LETTER FROM THE DEAN

Expectation of a Valencia College Mathematics Student

Welcome to the Mathematics Division of Valencia College’s West Campus; we are enthused to have this opportunity to assist you in achieving your educational goals. As higher education is a privilege and an opportunity, it is your responsibility to realize that you are in control of those behaviors and actions that can enable success in your course.

From your professors, you can expect the following:

1. They will be prompt, courteous and respectful.
2. They will provide a professional learning environment throughout the entire scheduled instructional period.
3. They will provide an up-to-date syllabus (most likely electronically) and will abide by the terms outlined within. When changes need to be made, they will announce changes in a manner that is conveyed to all students in the class.
4. They will provide you with a course that is of appropriate rigor to prepare you for the career you have chosen. Since the class you are taking may transfer to other colleges or universities, it will be taught with the same academic expectations. Do not expect the course to be easier than at a university. The bonus is your accessibility to the professor and the assistance provided by Valencia.
5. They will offer time outside of class to discuss your questions.
6. They will be available to discuss your class concerns in private, outside of class time. You should try to resolve any class concerns with your professor before contacting an administrator.
7. They will respond to emails within 2 business days.
8. They will hold you to the same standards as students who have successfully passed their courses in the past.

In return, this is what your professor will expect from you:

1. You will be prompt, courteous and respectful.
   a. Prompt means you come to class on time, ready to work, with all assignments completed before you enter class or lab. It means you have studied sufficiently. It means all private conversations, texting, and diversions will stop and that you are ready to contribute to a positive learning environment.
   b. Courtesy means you are polite in your attitude and behavior towards your professor and classmates.
   c. Respectful means that you regard everyone’s classroom experience as valuable, you accept the professor’s expertise and experience to create relevant course objectives, and you treat college and personal property with care.
2. You will read your syllabus. The syllabus is a contract between the professor and you. Be aware of all deadlines and policies. In the event of a concern, the syllabus will guide any administrative response.

3. You will be aware of Valencia College’s policies and procedures found in the college catalog; ignorance of policies and procedures does not mean they do not apply.

4. You will be serious about learning. It is your responsibility to be an active participant in your learning. You will need to devote sufficient time to learning materials presented by your professor. For most students, this means you spend at least 2 hours studying for each hour of instruction. Studying for mathematics is an active process that requires more than reviewing notes and doing assigned homework. If asked, your professor can provide hints on how to increase the efficiency of your study time. Do not cram.

5. You will participate fully in classroom activities. The work you produce must be your own. Cheating in any form will not be tolerated. The syllabus and college policies outline the penalties for academic violations.

6. You will contribute to a positive learning environment, avoiding classmates who speak negatively or have negative outlooks about your class or your professor. Instead, get to know your professor during office hour. Your experience will be more positive.

7. You will maintain high standards of maturity and responsibility. Disruptive behaviors will not be tolerated. First offenses may be handled by your professor and may include a request that you leave the class. Very serious or repeated disruptions will be reported to the Dean of Mathematics and the Dean of Students. Specific consequences that may be imposed by these administrators include permanent removal from the class. Disruptive behaviors include:
   a. Being noisy when arriving late or leaving early.
   b. Carrying on private conversations while the professor is talking.
   c. Disrespectful language, tone, or mannerisms.
   d. Sleeping, or attempting to sleep, during class.
   e. Repeatedly asking unnecessary or irrelevant questions.

My wish is that you get the best learning value from the classes that you take at Valencia. By abiding by the expectations in this letter, your success in this class should be the next step in achieving your academic goals.

Thank you,

Paul Blankenship
West Campus Dean of Mathematics
Valencia College