



# Syllabus for SNLAN 1A

## Course Information

**Semester & Year:** Fall 2021

**Course ID & Section #:** SNLAN-1A-E1905

**Instructor's name:** Kendra Wolcott

**Day/Time:** M/W, 2:50-4:55pm

**Location:** CA 135

**Course units:** 4

## Instructor Contact Information

**Office Location:** CA 133

**Office hours:** M/W, 1:30-2:30pm

**Email address:** [kendra-wolcott@redwoods.edu](mailto:kendra-wolcott@redwoods.edu)

## Catalog Description

A course introducing the basics of American Sign Language (ASL) through exposure to questions, commands, and other simple sentence structures. It is expected that students will develop a rudimentary conversational skill in ASL. Additionally, information about Deaf culture will be introduced.

## Course Student Learning Outcomes

1. Demonstrate basic linguistic skills in American Sign Language via expressive and receptive communication.
2. Demonstrate awareness of Deaf culture and the Deaf community.

## Prerequisites/co-requisites/ recommended preparation

Please be prepared to purchase the online *Signing Naturally* workbook. Students are **STRONGLY ENCOURAGED** to make this purchase during the first week of classes (total cost is \$65).

## Required Materials

### Textbook Requirements:

*Signing Naturally Interactive Online Materials Units 1-6*. **The link to purchase is on Canvas.** We will not be using a physical textbook and DVD this semester.

### Technology Requirements:

This is a media heavy course, so having solid computer skills and access to technology is critical for success. Before beginning, please make sure you:

- Have access to a PC, laptop, or tablet to use the digital workbook and complete assignments (**using a smartphone is NOT recommended**)
- Understand how to navigate Canvas
- Can record and upload videos using a computer, laptop, smartphone, or other device

It is your responsibility to meet the technological demands of the course, which may often include troubleshooting technological adventures.

## Course Expectations & Voice-Off Policy

In this class, you will not only be learning a new language, but also how to engage with a new *culture*. This means that our classroom environment will be very different from your other classes!

American Sign Language is a VISUAL language. **Expect to use your EYES in this course, not your ears.** After the first week of class:

- Instruction will be **voice-off**. I will teach using a combination of ASL, written English, pictures, and other non-verbal methods.
- **Speaking verbally will not be permitted during class.** You may use ASL, writing, and other non-verbal communication methods to interact with me and your classmates. (**Note:** whispering does NOT count as non-verbal communication).
- Your workbook, homework, and assignments will be voice-off and mostly free of audio.

American Sign Language is shared with us by the Deaf community. Keeping your voice off while learning and using ASL is a sign of respect to the community and culture. If you are not willing to honor the voice-off policy, this is not the class for you. **However, I encourage you to give it a try!** It sounds scary at first, but I promise -- most everyone adapts to it within the first few weeks 😊

## Evaluation & Grading Policy

**Note:** This class does not have a traditional midterm and final. Instead, students will complete end-of-unit quizzes throughout the semester (See class calendar for quiz schedule).

### Grade Weight System:

*ASL Video Assignments: 25%*

*Review Quizzes: 25%*

*Attendance: 20%*

*Cultural Discussions: 15%*

*Workbook Assignments: 15%*

### Grading Scheme:

A 93-100%

A- 92-90%

B+ 87-89%

B 83-86%

B- 80-82%

C 70-79%

D 60-69%

F 59% or less

## Assignments Breakdown

### ASL Video Assignments (25%)

**Purpose:** to demonstrate your expressive ASL skills (how well you can use the language).

**Details:** You will complete a total of 4 videos (plus a short practice video). These will be based off the Units from your *Signing Naturally* digital workbook, and will include a short written component in which you reflect on the quality of your work.

- Video 1: Units 1 & 2
- Video 2: Units 3 & 4
- Video 3: Unit 5
- Video 4: Unit 6

We will be using a free program called Flipgrid to record and upload videos. More detailed instructions for how to complete these assignments, along with a rubric, are available on Canvas.

### Review Quizzes (25%)

**Purpose:** to demonstrate your ASL comprehension and grammar knowledge

**Details:** These will be completed as quizzes on Canvas. They will involve watching videos of ASL conversations, answering multiple choice questions, and translating English sentences into ASL word order. You may retake the quizzes as many times as you like before the due date. You will complete 4 quizzes total:

- Quiz 1: Units 1 & 2
- Quiz 2: Units 3 & 4
- Quiz 3: Unit 5
- Quiz 4: Unit 6

### Cultural Discussions (15%)

**Purpose:** to demonstrate awareness of the Deaf community & culture

**Details:** We will be using the discussion boards on Canvas to explore topics related to Deaf culture and the Deaf community. You will have 6 discussions total. Each discussion will involve:

- Watching/reading the posted videos or articles
- Responding to the prompt with your own opinions, questions, and comments
- Replying to two of your classmates

More details for how to complete your discussions, including a rubric, are available on Canvas. For specific due dates, check out the course calendar at the bottom of the syllabus.

