

Educational Enhancements

Alternative Ways to Earn Credit

Valencia will accept a maximum of 45 credits in any combination of Advanced Placement (AP), College Level Examination Program (CLEP), correspondence and extension, credit by examination, DANTES, and experiential learning.

Advanced Placement

It is possible for you to earn college credits prior to enrollment at Valencia Community College under a Florida statewide Advanced Placement Program agreement. In order to receive college credits, you must present a report with a score of 5, 4, or 3 on the examination administered by the College Entrance Examination Board. No letter grades or quality points will be assigned. Advanced Placement credit granted by Valencia is transferable among Florida institutions of higher education participating in the statewide advanced placement agreement.

College Level Examination Program (CLEP)

As a Valencia student, you may gain credit in certain specified courses through examinations of the College Level Examination Program (CLEP) from The College Board. The CLEP Examinations are administered via computer weekly on Valencia's East, Osceola, and West Campuses. You must be a current or former Valencia student to test at Valencia; you may take a maximum of two exams at Valencia on the same test date.

Fee schedules and information on specific courses for which CLEP credit may be granted are available in Assessment. You may contact Assessment on any campus about taking the CLEP.

If, at the time of testing, you request that your scores be sent to Valencia and you earn passing CLEP scores, the credits will be recorded as part of your official Valencia transcript approximately four

weeks after the test date. No letter grades or quality points will be assigned.

You may use CLEP credit under the repeat course policy for D or F grades only. If you earn an acceptable CLEP score in a course in which you have earned a D or F, the CLEP credit will be recorded and the D or F no longer will be computed in your GPA; no letter grade or quality points will be assigned.

For further information about CLEP, visit the Assessment Web site at <http://valenciac.edu/assessments>.

Credit by Examination (Local)

You may receive credit by examination in courses designed as career courses if you have a substantial background, including experience and training in a specified field. This type of credit might not be acceptable for transfer to other institutions. (Transferability is determined by the "receiving" institution.)

Applications and information regarding the specific career courses available through the local credit-by-examination program should be obtained from the department offering the course. There is a local credit-by-exam fee and a clinical testing fee required by some health programs.

Defense Activity Non-Traditional Education Support (DANTES)

The Defense Activity for Non-Traditional Education Support (DANTES) program is a test conducted by the Educational Testing Service (ETS). The DANTES Subject Standardized Tests (DSSTs) measure earned achievement in specific college courses. Valencia will award credit for successfully passing the following DANTES examinations: Astronomy, Elementary German I, Elementary German II, and Introductory Anthropology.

You may use DANTES credit under the repeat course policy only in select courses and only for D or F grades. Within the

guidelines of the repeat policy, all attempts for a course will be counted in your GPA until you earn a grade of C or better when only the last attempt will be counted. If you earn an acceptable DANTES score in a course in which you previously earned a D or F, the DANTES credit will be recorded and the D or F no longer will be computed in your GPA; no letter grade or quality points will be assigned for the DANTES credit.

Gordon Rule writing requirements cannot be satisfied through DANTES.

Correspondence and Extension Course Credits (Acceptance Only)

Under certain conditions, you can earn up to, but not exceed, 15 semester hours credit through correspondence and/or extension courses and apply these toward a degree at Valencia.

1. You must have permission from the Director of Admissions/Records to register for correspondence or extension courses.
2. The course or courses must be offered by an institution accredited by one of the six regional accrediting associations (example: Southern Association of Colleges and Schools).
3. The minimum grade acceptable must be at least the equivalent of a D at Valencia.
4. The credit must be acceptable toward one of its own degrees by the institution conducting the correspondence and/or extension course.

If you plan to transfer from Valencia to another institution, you should learn its acceptance policy regarding correspondence and extension courses.

Experiential Learning

As a Valencia student, you may be awarded appropriate credit for your demonstrated knowledge gained from non-college experience or experiential

learning. This learning may result from an industry certification, in-service training or employment experiences.

