



Syllabus for GS1 online (class)

Course Information

Semester & Year: sp23

Course ID & Section #: GS1 college success v4967

Instructor's name: d maher

Course units: 3

Instructor Contact Information

HI123 M @ 9a; Online T @ 9a

Phone number: 4764539

Email address: dana-maher@redwood.edu

Catalog Description

A course that introduces students to lifelong learning and self-development from sociological, physiological and psychological perspectives. Topics include emotional intelligence, social connections, health and wellness, and cognitive development. Students will be introduced to a wide variety of skills and concepts that are relevant to success in college, career, and life.

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

Demonstrate the importance of lifelong learning as it applies to college, career, and relational fulfillment.

Develop interpersonal communication skills and greater self-awareness.

Develop a career and academic plan.

Our class is not a self-paced online class.

- This class is organized by & accessible through one content module scheduled for each week of the term.
- This class operates using a M-F structure. *This does not mean a weekend student won't be successful in this class.* It means to expect that assignment "due by" dates (including tests & discussion boards) will

be scheduled to occur on various weekdays. It also means the instructor is unavailable on weekends.

Accessibility

College of the Redwoods is 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, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS 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 usually cannot be accommodated.

Required Textbook

We are using a free online textbook which is available as an Open Stax text.

What this means for you is:

- you can [download a free pdf of the book](#)

Actions

so that you have a personal electronic copy to use for our class (this document is available on our class canvas site in the files section. I suggest saving a copy of the book to your computer or cloud location so you can easily access it offline);

- you can also **voluntarily opt to order a printed book** (if you prefer to read from hard copy). The ISBN #'s below can help order a print copy of our course textbook through many online retailers (it's available through amazon, for example).

Book Title: **College Success**

HARDCOVER BOOK ISBN-13 978-1-951693-16-9

B&W PAPERBACK BOOK 978-1-951693-18-3
ISBN-13

DIGITAL VERSION ISBN-13 978-1-951693-17-6

ORIGINAL PUBLICATION 2020
YEAR

Instructional Communication Information

Canvas direct messaging & attending optional zooms are the two best ways to contact me for one-on-one direct support.

- I usually respond to Canvas messages on weekdays, within 24 hours
- If I do not respond within 48 hours, it's likely that I did not receive your message for some reason. In this case, please do resend your inquiry!
- Although I sometimes do respond, please do not expect instructional response on weekends, holidays, or when CR is closed for instruction.
- I am unavailable before 8a and after 4:30p; I work on weekdays.

Commitment

This class employs a weekly engagement asynchronous course model.

In any of my 16 week courses, you can expect to spend about 7 to 11 hours per week every week concentrating on activities for our class. In an online course, you can expect to spend at least this much time. In a shorter summer session intensive or late start class you can anticipate spending *at least double* this amount of time on half or more of the term's weeks.

Each week of our online class involves

1. reading or studying of course texts,
2. engagement with online lecture material in the form of videos and module content pages,
3. participation in online activities such as interactive learning modules, colleague discussion boards & occasional exams.
4. self-directed work on assignments such as essays or sustained projects.

Online Readiness

Please visit the [California Community College's Online Education Initiative: Online Ready Links to an external site](#).website.

Necessary Computer Skills

Online classes require computer skills. It is your responsibility to meet technological skill levels required for and technological challenges associated with your success in this class.

Skills needed for this class include ability to:

- navigate course websites;
- locate, open, download, create, edit, save, and attach files for submission online;
- comfortably use a word processor;

- save files in Microsoft Word (.docx files), or word processing program –AND- convert files to portable files (.pdf). Assignments will be due as pdfs through the online learning management system.
- ability to create, upload, and view video files

Computer Requirements

Canvas

is a website which allows you to download information needed for class. Syllabus materials, course reading, course resources, exam study guides, exams, discussion boards, and regular class announcements are the some of the materials available through our class site.

Although most students find they access this site multiple times each day on 4-5 days of each week during the course, at the minimum you need to access this site a minimum of three times per week for 16 weeks. Summer session students should plan to use this site daily, on at least 5 or 6 days of any given week.

Computers

Personal computers work better for accessing, formatting, and turning in assignments than do tablets, pads, or telephones. Most computers are adequate for this course although, should something happen to your computer during this class, it is a good idea to have a back-up plan in place. Computers available to students on campus and through CR are adequate for our class.

Internet Access

You must have reliable access to the internet to succeed in this class. Broadband, cable, or satellite internet access is recommended; this course involves multi-media content. **Anticipate power outages and internet access delays** by planning ahead to submit assignments early; deadlines for this course are your responsibility to meet.

Technology Support

Although you are invited to send me a message to let me know you are working on a tech issue associated with our course, **I am not able to assist you with most tech issues.** Plan to access tech support through other avenues. College of the Redwoods does offer student assistance.

