

## CIS-1 Computer Information Systems Course Information

Semester and Year: **Summer 2025**

Dates: **TUES 05/27/2025** through **THURS 7/17/2025**

Course ID and Section Number: **CIS-1-V0346-2025X**

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

Course Units: **4**

Instructor's name: **Amy Murphy**

## Instructor Contact Information

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

**Contact Instructor:** The **Canvas Inbox** mail/messages tool is the **most reliable contact method** during the summer session. CR faculty email is a second choice (amy-murphy@redwoods.edu).

**Communication Guidelines** (*CAREFULLY review "Student Grading / Feedback Policy & Communication Guidelines" further below for complete, DETAILED information*):

- Canvas messages and/or emails sent to my faculty email address are usually answered within 24-48 hours, but generally sooner. **If I am temporarily out of service for a period of time, I will post an announcement prior.**
- Please **remember** that instantaneous responses are not possible in a fully-online course. Please **make it a habit** to check both your **Canvas Inbox**, **your student email**, and **Canvas Announcements** regularly for information about our class and all CR communications.
- Click on **MyCR Portal** link from the upper right-hand corner of the [CR Home page](#). More information about your MyCR student Outlook email account can be found [HERE](#).

We live in the age of text messaging, where 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 in a timely manner**, whenever applicable. *(Please do **not** return a response to emails that do not require one, such as due date reminders.)*

**WARNING:** student comments left in submissions comments boxes (\*post-grading only\*) will **\*NOT\*** be seen/responded to because Canvas does NOT send instructors a notification when students enter comments in this location.

Therefore, please use Canvas Messaging to inquire about grading feedback.

## Zoom Meeting Room

Office Hours: Weekly on Sundays from 8-9pm and by appointment.

***\*Office hours are variable/subject to temporary modification with notification through an Announcement***

**1) Chapters & Labs & supplementary lecture materials** are delivered "**asynchronously**". You will access all course materials in **Modules** and will need to **review these items independently** on a schedule that works for you.

**2) "Office Hours"** provide students with **an opportunity** 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.**

**Topic: Zoom Meeting Room**

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

**Meeting ID: xxx**

**Password (passcode): xxx**

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

**Or Telephone:**

**Dial:**

xxxx

**Meeting ID: xxx**

## Course Description

**CIS-1 Computer Information Systems** (4 units). CIS-1 is an **intermediate-level** course focusing on the principles and applications of computers, including their role in business and society, the fundamentals of information systems, database management systems,

networking, e-commerce, ethics and security, and computer systems hardware and software components.

**Advisory Prep:** Basic computer skills are the recommended preparation for this class; currently enrolled students **must already possess a basic proficiency in Microsoft Office word processing, electronic presentation software, file management, and the ability to use the Internet and email.** Students must have access to a PC computer running a recent version of Windows (ver. 10 or 11); a broadband Internet connection; and MS Office Professional 2019 or later (Office 365 Education), as well as basic skills in learning and studying in an online environment. The class uses the Canvas Collaborative Learning Environment (CLE).

## Course Learning Outcomes

**Upon successful completion, the student will be able to:**

1. Solve common business problems using appropriate Information Technology applications and systems.
2. Demonstrate an understanding of information systems used in business.
3. Evaluate the implications of technology on society.

## Required Materials

**REQUIRED TEXTBOOK** (any condition/any format; e-book recommended for "search" feature; MUST be **2023 21st (or 2018 20th) Comprehensive** edition:

Title: **New Perspectives on Computer Concepts 2023: Comprehensive**

Author: **Parsons**

ISBN-13: **978-0-357-67461-1**

Edition/Copyright: **2023 Edition Comprehensive**

Publisher: **Cengage Learning**

*\*20th Edition Comprehensive will also work for this course.*

**REQUIRED HARDWARE:** PC Computer or laptop running MS Windows 10 (preferred) or 11.

**Please note that Macintosh or Chromebook are NOT supported in this course. (I provide more information on this further below)**

**Portable Devices vs. Computers:** You should plan on doing the majority of your work (especially labs, exams and assignments) from a reasonably late-model notebook or desktop PC computer. *Do NOT plan to participate in this class solely from a portable device.* If you do decide to use your portable device for **some** of your class work, use the free Canvas app

(called "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.

### **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.

## **Accessing Free Microsoft Office 365 Education subscription via MyCR Portal**

Once you **have access** to the **\*NEW\* MyCR Portal** (*MyCR Portal can also be accessed from the [CR Homepage](#) --> located on top red-banner*) 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](#).

