

Course Syllabus

Managing people and projects

Semester & Year: Fall 2023

Course ID & Section #: V5594

Instructor's name: Kristen Luke

Online and asynchronous

Number of units: 3

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

Instructor Contact Information

Office hours: Will be in Zoom. Contact me for an appt.

Please message me in Canvas.

Required Materials

Textbook Title: Project Management for the Unofficial Project Manager

Authors: Kogon, Blakemore, Wood

Catalog Description

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

Student Learning Outcomes

1. Analyze situations that commonly arise in the business environment and apply management terms and concepts to make business decisions.
2. Manage a team project from initiation to completion through a real-world project exercise.

Prerequisites/co-requisites/ recommended preparation

NONE

Special accommodations statement

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

Student feedback policy

I will access the class website regularly and respond to posted questions and messages generally within 24 hours of receipt. If for some reasons, I miss your message, send me another within 24 hours and I will definitely see it. Additionally, I read and provide feedback to each student's discussion forum posts by the end of the week in which they are due. There is also regular instructor-based communication with weekly announcements and emails/messages to students who have messaged me through the Canvas messaging system. I will give you detailed feedback on your assignment by two weeks after it is submitted to me.

Proctored Exams

You will need to take an open-book, open notes, multiple choice midterm and final within the Canvas system. The exam is not proctored.

Policies for this Class

Communication Guidelines

Personal questions should be communicated with Messages (Help) in Canvas. Please do not send me an email, rather, as previously stated please send me a message in Canvas to discuss personal matters. It is much easier and quicker for me to you respond to you through Canvas as I check Canvas more frequently. I will also post a discussion forum for you to discuss aspects of the course with your fellow students. However, I may not check that very frequently

as it is for student discussion primarily. Again, any questions you have, please message me in Canvas. If the message affects some or many students, say for example you notice an issue with the quiz, I will make sure to post an announcement for the entire class to read.

Netiquette: Please be respectful to your classmates. Be kind and professional in all of your postings and responses to the discussion forum. Adhere to the same standards of behavior online that you follow in a face to face class room. Inappropriate comments within the discussion forums could result in losing credit for participation during that week's discussion forum as well as being dropped from the course.

Regular and effective contact

I will access the class website regularly and respond to posted questions and messages generally within 48 hours of receipt. If for some reasons, I miss your message, send me another within 24 hours and I will definitely see it. Additionally, I read and provide feedback to each student's discussion forum posts by the end of the week after they are due. There is also regular instructor-based communication with weekly announcements and emails/messages to students who have messaged me through the Canvas messaging system. I will give you detailed feedback on your assignments by two weeks after they are submitted. Lastly, I am available for office hours by Zoom and by appointment. I do not accept late work.

Information for this Class

Class schedule

The class schedule is available in Canvas.

Evaluation process

Course Assignments: Every Sunday, the week's assignments will be listed in **Announcements** and posted in the Modules section of Canvas. You will complete them under the specific weekly module. The weekly assignments will typically require you to read textbook chapters, review online power point slides, watch course material videos, participate in discussion forums, and complete chapter quizzes. Several weeks will require a written exam (1 exam) or term paper assignment submissions.

Personal assessment assignment: (20% of your final grade)

To be discussed in the course

Note taking assignments: (15% of your final grade) Please submit your notes each week. I will grade them based on how thorough you were.

Discussion forums: (25% of your final grade) Each week, I will post questions to the discussion forum. Students will respond to the question and based on the answer, I will provide a grade for the response. A rubric is attached to the discussion forum assignments. There will be several questions each week. You need to provide a unique response to each question. Questions are meant for you to think and ponder various aspects of the course discussed in the text for that week. You may need to do an internet search to find unique answers or because the question requires a little research as occasionally additional information may be required. I will drop your lowest discussion forum week score (1 week of discussion forum). I urge you to look at the discussion forum questions early in the week to avoid it being challenging to find a unique response, one that is different than another student's response or perspective. I also will provide extra credit to students that work to assist other students by providing meaningful feedback. More details on discussion forums in each discussion forum assignment.

Group project plan: (25% of your final grade.) More details will follow in the modules of this course.

Final Exam: (15% of your final grade.) You will need to take an open-book, open notes, multiple choice final within the Canvas system (it will appear the same as your weekly quizzes). It is cumulative of all material covered in the course. It is currently NOT proctored.

Grading policy

Grading Criteria: "A=93% and above, A-=90-92%, B+=88-89%, B=83-87, B-=80-82%, C+=78-79%, C=70-77%, D=69-60%, F=59% and below

Proctoring

You will need to take an open-book, open notes, multiple choice midterm and final within the Canvas system. The exam is currently not proctored.

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 (e.g., 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 (e.g., audio books, 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 [Disability Services and Programs](https://www.redwoods.edu/dsps) [↗](https://www.redwoods.edu/dsps) (<https://www.redwoods.edu/dsps>) [↗](https://www.redwoods.edu/dsps) for Students (DSPS) [↗](https://www.redwoods.edu/dsps) (<https://www.redwoods.edu/dsps>). If you are unsure whether you qualify, please contact DSPS for a consultation: dsps@redwoods.edu [↗](mailto:dsps@redwoods.edu) (<mailto:dsps@redwoods.edu>).

- Eureka: 707-476-4280, Student Services Building, 1st floor
- Del Norte: 707-465-2324, Main Building, near the library
- Klamath-Trinity: 707-476-4280

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.

