

# Course Syllabus

 Edit

## Managing people and projects

Semester & Year: Summer 2025

Course ID & Section #: V0483

Instructor's name: Kristen Luke

Online and asynchronous

Number of units: 3

\*Send me a message in Canvas to meet in Zoom or for all other inquiries

## Instructor Contact Information

Office hours: Will hold them in Zoom. Contact me for an appt!

Please message me in Canvas.

## Required Materials

Textbook Title: Project Management for the Unofficial Project Manager

Authors: Kogon, Blakemore, Wood

Edition: 2015 \*\* Please obtain this edition and not the new one.

## Catalog Description

An overview of how to effectively work on teams, manage people, and successfully plan and execute projects in a business setting. The student will learn fundamental management skills related to team motivation, communication, persuasion, creativity, and managing change. In addition, the student will apply project management techniques and industry-standard software to in-class management projects. Students will also develop self-awareness strategies that will help them be a more effective member of a team, organization, and society.

## Student Learning Outcomes

1. To perform a self-awareness study.
2. To create a Personal Assessment and Improvement Plan.

3. To understand the importance of diversity, ethics and values-driven decision-making in a business and project setting.
4. To research and apply theories of communication, human relations, creativity, and group dynamics.
5. To understand the VUCA model and apply it to a business or project scenario.
6. To apply change management frameworks to real-world business or project scenarios.
7. To work effectively as a leader and a member of a project team.
8. To use industry-standard project management tools.

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

NONE

### **Special** accommodations statement:

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

## Information for this Class

## Important Dates (and see below for Class Schedule)

### Summer 2025 Dates

05/27 – 07/17	Summer Term
May 27 - July 17	<b>Full Summer Session</b> Start Date: 05/27/25
May 26	Last day to register for classes (day before the first class meeting)
May 27	Start date for full session
June 6	Census Date
June 19	Juneteenth Holiday (District-wide closure)
July 17	<b>End Date for full summer session</b>
05/27 – 06/18	<b>1st four-week session</b>
May 26	Last day to register for 1 <sup>st</sup> four-week session
May 27	Start date for 1 <sup>st</sup> four-week session
May 30	Census Date

## Class schedule

The class schedule is available in Canvas, below the syllabus and in the course modules.

## Evaluation process

Course Assignments: Every Sunday, the week's assignments will be listed in **Announcements** and posted in the Modules section of Canvas. You will find them under the specific weekly module. The weekly assignments will typically require you to read textbook chapters, read additional materials provided by your instructor, watch course material videos or review presentations, participate in discussion forums, and complete chapter quizzes. Several weeks will require a written exam (2 exams) or project submissions.

### Personal assessment assignment: (15% of your final grade)

Instructions to follow in the course. We will complete a personal assessment project.

### Weekly Canvas Quizzes: (20% of your final grade):

I will post weekly Canvas quizzes that are due on Sunday at 1145PM each week. You can use any resources you would like to take the quizzes. They will cover the materials that were presented in class for that week. You will be allowed three attempts on the quizzes. They are not timed.

### Discussion forums: (20% of your final grade):

Each week, I will post questions to the discussion forum. Students will respond to the question and based on the answer, I will provide a grade for the response. A rubric is attached to the discussion forum assignments. There may be several questions each week. You need to provide a unique response to each question. Questions are meant for you to think and ponder various aspects of the course discussed in the text for that week. You may need to do an internet search to find unique answers or because the question requires a little research as occasionally additional information may be required. I will drop your lowest discussion forum week score (1 week of discussion forum). I urge you to look at the discussion forum questions early in the week to avoid it being challenging to find a unique response, one that is different than another student's response or perspective. I also will provide extra credit to students that work to assist other students by providing meaningful feedback. More details on discussion forums in each discussion forum assignment. The discussions are due on Sunday at 1145PM.

### Project plan: (25% of your final grade):

Instructions to follow in the course. We will complete a mock project management plan project.

### Midterm and final exam: (20% of your final grade):

You will need to take 2 open-book, open note, multiple choice exams within the Canvas system (it will appear the same as your weekly quizzes). One will be given halfway through the course and the other will be given in the last week of the course. These are timed and you do not have multiple attempts like you do for the weekly quizzes. Please see each quiz for more details.

## Grading policy

Grading Criteria: "A>92% and above, A-=90-92%, B+=88-89%, B=82-87, B-=80-82%, C+=78-79%, C=70-77%, D=69-60%, F=59% and below

## Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, or bipolar disorder  
Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases  
Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability  
Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD  
Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the LIGHT Center, counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact Student Accessibility Support Services (SASS). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: [sass@redwoods.edu](mailto:sass@redwoods.edu).

SASS office locations and phone numbers

Eureka campus

Phone: 707-476-4280

Location: Student Services building, first floor SS113

Del Norte campus

Phone: 707-465-2353

Location: main building, near the Library

Klamath-Trinity campus

Phone: 707-476-4280

## Student Support Services

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

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

#### CR Online Learning Support

Tech support, laptop loans, guides to using Canvas, installing Office 365 for free, and more.