**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.*

**LEAVING the COUNTRY during the Summer Semester? CONTACT me ASAP!!**

*FYI- if you are LEAVING THE COUNTRY for a period of time DURING this semester, in advance of your trip, you WILL need to:*

1. *Email me ASAP --> you will need to put in a [help ticket](#) to IT as soon as possible to request out-of-the-country access. You may or may not be able to use a VPN at this time; if you do, make SURE it's the same VPN server each time AND pick one located in the USA.*
2. *Alternate option --> PURCHASE a \$6.99 monthly subscription below for 1 month (first month is usually FREE; make SURE to cancel after).*

**INTERNATIONAL TRAVEL WARNING:** *You CANNOT access your OFFICE365 account (including Student Email, regular Canvas link, and MS Office Downloaded or Online Apps) WHILE you are OUT of the COUNTRY (due to CR IT Dept. Restrictions & Authenticator App requirements) Therefore, CAREFULLY read through options above and take required steps to PREPARE PRIOR TO LEAVING.*

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#### **Potentially affordable alternatives (NOT FREE):**

✨ You can purchase a **\$6.99 monthly subscription** for **ONE user** or **\$9.99 for up to 6 users** directly from Microsoft [here](#).

✨ You can **purchase a \$69.99 annual subscription** from [collegebuys.org](#). 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**.

**WARNING: Other Office Suites, such as LibreOffice, Google apps\* (unless specified in lab instructions), etc., will NOT work for this course. The ONLINE version of Microsoft Office has limited functionality and will also NOT work for this course.**

#### **ADDITIONAL REQUIRED SOFTWARE:**

You will be required to **INDEPENDENTLY** download, install, and learn additional software programs to complete assignments and labs. These programs are free to use. They are from reputable Web sites and have been used by millions of people and specifically by CIS-1 students for many years. Having said that, neither myself nor CR is responsible for any issues arising from the download, installation or use of such software. You are expected to have Anti-Virus software running on your computer. If you are uncomfortable with any of this, you should not take this online course.

## **Technology and Skills Requirements:**

CIS-1 students **MUST** have the following items at the beginning of this course:

- **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 5-7 times per week, for the duration of the course.
- regular access to a **desktop or laptop/notebook PC computer** running a recent version of **Microsoft Windows** Operating System (version 10 *preferred* or 11), and MS Office Professional 2019 or later (*Free Microsoft Office 365 Education subscription is available to CR students - please see syllabus further above*).
- Please note that the **online version** of **Microsoft Office Suite** has **limited functionality** and will **NOT work** for this course.
- **MS Office 2019 Professional Edition (or later) is required for this course.** You need a copy an Office Suite such as MS Office 365 Education with the following apps (Word, Excel, PowerPoint, and **Access**). All the how-to videos, examples and Lab work are based on Microsoft Office.
  - *If you DO intend to use a **MAC**, realize that is NOT supported for this course; you will have to **independently** "search" for selections when doing labs, and you will **DEFINITELY** need to either borrow a PC or use one of the CR Campus computer labs (if/when available) to complete the Microsoft Access database lab. (Alternately, you can contact me ASAP for Netlab+ VM use, as noted in the Office365 section further above)*
- **You CANNOT participate in this class solely from a portable device (tablet/smartphone) or Chromebook.** *If you DO intend to use a **Chromebook**, realize that is **NOT supported** for this course. Reminder: The **online version** of Microsoft Office Suite has **limited functionality** and **will NOT work for this course**. You will need to borrow a PC or use CR Campus computers (if/when available) to complete **ALL Microsoft Office** labs.*
- **Work completed in other Office Software Suites, such as Google apps (\*unless specified in lab activity), Libre Office, etc., will not be accepted in this course.**
- proficiency in using **Canvas**, including all required Canvas tools, including but not limited to downloading/uploading documents for submission, and viewing grading feedback.
- proficiency using a PC and Microsoft Office Suite to complete labs (skills needed include file management, creating, saving, uploading/downloading, formatting, inserting images into Word documents and PowerPoint presentations, (you will be

introduced to Microsoft Excel and Microsoft Access), proficient typing skills, and intermediate proficiency navigating an OS.

- intermediate-level **multitasking abilities**; you may have multiple windows open at any given time (browser window, companion lab sheet(s) or images, Microsoft Office application windows, tutorial videos/pages, e-book, etc.), and you will need to navigate efficiently between them.