### Workbook Assignments (15%)

**Purpose:** to practice ASL comprehension skills & review class material

**Details:** Your *Signing Naturally* digital workbook is divided into 6 Units. Each unit includes several worksheets to help you practice the material learned in class. Some tips for completing the worksheets:

- Worksheets are due at the end of each Unit (roughly every two weeks) and submitted on Canvas
- Worksheets are posted weekly in your Modules. You do not have to complete them weekly, but I recommend doing so to help you follow the natural pace of the class.

## Attendance & Participation (20%)

Learning a language is not a solitary activity -- you MUST practice regularly with other humans. Success in this class requires a commitment to showing up to every class period and participating in class activities. This class is highly interactive, and frequent absences will affect your ability to complete the required assignments.

Attendance is taken each class period and recorded on Canvas. By enrolling in this class, you are affirming that you will be able to attend class regularly. If you have an absence, it is your responsibility to make up for what you missed by checking Canvas, the syllabus, or asking a classmate.

**Students who do not attend or fail to sign in during the first week of class will be dropped.**

## Extra Credit Opportunities

There are three ways one can earn extra credit in this course:

1. Complete extra credit assignments (there will be a couple throughout the semester)
2. Attend ASL & Deaf community events (I'll let you know when these are happening!)
3. Participate in weekly study groups (self-organized or hosted by me). Complete the Study Group Log at the bottom of the syllabus (and available on Canvas) and submit it to me by **Sunday, December 12<sup>th</sup> at 11:59pm** to receive extra points on your final grade.

## Classroom and Assignment Policies

**Homework:** All assignments are to be submitted via Canvas. Homework is assigned weekly.

**Due Dates:** All assignments are due on **Sundays at 11:59pm**. You should be checking the Course Calendar regularly to stay informed of when assignments are due.

**Late Work Policy:** Late assignments are accepted for 75% credit when a Late Work Form (available on Canvas) is submitted.

- Late assignments submitted without a Late Work Form will NOT receive credit.
- A Late Work Form must be filled out for **each individual late assignment.**
- Assignments submitted over two weeks late will not receive feedback.
- Extensions are granted sparingly and under limited circumstances.

**Final Date to Submit Assignments** is Sunday, December 12<sup>th</sup> at 11:59pm (not including assignments due during finals week). **ABSOLUTELY NO EXCEPTIONS.**

**Signing Naturally Workbook:** This workbook is essential for participation in this course. To confirm enrollment and preparedness for the course, students are required to purchase the material via our Canvas page. **You are STRONGLY ENCOURAGED to purchase the workbook during the first week of class. Workbook should be purchased by the week of Sep. 6<sup>th</sup> at the LATEST.**

## Communicating With Your Instructor

**Email:** The best way to get in touch with me outside of class is through Canvas email. You may also use my faculty email (on the first page), but you are more likely to receive a quick response if you message me on Canvas. **Please use professional email etiquette!** This includes:

- A subject line indicating the purpose of the email
- A greeting (ex: "Hi Kendra," "Good Morning," etc.)
- Which course section you are in (ex. T/Th morning)
- A clear explanation of your question or reason for contacting me
- Your name or email signature

If you have a question about class policy or grading, please consult the syllabus before emailing me. I do not respond to emails on the weekends or late at night.

**Office Hours:** You are welcome to visit my office hours if you have a question, need extra help, or just want a cup of tea and a chat (office hours and location are on the first page). Office hours are FOR YOU, so please don't worry that you are bothering me by stopping by (seriously, it gets lonely sometimes!). If you are not able to meet during office hours, let me know and we can arrange to meet at a different time. I am usually available right before and after class as well.

## Accessibility

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

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

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

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

## Admissions deadlines & enrollment policies

Fall 2021 Dates

- *Classes begin: 8/21/21*
- *Last day to add a class: 8/27/21*
- *Last day to drop without a W and receive a refund: 9/03/21*
- *Labor Day Holiday (all campuses closed): 09/06/21*

- *Census date: 9/07/21 or 20% into class duration*
- *Last day to petition to graduate or apply for certificate: 10/28/21*
- *Last day for student-initiated W (no refund): 10/29/21*
- *Last day for faculty-initiated W (no refund): 10/29/21*
- *Veteran's Day (all campuses closed): 11/11/21*
- *Fall Break (no classes): 11/22/21 – 11/26/21*
- *Thanksgiving Holiday (all campuses closed): 11/24/21 – 11/26/21*
- *Final examinations: 12/11/21 – 12/17/21*
- *Last day to petition to file P/NP option: 12/17/21*
- *Semester ends: 12/17/21*
- *Grades available for transcript release: approximately 01/07/22*

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

## Academic dishonesty

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

## Disruptive behavior

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

## Inclusive Language in the Classroom

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

## Setting Your Preferred Name in Canvas

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

## Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

## Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email [counseling@redwoods.edu](mailto:counseling@redwoods.edu).

## Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones.

Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <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.

## 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 see the [Redwoods Public Safety Page](#).

## 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 emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

## Klamath Trinity Campus Emergency Procedures

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

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
  - a. Dial 911, to notify local agency support such as law enforcement or fire services.
  - b. If safe to do so, notify key administrators, departments, and personnel.
  - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
  - d. Contact Jolene Gates 530-625-4821 to notify of situation.
  - e. Contact Hoopa Tribal Education Administration office 530-625-4413
  - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
  - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
  - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
  - c. Close all window curtains.
  - d. Get all inside to safe location Kitchen area is best internal location.



- e. If a police officer or higher official arrives, they will assume command.
- f. Wait until notice of all is clear before unlocking doors.
- g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
- h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

## Student Support Services

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

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

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- 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.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

SNLAN 1A Fall 2021 Schedule – subject to change. See Canvas for most up to date schedule.

<i><b>Date</b></i>	<i><b>Agenda</b></i>	<i><b>What's Due?</b></i>
Week 1: Aug 23 – 29	Introductions & Syllabus Begin Unit 1	Aug. 29 - Purchase online workbook - Discussion #1: Introductions
Week 2 Aug 30 – Sep 5	Begin Unit 1: Introducing Yourself	Sep. 3 & 5 - Introduction Video - Discussion #2: Voice-Off & Sim-Com
Week 3 Sep 6 – 12  <b>Labor Day Sep. 6</b>	Unit 1 Review & Wrap-Up	Sep. 12 - Unit 1 Workbook Assignments
Week 4 Sep 13 – 19	Begin Unit 2: Exchanging Personal Information	Sep. 17 & 19 - Discussion #3: Signed Language v. Signed Systems
Week 5 Sep 20 - 26	Unit 2 Review & Wrap-Up	Sep 26 - Unit 2 Workbook Assignments
Week 6 Sep 27 – Oct 3	Begin Unit 3: Discussing Living Situations	Oct 3 - <b>Unit 1 &amp; 2 Video</b> - <b>Video Self-Reflection</b> - <b>Unit 1 &amp; 2 Review Quiz</b>
Week 7 Oct 4 – 10	Continue Unit 3	Oct 8 & 10 - Discussion #4: Through Deaf Eyes
Week 8 Oct 11 – 17	Unit 3 Wrap-Up & Review	Oct 17 - Unit 3 Workbook Assignments
Week 9 Oct 18 – 24	Begin Unit 4: Talking About Family	Oct 22 & 24 - Discussion #5: For a Deaf Son

Week 10 Oct 25 – 31	Unit 4 Wrap-Up & Review	Oct 31 - Unit 4 Workbook Assignments
Week 11 Nov 1 - 7	Begin Unit 5: Talking About Activities	Nov 7 - <b>Unit 3 &amp; 4 Video</b> - <b>Video Self-Reflection</b> - <b>Unit 3 &amp; 4 Quiz</b>
Week 12 Nov 8 – 14  <b>Veteran's Day Nov. 11</b>	Continue Unit 5	Nov 14 - Unit 5 Workbook Assignments
Week 13 Nov 15 – 21	Unit 5 Wrap-Up & Review	Nov 21 - <b>Unit 5 Video</b> - <b>Video Self-Reflection</b> - <b>Unit 5 Review Quiz</b>
Week 14 Nov 22 – 28  Fall Break	Nothing! Enjoy your break.	Seriously... Nothing. Just relax!
Week 15 Nov 29 – Dec 5	Begin Unit 6: Storytelling	Dec 3 & 5 - Discussion #6: ASL & Language Development
Week 16 Dec 6 - 12	Unit 6 Review & Wrap-Up	Dec 12 - Unit 6 Workbook Assignments - <b>Late assignments due Dec 12 @ 11:59pm!</b> - <b>***Extra Credit Discussion: End of Semester Review</b>
Week 17 Dec 13 – 17	Finals Week  <b>***Attendance Optional</b> – feel free to drop in for help with your final video & quiz.	Dec 17 - <b>Unit 6 Video</b> - <b>Video Self-Reflection</b> - <b>Unit 6 Review Quiz</b>

**Study Group Log****Name** \_\_\_\_\_

Record your study group sessions here. Students who participate in *at least 10 weekly* study groups throughout the semester will receive extra credit on their final grade. Complete this form and email to kendra-wolcott@redwoods.edu by Sunday December 12 at 11:59pm.

<b>Week</b>	<b>Date</b>	<b>Who I met with</b>	<b>What we studied</b>
<b>1</b>			
<b>2</b>			
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<b>12</b>			
<b>13</b>			
<b>Question 1</b>	<b>What do you believe was the most beneficial component of working in a study group this semester?</b>		
<b>Question 2</b>	<b>What was the most frustrating factor when working in a study group? Where you able to find a solution to the problem? How?</b>		
<b>Question 3</b>	<b>What advice do you have for future SNLAN students?</b>		