

## Course Information

**Semester & Year:** Spring 2025

**Course ID & Section #:** CIS37-V7655-2025S

**Instructor's name:** Amy Murphy

**Location:** Online (*course delivery and participation are fully-online, includes quizzes, forums, lectures, labs, and exams synchronous attendance is NOT required*)

**Course units:** 4

## Instructor Contact Information

**Office location:** N/A (Online)

**Office hours:** Online Zoom Sessions - Sun 8pm - 9pm, and by appointment (excluding holidays/breaks); see Canvas **Announcements** for meeting link and information (*\*\*hours are subject to change with notice/additional hours may be added\*\**)

**Phone number:** The **Canvas Inbox** mail tool is the most reliable contact method during covid-19. CR email is a second choice (amy-murphy@redwoods.edu). Finally, my CR phone number, 707-476-4393 (unreliable), is not a preferred choice this semester.

**Email address:** Preferred/Most Reliable Method: **Canvas Inbox mail tool**; 2nd Choice Method: **Amy-Murphy@Redwoods.edu**

## Zoom Office Hours (Amy) & Lab Hours (Morgan) Meeting Room

1) **Chapter & Lab Lectures** are delivered "asynchronously", as preferred by Administration/CCC. You will access lecture materials in **Modules** and will need to **review these items independently** on a schedule that works for you.

2) **ALL Zoom meetings** are the **SAME**, regardless of whether they are designated as "**Office Hours**" or "**Lab Hours**". They provide students with **multiple opportunities throughout the week** to work on labs with real-time instructor assistance, to ask questions/get help, to connect with classmates while working (I encourage student dialog/chat during meetings), and to request pre-submission lab check-overs. **Note: these meetings are OPTIONAL and BEGIN the week of January 16th.**

**Topic:** Course Online Office Hours (Amy) & Online Lab Hours (Morgan)

**Time:** This is a recurring meeting (hours subject to change; check back frequently for updates or **additional** hours):

- **Fridays from 10am to 1pm --> Morgan - Open Lab hours (on Eureka Campus in HU214 + Zoom)**
  - Please email **morgan-beebe@redwoods.edu** in advance of attendance.
- **Sundays from 8pm to 9pm --> Amy - Zoom Instructor Office Hours**
  - Also by appointment as needed; Canvas message me to schedule)

**Join from PC, Mac, Linux, iOS or Android:**

<https://cccconfer.zoom.us/j/> (Links to an external site.)

**Meeting ID:** xxx

**Password** (passcode): xxxxxxxxxxxx

**Or iPhone one-tap (US Toll):**

Or Telephone:

Dial:

Meeting ID: xxxxxxxxx

Or Skype for Business (Lync):

SIP:

### Zoom Personal Meeting Room - By Appointment Only

**Topic:** Personal Meeting Room by Appointment Only (Amy or Morgan)

**Time:** This is a recurring meeting - *by appointment only; OUTSIDE of regular office/lab hours*

**Join from PC, Mac, Linux, iOS or Android:** <https://cccconfer.zoom.us/j/>

**Meeting ID:** xxxx

**Password:** xxxxxxxxxxxx

Or iPhone one-tap (US Toll):

Or Telephone:

Dial:

Meeting ID:

Or Skype for Business (Lync):

SIP

## **Required Materials (2)**

**Item 1: Textbook** (any condition/any format; MUST be 3rd edition):

Title: **Hacker Techniques, Tools, and Incident Handling 3rd Ed**

Author: **Oriyano, Sean-Philip**

ISBN-13: **978-1-284-14780-3**

ISBN-10: **1-284-14780-0**

Edition/Copyright: **3RD Edition 2020**

Publisher: **Jones & Bartlett Publishers**

**Item 2: Infosec Custom Lab Set:**

Title: **"Ethical Hacking Course"** (*CIS37 online lab set **non-refundable access code***)

Author: **Col. Of Redwoods** (*not really*) ;)

ISBN-13: **N/A**

ISBN-10: **N/A**

Edition/Copyright: **LATEST**

Publisher: **Infosec Learning, LLC**

Please see our Home page for information and directions on purchasing.