**It is your responsibility to meet the technological demands of the course for its duration, including maintaining access to your Canvas and Microsoft Office accounts, having access to a working PC computer, and reliable wi-fi access.**

## **Admissions Deadlines & Enrollment Policies:**

- ***This course runs from 5/27/25 to 7/17/25 (8-week summer session)***
- ***Last day to drop without a W grade: 6/5/25***
- ***Census date: 6/6/25***
- ***Juneteenth Holiday (all campuses closed): 6/19/25***
- ***Last day for student-initiated W: 6/27/25***
- ***Last day for faculty-initiated W: 6/27/25***
- ***4th of July Independence Day Holiday (all campuses closed): 07/04/24***
- ***Final Exam opens 7/14/25 and is DUE on or before 7/17/25 @11:59pm***
- ***Summer session ends: 7/17/25 @11:59pm (Course permanently locks/no work can be completed submitted after this time)***

## **Grading**

### **Course Grading Policy:**

50% Labs

30% Exams

20% Quizzes

### **Grade Scale:**

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

## **Participation:**

This class is an online course offered during a **compressed** summer schedule. **You will be expected to do 2 weeks of a normal semester's coursework during each of our summer weeks.** It is VERY easy to fall behind in an online, compressed schedule, course.

It is also VERY easy to fall behind in an online course in general. 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 4-6 days a week to check announcements, view lectures, post labs, 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.

Students are expected to:

- do the assigned reading from the textbook
- as needed, research topics using the Web and/or supplemental textbooks
- as needed, download, install, and learn additional free software
- participate fully in discussion forums
- complete all assignments
- complete all labs
- take all quizzes
- take exams online

**WARNING:** You MUST complete this course using Canvas **Modules** link, **NOT** through the use of the Course Calendar. The course calendar should ONLY be used to double-check weekly due dates.

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

You may automatically be **officially disqualified (dropped from the course roster in WebAdvisor)** as a "no show":

- **If you have not completed Quiz 1 (Syllabus Quiz) by Thursday, May 29th @ 11:59pm.**
- **If you have not posted your initial Discussion Forum Introduction post by Thursday, May 29th @ 11:59pm.**
- **If you have not obtained the course's required textbook by Thursday, May 29th.**
- **If you have not completed "Lab 1 - Competency Exercise" by the end of Week 1, June 1st @11:59pm**



- (note that Lab 1 is DUE Thursday, 5/29 @11:59pm, and late submissions will require the use of an NQA)

**Missing one or more of the individual items above constitutes as a first-week "no-show", meaning you may be dropped to allow waitlisted students to add.**

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

- - Are not participating online at least **four (4)** days a week
  - **Miss more than 5 labs total or 4 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

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

## **Exams:**

The exams are administered online, and you typically have a time window to complete the exam once it is open. Failure to complete an exam during the defined time window will **result in a zero on that exam**. Because there is a generous time span to take the exam, there are **NO MAKEUP EXAMS, regardless of the reason for missing the exam**. Plan ahead - take exams early. Be sure to give yourself plenty of time for technology and logistical problems when taking the exam. Please do not test this policy, you will be very disappointed with the results.

### **Other considerations:**

Be aware that the exams have **set time limits** (such as 2 hours - 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.

**Warning:** last minute starts that do not allow for the full test time will not extend the due date.

**SASS/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.**

## Quizzes

There are **TWO online quizzes each week**. Failure to complete a quiz by the posted due date will result in a zero on that quiz. **There are no make-up quizzes/NQAs cannot be applied.** Be sure to give yourself plenty of time for technology and logistical problems when taking the quiz.

Quizzes are typically due on **Wednesdays** and **Saturdays**. (*Note: Week 1 and Exam Weeks may have different due dates*)

## Labs

54 hours of lab work is required. Note: The lab work **doubles** the amount of hours you will be working as compared to a typical non-lab 3 unit course. Be sure you understand the time commitment needed. The lab work will consist of exercises and tutorials requiring the use of a computer to demonstrate your understanding of the material presented. Labs are graded on neatness and completeness. All required elements must be present for full credit on a Lab. Labs will be due as noted in each week's Module, typically 2 per week.

Labs are typically due on **Thursdays** and **Sundays**. (*Note: Week 1 and Exam Weeks may have different due dates*)

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.

**Labs** completed in **other applications** than **what has been specified** in the **lab instructions** will **NOT be accepted for credit**. All Office Suite submissions (Word, PowerPoint, Excel, Access) **must be created in the Microsoft Office Suite** (downloaded version).

### AI-Generated Text WARNING:

- **DO NOT USE ChatGPT** or other **AI-generated** information to answer forum questions and/or formulate write-ups for lab activities.
- **Do** perform your **OWN** research and complete your **OWN** write-ups. For Forums: 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 formulate lab activity write-ups and/or answer forum prompt(s) will result in a ZERO on the lab activity and/or weekly forum initial post and/or reply.**

## 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 **FIVE (5) 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 TWO WEEKS LATE** (assuming there are 2 weeks remaining before the **late labs deadline of 7/13 @11:59pm**). If a lab is **still unlocked for submissions**, you may submit your lab late with an **available** NQA credit, and it will be graded as if it were handed in on time, no questions asked!