#### Library Articles & Databases

Find the best library databases for your research.

#### Online Tutoring Resources

Participate in tutoring over Zoom.

To learn more about the resources available to you, click on a title bar below, or click the down arrow to expand them all.

Klamath-Trinity students can contact the CR Klamath-Trinity Office for specific information about student support services at 530-625-4821.

#### Community College Student Health and Wellness

##### National Suicide Prevention Lifeline

If you are in distress or are with someone at risk right now, call or text the National Suicide Prevention Lifeline.

Call the National Suicide Prevention Lifeline  
1-800-273-TALK (8255)

Text the National Suicide Prevention Lifeline  
741-741

## Timely Care

When you're not feeling well physically or distressed mentally, Timely Care can offer the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. Log in or set up an account with Timely Care.

#### Mental Health Counseling

Students should text, email, or fax Shawna Bell directly for scheduling and/or services.

Text: 707-496-2856

Email: shawnabmft@gmail.com

Fax and voicemail: 707-237-2318

## Wellness Central

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 Wellness Central.

## Counseling

Counseling and Advising can assist students in need of academic advising and professional counseling services. Call, email or stop by one of our offices to make an appointment!

Counseling and Advising office locations and contact info

Eureka campus

Phone: 707-476-4150

Location: Student Services Building, first floor

Email: [counseling@redwood.edu](mailto:counseling@redwood.edu)

Hours: Monday through Friday, 9am to 4pm. Summer hours may vary

Del Norte campus

Phone: 707-476-2300

Location: Main Building, next to the library

Hours: Summer hours may vary

Klamath-Trinity campus

Phone: 530-625-4821

Email: [KT-staff@redwoods.edu](mailto:KT-staff@redwoods.edu)

Hours: Summer hours may vary

Basic Needs Center

Basic Needs Center provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing. Submit a request for services and information.

Basic Needs Center contact info

Phone: 707-476-4153

Email: [the-grove@redwoods.edu](mailto:the-grove@redwoods.edu)

## Learning Resource Center

The Learning Resource Center includes the following resources for students:

Library Services

Introduction - Library Services for Students - LibGuides at College of the Redwoods promotes information literacy and provides organized information resources.

### Multicultural and Equity Center (MCE)

The Multicultural and Equity Center is a dynamic and inclusive place that supports all students in their academic and personal journeys at the college. We do this by creating community, home away from home, and a safe place for cultural expression, cross-cultural learning, access to college and dignity resources, and social justice work opportunities. The MEC is committed to retention and student success by offering activities related to leadership development, student connectedness and student equity. We are a student-centered program that fosters respect for all people.

## Academic Support Center

The Academic Support Center offers tutoring and test proctoring for CR students.

### Student Tech Help

Technical Support provides students with assistance around a variety of tech problems.

### Extended Opportunity Programs and Services (EOPS)

EOPS/CARE (EOPS) provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

### TRiO Student Success Program

The TRiO Student Support Services Program provides eligible students with a variety of services including academic advising, career assessments, assistance with transfer, and peer mentoring. Students can apply for the program with the Eureka TRiO office or the Del Norte TRiO office.

## Veterans Resource Center

The Veterans Resource Center 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 Veteran-specific resources.

## CalWORKS

California Work Opportunity & Responsibility to Kids (CalWorks) provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF benefits), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!

## 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 2024-2025 College Catalog and CR Board and Administrative Policies.

## 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. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the 2024-2025 College Catalog and CR Board and Administrative Policies.

## 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.

## Canvas Information

Log into Canvas at My CR Portal

For help logging in to Canvas and general tech help, visit Canvas Support Home

Once you're logged in to Canvas, you click on the Help icon on the left menu

Canvas online orientation workshop: Canvas Student Orientation Course

Setting Your Preferred Name and Pronouns in Canvas

Students have the ability to display personal pronouns and an alternate first name in Canvas. Students may change their pronouns on their own in Canvas (Account :: Settings :: Edit Settings). To request a change to your preferred list name, contact Admissions and Records. Your Preferred Name will only be listed in Canvas; this does not change your legal name in our records. See the Student Information Update form-2022.pdf.



## 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 and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or [campus-safety@redwoods.edu](mailto:campus-safety@redwoods.edu) if you have any questions. For more information visit [Campus Safety](#). Please review the [EurekaEmergencyMap\\_S24.pdf](#) for campus evacuation sites, including the closet site to this classroom (posted by the exit of each room).

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.

To learn more about campus-specific Emergency Procedures, click on a title bar below, or click the down arrow to expand them all.

Del Norte Campus Emergency Procedures

Please review the Crescent City campus emergency map for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, visit [Campus Safety](#).

## 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. In the event of an emergency, communication shall be the responsibility of the district employees on scene:

Dial 911, to notify local agency support such as law enforcement or fire services.

If safe to do so, notify key administrators, departments, and personnel.

If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.