absence. The absenteeism policy will be followed with a case-by-case consideration.

3. If you are not 'in class', please notify Mrs. Bravo before class begins. If you miss class, you will be responsible for the material covered. Ab You will be able to follow the PowerPoint slides during lecture. I will pause every 15 minutes to allow time for questions. You may type questions into the chat link at any time. At the question point, I will review questions posted and respond.

4. During the lecture, all students will have their audio muted. This will minimize the background noise or students talking over the instructor or each other.

5. Not all unit content will be covered via virtual classroom lectures. You will still be expected to review any other material assigned.

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

Pass/No Pass

Face to Face Classroom/Clinicals/Lab Practice Etiquette

- Always follow the IVC nursing student code of conduct and professional behavior outlined in the RN student handbook when face to face, lab practice and clinicals setting.
- Out of compliance of these standards and guidelines are subject for placement on a behavioral contract.
- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor. Students may not use recording devices in the classroom or Skills Labs unless documented on a DSPS accommodation sheet.
- 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 is out compliance of student code of conduct and unprofessional behavior outline in the RN student handbook. The student or students may be sent out of the classroom/lab/clinical and will meet with the course nursing instructor(s) or team and Assistant Dean of Nursing. Disciplinary procedures will be followed as outlined in the RN student and handbook.
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.
- Recording Device: Students MAY NOT use recording devices unless documented on DSPS accommodation sheet. If it is documented, the recording device must be placed on the table or podium in front of instructor at the beginning of class.

Anticipated Class Schedule/Calendar

Daily Schedule: (Subject to change at Instructors' discretion).

Date or Week	Activity, Assignment, and/or Topic	Due Dates/Tests
Week 1	Syllabus & Introduction Orientation to Nursing Program <ul style="list-style-type: none"> - Meet your NUR 80 Instructor, Assistant Dean of Nursing, Simulator Coordinator - <u>Intro to Student Handbook</u>, philosophy 	

Date or Week	Activity, Assignment, and/or Topic	Due Dates/Tests
	<ul style="list-style-type: none"> - <u>Financial Aid</u> - <u>Graduation Requirements</u> - <u>Clearances, uniforms, etc</u> - <u>Student Physicals</u> - <u>COVID 19 DE Platform, CANVAS, Conferences, Proctorio,</u> - <u>Requied COVID screening on campus and clinical sites</u> - <u>IVC student parking</u> - <u>HIPPA/Social Media/Legalities/ANA Code of Conduct/Student Code of Conduct</u> <p><u>Skills:</u></p> <ul style="list-style-type: none"> - Math Assessment exam & review - Simulation tour, skills lab, 60 Second Assessment, Handwashing, Introduction to clients, Identifying clients. - <u>Watch “The American Nurse”.</u> <p><u>Homework:</u> Develop a motivational Power Point (5-10 slides) on why you want to be a Register Nurse.</p> <ul style="list-style-type: none"> - Practice Med Math Questions minimum of 15-25 <p style="text-align: center;"><u>Distance Education/Confer Zoom</u></p> <p><u>The Start</u></p> <ul style="list-style-type: none"> -Math Quiz & Review -Getting to Know You :) -Motivational Posters/ PowerPoint Presentations. Be ready to present! <p>How to Succeed in Nursing School:</p> <ul style="list-style-type: none"> -Mental Health (Lupita Castro) -Demographic and Stress score papers -Brain Rules -Being Positive -Avoiding procrastination -Time Management & Prioritization -Family Preparations -NLC Services (N81)- academic and clinical skills tutoring- TBA due to <p><u>COVID & Partial closure of IVC campus</u></p> <p>Open skills lab tutor</p> <p>Regular tutoring hours 0900-1800 M-F (TBA) via Confer Zoom</p> <p>Open skills lab hours- 1300-2100 MT, F 1300-1700 (TBA) via Confer Zoom</p> <ul style="list-style-type: none"> -Intro to textbooks -Intro to ATI / Taylor’s Videos (computer lab) Skills: Med Math & review, 60 second assessment, handwashing, donning and doffing PPE, Nurse/client introductions, & Identifying client. <p><u>Homework: Practice Med Math Questions minimum of 15-25</u></p> <p><u>Read Chapter 10 in Fundamentals of Nursing Textbook.</u></p>	