## **Technology Requirements:**

This is a **hands-on technical course**. You **MUST** have the following items:

- You **MUST** have **reliable high-speed internet service**, such as provided by cable, DSL, or satellite service providers, and **ample data on your plan** as there are weekly online labs and videos that require this speed/higher data usage. You need to have reliable access to the internet, at least 4-5 times per week, for the

duration of the course.

- Anticipate problems with your computer and internet access (including power and internet outages) by not waiting until the last minute to complete/submit tasks. It is your responsibility to meet the class deadlines.
- Students **MUST** have regular access to a **desktop or laptop computer** (Windows, MAC, or Chromebook) running a recent version of its operating system, and MS Office Professional 2016 (free Microsoft Office 365 subscription available to CR students – see details further below).
- **Portable Devices vs. Computers:** **You cannot participate in this class solely from a portable device (tablet/smartphone).** Although you can use late-model portable devices (such as tablets, Android or iOS phones) for some things, such as checking announcements, reading an e-book, or watching course videos, the majority of your work (especially labs and exams) **MUST** be accessed from a reasonably late-model notebook/laptop or desktop computer.
- If you do decide to use your portable device for some of your class work, use the free Canvas app “Canvas by Instructure” available in iTunes (for iOS) and the Google Play Store (for Android).
  - Do not try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.
- You **must** be able to **download** and use the **Google Chrome** browser on your **desktop/laptop computer** to **access online labs**. (Do not try to access labs with other browsers such as Mozilla Firefox)
- **If you choose to enroll in this course, it is your responsibility to meet the technological demands of the course for its entire duration.**

## Required Computer Skills:

- Proficiency in using Canvas (course Learning Management System), including **all** Canvas tools (Discussions, Quizzes, Exams, Grades, etc.); downloading/uploading documents for submission, and viewing grading feedback on labs
- Proficiency in obtaining/installing Google Chrome and free Microsoft Office 365
- Typing (minimum 25+wpm), proficiency in word processing skills (including file management, creating, saving, uploading/downloading, formatting, inserting images into word documents), and intermediate proficiency navigating an OS
- Labs require intermediate-level **multitasking abilities** and the use of a remote lab interface; you may have as many as 5 or more windows open at any given time (browser, multiple virtual machine windows, lab sheet, e-book, etc.), and you will need to navigate efficiently between them
- This is an intermediate course that **REQUIRES** the ability to work through lab steps independently. If you need assistance in Zoom, are welcome to ask questions for clarification and/or get troubleshooting help, but you will not be walked through each and every step of the lab and/or other course tasks.
  - If you find yourself unable to complete course tasks/labs independently on a consistent basis, please consider completing appropriate CR Adult, Community Ed, and/or CIS-1 course(s) in advance to increase computer literacy, competency, and gain the skills required of students in intermediate-level CIS courses.

## Obtaining Free Microsoft Office 365:

REQUIRED SOFTWARE: Microsoft Office 365 for Windows

Through a licensing agreement with Microsoft, College of the Redwoods is able to provide you with a free copy of Microsoft Office 365 Education that remains active as long as you are a CR student.

#### \*Obtaining/Accessing Free Microsoft Office 365 Education subscription

Through a licensing agreement with Microsoft, College of the Redwoods is able to provide you with a free copy of Microsoft Office 365 Education that remains active as long as you are a CR student.

Once you have access to the \*NEW\* [MyCR Portal](#) (*MyCR Portal can also be accessed from the [CR Homepage](#) --> upper left-hand corner Student Email link*) AND you're SIGNED IN:

You'll have access to the "My Apps" page.

This page has icons for Microsoft Outlook mail, Word, PowerPoint, and Excel and more.

**WARNING:** Note that when you click on an app from this page, you are using the software **ONLINE**, meaning it has limited functionality (less Ribbon choices). For this reason, I highly recommend that you also **DOWNLOAD** Microsoft Office onto your home computer rather than just using the online version. Do note that if you're having issues downloading and installing the full version, you can simply opt to use the online version for this course.