Fall 2023 Dates

- **August 18th: Last day to register for classes (day before the first class meeting)**
- **August 19th: Classes begin**
- **August 25th: Last day to add a class**
- **September 1st: Last day to drop without a "W" and receive a refund**
- **September 4th: Labor Day Holiday (All Campuses Closed)**
- **September 5th: Census Date (20% of class)**
- **October 26th: Last day to petition to graduate**
- **October 27th: Last day for student initiated withdrawal (62.5% of class)**
- **October 27th: Last day for faculty initiated withdrawal (62.5% of class)**
- **November 11th: Veterans Day (All Campuses Closed)**
- **November 20th-25th: Thanksgiving break (no classes)**
- **November 22nd-24th: No Classes, all campuses closed**
- **December 9th-15th: Final Examinations**
- **December 15th: Last day to file for P/NP option**
- **December 15th: Semester Ends**
- **December 22nd: Grades due**
- **January 5th: Grades available**

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](https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies) [↗](https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies) (<https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies>)) 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](https://www.redwoods.edu/catalog) [↗](https://www.redwoods.edu/catalog) (<https://www.redwoods.edu/catalog>) and on the [College of the Redwoods website](https://www.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies) [↗](https://www.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies) (<https://www.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies>).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies) [↗](https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies) (<https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies>)) 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](https://www.redwoods.edu/catalog) [↗](https://www.redwoods.edu/catalog) (<https://www.redwoods.edu/catalog>) and on the [College of the Redwoods website](https://www.redwoods.edu/) [↗](https://www.redwoods.edu/) (<https://www.redwoods.edu/>).

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](#) (<https://www.redwoods.edu/admissions/Forms>) 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](#) (<https://www.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Update.pdf>)

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](#) (<http://www.redwoods.edu/sso>)

For help logging in to Canvas, visit [My CR Portal](#) (<http://www.redwoods.edu/sso>).

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 \(instructure.com\)](#) (<https://redwoods.instructure.com/courses/6781>)

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](#) (<https://www.ccstudentmentalhealth.org/health-wellness-for-students/>).

[Wellness Central](#) (https://ccconlineed.instructure.com/courses/1895?cf_id=2248) 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 if you have any questions. For more information see the [Redwoods Public Safety Page](#) (<https://www.redwoods.edu/publicsafety>)

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](#) (https://www.redwoods.edu/Portals/70/pdfs/DN%20CampusSafetyMap_010819-2.pdf) 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](https://www.redwoods.edu/publicsafety)  (<https://www.redwoods.edu/publicsafety>)

Eureka Campus Emergency Procedures

Please review the [campus emergency map](https://internal.redwoods.edu/Portals/180/Maps%20and%20Phone%20Lists/EurekaMaps_Emergency_F19.pdf?ver=2020-02-18-112433-920×tamp=1628553718609)  (https://internal.redwoods.edu/Portals/180/Maps%20and%20Phone%20Lists/EurekaMaps_Emergency_F19.pdf?ver=2020-02-18-112433-920×tamp=1628553718609) 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](https://www.redwoods.edu/publicsafety)  (<https://www.redwoods.edu/publicsafety>). 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.
 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.
2. In the event of an emergency, the responsible district employee on 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. 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](https://www.redwoods.edu/online)  (<https://www.redwoods.edu/online>), (Comprehensive information for online students)
- [Library Articles & Databases](https://redwoods.libguides.com/az.php)  (<https://redwoods.libguides.com/az.php>)
- [Canvas help and tutorials](https://webapps.redwoods.edu/tutorial/)  (<https://webapps.redwoods.edu/tutorial/>)
- [Online Student Handbook](https://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf)  (<https://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf>)
- [Online Tutoring Resources](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fredwoods.libguides.com%2FTutoring%2FOnline&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown)  (<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fredwoods.libguides.com%2FTutoring%2FOnline&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown>)

[Counseling](https://www.redwoods.edu/counseling/)  (<https://www.redwoods.edu/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](https://www.redwoods.edu/library)  (<https://www.redwoods.edu/library>), to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](https://www.redwoods.edu/student-services/Home/Multicultural-and-Diversity-Center)  (<https://www.redwoods.edu/student-services/Home/Multicultural-and-Diversity-Center>)

- **Academic Support Center** <https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fasc%2F&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown>
– offers tutoring and test proctoring for CR students.
- **Student Tech Help** <https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fsts&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown>
– provides students with assistance around a variety of tech problems.

Special programs are also available for eligible students include

- **Extended Opportunity Programs & Services (EOPS)** <https://www.redwoods.edu/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** <https://www.redwoods.edu/trio/eureka> or in **Del Norte** <https://www.redwoods.edu/delnorte/TRiO>
- The **Veteran's Resource Center** <https://www.redwoods.edu/student-services/Home/Vets> 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** <https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fcalworks&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown>
– 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

Course Summary:

Date	Details	Due
Sun Sep 3, 2023	Week 1 : Discussion forum	due by 11:59pm
	Week 2 : Discussion forum	due by 11:59pm
Sun Sep 10, 2023	Week 1 : Note submissions	due by 11:59pm
	Week 2 : Note submissions	due by 11:59pm
Sun Sep 17, 2023	Week 3 : Discussion forum	due by 11:59pm
	Week 3 : Note submissions	due by 11:59pm
Sun Sep 24, 2023	Week 4 : Discussion forum	due by 11:59pm
	Week 4 : Note submissions	due by 11:59pm
Sun Oct 1, 2023	Week 5 : Discussion forum	due by 11:59pm
	Week 5 : Note submissions	due by 11:59pm
Sun Oct 1, 2023	Week 6 : Discussion forum	due by 11:59pm
	Week 6 : Note submissions	due by 11:59pm