# $\mathbb{CR}_{\mathsf{REDWOODS}}^{\mathsf{COLLEGE}}$ Syllabus for Art 4: Art Appreciation

#### Course Information

Semester & Year: Spring 2022 Course ID & Section #: ART 4-2632 Instructor's name: Mina Cohen Course units: 3

#### **Instructor Contact Information**

Office location or \*Online: Online Office hours: E-Office hours. I will respond to email within 24 hours (weekend email may not be responded to until 8:00 am Monday morning). Work will be graded weekday mornings on an ongoing basis. Phone number: N/A Email address: mina-cohen@redwoods.edu

# **Catalog Description**

Art Appreciation provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures.

# Course Student Learning Outcomes (from course outline of record)

- 1. Evaluate and critique works of art and architecture based on formal elements and principles of design employing appropriate art historical terminology.
- 2. Analyze, evaluate, and distinguish materials and techniques used for creating art and architecture.
- 3. Apply different methods of art historical analysis, including formal, feminist, and iconographic.
- 4. Identify, analyze, and discuss the functions of art and the roles of artists in diverse cultures.

#### Prerequisites/co-requisites/ recommended preparation

Basic computer skills (navigate websites, open and download files, use of word processor. Students should have a computer with connection to the internet (high speed DSL, cable or satellite is preferred), must have a reliable email account. Otherwise there are no prerequisites.

# Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor. College of the Redwoods is also committed to making reasonable accommodations

for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or <u>Disability</u> <u>Services and Programs for Students</u> (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

During COVID19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face to face instruction, please present your written accommodation request to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

# Support for online learners during COVID-19

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

# **Evaluation & Grading Policy**

Your final grade will be based on the total points you have earned throughout the semester. Your quiz grade will be automatically posted at completion of the last attempt of the quiz. The highest out of three attempts will be the final grade for the quiz. Students have the opportunity to improve the grade within the due dates by responding to any clarification instructor requests or responding meaningfully to additional students in the discussion area also within the due dates. Extra credit will be calculated during the course of the semester and added to total point score. Points needed for passing grade will be noted periodically in Review at the end of each Module.

#### Admissions deadlines & enrollment policies

Fall 2021 Dates

- Classes begin: 1/18/22
- Census date: 1/31/22
- All college holiday: 2/21/22
- Spring Break: 3/14-18/22
- Semester ends: 5/13/22

Students who have experienced extenuating circumstances can complete & submit the *Excused Withdrawal Petition* to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

#### Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the <u>College Catalog</u> and on the <u>College of the Redwoods website</u>.

#### **Disruptive behavior**

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the <u>College Catalog</u> and on the <u>College of the Redwoods website</u>.

#### Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

#### **Setting Your Preferred Name in Canvas**

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact <u>Admissions & Records</u> to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the <u>Student Information Update form</u>.

#### **Canvas Information**

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class. Log into Canvas at <u>https://redwoods.instructure.com</u> Password is your 8 digit birth date For tech help, email <u>its@redwoods.edu</u> or call 707-476-4160 Canvas Help for students: <u>https://www.redwoods.edu/online/Help-Student</u> Canvas online orientation workshop: https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources

# **Community College Student Health and Wellness**

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges <u>Health & Wellness website</u>.

<u>Wellness Central</u> is a free online health and wellness resource that is available 24/7 in your space at your pace. Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

# **Emergency procedures / Everbridge**

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor

<u>https://webadvisor.redwoods.edu</u> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or <u>security@redwoods.edu</u> if you have any questions. For more information see the <u>Redwoods Public Safety Page</u>.

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

# **Del Norte Campus Emergency Procedures**

Please review the <u>Crescent City campus emergency map</u> for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the <u>Redwoods Public Safety Page</u>.

# **Eureka Campus Emergency Procedures**

Please review the <u>campus emergency map</u> for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the <u>Redwoods Public Safety Page</u> It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

#### In the event of an emergency:

- 1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
- 2. Dial 911, to notify local agency support such as law enforcement or fire services.
- 3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.

- 4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
- 5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
- 6. If safe to do so, notify key administrators, departments, and personnel.
- 7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

# Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

- 1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
  - a. Dial 911, to notify local agency support such as law enforcement or fire services.
  - b. If safe to do so, notify key administrators, departments, and personnel.
  - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
  - d. Contact Jolene Gates 530-625-4821 to notify of situation.
  - e. Contact Hoopa Tribal Education Administration office 530-625-4413
  - f. Notify Public Safety 707-476-4111.
- 2. In the event of an emergency, the responsible district employee on scene will:
  - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
  - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
  - c. Close all window curtains.
  - d. Get all inside to safe location Kitchen area is best internal location.
  - e. If a police officer or higher official arrives, they will assume command.
  - f. Wait until notice of all is clear before unlocking doors.
  - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
  - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

