

Course Information

Semester & Year: Fall 2020

Course ID & Section #: D9460 (049460)

Instructor's name: Bernadette Johnson

Course units: 3

Instructor Contact Information

Office hours: Email instructor at Bernadette-johnson@redwoods.edu

Phone number: (707) 460-0957 (Text is best)

Catalog Description

A course designed to inform and assist students to obtain the knowledge and skills necessary to reach their educational objectives. Topics covered include: Self-discovery, motivation, memory development, time and stress management, textbook reading, note and test-taking skills, healthy living practices, and career and academic planning. Students will be utilizing a wide variety of college resources, study skills, and techniques to support their goals.

Course Student Learning Outcomes

1. Demonstrate learning study skills.
3. Display self and academic awareness.
5. Develop a career and academic plan.

Required Materials

Textbook title: On Course, Strategies for Success in College, Career and Life

Edition: 9th

Author : Skip Downing, Jonathan Brennan

ISBN: 978-0-357-02268-9

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, 1st 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.

Support for online learners during COVID-19

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. **Please let me know about any specific challenges or technology limitations that might affect your participation in class.** I want every student to thrive.

Technology skills

Students should be able to navigate the course learning management system (website) and external websites, open and download files, and use a word processor with either Microsoft Word (.docx) or compatible software. **If you need help with ANY of this, please let me know.**

Technology requirements

1. **Computer** – A reasonably current computer is needed for this class. A mobile device with the Canvas App can be used for some functions, but you should not rely on a mobile device to complete all of the course requirements. A computer is required to successfully complete this course.
2. **Internet Access** - A reliable, high-speed broadband connection is needed for this course. Have a back-up plan for internet access, like a coffee shop or library.
3. **Canvas Access** - This course uses an online Learning Management System (LMS) called Canvas, which is provided by the college. To get to the class you will need to log in to: <https://redwoods.instructure.com> Your login name will be your first initial, last name, last three digits of your student I.D number (sgarcis567), your password is your eight digit date of birth (06031996). Once you have logged in select “GS1 College Success”.
4. **Microsoft Word compatible software** - In this course you will need to open and/or create Microsoft Word compatible documents. All students at CR have access to a free Office 365 license (includes Word, Excel, PowerPoint and more) with a valid CR email. There are also other free software options available such as Google Docs or LibreOffice (If you use Pages for Mac, you will need to export your files to Word or PDF formats.

Optional additional technology

1. **Canvas App** - If you have a smart phone or a tablet there is a free Canvas app through the Apple store or an app available at this link for Android devices. However, DO NOT rely on a mobile device and the Canvas App to complete all of the course requirements.
2. **Adobe Acrobat Reader** – Adobe Acrobat Reader – A free Adobe Acrobat PDF Reader is available which will allow you to open and read PDF files.

3. **Zoom Account** – Zoom video conferencing will be used to conduct office hours. Click here to sign up for a Free Basic Zoom Account. Your free account comes with excellent online support, including 24/7 free live chat help. **I will be offering advising appointments, office hours and study sessions using ZOOM.**

Evaluation & Grading Policy

Students are expected to complete work on time. All due dates are available in Canvas and it is recommended that you review the course outline at the start of the semester and create a workplan that designates enough time for reading, studying, writing and keeping up with Canvas activities in all your classes. Be sure to account for larger projects that will require extra time, especially if you are taking multiple courses. **Late assignments may result in a 20% reduction in points for that assignment.**

Also, **Life happens!** I will never judge you for falling behind. Despite our best efforts, sometimes life situations (like a pandemic) have to take a higher priority than school, and other classes require more time than you anticipated. I've been there and have had to drop classes mid-semester because I had too much on my plate. So, I totally understand. **I'm here to help you and don't feel like you owe me an apology for doing your best to balance your life.**

If you have an unexpected emergency, please let me know and I will do my best to accommodate your situation, I just ask that you also keep in mind that instructors are humans too, and we have designed our due dates so that we can manage our own workloads and life responsibilities. **With that in mind, I reserve the right to make adjustments to the syllabus if necessary.** You will be notified in Canvas if there are any changes to the expectations or due dates for this course. **Please read carefully all Announcements in Canvas!**

Grading Scale

A = 93% - 100%

A- = 90% - 92%

B+ = 87% - 89%

B = 83% - 86%

B- = 80% - 82%

C+ = 77% - 79%

C = 70% - 76%

D = 60% - 69%

F = < 59%

Admissions deadlines & enrollment policies

Fall 2020 Dates

- *Classes begin: 8/22/20*
- *Last day to add a class: 8/28/20*
- *Last day to drop without a W and receive a refund: 9/4/20*
- *Labor Day (all-college holiday): 9/7/20*
- *Census date: 9/8/20 or 20% into class duration*
- *Last day to petition to file P/NP option: 9/18/20*