To request course credit based on experiential learning, you are required to provide documentation of the learning experience (certificates, employment records) and demonstrate acquired knowledge, skills, and competencies for the course(s) for which you are seeking credit. Credit for experiential learning is awarded based on portfolio assessment.

You may obtain an Experiential Learning Packet including the Request for Portfolio Assessment in the Answer Center or in an academic dean's office on any Valencia campus. The Experiential Learning fee is reflected with the fees in the Financial Information section of this catalog and is assessed per credit hour requested. To apply for Experiential Learning credit, you must complete the Request for Portfolio Assessment and submit it along with the fees to the Business Office prior to submission of the portfolio. Once the application process has been completed, you may submit your portfolio to the appropriate academic dean's office. The academic dean will assign the assessment to a faculty member who will provide a written evaluation of the assessment and determine if credit is to be awarded and, if so, the amount of credit.

Internship Program

One of the major premises underlying Valencia's educational model is that learning takes place in many different settings, both in and outside the classroom. Through the Internship and Placement Office, Valencia provides students with learning experiences that assist them in realizing their full potential in the workplace.

- Explore various career options or confirm career plans;
- Apply classroom learning to real work situations;
- Practice and strengthen interpersonal and technical skills; and/or
- Develop industry contacts to transition from school to work upon graduation.

Types of Internships

There are two types of internships offered at Valencia:

- **Internship Exploration**—a planned work-based experience that provides students with career-exploration activities to confirm their educational plans. Most often, the Internship Exploration experience involves a single employer and a specific agreement with Valencia. Under the supervision of an employer representative, the student performs work based on his/her educational goals. In most cases, the Internship Exploration does not involve pay, but the student earns college credit for the work experience.
- **Internship**—a planned work-based experience that provides students with the opportunity to fine-tune skill sets learned in class in preparation for employment. Most often, the Internship experience involves a single employer and a specific agreement with Valencia. Under the supervision of an employer representative, the student performs work based on his/her program of study. The Internship often involves pay, but sometimes the student is not compensated. College credit is awarded for the work experience.

Steps to an Internship

Students interested in the Valencia Internship Program must have:

- Completed successfully all required college-preparatory courses in reading, English and mathematics,
- Completed successfully at least 12 Valencia college-level credits,
- Earned a minimum 2.0 overall GPA, and
- Satisfied the prerequisites for an internship for their major or program area. (Note: Refer to the Course Descriptions section in this catalog for details.)

The Experience

A student may apply a maximum of four internship credits toward an Associate in

Arts or an Associate in Applied Science or an Associate in Science Degree. If an Associate in Applied Science or an Associate in Science Degree requires more than four internship credits, the additional credits may be applied toward the degree.

All required internship credits do not have to be taken in the same term. For example, students may enroll for a one-credit hour internship course for four terms or students may take a one-credit hour course one term and a three-credit course another term. Each internship period is one full term in length, and each credit hour earned requires 80 hours of work.

While an internship is optional in most cases, it is highly recommended for students seeking to develop insights about their career field and desiring to develop their personal, professional and technical skills.

Internship information is available from the Internship and Placement Office on the Osceola Campus, Career Development Services on the Winter Park Campus, and the Internship and Placement Offices located in Career Development Services on East and West Campuses or from the Web site: <http://valenciacc.edu/ipo>.

Tech Prep

Tech Prep is an exciting program that gives high school students traditionally enrolled in unfocused general education programs the opportunity to earn college credit and make a smooth transition to Valencia. Tech Prep is available through the local partnership consortium of Orange County Public Schools, Osceola District Schools, and Valencia Community College. Tech Prep features a specialized curriculum consisting of technical and higher-level academic courses offered to students as early as the ninth grade. This gives students the option to follow a sequential program of study which better prepares them to advance into the postsecondary educational system and enhances their careers. Tech Prep high school students have the opportunity to participate in articulation for advanced credit at Valencia through an assessment given in the high schools. The Orange/Osceola/Valencia Tech Prep Consortium

was the recipient of the 1994 Excellence in Education, Dale Parnell Tech Prep Award.