Before contacting Technical Support please visit the [Online Support Page](#). [Links to an external site.](#)
[Links to an external site.](#) For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact [Technical Support](#) or call 707-476- 4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Plug-ins and Helper Applications

There may be plug-ins and helper applications to download that support the Canvas environment and play multimedia such as:

- [Java](#)Links to an external site.
- [Adobe Reader](#)Links to an external site.
- [Adobe Flash Player](#)Links to an external site.
- [Windows Media Player](#) Links to an external site.
- [Quicktime](#) Links to an external site.
- [Apache Open Office for Microsoft Word](#)Links to an external site.
- [Microsoft Silverlight](#)Links to an external site.

Browser Support

While Chrome is the preferred browser for most Canvas interactions, Canvas supports the latest versions of every browser release. It's highly recommended that you update to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in. Check out the Canvas [Browser Support page](#)Links to an external site. for the most recent information.

Contacting the Canvas Help Desk:

You can search the Canvas Guides or contact the Canvas Support Helpline by clicking the Help icon (circle with a question mark) in the Account menu.

Regular Effective Contact and Substantive Interaction

Anticipate **weekly announcements** from me at the beginning of each week this term. Each announcement

- reminds you about our major course tasks for the week,
- provides any necessary course updates, and
- contains general feedback notes related to what I am observing about our class work, routine, or schedule.

We will also connect most weeks through mini-video lectures posted to canvas modules. These videos are where I guide you through material contained in our readings, offer additional insight regarding key course concepts or pacing, share ideas, and provide overviews of or additional guidance for our class assignments.

Substantive feedback regarding your major course assignments (such as essays or assignments submitted as document attachments)

- can usually be expected *within two weeks*.
- Anticipate this feedback will be returned to you *in the form of a pdf document*.
- You will find your pdf document *uploaded to the canvas gradebook* into the assignment for which feedback is being offered.
- You will be expected to **open this pdf, read this feedback & utilize it for subsequent assignments** in our course.

Other routine engagement for you to anticipate

- Discussion Boards take place weekly. I will respond to you privately about your contributions after any given board has closed. Anticipate receiving these instructional comments within a week. These comments will be viewable to you through the canvas gradebook.
- Students who fall behind in our course (such as missing major assignments, deadlines, tasks, or other similar dynamics) will be contacted by canvas message.

ORDER OF ACTIVITY (use this info to plan for success with your studies)

1. **Our class weeks run Mondays-Fridays;** Usually there is 1 module scheduled to occur per week
2. **(Before Monday of each week)** Read the assigned College Success textbook material (this is a time investment).
3. **Participate in the weekly discussion board (Routinely due both by Mondays-** your original response post- **& by Fridays-** responses to colleagues need to be posted on a different day than your original response post)
4. Participate in all module content & complete activities associated with the assigned reading or canvas module content (this is likely the major time investment).
5. **Review class colleague discussion board posts and respond to colleagues (Friday of each week is a good day to do this; board close and lock on Fridays)**
6. The next **upcoming module becomes available on (or sometimes even before!) Fridays.** Check upcoming assigned reading & workflow so you can make use of study time prior to an upcoming Monday's discussion board. Make note of any assignments you are working on for the class.

7. **All items for our class are due on Fridays** (this may include document assignments associated with class assignments, tests, or other items). As courtesy, you'll notice the assignment portals are usually scheduled to lapse through a weekend. This is intended to assist you, up front, with the occasional mis-scheduled week, tech issue troubleshooting, or childcare/illness related personal dynamic. You don't need to ask; if a portal is open, a test can be taken, an assignment document uploaded, a discussion board commented upon, etc

Assignment Due Dates M-F week.

Our class runs on a

Discussion board assignments are due on Mondays (your original response post) & **by Fridays** (colleague engagement posts).

Document submissions are due for our class on Fridays.

Each test is due for our class on a different weekday. There are only a few tests scheduled this term; please see each individual test & class announcements to locate specific due dates for each test.

Late Work Policy

As a regular matter of course, **no late assignments or revise and resubmit assignments will be accepted.** If you have an extenuating circumstance, please communicate with your instructor directly.

No assignments can be accepted after the course end date.

No course incompletes (to extend due dates past the end of term date) will be extended for this course.

Course Participation Policy

Participation in this online course requires regular accessing of the course site and materials as well as routine turning in of assignments, activities, and quizzes.

- Failure to log into the class site for more than 10 sequential days may result in being dropped, without notice, for course nonparticipation.
- Simply logging into the class site does not constitute participation.
- Missing of any 3 sequential course due dates (assignments, linked course activities, discussion boards, tests, or document submissions) may result in being dropped, without notice, for course nonparticipation.
- Failure to participate in the class for ten or more days may result in being dropped, without notice, for course nonparticipation.
- Participation includes posting comments or discussions, reviewing course lecture, video and/or posted articles, slides, or material linked through course modules & communications.