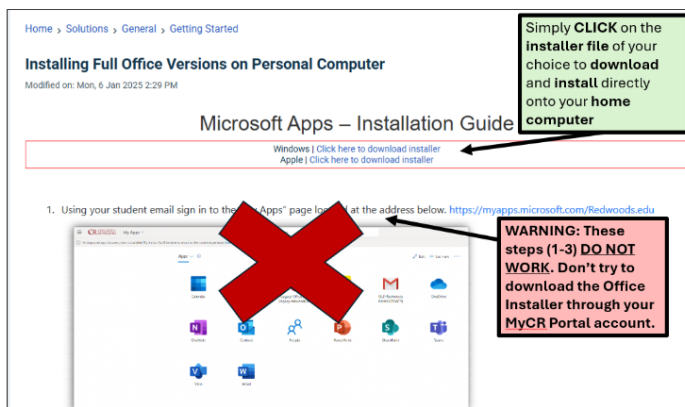
**NOTE:** You can find directions to set up your MyCR Outlook Account for the first time further below, under the Student Feedback Policy & Communication Guidelines section

To **DOWNLOAD** the the full version of the Office365 Software Suite onto your home computer:

Step 1: Navigate to the following CR Support Page [HERE](#) [Links to an external site.](#).

Step 2: At the **TOP** of the page, under "Microsoft Apps - Installation Guide", simply click on the installer you need (either for Windows or Apple/Mac) located inside the red-outlined box. Find your downloaded .exe installer file on your home computer --> click and run the .exe installer file.

**WARNING:** The numbered steps (1-3) on the webpage that ask you to download an installer through your student email/MyCR Portal login **DO NOT WORK!!** This is **WHY** IT has simply provided the installer files at the top of the page - this is a workaround.



Please also see inexpensive/non-free options below.

Potentially affordable alternatives (NOT FREE) - solution if traveling out of the country:

✦ You can purchase a \$6.99 monthly subscription for ONE user or \$9.99 for up to 6 users directly from Microsoft [HERE](#) [Links to an external site.](#).

--> Make sure to select a link pointed out in red below - don't use the "Buy Now" button.

--> Trial period/1st month free; remember to cancel at the end of the month.

--> WARNING: You will NOT have access to your MyCR Portal student Office365 Account if you are traveling outside of the country.

The image shows two side-by-side subscription cards for Microsoft 365. The left card is for 'Microsoft 365 Family' at \$99.99/year, recommended for 2-6 people. It lists benefits like 6 users, 6 TB of storage, and premium safety features. Below the 'Buy now' button, there is a red box around the link 'Or buy at \$9.99/month >' with a red arrow pointing to it. The right card is for 'Microsoft 365 Personal' at \$69.99/year, for 1 person with 1 TB of storage. It also has a red box around the link 'Or buy at \$6.99/month >' with a red arrow pointing to it. At the bottom, a red arrow points to the text: 'Subscription automatically renews. Cancel anytime to stop future charges.'

✦ You can purchase a \$69.99 annual subscription from [collegebuys.org](#) [Links to an external site.](#), that will remain active the full 12 mos. (no need to be a CR student) which breaks down to just under \$5.80/per month for one user.

## Catalog Description

This course introduces the student to the various methodologies for attacking a network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students will experience a hands-on practical approach to penetration testing measures and ethical hacking.

## Course Student Learning Outcomes

Upon successful completion, you will be able to:

1. Describe the tools and methods a "hacker" uses to break into a computer or network.
2. Protect a computer and a LAN against a variety of different types of security attacks using a number of hands-on techniques.

## Prerequisites/co-requisites/ recommended preparation

**Advisory to Recommended Preparation:** CIS35 and/or CompTIA Security+ certification. Students will benefit from the foundational concepts introduced in the CIS35 (Network Security Fundamentals) course.

**Important Note:** This course is designated as "recommended" to be taken after CIS35. However, basic familiarity with computer, network, and/or cybersecurity terminology and concepts is generally sufficient, though some of the Infosec labs/lab concepts will be more complex/involved than what is experienced in CIS35 labs. On the flip side, the CIS37 textbook provides **introductory coverage** in the majority of its chapters, which facilitates taking the courses out of order and serves to reinforce topics already introduced in CIS35, CIS30, and/or CIS98.

