Syllabus for ENGL-54-English Lab for Arts, Humanities, and Communication – Klamath Trinity Instructional Site		
Semester & Year	FALL 2018	
Course ID and Section #	ENGL-54-K6444(1/2 unit)	
Instructor's Name	Sean Thomas	
Day/Time	Monday and Wednesday 10:45-11:45	
Location	Klamath-Trinity Instructional Site, Computer Lab	
Number of Credits/Units	ENGL-54- K6444 (1/2 unit)	
Contact Information	*Office location*	Science 216I
	Office hours	T/Th 1-2
	Phone number	(707) 476-4324
	Email address	sean-thomas@redwoods.edu
Textbook Information	*Title & Edition*	No additional textbooks are required for this lab.
	Author	
	ISBN	

Course Description

Individualized instruction to help students improve reading, writing, and critical thinking skills needed to succeed in Arts, Humanities, and Communications courses. Tutorial support and other resources for analytical, expository, and interpretive reading and writing are provided, including standard written English conventions and the writing process.

Special Notes or Advisories (e.g. Field Trips Required, Prior Admission to Special Program Required, etc.): To earn credit for ENGL 54, students must be enrolled in at least one Art, Humanities, or Communication course requiring writing and/or critical reading. Appropriate subject areas for ENGL 54 co-enrollment include History, Art, Music, Cinema, Philosophy, Environmental Ethics, Communication, Journalism, and Literature (English).

Student Learning Outcomes

Receive and use feedback to strengthen academic reading and writing required for discipline-specific courses. More information: See also the ENGL-54 course outline at
http://inside.redwoods.edu/Curriculum/Outlines/English/ENGL-54_COR%2003.14.14.pdf

Special Accommodations

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS at 530-625-4821 Ext 23.

Academic Support

Academic support is available at Counseling and Advising and includes academic advising and educational planning, Academic Support Center for tutoring and proctored tests, and Extended Opportunity Programs & Services, for eligible students, with advising, assistance, tutoring, and more. Contact the CR KT Office for specific information at (530) 625-4821.

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 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 at: http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services. 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 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; 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, he or she may be reported the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services.

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.

Emergency Procedures for the <u>Klamath Trinity Instructional Site</u>:

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.

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.

Course Requirements (subject to change with fair notice):
ENGL-54 may be taken for a grade of "P" (pass) or "NP" (no pass) only. This course is not repeatable.

To pass the ½-unit class, students must attend a minimum of 22.5 hours during the semester, have one tutoring session with an instructor or senior tutor to get assistance and feedback on a reading or a writing assignment, and take the online Self-assessment Survey available on Canvas. All three requirements must be fulfilled to receive credit.

This syllabus is subject to change.