Student Support

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

Grading 600 points possible

This class is graded on a scale. At the end of the term, your total number of earned points= your final course grade.

This is the chart used to assign letter grades at the end of the semester.

540-600 points= A

489-539 points = B

400-488 points = C

360-399 points = D

Less than 360 points = F

Class Colleague Discussions worth 160 points

- Discussion boards post through the modules on our class site.
- There is a new module each week of our class, but not all modules contain discussion boards. Discussion boards are scheduled to occur only on some weeks of the term.
- **There are a total of 4** graded discussion boards anticipated to be associated with your grade in this class.
- **Each graded discussion board is worth up to 40 points.**

- Discussion boards cannot be “made up” or turned in late because they are interactions with class colleagues & involve timely engagement opportunities for all participants.
- Discussion boards are intended to create direct connection between class colleagues, to help learners notice areas of personal success and challenge related to course material or specific assignments, and to prepare each student to identify questions to take back to their instructor for direct learning support;
- When assigned, these involve two due dates in a week. **A substantive authored response to a prompt is due by Mondays @ 11:59; subsequent colleague engagement posts are due by Fridays @ 11:59p**
- **If you have other prioritized responsibilities M-F** which are likely to make it difficult for you to post to discussion boards on weekdays: a following week's module becomes accessible on (or before) each week's preceding Friday. In other words, check an upcoming module as soon as it becomes available to you. Prioritize posting a unique response to a discussion board prompt you see scheduled to occur before a weekend ends. It is also recommended to set an alarm or make a plan to return to the board to post colleague responses during your busy M-F week. This will likely only happen 4 x's this term.

Student Education Plan Assignment, worth 100 points

- This is a **required assignment** which involves meeting independently with a CR counselor to complete, revise, or review an CR education plan.
 - Distance appointments are available.
 - Counseling appointments need to be made very early in the term.
 - This assignment is required because it directly reflects a course learning outcome, “Develop a career and academic plan.”
- Career planning process and information about CR resources are part of this class. These things will be necessary for successful completion of this assignment.
- Don't worry if you're unsure about your major or career direction! Counseling appointments can still be made for successful assignment completion in this scenario.
- This assignment can be completed at any point throughout the term but cannot be extended past the last day of class.

2 Tests, worth 100 points each

- There is a midterm and final for our class, both are accessible through our class modules.
- Content for the exams comes largely from our course textbook. There are also questions related to content contained on pages located in weekly class canvas modules.
- Tests are timed & open materials (you can use notes or readings, etc)
- Questions on our tests are multiple choice and short essay answer format

Any 3 of 11 available Topic Exploration Assignments, 50 points each

- There are 11 different Topic Exploration Assignments available for you to select from.
- Topic Exploration Assignments are accessible through assignment portals located in the Topic Exploration module.
- Topic Exploration Assignments are graded at 3 different points in time this term. Notice that the assignments are associated with 1 of 3 different due dates.
- Please submit only the assignments you wish to have reviewed for grading. Any submitted assignment will receive review & only 3 courtesy reviews will be performed for your Topic Exploration Assignments this term. (If you think you may've submitted something by accident, no problem! Send me a direct canvas message & I'll check for you!)

Admissions deadlines & enrollment policies

Spring 2023 Dates

- *Classes begin: 01/14/23*
- *Martin Luther King's Birthday (all campuses closed): 01/16/23*
- *Last day to add a class: 01/20/23*
- *Last day to drop without a W and receive a refund: 01/27/23*
- *Census date: 01/30/23 or 20% into class duration*
- *Last day to petition to file P/NP option: 02/10/23*
- *Lincoln's Birthday (all campuses closed): 02/17/23*
- *President's Day (all campuses closed): 02/20/23*
- *Last day to petition to graduate or apply for certificate: 03/02/23*
- *Spring Break (no classes): 03/13/23 – 03/18/23*
- *Last day for student-initiated W (no refund): 03/31/23*
- *Last day for faculty-initiated W (no refund): 03/31/23*
- *Final examinations: 05/06/23 – 05/12/23*
- *Commencement: 05/15/23*
- *Semester ends: 05/12/23*
- *Grades available for transcript release: approximately 05/26/23*

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. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

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 [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 or call 707-476-4160

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

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.

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 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 [CR Police Department- Public Safety](#). 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.

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 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](#)
- [Online Tutoring Resources](#)

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

Learning Resource Center includes the following resources for students

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

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- 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.

- [CalWORKS](#) – assists student parents with children under the age of 18, who are receiving cash assistance (TANF), to become self-sufficient.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821