Tech Prep is:

- Four years of high school linked with at least two years of postsecondary education that lead to an Associate Degree and/or a technical certificate.
- Technical Preparation to develop higher-level technical skills in agribusiness, business, health, marketing, public service, and technical/industrial fields.
- Sequential programs of study that build students' competence in science, mathematics and communications by integrating academics and technology.
- Enhancement of student retention at the high school and postsecondary levels by integrating real life applications with academic knowledge.
- Preparation for immediate employment in an increasingly competitive and technical workforce.
- Incorporation of special features to encourage individuals with special needs to enroll and be successful.

Alternative Methods of Instruction

Independent Study

Valencia offers Independent Study (IS) in various courses to allow you to progress at your own rate. IS helps you meet course requirements through individual student/faculty interaction in a non-classroom situation. IS arrangements are dependent on the availability of a professor and upon the approval of the respective academic dean. Regardless of the date of enrollment in an IS course, you will receive a grade at the end of the term in which you register for the course. The conditions of the Withdrawal and Forgiveness rules apply to Independent Study courses. (See the Withdrawal and Forgiveness entry in this catalog.)

If you wish to take an IS course, you will have to make arrangements with a professor and the appropriate academic dean. Application forms are available in

the office of the department responsible for the course. A non-refundable fee of \$25.00 per credit hour is charged in addition to regular fees for each IS course in which you enroll. If you receive financial aid, you should verify that your financial aid will cover the fees associated with Independent Study.

Mathematics

Some mathematics courses are offered through different teaching/learning approaches:

Computer-Assisted Instruction

This approach offers the newest innovations of computer and instructional technologies and features video animation clips, historical and applications-based perspectives, precise graphing tools, and immediate feedback to students. The instructor presents some explanation of the course material as needed by the class but primarily serves as a resource person when students have questions. This approach allows students 24-hour electronic access to computer lessons via the Internet, assuming students have an online account via an Internet service provider. Students need to be able to point and click a computer mouse to participate in this approach. Students are expected to attend all class meetings but also may progress independently outside of class. Chapter tests are announced and taken as a class which requires students to keep a common instructional pace throughout the course.

Individualized Learning for Motivated Students

This approach is for highly self-motivated students. Students must attend class, individually complete all course material and pass each test at the required level. The instructor does not present explanations of the course material to the class but serves as a resource person when students have questions. The instructor assists in the use of various multimedia resources. Each student takes the required competency-based exams when he/she is ready. Individualized Learning provides students the opportunity to complete two courses in one term or to take two terms to finish a course.

Prep Math Institute (Modularized Version of Developmental Math Courses)

This approach divides Valencia's three developmental mathematics courses (MAT 0012C Pre-Algebra, MAT 0024C Beginning Algebra, and MAT 1033C Intermediate Algebra) into instructional modules. Although MAT 1033C is not a college-preparatory course, it is included in this Institute because it is a pre-college algebra course.

The courses are divided into three modules of equal length. MAT 0012C, thus, is divided into modules 1, 2, and 3. Because of demand, a module 0 (zero) was developed for students having arithmetic skills lower than the beginning level in module 1; MAT 0012C is the only Prep Math Institute course with four modules. Modules 4, 5, and 6 comprise MAT 0024C, while modules 7, 8, and 9 comprise MAT 1033C.

After course placement by ACT/CPT/SAT, students choosing this modality must take a diagnostic test during the initial class period to test into the appropriate module. Afterwards, students must pass an exit exam at the 80% mastery level to move to the next module.

Two benefits are derived from this instructional approach. Students may test into the second or third module and complete their course work in one-third or two-thirds of the term. A different benefit is realized by students who need more than one-third of the term to master the material in a module; these students may re-take the module rather than drop out of the course. (Students who do repeat a module may need to inquire as to how non-completion of the course will affect their financial aid.)