Date or Week	Activity, Assignment, and/or Topic	Due Dates/Tests
	<p>Watch videos on asepsis, applying PPE section on Taylor’s videos & CDC guidelines on Donning & Doffing PPE, COVID19 pandemic.</p>	
<p>Week 2</p>	<p>Week 2-Distance Ed/Confer Zoom</p> <p><u>The Start:</u></p> <ul style="list-style-type: none"> -Math & Skills Quiz & Review -Infection Control & Medical Asepsis & COVID19 -CDC, WHO, DHS website resources -Infection Control Measures & Disposing infectious material (CDC Donning & Doffing Link) -Intro to Priority Setting, time management & delegation -Vital Signs lecture, Vital Signs (T/BP/R/P & Pain). Watch Vital Signs (Module 1) Taylor’s videos <p>Skills: Practice 60 second assessment, handwashing, donning and doffing PPE, introduction to clients, identifying client, Vital signs</p> <p><u>Homework:</u> Practice Med Math Questions minimum of 15-25, Review skills (handwashing, donning and doffing PPE, introduction to clients, identifying client, Watch Vital signs, Complete the VARK Assessment</p> <p>Tuesday, June 30, 2020: Distance Ed/Confer Zoom</p> <p>Real Life:</p> <ul style="list-style-type: none"> - Math & Skills Review -Critical Thinking / Nursing Process -Nursing Process / Critical thinking Pre-test - NCSBN & NCLEX RN test plan & client needs categories & NEXTGEN -Test Taking Techniques (part 1) - Watch Body Mechanics / Moving / Transferring a Patient videos <p>Skills: -Skills practice: Body Mechanics, Moving / Transferring Patients / Bathing & bed making (occupied and unoccupied bed) integrated skills: 60</p>	

Date or Week	Activity, Assignment, and/or Topic	Due Dates/Tests
	<p>seconds handwashing, nurse/client, introductions, identifying client, and donning and doffing PPE.</p> <p><u>Homework:</u> - Practice Med Math Questions minimum of 15-25.</p> <p>-Test taking skills</p> <p>-Review skills: Moving / Transferring Patients & integrated skills: 60 sec, handwashing, nurse/client introductions, identifying client, and donning and doffing PPE, taking vital sign.</p>	
Week 3	<p><u>The Start:</u></p> <p>-Math & Skills Quiz & Review</p> <p>-Nursing Process exam</p> <p>-Test Taking Techniques (part 2)</p> <p>- APA format</p> <p>-Academic dishonesty & cheating</p> <p><u>Skills:</u></p> <p>Practice: Body Mechanics, Moving / Transferring Patients & integrated skills: 60 seconds handwashing, nurse/client, introductions, identifying client, and donning and doffing PPE.</p> <p><u>*Homework:</u></p> <p>- Practice Med Math Questions minimum of 15-25</p> <p>-APA format exercises activity</p> <p>- Review skills: Body Mechanics, Moving / Transferring Patients & integrated skills: 60 sec, handwashing, nurse/client introductions, identifying client, and donning and doffing PPE, taking vital signs.</p> <p><u>Day 2</u></p> <p>- Math & Skills Quiz & Review</p>	

Date or Week	Activity, Assignment, and/or Topic	Due Dates/Tests
	<p>- Meet your 1st semester instructors – Mrs. Jepson</p> <p>-1st semester course, syllabus, student learning outcomes, course expectations</p> <p>-Skills check offs</p> <p>-Remediation guidelines for academic & clinical</p> <p>-Behavioral & Learning Contracts</p> <p>-Intro to textbooks</p> <p>-Intro to ATI / Taylor’s Videos (computer lab)</p> <p>- Via Confer Zoom-FAMILY DAY! Bring 1 (one) family member or friend to class (08 – 10)</p> <p><u>Skills:</u></p> <p>-Practice skills: Body Mechanics, Moving / Transferring Patients & integrated skills: 60 sec, handwashing, nurse/client introductions, identifying client, and donning and doffing PPE, taking vital signs</p> <p><u>Homework:</u></p> <p>-Review skills: Body Mechanics, Moving / Transferring Patients & integrated skills: 60 sec, handwashing, nurse/client introductions, identifying client, and donning and doffing PPE, taking vital signs.</p>	
Week 4	<p><u>The Start:</u></p> <p>- Math Quiz & Review</p> <p>-Clinical simulations practice and skills Practice!!!</p> <p><u>Skills:</u></p> <p>- Med Math Check-Off (No Calculator) 25 Questions. Must pass with a 92% on first attempt! Practice all skills for Skills Check-off. Must be in full uniform</p>	

