

**Los Angeles Valley College Valley College
Advance College Enrollment (ACE) Program
INSTRUCTOR INFORMATION LETTER**

Dear _____,

Welcome to the fall 2011 ACE Program semester

Please take a minute to review this letter, and the attached information about your scheduled ACE class. Make sure to confirm your class meeting dates, times, and location, scheduled holidays, and Add/Drop dates, as they do not reflect the LAVC regular semester classes' dates. **Please communicate with the high school office where you are schedule to teach and make sure to double check the holidays, non instructional days, and room assignments that pertain to your assigned school to avoid any confusion or conflicting information.**

Syllabus - I wanted to be sure that you are each aware of a recent Board Rule change that is required content for all syllabi.

A syllabus must be distributed to your students, Department Chair, and Program Director.

The following items must be included:

1. Basis for determining each student's grade
2. Grading criteria
3. SLOs (your department will have these)
4. Accommodation statement for students who are registered with Services for Students with Disabilities Office (SSD) – see their handbook for suggested language.
5. Instructor contact information
6. Reference to the Student Code of Conduct regarding academic dishonesty

Below is the actual Board Rule language:

6705.20

Adopted Revised

C.C.R., Section 55760

Syllabus. During the first week of classes, the faculty members teaching classes shall provide students and the Department Chairperson (in hard copy or electronically) a syllabus that describes work product which will be the basis for determining each student's grade in the class as well as the grading criteria for the class. Furthermore, the syllabus shall include the approved course student learning outcomes, an accommodation statement for students registered through the DSPS office, instructor contact information, and a reference to the student code of conduct as it relates to academic dishonesty (Board Rule 9803.28).

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Please also include in your syllabus the additional information below. (Although it is not a Board Rule we ask that you include the information below, to avoid student confusion. Please be aware that some high schools may have additional holidays; for holiday dates please check with the high school counselor at your location.)

E-mail address/phone number

Office hours

Missed exams

Drop dates

Attendance

Student requirements

TBA Hours Assignments/Projects

Academic dishonesty policy

Please remind students that it is their responsibility to drop the class. If they are on the grade roster and have not attended – the grade received will be an “F”.

Important ACE Information

Instructor Absence - If you must be absence from your class for any reason, you are responsible for taking the following steps.

There are three (3) things you need to do.

#1- Call the College/Career Counselor at the high school where you are teaching, see below for contact information.

#2- Call the faculty absence hotline (818) 947-2326 during the hours of 8AM – 5PM or (818) 947-2900 after 5PM and leave a detailed voicemail message

#3- Calls the ACE Program Coordinator, Roana Thornock at (818) 947-2455 or (818) 947-2530, or email her at thornorm@lavc.edu.

Burbank High School: Mara Prado (818) 558-4700 ext. 51940

East Valley High School: Karen Williams (818) 753-4411

Monroe High School: Doug Coleman (818) 830-4355

North Hollywood High School: Loretta Hultman (818) 753-7408

Panorama High School: Judy Perez (818) 909-4563

Polytechnic High School: Pia Damonte (818) 394-3904

Polytechnic Magnet: Jayne Cuchois (818) 394-3681

San Fernando High School: Nina Kaylor (818) 898-7650

Lisa Lopez (818) 898-7648

Sun Valley High School: Liya Bromberg (818) 394-4621

Miles Bonner (818) 394-4644

Van Nuys High School: Mary Charleton (818) 778-6884

I need visual aids for my classroom

There are a few things you can do. First, we recommend starting with the college's Instructional Media Services (IMS) department at (818) 947-2485 for assistance. Since you are teaching off campus, the IMS department will let you know how to proceed. Second, there is a possibility that the high school will be able to assist you. Please keep in mind that the high school is under no obligation to provide LAVC instructors with equipment since the high schools are under LAUSD jurisdiction. Please call your high school contact for assistance.

If the high school permits you to use their equipment, please be careful with usage. LAVC is not responsible for any damage to LAUSD equipment. Depending on the circumstances, the faculty member may be held responsible for its replacement or replacement value.

I need my high school classroom opened/closed

Call the College/Career Counselor at the high school where you are teaching (see page one for contact information).

I need to know where to park at the high school campus

Call the College/Career Counselor at the high school where you are teaching.

I need to know where my room is

Call the College/Career Counselor at the high school where you are teaching.

I need my official attendance/grade roster

Please note that you can no longer submit your grades in form of a hard copy. **You must post your grades online.** Thus, you will not be issued a hard copy of your roster. To access your roster, Please go to the LACCD faculty Portal <https://services.laccd.edu/wfac/> you will need to enter your user and password. Your user name is the first six letters of your last name, your first initial, and your middle initial. If your name is shorter than six letters that's ok, enter your complete last name, your first initial, and your middle initial. Your password is your employee number. If your employee number begins with 6, 7, 8, or, 9 enter it as is. If your employee number begins with a 1, you must enter a zero in front of it. Please be timely in submitting your grades. You have seven working days after the last day of class to turn them in.

For additional questions, please contact Veronica Mosqueda in our Admissions & Records department at (818) 947-2664.

Other important Information

When there is an emergency

Call 911. Depending upon the time of your class, the regular high school employees may not be available, if you have an emergency call 911.

I need to contact my Department Chair or Area Dean

There is a complete list of Department Chairs and Area Deans on the college website or call the Office of Academic Affairs at 818.947.2624. Even though you will be teaching "off campus," your Department Chair is your *GO-TO-PERSON* for any kind of administrative protocol or classroom issue that may arise. The *HIGH SCHOOL COLLEGE/CAREER COUNSELOR* is also there to assist any kind of facility issue that may arise during the semester.

When a student asks me about financial aid, counseling or other student services offered at LAVC

Please refer students to the college website or the Office of Financial Aid (818) 947-2412. Student Services are housed in the Student Services Building (1st Floor) and Annex.

Final Exams - Your final exam should be given on the last day of class. If you need to offer your final on a different day you must make arrangements with your students.

Reprographic Hours -You may now email your request for copies, for more information go to www.lavc.edu/reprographics/ (Please note you must have a Los Angeles Community College email address for email services.) For walk in services, Reprographics is open 8:00 AM - 8:30 PM; Mon. to Thurs. and 8:00 AM - 3:00 PM on Friday. To get a syllabus or handouts printed, Reprographics has a 72 hour turn - around time. For exams, there is a 24 hour turn around time. You can have your printing delivered to the campus Sheriff's dept. on Weekends. To do this, you have to check off a box on the printing form. If you on campus during Reprographics hours, you can use the self-serve machines. Their telephone number is (818)947-2401.

Bookstore - Please be sure to order your required textbooks from the LAVC bookstore by contacting Jonda Brooks (818) 947-2313. Prior to ordering your textbook, please communicate with your department chair in regards to your textbooks selection. The bookstore carries instructor textbooks, along with food and other items. Check with the bookstore before your class starts to make sure your textbook is in stock. If there is a problem with your textbook, please speak to Jonda Brooks. The bookstore hours are Monday through Tuesday 7:30AM to 7:15PM; Friday 7:30 to 3:45PM.

ACE Program Contact Information

Roana Thornock, Academic Affairs Accelerated College Enrollment (ACE) Coordinator (818) 947-2455; email: thornorm@lavc.edu

Anna Robinson, Senior Office Assistant (818) 947-2530; email: palacial@lavc.edu

ACE Program website <http://www.lavc.edu/Admissions/highschool.html>