If you choose to enroll in this course without successfully completing CIS35 first, understand I will not be focused on readdressing concepts already covered in CIS35. However, due to the structure/layout of the CIS37 textbook, students have not found this to be an issue.

## Admissions Deadlines & Enrollment policies

Spring 2025 Dates:

<b>Date</b>	<b>Event</b>
January 17	Last day to register for classes (day before the first class meeting)
January 18	Classes begin
January 20	Martin Luther King's Birthday ( <b>All Campuses Closed</b> )
January 24	Last Day to add a class
January 31	Last Day to Drop w/out a "W" & Receive a Refund
February 2	Last Day to Drop w/out a "W"
February 3	Census Date (20% of class)
February 14	Lincoln's Birthday ( <b>Holiday - All Campuses Closed</b> )
February 17	President's Day ( <b>Holiday - All Campuses Closed</b> )
March 6	Last Day to Petition to Graduate & Petition for Certificate
March 17 - 22	Spring Break (No Classes)
March 28	Last Day for Student/Faculty Withdrawal
March 31	Cesar Chavez Day ( <b>Holiday - All Campuses Closed</b> )

<b>Date</b>	<b>Event</b>
<b>May 10 - 16</b>	<b>Final Examinations Week</b>
May 16	Last Day to File P/NP Option
<b>May 16</b>	<b>Semester Ends</b>
May 23	Grades Due
May 26	Memorial Day ( <b>Holiday - All Campuses Closed</b> )
May 30	Grades Available for Transcript Release

## Evaluation & Grading Policy

### Participation:

This class is an online course. It is VERY easy to fall behind in an online course. It actually takes MORE effort to stay on schedule in an online course than it does in a traditional face-to-face course. I highly recommend that you log on to Canvas at least 4-5 days a week to check announcements, view lectures, post labs and discussions, and take quizzes and exams. There are strict deadlines posted for labs, quizzes, discussions, and exams that you must be aware of in order to avoid penalties.

**Waiting to complete tasks until the day they are due, or worse - at the last minute, will greatly increase your stress level and lower both your enjoyment and performance across all online courses.**

I **HIGHLY recommend** devising a personal schedule/plan for completing tasks daily that balances and staggers your course workload(s) across the week.

### Connection Issues:

Problems with your internet connection or your computer will NOT result in an extension of the due date for any deliverable (quiz/discussion/lab/exam, etc.).

### No-Show/Disqualification/Excessive Absence Policy:

You may automatically be **officially disqualified** (dropped from the course roster in WebAdvisor):

- If you do not post an **initial response** in the **week 1 discussions forum** by **FRIDAY, JANUARY 24 @11:59pm**.
  - Not participating in the week 1 forum constitutes a **first-week "no-show"**, meaning you may be dropped to allow waitlisted students to add.
- **If you have not purchased your required Infosec Virtual Lab Set AND textbook by Tuesday, January 21**
- If do not complete **Ch. 1 Quiz** and **Ch. 1 Lab** by their respective due dates.

In addition, you **may be dropped from the course** at any point on or before the last day for student/faculty initiated drops if you:

- - Are not participating online at least **four (4)** days a week
  - **Miss more than 4 labs total or 3 consecutive labs**
  - Are not completing the weekly tasks
  - Are not passing the course due to a lack of participation resulting in missed labs, quizzes, discussion posts, or exams
  - **\*Currently TBA/Pending class sponsorship\*, if you do not register for the NCL ON-TIME after I've emailed your NCL access token (individual player \$35 fee has been paid for you by our NCL sponsor).**
    - If you inadvertently **forget your NCL account credentials** and **do not remedy the problem asap**/miss an NCL competition
    - If you do not participate in the NCL competitions (*minimum time requirements of 2-4 hours per competition*)

**Each of the items above constitutes excessive absence and is grounds for course disqualification.**

If you find yourself struggling, **please contact me BEFORE attendance/course participation becomes a major issue**, so we can devise a strategy to help you stay on track and be successful in this course

## Grading

Exams (2) = **25%**

Labs = **30%**

Chapter Reading Quizzes = **30%**

Discussions Forum Posts/NCL Participation = **15%**

## Grade Scale:

90-100% = **A**; 80-89% = **B**; 70-79% = **C**; 60-69% = **D**; Less than 60% = **F**

## Course Navigation:

Navigate this course using the Canvas **Modules** left-hand link ONLY. Do not use the Course Calendar as a means to access course materials or you will end up skipping over a great deal of important required content, including weekly lecture materials.