# **Student Support Services**

The following online resources are available to support your success as a student:

- <u>CR-Online</u> (Comprehensive information for online students)
- Library Articles & Databases
- <u>Canvas help and tutorials</u>

#### Online Student Handbook

<u>Counseling</u> offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- <u>Academic Support Center</u> for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- <u>Library Services</u> to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center

Special programs are also available for eligible students include

- <u>Extended Opportunity Programs & Services (EOPS)</u> provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in <u>Eureka</u> or in <u>Del Norte</u>
- The <u>Veteran's Resource Center</u> supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteranspecific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

# Course Syllabus, Spring 2022

# Required Textbook and Online Site

Textbook title: A World of Art, 8th edition, by Henry M. Sayre (ISBN: 13: 978-0-13-408180-9)

Supplementary reading may be required periodically and will be supplied by the instructor. There is information about the options, either digital or physical textbook in MODULES.

Voice Thread: An important tool this semester is <u>Voice Thread Voice Thread</u> (Links to an external site.) (you will have access when you are registered for this course). When you go to you will find an interactive option for learning how to navigate this course and short interactive lectures for each week, some discussion and assignment aids. You are required to use Voice Thread for some of your work. There is no cost for using this application.

You can create an avatar or use the default initials. I have two avatars as follows (one for lecture presentation and the other a link reminder when there is an additional link if you're interested).

Course Structure (modules are organized by week):

This is a 16 week, three unit course at College of the Redwoods which would have required 3 hours of in-class time per week and approximately 2-4 hours of additional time to complete course readings and assignments. You should be prepared to devote this amount of time to this course even though you will not be sitting in a classroom. Basically the only place you need to go if you want to find everything is Modules.

#### Course Structure

Overview Page: what to expect each week	Deadlines, any additional information that may come up as semester proceeds.	Image and page will change weekly once all work has been graded.
Announcements: reminders	Any special deadlines, changes, additional material or files	Appears at the top of the overview page
Modules: Weekly links to lectures (Voice Threads), links, files needed for that week including quizzes, assignments, and discussions.	Each <i>module</i> is divided into TO LEARN (information), TO DO (assignments to be completed) REVIEW/Options (summary of the week, extra credit opportunities)	Click on anything in <i>Modules</i> to go to the information (Voice Thread/transcription), the work to be completed, Review (how many points achieved, extra credit)
Reading	Weekly reading in the textbook	Completion of online open book quizzes based on each chapter.
Quizzes: based on material in each chapter	Navigation and Introductory Quizzes can be taken unlimited time and have no deadline.	Quizzes can be retaken up to 3 times for the highest grade. All quizzes have links in <i>Modules</i> : To Do. Quizzes have points range from 30-45 points each.
Voice Thread Lectures: Each week there is a short lecture with slides for you to view and comment on. Closed captions are available as an option for	Read or listen to what others have said first. Your comments must be more substantial than "I like this work". Only audio option allows	Must post what you have learned from the lecture on the last slide. You may comment or ask questions on any of the

captions are available as an option for Voice Threads should you need them. you to use the Doodle tool.

comment or ask questions on any of the previous slides.

Assignments: You will complete occasional assignments, work as mini essays. Assignments should reflect an understanding of the lecture, assigned reading, citations, and critical thought.	Postings are not text messages and should include proper punctuation, spelling and grammar appropriate to college work. You can resubmit assignments unlimited times to respond to instructor's suggestions before deadline. You may cite other sources in your assignments but you must acknowledge them appropriately.	Assignments are to be posted by Sunday 11:59 in the week they are due. At a minimum most Assignments should be 100-150 words in length. There is a rubric for each assignment to help you understand what is expected. Assignments earn up to 20 points each.
Discussions: You will participate weekly in class discussions. All postings should reflect an understanding of the lecture, assigned reading, citations, and critical thought on the topic and address all aspects of the prompt.	The original post thread should be minimally 75-100 words. Responses to 2-3 others includes reading the posts of the other students and making a meaningful response. "I agree" or "I like statues too" is not sufficient. Please be respectful of your fellow students, any offensive posts will be removed and no credit given for that posting.	Initial responses must be posted on the Wednesday before the Sunday deadline to receive credit for them and must be posted before you can respond to others. Initial post is worth up to 20 points and responses are worth up to 10 points for a maximum of 30 points per discussion. When a discussion includes a Voice Thread (different from VT lecture) you must comment on at least half the slides including the last one if you choose this submission rather than the regular Canvas submission.
Essay: final assignment with options of topics to choose from to summarize principles learned in the class.	Essays should be considered mini research papers with a thesis, citations of any sources you use (though everything you need can be found in your textbook), proper grammar, punctuation, and spelling. This is not a list, rather it is a paper in paragraph form.	The minimum word count is 700 words though this is a ballpark number. You may need longer or shorter to complete your thoughts. There is a rubric for each option to help you understand what is expected. Early submission before the deadline, can be resubmitted for a higher grade after responding to instructor comments. Essay is worth a maximum of 100

points.