- *Last day to petition to graduate or apply for certificate: 10/29/20*
- *Last day for student-initiated W (no refund): 10/30/20*
- *Last day for faculty initiated W (no refund): 10/30/20*
- *Veteran's Day (all-college holiday): 11/11/20*
- *Fall break (no classes): 11/23/20-11/28/20*
- *Thanksgiving (all-college holiday): 11/25/20-11/27/20*
- *Final examinations: 12/12/20-12/18/20*
- *Semester ends: 12/18/20*
- *Grades available for transcript release: approximately 1/8/21*

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. Effective communication is essentially about showing respect for both yourself and the other person. This class requires that students demonstrate mutual respect in their interactions. In college, communication issues may arise that are sometimes difficult and/or controversial. As an academic community we share a mutual responsibility to create and maintain a supportive classroom environment where students feel safe to speak up and apply new communication skills. This means that each student's ideas, feelings and questions are valued. It is okay not to agree with everything that is said in the class, either by your peers or myself. However, it is expected that you will be respectful of those with different opinions and perspectives than your own, and that you will ground your interactions in the course content.

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 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.

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 [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

Course Assignments

Discussion Questions (DQ)

In order to facilitate a collaborative and engaging learning experience, students will participate in weekly discussions in Canvas. The expectation is to complete one original and meaningful post of 100-200 words and two meaningful responses to classmates of at least 50 words. A "meaningful" post is easy to read and understand. It demonstrates you comprehend and are interested in the content by asking questions that promote further discussion, showing insight, adding information to the topic, and building connection with your peers. **Quality is more important than quantity.**

DQ Post Rubric

Graded Items	Points
Initial Post is 100-200 words	1
Initial Post is on time	1
Initial Post is meaningful (see above description)	4
Peer Response #1 is meaningful, on time at least 50 words	2
Peer Response #2 is meaningful, on time at least 50 words	2
Total Possible Points	10

Journals

Students will complete personal reflection journals using prompts from the textbook (On Course). Journals are informal writing assignments. They are meant to help you think about the concepts in the class and apply them to your own life. Grammar and punctuation will not be graded UNLESS such errors distract from my ability to read and understand what you are saying.

Graded Items	Points
Journal is submitted in Canvas on time	1
All components of assigned prompt are complete	2
Journal is easy to read and understand	5
Demonstrates insight, growth and deep reflection	2
Total Possible Points	10

Career Pathway Research Essay

Students will complete a 750-word formal essay researching a career path of their interest. The paper should use MLA or APA formatting, proper grammar and punctuation and include at least two credible and relevant sources. More detail will be provided in the assignment details in Canvas, but for now it is wise to begin asking yourself the following questions:

1. What career paths interest me?
2. What steps would be required to pursue one of these paths?
3. How does my personality, strengths and skills match with this path?

Personal Reflection Essay

Students will complete a 750-word reflection essay discussing their experience in this semester. You will reflect on your experience as a student and your success in applying the study skills covered in this class. You will also write about the insights you have gained about yourself as a student through the process of completing the self-assessment activities, journals and discussions throughout the course. More information will be provided in the assignment details in Canvas, but for now it is wise to begin asking yourself the following questions:

1. What are my strengths and challenges as a student?
2. What skills and strategies did I try this semester? How well did they work?
3. What new personal insights have I made about my career and life goals as a result of this course?

Quizzes/Exams

Chapter Quizzes: Students will read all the chapters in our textbook and complete the corresponding reading quizzes in Canvas per the due dates provided in the course outline and on Canvas. Students are encouraged to pay attention to key terms and concepts in the textbook as well as discussion questions as this content will be covered by these quizzes.

Final Exam: The final exam will cover all chapters in the textbook.

Student Education Plan

Students will meet with a counselor or advisor to complete a Student Education Plan (SEP). This assignment requires that you select a major at CR, even if you have not yet decided on your long-term educational or career goals. To You will need to make an appointment early in the semester. If you would like to meet with me to complete this task, just send me an email to request an appointment time. Otherwise, please email counseling@redwoods.edu to schedule an appointment with another counselor/advisor.

Course Outline

Assignment	Due Date	Points Possible
Discussion Questions (DQ) 10 points each (16 weeks)	Weekly by Tuesday at 10 am	160
Journals 10 points each (15 weeks)	Weekly by Tuesday at 10 am	150
Career Pathway Research Essay	Friday, Oct 16 th 5 pm	120
Personal Reflection Essay	Friday, Nov 20 th 5 pm	120
Quiz Chapter 1		25
Quiz Chapter 2		25
Quiz Chapter 3		25
Quiz Chapter 4		25
Quiz Chapter 5		25
Quiz Chapter 6		25
Quiz Chapter 7		25
Quiz Chapter 8 & 9		25
Student Education Plan	Friday, Nov 13 th 5 pm	100
Final Exam	Friday, Dec 18 th 5 pm	150
	Total Possible Points	1000