Additional Educational Opportunities

Academics in Motion (AIM) Program

The Student Support Services AIM program which provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward

successful completion of their educational goals.

Services provided by the AIM program include:

- Coordinating accommodations for students with disabilities
- Tutoring assistance
- Mentoring
- Cultural enrichment including college/university visits
- Group support activities
- Workshops to enhance academic and career success

The AIM program is located at the Winter Park Campus. Eligibility requirements for participation are:

- Must be low-income
- Must have academic need
- Must be either a first-generation college student or have a diagnosed physical or learning disability
- Must enroll in at least one course on the Winter Park Campus each term
- Must attend two AIM-sponsored workshops each term

For further information, contact the AIM Program at the Winter Park Campus.

Bridges Program

Bridges is a seven-week summer transition program for recent high school graduates to enhance skills needed for academic success. Students receive a summer scholarship for course fees and books and can earn up to six college credits. Successful completion makes students eligible for a two-year scholarship at Valencia.

Dual Enrollment

Dual Enrollment provides the opportunity for qualified high school students to enroll in Valencia courses while concurrently enrolled in high school. Dual Enrollment students may be

attending public or private schools or participating in a home education program. Students receive both high school and college credit for Dual Enrollment courses.

High school counselors, or parents for home education students, are responsible for identifying students who demonstrate social maturity and motivation and who possess the academic capabilities to pursue college-level instruction. Recommended students must have a minimum cumulative grade point average of 3.0 on a 4.0 unweighted scale in courses taken in grades 9 through 10. The application process is included in the Admissions section of this catalog.

Dual Enrollment students are exempt from application, matriculation, and laboratory fees. Textbooks and instructional materials for public school students are provided by the school district through the high school; however, students enrolled in nonpublic secondary schools or home education programs must pay for their own textbooks and instructional materials.

Dual enrolled students may take college-level courses at their high school and/or on a Valencia campus. Classes may meet before, during or after high school hours and during the summer term. College-preparatory and physical education courses are ineligible for inclusion in the Dual Enrollment Program.

Credits earned through dual enrollment are held in escrow until the student graduates from high school. Valencia transcripts reflecting Dual Enrollment credit cannot be issued until the student provides a high school transcript showing his/her graduation date. No high school credit is granted by Valencia.

Early Enrollment

Early Enrollment allows eligible high school seniors to enroll at Valencia. Courses taken through the early enrollment program will not count toward high school graduation requirements and may or may not count toward a college degree.

The application process is included in the Admissions section of this catalog.

Early enrollment students are responsible for paying the application, registration, and textbook fees. Valencia transcripts reflecting early enrollment credit cannot be issued until you provide a high school transcript showing your graduation date.

International/Intercultural Education

Valencia continues to respond to the opportunities of an international economy and a diverse community at home. Since the founding of the College in 1967, Central Florida has grown from a state and regional vacation spot to a hub for international business, industry, and entertainment. Indeed, Orlando has become an international city. To prepare students for effective citizenship and employment, Valencia offers courses and programs that respond to the needs of what has become a world community.

Valencia also teaches multiple levels of French, German, Portuguese and Spanish, as well as English for Academic Purposes to speakers of other languages. International students and a diverse local population enrich each campus culture and enhance learning opportunities with different perspectives and experiences. Student exchange is encouraged through institutional membership in the College Consortium for International Studies (CCIS), and faculty exchange is supported through Staff and Program Development (SPD) funds and numerous program opportunities. The campuses also regularly host speakers and other events that promote intercultural understanding and communication skills.

Learning in Community (LinC)

Learning in Community (LinC) is a system of linked courses that includes the best practices for student success: a block of two or three prime-time classes which a group of students attend together, selected faculty who teach collaboratively, developmental advising to assist students with educational and career planning, and support systems for each student. Enrollment information is available at New Student Orientation or from the campus Advising Centers.

Pre-College Programs

College Reach Out Program (C.R.O.P.)