Postings are not text messages and

Assignments are to be posted by Sunday 11:59 in the week they are due. At a minimum most Assignments should be 100-150 words in length. There is a

Extra Credit: From time to time there may be extra credit opportunities as topics of interest come up. You must first complete the assignment or discussion that week in order to get credit for any Extra Credit.

These will be worth 5-10 points and only an initial response is necessary, no responses to others though you may if you wish. You can see how others have responded.

Get Out of a Jam: We all have things come up in the course of the semester and every student has the option to get an extra week to complete the work they may have to miss.

This will apply to Quizzes, Voice Thread Lectures and Assignments only, no Discussions. You must request this only for the week immediately preceding the one we are in. You may make this request one time.

# **Evaluation & Grading Policy**

Each assignment, discussion, and essay has a rubric attached to it based on one or more of the learning outcomes. The objectives for each week are also listed in the overview for each week. Your grade will reflect how well you achieved it and looking at them ahead of time (found at the bottom of each assignment or essay prompt) will let you know what is expected to get a higher grade. Resubmission until the deadline is available until the deadline and a one time extension requested from the instructor is also available for quizzes, assignments, and Voice Thread lectures.

Your final grade will be based on the total points you have earned throughout the semester. Your quiz grade will be automatically posted at completion of the last attempt of the quiz. The highest out of three attempts will be the final grade for the quiz. Students have the opportunity to improve the grade within the due dates by responding to any clarification instructor requests or responding meaningfully to additional students in the discussion area also within the due dates. Extra credit will be calculated during the course of the semester and added to total point score. Points needed for passing grade will be noted periodically in Review at the end of each Module.

You can view your grades in Grades. Please be aware that Canvas grades according to what you have attempted, not what you have completed correctly. The letter grade you will see is misleading in this respect. For example, if you completed one quiz and one assignment and received 100% your grade would be an A and would stay that way for the entire course even if you completed no additional work. Your grade is based on your total points so keep track of only that. If anything is confusing about this, please be in touch.

Grading	From	Points	to	Letter	Grade
010000		1 0 11100	•••		

	А	2200-2000		C+	1399-1250
A-		1999-1850	С		1249-1100
B+		1849-1700	D		1099-950
В		1699-1550	F		949-0
B-		1549-1400			

# Late Submissions

- Assignments: 5 points deducted for each day submitted late
- Discussions: 5 points deducted for each day initial response (Wednesday deadline) is submitted late
- No late submissions on Voice Thread lectures, quizzes, or discussion responses to others
- Get Out of a Jam one time during the semester

# Communication

# Student Expectations of Instructor:

I dedicate as much or more time to this class compared to a traditional class. I feel as though I develop a relationship with each individual student and if sometimes I seem to be nagging you about your participation, it's only because I want every student in the class to succeed. I will access the class website regularly and respond to posted questions and messages usually within 24 hours. Additionally, I read and provide feedback to assignments and discussions. I will occasionally participate along with you in the discussions though mostly to clarify or keep the discussion on track. Please don't hesitate to be in touch with me to let me know if you have questions or concerns. Chat and Email:

if you have any questions about the work, grades, to inform me about issues that come up you can leave appropriate messages in Chat or email me at <u>mina-</u> <u>cohen@redwoods.edu</u> or by using Inbox on the course site.

# Getting Ready for the Online Course

If you have never taken an online course before go to Cero Coso College and take the <u>Online Course Readiness Quiz</u> (Links to an external site.). This quiz will help you determine if you have the skills, technical knowledge and computer equipment needed to succeed in an online class.

You are encouraged to complete the <u>VARK inventory</u> (Links to an external site.) to determine how you "learn". This will help you manage your experience in the online environment, especially if this is your first online class. This class has been designed to accommodate most students. Please be in touch if you are having difficulties with anything we are doing in this class.

Keeping up on reading and participation is crucial to getting the most out of this class. Do your best to stay current with us. Any student who has not adequately participated by the Census date will be dropped from the class. If you have not participated adequately you will be informed of the possibility of being dropped from the class. Once Week 10 arrives you cannot drop this course and your final grade will be recorded.

Netiquette:

Students must abide by the college's Student Code of Conduct. Students who violate the code by disrupting another student's ability to participate in the class will be dropped from the class and referred to the dean. For helpful guidance with online behavior go to:

http://www.albion.com/netiquette/corerules.html (Links to an external site.)

Academic Honesty:

Student Code of Conduct is available on the College of the Redwoods website.