## Chapter Reading Quizzes:

Chapter Reading Quizzes will be assigned each week and must be **taken/submitted BY Friday@11:59pm**. They are worth a significant portion of your grade (**30%**). Chapter Reading Quizzes CANNOT be made up/NQAs cannot be applied.

## Discussions Forum Posts (*may include NCL participation weeks - TBA/pending sponsorship*):

Weekly **Discussions** forum posts, worth **15%** of your overall grade, are due as follows:



Posting an initial **response/answer** to the week's **Discussions** forum topic (**by Friday @11:59pm**) AND **responding to a classmate's post (by Sunday @11:59pm)** are worth a maximum **combined total** of **10 participation points** per week. See details below:

- - A **maximum of 7 points** can be earned by posting a **QUALITY** response/answer to the week's forum topic by the end of the day on **Friday (11:59 pm)**.
    - A **maximum of 3 points** can be earned by posting a **LATE** quality response/answer to the week's forum topic by the end of the day on **Sunday (11:59 pm)**.
  - A **maximum of 3 additional points** can be earned by posting one **QUALITY** response to a classmate's post by the end of the day on **Sunday (11:59 pm)**.
  - **Recommendation:** Post **BOTH** your initial response and reply to classmate's post as early in the week as possible - you do **NOT** have to wait until Friday begin completing your initial response or Sunday to complete your reply to a classmate's post.

***You CANNOT make up discussion forum participation points after the week closes/NQAs may not be used. In addition, Quality, Quantity, and Timeliness are ESSENTIAL for meaningful forum dialogue; this is a joint effort - please do your part.***

Additional details on what constitutes a "Quality" post/reply, "Helpful Suggestions & Tips to ensure Quality Posts and Replies", and posting etiquette can be found in pinned [Discussions Forum Requirements and Guidelines](#), and **must be reviewed before making your first post.**

#### **AI-Generated Text WARNING:**

- DO **NOT** USE **ChatGPT** or other **AI-generated** information to answer forum questions and/or formulate write-ups.
- **Do** perform your **OWN** research and complete your **OWN** brief write-up. Posts do NOT need to be perfect, grammatically correct, etc. We are interested in YOUR research and thoughts. Refer to these **Forum Requirements and Guidelines** for assistance on formulating a quality initial post and reply.
- Sources should simply be link(s) to website sources used.
- **Using AI-generated text to answer forum prompt(s) will result in a ZERO on the weekly forum initial post and/or reply.**

***\*Pending securing class sponsorship/TBA: during each NCL Competition week/weekend, students will be required to log a predetermined amount of NCL participation time in the weekly forum in place of answering a prompt; reminder: NCL participation is NOT optional.***

## **Labs**

Weekly **labs** are due by **Sunday @11:59pm**, They are worth **30%** of your course grade and scored on neatness and completeness. **All required elements** of a lab must be present, in proper order, and submitted by the due date for full credit. **Labs with improper formatting, unlabeled answers/screenshots or items out-of-order will not be graded;** you will be directed to fix the lab and resubmit. Late resubmissions will require an NQA. Lab work must be completed on your assigned CIS remote access VMs. Lab work from other sources (home computer/personal VM setup, etc.) will not be accepted.

If you have missed points on a lab, please remember to diligently **CHECK LAB SHEET MARKUP** feedback (marked up on the LAB ITSELF, not just grading "comments" section), so that you are not losing points by making the same mistakes week after week. Go to the lab's submission page - click on **submission details** - **view feedback** link to review mark-up corrections on your lab sheet.

