Accessing your course syllabus:

1) Log into your atlas account or go to valenciacollege.edu

2) From the Quick Link Drop Down Menu, select Canvas.

3) Log into your Canvas account.

4) Select your course
5) On the left menu, either select Syllabus (first link will be a copy of the syllabus) or select Modules. You will see a link to the syllabus under Introduction and Orientation (top of your screen).
6) You can open, view, and save your syllabus. It is highly recommended that you download and save the syllabus so that you have access to the syllabus outside of Canvas.

The next part below will contain generic information including your instructor’s contact information, e-mail, etc.
Instructor’s Contact Information & Location:

**Instructor:** Dr. Ryan Kasha  
**Phone:** (407) 582-1475  
**Email:** rkasha@mail.valenciacollege.edu  
**Office:** Building 5, Room 247 on West Campus of Valencia College located in Orlando, FL  
**Website:** http://frontdoor.valenciacollege.edu/?rkasha

**Preferred Method of Contact:** E-mail through Canvas or rkasha@mail.valenciacollege.edu

I can be found in my office (Building 5, Room 247) or Math Center (Building 7, Room 241) on the West Campus of Valencia College. See syllabus for office hours.

Important Math Department Contact Information:

**General/Math Department (West Campus):** Christine Belin-Mortera (407) 582-1625 or Heather Fairfax (407) 582-1848

**Math Lab Supervisors (West Campus):** Nicolas Navarro (407) 582-1780; Aditi Batra (407) 582-1720; Courtney Watson (407) 582-5408  
**Website:** Math Center Website (https://valenciacollege.edu/learning-support/math/hours.cfm)

**General College Contact/Operator:** (407) 299-5000  
**Website:** www.valenciacollege.edu
Software Access Websites:

For general math courses: mymathlab.com; For Statistics courses: mystatlab.com

Alternate sign-in page (used when main page is not working and select MyLab Math or MyLab Statistics):
https://www.pearsonmylabandmastering.com/northamerica/altsignins/

General Course Policies (Review your syllabus for more information):

Attendance and Make-Up Policy: Students are expected to attend every class, be punctual, remain for the entire class period, and complete all assigned work. Students are responsible for all information presented and announcements/updates made in class whether you were present or not. Being absent is not an acceptable excuse for not being kept updated with any and all changes made. In-class activities may not be announced ahead of time, can NOT be “made-up” & can NOT be done in advance. All assignments must be done by their respective due dates. Late work is not accepted and extensions are not given. If you know you will be absent for a test or need special accommodations, contact the instructor ahead of time to make arrangements. Any and all arrangements are made at your instructor’s discretion. If you are absent for a test or miss any assignments without making prior arrangements, the missing assignments/test will be graded as a zero. Documented emergencies in which prior arrangements were not possible, as deemed by your instructor, are handled on a case-by-case basis SOLELY at your instructor’s discretion. Examples of such emergencies include death in family, hospitalization, car accident, etc. Take this policy seriously! There are no dropped grades for this course!

E-mail Policy: The instructor will only correspond with you through your atlas e-mail ONLY or Canvas. Students are expected to check their atlas e-mail and Canvas announcements/inbox daily! The instructor may send updates, announcements, changes, etc. to your atlas e-mail and/or Canvas. Students are responsible for all messages sent to your atlas e-mail and Canvas by the instructor. All e-mail correspondence must originate from your Valencia atlas account or through Canvas. Grades are discussed by appointment only or through your atlas e-mail/Canvas. All e-mail messages by students and the instructor should be respectful and professional. In your e-mail message/replies, include a full message, a relevant subject line, your name, your course, and a contact phone number!

Communication Plan/Policy: The instructor uses Canvas announcements and e-mails to dispense information. Students are expected to check their Canvas announcements and atlas e-mail daily. The students are responsible for all information shared through Canvas and via atlas e-mail regardless of if/when the e-mail/Canvas is checked by the student. The instructor is not responsible for any information not received or received late due to holds, access issues, and timeliness of checking in. Students should contact OIT for assistance as technical issues arises or an advisor to settle all holds with the college to have full access to Canvas and Valencia’s atlas account.
**Cell Phones and Other Communication Devices:** During class, cell phones, pagers and other communication devices should be set such that they do not make noise. Ringing, beeping, buzzing, or a cell phone that suddenly plays a song is disruptive to the learning environment and is disrespectful to the instructor and your classmates. During a test, ALL such devices must be turned OFF (not on vibrate). If your communication device is audible during a test, your test may be collected and you may be asked to leave without an option for completion. Purposefully using a communication device during a test (talking, text messaging, etc.) is considered cheating. Your test will be picked up and you will receive a 0 on the test with the possibility of other academic sanctions such as F in the course and/or referral of the incident to Dean of Students.

**Valencia Core Competencies:** Valencia College have defined 4 interrelated competencies (Think, Value, Communicate, Act) that prepares students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, you will further your mastery of those core competencies. Additional information is available on the college website at [http://valenciacollege.edu/competencies/](http://valenciacollege.edu/competencies/).