**NQA credits can NOT be used for quizzes, or exams. NQAs cannot be used after Sunday, July 13th @11:59pm.**

**When you are out of NQAs, all lab work must be completed and submitted on time to receive credit. Even if a lab is still unlocked for submissions, late work received after you have used up your NQAs will NOT be accepted, meaning you will NOT receive ANY credit (even partial), regardless of the reason for missing the lab due date.**

### WARNING:

- Each late lab with an available NQA can be submitted **up to a maximum of 2 WEEKS late** (assuming there are 2 weeks remaining before the **late work deadline on 7/13 @11:59pm**).
- If you have **not** submitted a late lab **by the time the lab locks**, you will 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**.
- NQAs do NOT work for quizzes, forum posts, or exams.

### Connection Issues

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

## 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 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.
  - **Exceptions: Lab 1 Competency and early-in-the-semester labs** --> due to a high volume of deliverables/submissions, 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.rewoods.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 Classroom 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 [2024-25 College Catalog](#) and [CR Board and Administrative Policies](#)

## **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 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 [College Catalog](#) and on the [College of the Redwoods website](#).

## **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, bipolar disorder, and ADHD
- 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

- A learning disability (such as dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury
- Vision, hearing, or mobility challenges

Available services include extended test time, quiet testing environments, tutoring, counseling and advising, alternate formats of materials (such as audio books or E-texts), assistive technology, on-campus transportation, 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 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

#### **Del Norte campus**

- Phone: 707-465-2324
- Location: Main Building, next to the library

#### **Klamath-Trinity campus**

- Phone: 707-476-4280

If you are taking online classes, SASS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request 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 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 and general tech help, visit [Student Technical Support](#)
- 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](#)

For help with Canvas once you're logged in, click on the Help icon on the left menu. For tech help, **IMMEDIATELY** put in a [Help Ticket](#) to CR's IT Dept. or call **707-476-4160** during **regular business hours\*** (*summer hours may be limited*).

**Do NOT DELAY in submitting Canvas help tickets.**

IT is ONLY available Monday - Thursday during the summer to respond to tickets. Delays can lead to a backlog of late work that you may not recover from. Erroneous "**Suspicious Activity**" lockouts are relatively common, and IT must resolve the lockout if it doesn't resolve itself within 24 hours or so.

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

- For **help** logging into **Canvas** (and/or your student email), click [HERE](#), where you'll find detailed instructions with screenshots that demonstrate first-time MyCR Account Setup.
  - Once your account is set up, you'll be able to use MyCR Portal Single Sign-On (SSO) to access your Canvas, CR Outlook student email, and free Office 365 apps all in one location.
- 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** submit a [Help Ticket](#) to IT.
- If you submit a help ticket to IT, please include a detailed message WITH screenshot(s). If you do NOT receive a response in a timely manner (such as within 24-hours during **Mon-Thurs**), 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 (see Microsoft Office365 section further above for planning/details) .

#### **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.

**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

### 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](mailto: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**

[The 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: [retention@redwoods.edu](mailto:retention@redwoods.edu)

## **Learning Resource Center**

The Learning Resource Center includes the following resources for students:

### **Library Services**

[Library Services](#) promotes information literacy and provides organized information resources.

### **Multicultural and Equity Center (MEC)**

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**

[Student Tech Help](#) provides students with assistance around a variety of tech problems.

### **EOPS**

[Extended Opportunity Programs and 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**

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 & 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 \(pdf\)](#).

## **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 [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions. For more information visit [Redwoods Public Safety](#).

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 the [Del Norte Campus](#) website.

### **Eureka Campus Emergency Procedures**

Please review the [campus emergency map](#) 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 [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies 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.

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

1. Dial 911, to notify local agency support such as law enforcement or fire services.
2. If safe to do so, notify key administrators, departments, and personnel.
3. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
4. Contact 530-625-4821 to notify of situation.
5. Contact Hoopa Tribal Education Administration office 530-625-4413
6. 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.
8. Do not leave site, unless it has been deemed safe by the person in command.

***\*This Syllabus (above), Typical Weekly Schedule (below) and Course Summary Calendar (if/when displayed) are subject to change with notice.***

## **Typical Weekly Schedule:**

**EACH WEEK** of our summer session, we will typically have the following items to complete on their respective due dates\*:

- **TWO Chapters to Read** (*in preparation for quizzes (bi-weekly) and exams (3 - including final exam)*)
- **TWO Quizzes** (*typically due Wednesdays and Saturdays*)
- **TWO Labs** (*typically due Thursdays and Sundays*)
- **ONE Forum Post** (*due on select weeks*)

**\*Note:** *Week 1 & Exam week task due dates may be different.*

1. d safe by the person in command.