**What to expect during labs:** our online lab environment uses the vendor's (*Infosec's*) virtual machines and software programs that provide good performance overall. However, there are infrequent "glitches" on several of the labs that generally only impact a few random users. **When a lab goes south, student error is almost ALWAYS the culprit (99% of the time).** In preparing for and reducing the inevitability of something "not working right", please do the following:

- **FOLLOW ALL lab instructions CAREFULLY** (*infosec directions AND my written lab sheet instructions/instructional videos*)
- **Plan sufficient time to complete labs before due dates; be prepared to exercise PATIENCE at ALL TIMES.**
- Contact Morgan (our Instructional Support Aide) or I when you have issues/questions, and we will assist you in resolving them. However, **due to the nature of an online class and varied personal schedules, assistance will NOT be in "real time".** Access to the VMs IS in a **TIMED** environment, meaning you'll likely have to restart a lab and complete multiple steps over after receiving a response.
- For this reason, if you are confused/struggling, I **HIGHLY** recommend completing labs during my Zoom office hours or during scheduled "lab hours" with Morgan so that you can have immediate assistance **IN REAL TIME** while you're working through your lab. You'll also have the benefit of getting an "answer check-over", which allows you to correct your work before submitting/before your VM session expires. *\*(We will set up a flexible schedule of available hours throughout the week that may be subject to change.)*

## Disclaimer

**This course is NOT a hacking course. Unauthorized "hacking", penetration testing, port-scanning, etc., even for educational purposes or exploration rather than harm, is VERY traceable and COMPLETELY ILLEGAL. Students are NOT exempt from these laws, and the individual can be prosecuted to the full extent of the law. Finally, claiming ignorance (not knowing better) is NOT a valid defense and will not protect you. Please stay within the bounds of the assigned activities in this class.**

## Late Labs / NQA Policy

We all have "emergencies" that arise from time to time. In recognition of this reality, I have a "no questions asked" (**NQA**) policy. Here's how it works: at the beginning of the semester, you will receive four (4) NQA credits (virtually of course). Each credit is worth **one late lab** - if something comes up, and you need to turn in a lab late, you can use an NQA credit to turn it in **up to four weeks late** (assuming there are 4 weeks remaining before the late labs **deadline of 5/11 @11:59pm**). A late lab with an NQA credit indicated and available for use will be graded as if it were handed in on time, no questions asked!

**NQA credits can NOT be used for quizzes, discussion forum posts, or exams. NQAs cannot be used after Sunday, May 11 @11:59pm.**

**When you are out of NQAs, all lab work must be completed and submitted on time to receive credit. Late work received after NQAs are gone but before a lab locks will still be corrected, but you will not receive any credit (even partial), regardless of the reason for missing the lab due date.**

**WARNING: if you have taken courses with me, this is a Policy Change from past semesters:**

- Each late lab with an available NQA can be submitted **up to a maximum of 4 weeks late** (assuming there are 4 weeks remaining before the **late work deadline on 5/11 @11:59pm**).
- If you have **not** submitted a late lab **by the time the lab locks**, you'll receive a **zero** for the lab and **it cannot be made up**, regardless of remaining NQAs. **Locked labs will NOT be reopened.**
- Please plan accordingly and submit any late work with a remaining NQA **in advance** of the lab's "**accept until**" date/time.

## **Exams:**

The exams are administered online and worth a combined total of **25%** of your course grade. You will typically have about a week window in which to take the exam. Be aware that the exams have **set time limits** (such as an hour - see individual exam instructions for specific time restrictions) once they have been started. I will NOT restart exams, so please **do not push start** until you have the **allotted** time to dedicate to finishing the exam in one sitting. **Failure to complete an exam by the due date will result in a zero on that exam; there are no makeup exams in this scenario.** Be sure to give yourself plenty of time for technology and logistical problems when taking the exam. **Warning:** last minute starts that due not allow for the full test time will not extend the due date. Please do not test this policy; you will be very disappointed with the results.