**Academic Honesty:** Students are expected to be in compliance with Valencia College’s policies on academic honesty. Cheating and academic dishonesty of any type will **NOT** be tolerated. You are expected to do your own work on exams, assignments, labs, etc. Talking or whispering during a test, providing/receiving exam content information, use of electronic devices or calculators without prior instructor’s approval, copying (including all take-home activities, examinations, and/or homework assignments), use of a cellular phone or other electronic device without prior permission, suspicious behavior, or failing to follow appropriate procedures for taking a test as prescribed by the instructor are all considered academic dishonesty. **Cheating, academic dishonesty, or any perceptions of such actions will not be tolerated and will result in a zero on the exam/assignment and/or a failing grade for the course.** In addition, the instructor may refer this incident to the Dean of Students for further disciplinary action. The instructor reserves the right to determine appropriate penalties within Valencia policies.

**Students with Disabilities:** Students with disabilities who qualify for academic accommodations must provide a notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. Contact information:  West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

**Code of Conduct:** Valencia is dedicated not only to the advancement of knowledge and learning, but is concerned with the development of responsible personal and social conduct. The instructor believes that the classroom should be a safe learning environment for everyone. Actions or behaviors that intentionally or unintentionally create the perception of a hostile learning environment for others will not be tolerated. By enrolling at Valencia, a student assumes the responsibility for abiding by the general rules of conduct. Students who cause a disturbance to the learning environment as deemed by the instructor will be asked to leave class immediately. If you are asked to leave class for disruptive behavior, you may not return to
any future classes until a private conference is completed with your instructor by appointment. You may also be required to arrange a conference with another college official before attending class again. Further information may be found in the current student handbook at: http://valenciacollege.edu/studenthandbook.pdf.

**Computer/Equipment Use Policy:** This course relies on the use of technology to aid in your learning. You are expected to check Canvas and your e-mail at least once before class to ensure that you have the most current information. Computers are available on campus if you do not own one. If you experience any technical issues, call the support number below.

  - Canvas Help Desk: (407)-582-5600 or onlinehelp@valenciacollege.edu
  - OIT Help Desk: (407)-582-5554

**Valencia ID card:** Your student ID card can be obtained in the Student Development/Security office on any Campus once you have registered and paid for your classes. You will need your student ID card to access campus services such as the Library and Testing Center. **Valencia ID and state ID required for any examinations taken in the testing center.** Students will be required to complete some or all of the exams in the testing center on the West Campus.

**Tutoring and Resources:** Free tutoring is available in the Math Support Center, Math Connections, and Hands-On Lab in Building 7, Room 240! In addition, you should meet regularly with your instructor, your SL leader (if applicable to your class), and form study groups with your fellow classmates. There is also tutoring videos and media presentations provided in MyStatLab software (Look in the multimedia library menu after logging in).

**Work Ethics and Tips for Success:** Students should maintain an organized notebook, complete homework regularly, get assistance as needed outside of class, and check their solutions to problems worked out. **Students should plan to spend 2 – 3 hours daily on math homework and lab assignments.** Students are expected to keep track of all due dates, exam dates, and should manage their time accordingly. Students should plan for the unexpected and should not wait until the last minute to complete assignments. Avoid last minute cramming and study, practice, and learn as we go along. This will lead to more effective learning and less stress! Students are expected to read ahead the sections that will be taught before class. The instructor will assume that students read ahead and previewed the main notes and examples in the section(s) that will be taught. Students that do not read ahead will be at a major disadvantage in terms of understanding and learning. Understanding math occurs with note taking, paying attention to lessons, asking questions, etc. Learning take places when you actually “do” math, not just watch it. The most effective way to improve your math skills is through practice and more practice!

**Student Resource for Assistance:** Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties,
substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**Withdrawal Policy:**

The deadline to withdraw from class with a grade of “W” is can be found in your syllabus (11:59 PM on atlas) for full-term classes. After the deadline, students will NOT be able to withdraw and will receive the grade earned according to the instructor’s grading policy. Students taking this course for the third time cannot withdraw after the add/drop period (first week of classes) – they must receive an actual grade per state and college policy. The instructor will not withdraw a student from the course except under extenuating circumstances ONLY with documentation and solely at the instructor’s discretion. It is expected that if a student desires to withdraw from the course, the student will be responsible for withdrawing from the course prior to the withdrawal deadline. A student that is withdrawn/withdraws will receive a grade of “W”. A student who does not attend class during the first week will be withdrawn as a “No Show” and will receive a grade of “W” as per college policy. **Please note that the instructor DOES NOT withdraw students. Students who are NOT withdrawn from the course will receive a grade in accordance with the syllabus with all missed assignments/requirements assigned a grade of 0.**

**Incomplete Grade Policy:** An Incomplete grade is not given except by exceptional circumstances with supporting documentation. An Incomplete grade will only be considered if requested by the student and the student has all class requirements fulfilled except for the final examination. The student must have a B average and must have supporting documentation. A student who is having difficulties completing the course requirements prior to the final exam must withdraw by the withdrawal deadline.

**NOTE:** Students DO NOT have permission to record (audio, video, photo, text) communication sessions with the instructor. Permission to record for individual academic purposes may be granted upon request at the instructor’s discretion.

**Testing Center Contact Information:**

**West Campus:** (407) 582-1323; Building 11, Room 142

**General Website:** [http://valenciacollege.edu/testing-center/](http://valenciacollege.edu/testing-center/)

**State ID/Valencia ID required for all testing (NO EXCEPTIONS!)**

*Be aware of testing center operating hours and plan ahead to allot the time necessary to complete any assigned exams and/or make-up exams as permitted.*