The College Reach Out Program provides services to economically and academically disadvantaged 6th through 12th graders in Orange and Osceola Counties. Services include tutoring in core subject areas, career exploration, cultural enrichment, and assistance in preparing for the transition to college. The program runs after school, and daily for four weeks each summer. A highlight of the program is the opportunity to participate in weekend college tours.

Upward Bound

Upward Bound involves selected high school students in an enriched academic-year and summer program that prepares them for college. Students receive mentoring and tutoring, motivational and personal development, and cultural programs that prepare them for a rigorous high school curriculum. College visits and specific assistance with college applications, financial aid, and scholarship opportunities help to ensure a successful transition to college. Valencia Upward Bound staff serve the students in Evans, Gateway, Jones, Oak Ridge, and Poinciana High Schools.

ROTC

All Valencia students are eligible to apply for the United States Army ROTC program at the University of Central Florida. Army Military Science classes are conducted at the University of Central Florida. A maximum of eight semester hours of ROTC credit may apply as elective credit toward a degree at Valencia. Further information is available through the ROTC office at the University of Central Florida at 407-823-5383.

Servicemembers Opportunity College

You may benefit from Valencia's special efforts to aid servicemen in securing a postsecondary education. The Servicemembers Opportunity College (SOC) has designated Valencia as a participating institution of higher education. Aside from stated and traditional means of obtaining credit toward most associate degrees, the following special policies, procedures and

services are available to you as active-duty military personnel:

1. You may earn certain credits by satisfactory completion of Advanced Placement examinations. (See Advanced Placement entry in this catalog.)
2. You may earn a maximum of 15 semester hours credit through extension and/or correspondence courses. (See catalog section on Correspondence and Extension Credit.)
3. Credit can be earned through validated military service training including military service schools: Army/American Council on Educational Registry Transcript System (AARTS), Defense Language Institute (DLI), Sailor/Marine/Ace Registry Transcript System (SMARTS), and United States Armed Forces Institute (USAFI).

In recognition of the advanced academic and technical content of many military education experiences, Valencia will grant credit for military education that has been evaluated and recommended as suitable for postsecondary credit. After enrolling at Valencia, you may initiate the request for such credit by providing appropriate documentation to the Admissions/Records Office. Recommendations in the ACE Guide are advisory in nature and are not binding upon the College.

Teacher Recertification

Valencia's Teacher Recertification Program, at the Winter Park Campus, offers courses especially designed to meet the requirements of teachers seeking certification and recertification. Many of these courses are scheduled on the weekends. Most courses are open to all Valencia students. Courses offered through the Teacher Recertification Program often include: education, humanities, library sciences, math, sciences, social sciences, and computer science. Visit the Web site: <http://valenciacc.edu/weekend> for the current list of courses and general information.

Registration for teacher certification and recertification courses starts at the

beginning of registration for returning students and continues until the class begins, provided no other pre-determined registration deadline is designated and space is available. Students are encouraged to register online through Atlas: <http://portal.valenciacc.fl.us/cp/home/loginf> or at any Valencia Atlas Access Lab during operating hours. Atlas registration is available according to the dates listed in the Credit Class Schedule.

Students enrolling for the first time must submit a \$25 non-refundable fee and a completed application, which can be downloaded at <http://www.valenciacc.edu/pdf/Application.pdf>, by the application deadline and adhere to general information posted at <http://valenciacc.edu/weekend> which identifies deadline dates.

Returning students who have not attended Valencia within the past two years are required to submit an enrollment update form, which can be downloaded at <http://valenciacc.edu/pdf/update.pdf> by the enrollment update deadline and adhere to general information posted at <http://valenciacc.edu/weekend> which identifies deadline dates.

Students who wish to drop a weekend teacher recertification course must do so in person by the established deadline date as posted on the Valencia Weekend College Web site: <http://valenciacc.edu/weekend>.

Weekend Courses

A variety of courses is offered at all four campus locations. Please refer to *Weekend Courses* in the Credit Class Schedule for a complete listing of courses each term.

