

## **Student Responsibilities and Code of Conduct**

1. Bring all materials to every class.
2. Prepare assignments in advance; participate in group activities.
3. Type work as required.
4. Attend class regularly. Students who miss the first or second day of class may be dropped. **SO always reach out to your professors beforehand! You can find**

**instructors' emails easily in the DIRECTORY.** Ask me, I can help! Also, as per LAVC guidelines, "Whenever absences in hours exceed the number of hours the class meets per week, the instructor will consider whether there are mitigating circumstances that may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude the student from the class. Three cases of tardiness may be considered equivalent to one absence. It is the student's responsibility to consult with the instructor regarding any absences that would alter the student's status in the class." **Save your absence for when you are truly ill or have a situation that you can't avoid. And come see me, let's talk! :) Let's try to figure out how to make this class successful for you!**

5. To create a productive learning environment, cell phones and similar devices **must be turned off and stowed away during class meetings.**
6. It is equally important that we all respect and listen to differing viewpoints. More below.
7. Hand in all work on time. Unless arrangements are made with the instructor in advance, late assignments will not be accepted. If there is a genuine emergency, you can email me a final paper (in the body of the email, not as an attachment) and then bring a hard copy to class next time we meet. This **ONLY** applies to major Essays. There will be no make-ups on in-class or HW assignments that are collected for grading. If you can't be present, have a buddy turn it in for you.

### **Come to Student Pop-In Hours! H121**

Come visit me during office hours! I can give you individual attention, help you work on an assignment or essay, review grammar and/or



answer any other question that you may have. Or we can just chat about the joys of literature! And sometimes my snack jar is full! 🍎

### **Sharing is Caring**

#### **Class Participation**

Classroom discussions allow you the chance to give and receive responses on assigned readings and topics that arise in class. Everyone has ideas, and I want to hear from *all* the voices in the class; thus, we will learn to respect and be comfortable with *silence*—not everyone processes questions (and answers) at the same time, so we need to give people the chance to think and formulate responses. I want to encourage confidence in these discussions, so they must be conducted in a respectful, supportive environment free of racist, heterosexist, homophobic, ableist, ageist, classist, etc. language. Keep in mind: we are all different, unique—and special. Let’s try to learn from one another, build bridges instead of walls. Your responses to other’s ideas and work should be thoughtful and courteous. This is how we stretch and learn and become more productive, compassionate people, better citizens in this place we call “our world.”

### **Need Help?**

We’re all different and unique and may need some extra help . . . Accommodations

I want you all to have the best learning environment possible, so if you are a student with a disability requiring classroom accommodations, and have not contacted Services for Students with Disabilities (SSD), please do so in a timely manner. SSD is located in the Student Services Annex, Room 175 or call SSD at (818) 947-2681 or TTD (818) 947-2680 to meet with a SSD counselor. If SSD has already sent the memo confirming accommodations required by a student for this class, please meet with me to discuss arrangements.

### **Financial Aid**

Financial Aid is available! Call (818) 947-2412. Go to the Financial Aid Office in the Student Services Center, first floor. For more info: <http://www.lavc.edu/financialaid>.

### **Immigrations Services**

Know your rights!

<http://services.laccd.edu/districtsite/kyr/index.html>

### **Clubs, Groups, Extra-Curricular Activities and Making Friends**

Attend “Club Day” to see all the groups you can join. If you are interested in the LGBTQA+ Club ask me! I’m the co-advisor.

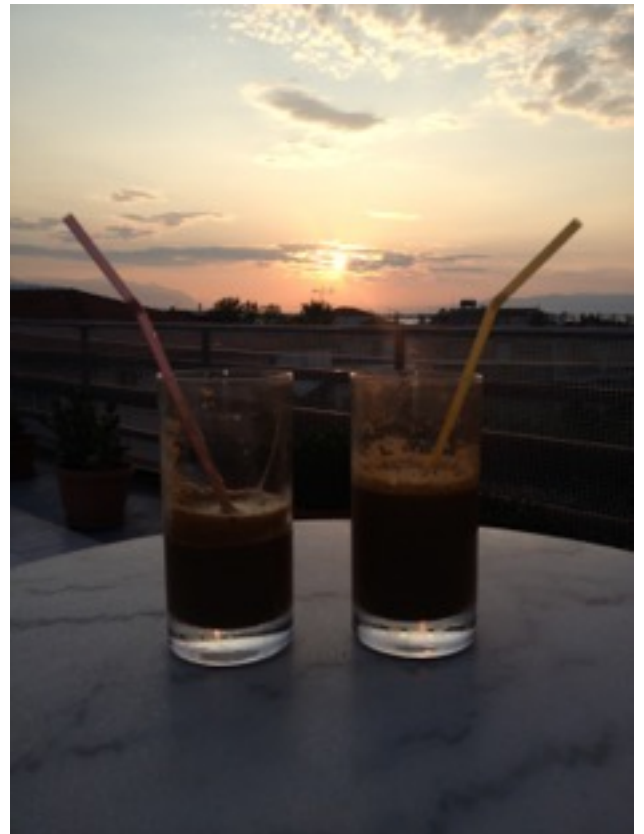
<http://www.lavc.edu/LGBT/LGBTQIA.aspx>

**Bring Something  
Unique to Your  
Work**

Academic Integrity  
Plagiarism is the  
use of others’  
words and/or ideas  
without clearly  
acknowledging  
their source. When  
you incorporate  
those words and  
ideas into your  
own work, you



must give credit where credit is due. Plagiarism, intentional or unintentional, is considered academic dishonesty and is not tolerated. Anyone found to be plagiarizing or cheating on assignments (e.g., copying or giving answers, using the internet for quotes, photos, or any written work, etc. without giving proper credit) will (1) receive a zero (fail) on the assignment, and (2) be referred to the Vice President of Student Services for further disciplinary action, following due process. For further information on plagiarism, go to the Writing Center website (<http://www.lavc.edu/writingcenter/handouts/plagiarism.html>) and refer to the “Standards of Student Conduct and Disciplinary Action” in the current Schedule of Classes and Catalog



**Communication**

**Listen, Learn, Reflect, and Reply!**

Communication is appreciated. If you are absent and want to send me an email to let me know that you are sick or there is something else going on, I appreciate it, but it’s not required. If you do miss a class session, please be aware you will miss vital information, and it is your responsibility to find out what was covered. Thus, I recommend you find four classmates and exchange phone numbers and email addresses to contact for questions about what you missed, copy class notes, etc. If you have other questions or concerns, feel free to contact me.

**Peers' Information**  
**Five Classmates:**

1) Classmate's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

2) Classmate's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

3) Classmate's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

4) Classmate's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

5) Classmate's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

WELCOME!