***\*DSPS-approved time accommodations** will automatically be accounted for; however, you must plan to start your exam early enough to account for the extra time as due dates will not be extended.*

**Exams are open textbook/e-book, but not open internet-search. Please maintain integrity during exams.**

## **Missed Exams**

Timed online exams will be open for a window of time (generally 5-7 days). **Failure to notify me that you will miss an exam the week BEFORE the exam week is scheduled will result in a zero on that missed exam.** This is a policy cast in stone, please do not test it. If you cannot take an exam during the specified week, simply contact me the week **prior** to exam week, and I will make arrangements for an alternative exam time. Please note: **A make-up exam taken after the scheduled exam due date will be marked down 10%** of the total possible points (one letter grade).

## **Incomplete Grades:**

I do not give incompletes! However, if your place of residence is carried away by a tsunami while completing your final assignment, I may reconsider. This means an incomplete may be granted in **EXTREME** circumstances. You must be receiving at least a C grade at the time of the tsunami.

## **Student Feedback Policy & Communication Guidelines**

### **Announcements:**

I will use Canvas Announcements as the **MAIN TOOL** to quickly, efficiently distribute **CRITICAL** information to students, including Zoom hours changes, due-date reminders and/or changes, deadlines, and covid-related, power outage, and/or campus-closure updates, should anything arise that significantly impacts our class during this unpredictable time. Students will **ALSO** receive **REGULAR** important announcements and reminders throughout the semester. Students are **EXPECTED** to **check announcements frequently**.

Please note that **Announcements** can be viewed using the Canvas **Announcements** left-hand link **AND** the **three most recent announcements** are **visible** on our **Home** page. You may additionally receive announcements on your MyCR Outlook email account and/or Canvas app, which is timely and helpful.

**Please confirm you have this setting enabled in Canvas.**

### **Student Feedback:**

Students will receive prompt feedback and/or scores on labs, quizzes, forums, and exams as follows:

- Students can expect feedback and/or scores to be posted to the Canvas course Grades tool within 7 days **after** the item's due date. If you have submitted an assignment late, it may take up to 7 days after the late submission to receive a grade.
- If you have not received either a grade or notification within 7 days after the due date (or within 7 days after a late submission), please **promptly alert the instructor** in case there is a submission issue.
  - **Exception:** Discussion forum grading may take longer than 7 days. Please be patient.

### **Communication Guidelines:**

- In general, I will use **Canvas messaging system** to communicate with you about this course, and it is generally my preferred communication method.
  - **Canvas messages/Inbox** is accessed **INSIDE** Canvas on the left-hand menu link labeled **"Inbox"**.
- You are also assigned a **CR Outlook student email account** (*first initial+last name+last 3 digits of CR student ID+@mycr.redwoods.edu* - example: ***jdoe345@mycr.redwoods.edu***), and this is the **ONLY** email account that I will use to communicate with you **OUTSIDE** of the Canvas mail tool. Please do not email me from private email accounts as I may not receive the messages.
  - (*CR Faculty Outlook email account: ***amy-murphy@redwods.edu****).
- Please **make it a habit** to check **BOTH** your **Canvas Inbox** and **your MyCR Outlook student email** regularly for information about our class and all CR communications.
- Students may send the instructor Canvas messages and/or emails concerning this course 24-hours a day and **expect a response within 48 hours** (excluding holidays/breaks); however, messages typically receive a response within 24 hours. Please do not hesitate to email me with concerns and/or informational updates.
- If you have **NOT** received a response **within 48 hours**, an issue has most likely occurred - **please promptly resend**.
- We live in the age of text messaging, where casual communications can be overly terse/blunt, and it is the acceptable norm. However, at the college level, it is good soft-skill practice to use a **polite, professional tone in all written email communications**, including when you are encountering technical issues, asking for assistance, and/or inquiring about grading.
- Please consider using a **brief greeting, closing, and respond to emails from your Instructor, Instructional Aide, and/or course peers in a timely manner**, whenever applicable. (*Please do **not** return a response to emails that do not require one, such as due date reminders.*)
- **Note that comments left in submissions comments boxes (\*post-grading only\*) will likely \*NOT\* be seen/responded to because Canvas does not send me a notification when students enter \*comments\* here.** Please use Canvas Messaging to inquire about grading or to post a comments response. Do not post submissions to the comments box.
- Voicemails left on my office phone may take a week or more to receive a response.
- **Emailing/Canvas messaging is far more expedient; therefore, it is the preferred method of communication in this course.**
- **Zoom will be used to answer lab-related questions/troubleshoot labs and will be used extensively in this course.**