Date or Week	Activity, Assignment, and/or Topic	Due Dates/Tests
	<p><u>Homework:</u></p> <ul style="list-style-type: none"> - Practice Med Math Questions minimum of 15-25 - Review skills: Body Mechanics, Moving / Transferring Patients & integrated skills: 60 sec, handwashing, nurse/client introductions, identifying client, and donning and doffing PPE, taking vital signs <p>Day 2</p> <ul style="list-style-type: none"> - Math Quiz & Review - Clinical simulations practice and skills Practice!!! <p><u>Skills:-</u></p> <p>Practice all skills for Skills Check-off. Must be in full uniform</p> <p>Homework: - Practice Med Math Questions minimum of 15-25</p> <ul style="list-style-type: none"> - Review skills: Body Mechanics, Moving / Transferring Patients & integrated skills: 60 sec, handwashing, nurse/client introductions, identifying client, and donning and doffing PPE, taking vital signs, NCLEX style test taking practice 	
<p>Week 5 &6</p>	<ul style="list-style-type: none"> - Math & Skill Quiz & Reviewd -Skills Check-Off Assessment (5 skills, 30 minutes, timed, 0830 - 1300) Be ready!! <p><u>Homework:</u></p> <ul style="list-style-type: none"> - Practice Med Math Questions minimum of 15-25 - <u>Review skills:</u> Body Mechanics, Moving / Transferring Patients & integrated skills: 60 sec, handwashing, nurse/client introductions, identifying client, and donning and doffing PPE, taking vital signs, NCLEX style test taking practice <p>Day 2</p> <ul style="list-style-type: none"> - Math & Skills Quiz & Review 	

Date or Week	Activity, Assignment, and/or Topic	Due Dates/Tests
	<p>-Skills Check-Off Practice (5 skills, 30 minutes, timed, 0830 - 1300) Be ready!!</p> <p>*Homework:</p> <ul style="list-style-type: none"> - Practice Med Math Questions minimum of 15-25 - Review skills: Body Mechanics, Moving / Transferring Patients & integrated skills: 60 sec, handwashing, nurse/client introductions, identifying client, and donning and doffing PPE, taking vital signs, NCLEX style test taking practice -Final Math exam 25 Questions. Must pass with a 92% on first attempt! -Computer lab: ATI Critical Thinking Entrance Exam - Roundtable with previous students. -Closing Statements 	

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

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 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.
- Students in the Imperial Valley College Associate Degree Nursing Program are expected to attend all classes and clinical practice assignments. Absences will be limited to the maximum allowable number of hours absent. A student who reaches the maximum allowable number of hours absent will file a petition to remain in the nursing program. The student will meet with the teaching team to discuss the situation and will be considered for dismissal.
- Students who are **late to class three times** in any nursing course will be considered absent for one day. Class includes lecture, clinical and skills lab.

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

- 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.
- Always follow the IVC nursing student code of conduct, professional behavior and social media guidelines and policies outlined in the RN student handbook.
- A. General guidelines for distance education/on-line learning class meeting:
- Be mindful that when using the webcam, everyone can see everyone else. Proper attire will be expected]
- Make every attempt to secure daycare arrangements for children, assure pets are fed/walked, and family knows that you are 'in class'.
- Cell phones should be on silent and no texting, or web surfing during class.
- I will provide several break times during the lecture class. You will not need to log off. You can step away from the computer but please be back and ready at the time given.
- If you have connection problems, please reach out to me. You will need fairly reliable internet for virtual learning.
- This is a new experience for us all. Please be patient with yourself, each other, and your instructor] If you have constructive feedback about the course presentation, please reach out us or provide us your feedback with our end of course evaluation. We cannot fix something if unaware that it needs to be fixed.
- Students are to comply with the following rules of netiquette:

Guidelines when texting or emailing IVC staff, Nursing faculty, nursing tutors, classmates:

- (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

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.
- 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.

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. **Refer to the IVC RN student handbook on academic dishonesty. IVC RN student handbook guidelines and policies supersedes IVC General Catalog**

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

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>
- **IVC Nursing Learning Center tutors are available by distance education only and their availability may vary.**

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. **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

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

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)

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 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 & 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

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.