**Online Commitment:** 

Your commitment will require at least as much time as you would dedicate to a traditional class. Plan to be online at least 2-3 times per week. This online class requires weekly participation consistent with the College's semester schedule. You may work up to two weeks ahead if you wish (course material is made available two weeks at a time). Be sure to participate in discussions at the appropriate time. Deadlines are firm, after which material is NO LONGER AVAILABLE. The Course Calendar will give you the dates so you can keep up with the work. The course is available 24 hours, seven days a week.

# Weekly assignments

Weekly Topic	To Learn	To Do
		Introduce yourself
Week 1: Introduction and discovering a world of art	Learning course navigation and visual vocabulary.	Course Navigation quiz and visual vocabulary quiz
		Chapter quizzes
	The formal elements and principles of design, using appropriate terminology.	Voice Thread lecture
Week 2: Visual Elements	Identify the functions of art and role of artists.	Chapter quizzes Discussion
	To use formal elements and principles of design using appropriate vocabulary.	Voice Thread Lecture
Week 3: Principles of Design	Discuss the functions of art and role of artists in diverse cultures.	Chapter quiz Assignment
	artists in diverse cultures.	Discussion
Week 4: Drawing and Painting	Analyze, evaluate, and distinguish materials and techniques in drawing and painting media.	Voice Thread Lectures
	Identify the functions of art and roles of artists.	Chapter quizzes Discussions
Week 5: Printmaking and Design	Apply different methods of art historical analysis, including formal, feminist, and iconographic.	Voice Thread Lectures
	Discuss the functions of art and roles of artists in diverse cultures.	Chapter quizzes Discussion
	Evaluate and distinguish materials and techniques used to create works of art.	Voice Thread lecture
Week 6: Photography and Time Based Media	Analyze the functions of art and role of artists.	Chapter quiz Discussions
Week 7: Sculpture and Craft	Critique works of art based on formal elements and principles of design	Voice Thread lectures

	employing appropriate art historical terminology. Analyze materials and techniques used for	Chapter quizzes Discussions
Week 8: Architecture	creating art. Evaluate and distinguish materials and techniques used for creating architecture. Apply different methods of art historical analysis especially formal and	Voice Thread lecture Chapter quiz Assignment
	iconographic.	Discussion (using Voice Thread) Voice Thread lectures
Week 9: Ancient and Classical World	Apply different methods of art historical analysis especially formal and iconographic.	Chapter quiz Assignment
	Identify the functions of art and role of artists in diverse cultures.	Discussion (using Voice Thread)
Week 10: Age of Faith	Apply different methods of art historical analysis especially formal and iconographic.	Voice Thread lecture Chapter quiz
	Identify the functions of art and role of artists in diverse cultures.	Discussions
Week 11: Renaissance and Baroque	Apply different methods of art historical analysis especially formal and iconographic.	Voice Thread Lectures Chapter quiz
	Identify the functions of art and role of artists in two styles. Critique works of art and architecture	Discussions
Week 12: 18th and 19th Centuries	based on formal elements and principles of design employing appropriate art historical terminology.	Voice Thread Lectures Chapter quiz
	Identify the functions of art and roles of artists in different time periods and styles.	Assignment (using Voice Thread) Discussion
Week 13: 1900 to present	Evaluate works of art and architecture based on formal elements and principles	Voice Thread Lectures

	of design employing appropriate art historical terminology. Apply different methods of art historical analysis including formal and feminist. Identify and discuss the functions of art and the roles of artists in modern times.	Chapter quiz Discussions
Week 14: Spiritual Belief, Cycle of Life	Apply different methods of art historical analysis including formal and feminist. Identify and discuss the functions of art and the roles of artists in modern times.	Voice Thread Lecture Chapter quizzes Discussions
Week 15: Love and Sex, The Body, and Gender and Identity	Apply different methods of art historical analysis including formal and feminist. Identify and discuss the functions of art and the roles of artists in modern times.	Voice Thread Lecture Chapter quizzes Assignment Discussions
Week 16: Power, Science and Technology, the Environment	Apply different methods of art historical analysis including formal and feminist. Identify and discuss the functions of art and the roles of artists in modern times.	Voice Thread (Assignment) Chapter quizzes Discussions ( using Voice Thread)
Final Essay	To use formal elements and principles of design using appropriate vocabulary. Discuss the functions of art and role of artists in diverse cultures.	Final Essay (3 options)

#### Tech Support:

I am available to help you with questions regarding the course content itself. I can be reached at the email addresses at the top of this syllabus. I do not have the skills to help you with technical problems. The CR tech support office can help you with questions regarding the technology (if things are just not working and you haven't tried correcting it yourself). They can be reached at <u>its@redwood.edu</u>. They are available from 8:00 am to 4:00 pm, Monday through Friday. You may send an email and they will respond during the next working day. You can also call (707)476-4060 or (800)641-4000 ext. 4160 during normal business hours.