## **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 5500Links to an external site.](#)) 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 [CollegeLinks to an external site.](#) [CatalogLinks to an external site.](#) and on the [College of the Redwoods websiteLinks to an external site.](#)

## Academic Honesty

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 5500Links to an external site.](#)) 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 CatalogLinks to an external site.](#) and [CR Board and Administrative PoliciesLinks to an external site.](#)

## 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 (formerly DSPS) 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

Please ensure SASS-approved accommodations have been sent to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. **Last minute arrangements or post-test adjustments cannot be accommodated.**

## Canvas Account and Login Information

Familiarity/proficiency with Canvas or another course management tool is recommended. Please review the links below for login and helpful support information:

Familiarity/proficiency with Canvas or another course management tool is recommended. Please review the links below for login and helpful support information:

Log into Canvas at [My CR Portal](#)

For help logging in to Canvas, visit [My CR Portal](#).

For help with Canvas once you're logged in, click on the Help icon on the left menu. For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

- For **tech help** regarding **account access** and/or **error messages**, or to **reset CR account passwords** (Canvas, Outlook student email, or WebAdvisor) and/or for other qualifying help-desk support, dial **707-476-4160** (Mon - Fri between 8 am and 4 pm); **press "0" at the message OR** email [its@redwoods.edu](mailto:its@redwoods.edu)
- If you email tech help at [its@redwoods.edu](mailto:its@redwoods.edu), please include a detailed message WITH screenshots. If you do NOT receive a response in a timely manner (such as within 24-hours during weekdays), please email me, and I'll attempt to reach out to IT.
- **Students have NOT been able to log into Canvas and/or Outlook student email when traveling OUTSIDE of the country.** When attempting to do so, they have been receiving a message stating "Your account is blocked due to suspicious activity" or similar. Please be aware of this and plan accordingly.

### Additional Canvas Resources:

- Canvas Help for students: <https://webapps.redwoods.edu/tutorial/>
- Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

## Student Support Services

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.

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

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)
- [Online Tutoring Resources](#)

If you are still in **need of a computer**: check out our **CR laptop/Chromebook lending library page** ASAP! You can also access computers on campus at the Eureka Campus LRC (Library).

If you are in search of a **Free WiFi hot spot**: free WiFi is available at the Del Norte campus, Trinity/Hoopa campus, and Eureka campus.

## Community College Student Health and Wellness

If you are in distress or are with someone at risk right now, call 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 feeling under the weather physically or distressed mentally, you can find the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. [Visit TimelyCARE here](#)

### **Mental Health Counseling**

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

Contact info

Text: 707-496-2856

Email: [shawnabmft@gmail.com](mailto:shawnabmft@gmail.com)

Fax: 707-237-2318 (voicemail can be left via fax)

### **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.

Contact info:

Phone: 707-476-4153

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

## Learning Resource Center

Learning Resource Center includes the following resources for students:

- Library Services to promote information literacy and provide organized information resources.
- Multicultural & Diversity 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 – offers tutoring and test proctoring for CR students.
- Student Tech Help – provides students with assistance around a variety of tech problems.

## EOPS

Extended Opportunity Programs & Services (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](#).

## Veteran's Resource Center

The [Veteran's 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

[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!

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

Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions. For more information see the [Redwoods Public Safety Page](#).

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.

## Eureka Campus Emergency Procedures

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.

## 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.

1. If safe to do so, notify key administrators, departments, and personnel.
2. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
3. Contact 530-625-4821 to notify of situation.
4. Contact Hoopa Tribal Education Administration office 530-625-4413
5. Notify Public Safety 707-476-4111.

In the event of an emergency, the responsible district employee on the scene will:

1. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
2. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
3. Close all window curtains.
4. Get all inside to safe location Kitchen area is best internal location.
5. If a police officer or higher official arrives, they will assume command.
6. Wait until notice of all is clear before unlocking doors.
7. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.

Do not leave site, unless it has been deemed safe by the person in command.