

Course Information

Semester & Year: Spring 2020

Course ID & Section #: V9327

Instructor's name: Michael Butler

Day/Time or *Online: Online

Location or *Online: Online

Number of units: 4

Instructor Contact Information

Office location or *Online: Online

Phone number: 707-476-4234 (message Only)

Email address: Michael-Butler@redwoods.edu

Required Materials

Textbook title: **College Algebra An Investigation of Functions**

Edition: 4th

Author: Lippman et al

ISBN: 23751543

Other requirement: [materials, equipment or technology skills]

Catalog Description

A course for students studying in science, technology, engineering, and mathematics (STEM) fields and some areas of business.

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

- 1. Analyze and investigate functions and equations graphically, algebraically, and verbally.**
- 2. Solve equations, systems of equations, and inequalities.**
- 3. Apply functions and other algebraic techniques to model real-world applications.**

Evaluation & Grading Policy

HOMEWORK: I will be assigning written homework (posted to Canvas) to be done through out the current Module we are working on. It is expected that you will have it completed and turned in (uploaded to Canvas) two days after it is assigned. After that, it will be considered late and you will have a two day grace period to get it turned in. There will be a 2-point deduction taken for work turned in during the grace period. After that, you need to ask permission to turn in late work and you can earn at most 1/2 credit.

There is also an Online Assignment for each Module that is due at prior to the close of the Module.

The homework is required. The fundamental idea of a college course is to learn something and the homework is where much of the learning takes place.

Specifics on how homework is to be presented:

- Sloppy work will not be accepted. You need to present your work so it is readable.
- Your Name, The Section Number and the Date must appear in the header of each assignment.
- You are required to submit homework in .pdf format. There are several scanning utilities for your phone available. Details about scanning apps can be found in Canvas.

QUIZZES: There will be a weekly online quiz that is a subset of the exercises from the Online Homework. These are "one-and-done" quizzes and so be prepared when you take them.

OPPORTUNITIES: I hate the name "exam" or "mid-term" for a major point gathering opportunity. You go to the doctor for an exam and midterms should occur in the middle of the semester. Instead I prefer to call these "Opportunities." That is what they are; an opportunity for you to show off what you have learned. There will be two Opportunities and a Final Opportunity that is proctored. They are worth 100 points each.

GRADE SYSTEM: The point system is used in this class which means every point has the same weight. I use the plus/minus system for final grades. The grade break down is as follows.

A	93-100%	C	70-76.9%
A-	90-92.9%	D	60-70.9%
B+	87-89.9%	F	0-59.9%
B	83-86.9%		
B-	80-82.9%		
C+	77-79.9%		

Prerequisites/co-requisites/ recommended preparation

Intermediate Algebra

***ONLINE REQUIREMENTS - The following are required for online courses but are recommended for all (see * in contents).**

Special Accommodations Statement

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.

Student Feedback Policy

Communication Policy:

Contacting your teacher to ask questions, clarify assignment requirements, or inform why an assignment is going to be late are all-important to a successful experience in this course. The methods available to contact me in this class include:

- the Canvas Discussion forum, email, the Canvas Message tool,
- the online office hours, and
- in class.

I respond to questions posted in the Discussion forum or sent to me via email usually within 24 hours. The exception to this would be on the weekends or when I give prior notice that I will be out of the range of Internet service for more than 24 hours. The phone is for leaving messages only and I will respond to voice mail with a Canvas Message.

The Canvas Discussion forum is a great place to post questions about content from the material we are covering. If you are having trouble with an exercise or don't understand a concept in the reading, this is a great first stop to ask for help. Many times your peers will answer the question before I do. I encourage this and offer one point extra credit on an assignment for every question you answer (correctly) in the Discussion forum. Be sure and subscribe to the *Questions About Content (Q&A)* Discussion forum.

The Canvas Message tool (the Inbox link) is an excellent way to contact me with information that you need to communicate just to me. If you ask me content questions via email or through Message, I will post the response to the Canvas Discussion forum. If you need an extension on an assignment, sending a Canvas Message is the way to ask for that. If you use the Canvas Messaging system to email me, the course and section are automatically included in the message which really helps me with timely responses. If you need to use your personal email utility, please include the course name (Math 30) in the subject. Again, any content questions sent to me via email/Canvas-Message will be replied to in the *Questions About Content (Q&A)* Discussion forum

Online office hours are an excellent way to get real time help in the class! The Canvas system has a Conference tool that allows us an interactive whiteboard and desktop sharing.

Proctored Exams

Our class requires one proctored exams during the term: the final. Taking a proctored exam means formally identifying yourself and taking an exam under the supervision of a proctor. Check your course syllabus for exam requirements and proctoring forms.

Three possible options:

- You can make an appointment at any CR testing center near you (See below)
- Your instructor may offer the option to take the exam online using Proctorio
- You can always arrange and pay for your own local proctor to administer the exam (The proctor must be authorized by your instructor)

Student Accessibility Statement

[See recommended support links and accessibility statement]

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Institutional Policies

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- 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

Student Accessibility Statement (required for online classes*)**

These standards are required by federal regulation. Students will have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Course materials will include a text equivalent for all non-text elements; videos will include closed captioning, images will include alt-tags, hyperlinks will use descriptive/meaningful phrases instead of URLs and audio files will include transcripts. All text will be formatted for use with screen readers and all course materials will be understandable without the use of color.

Students who discover access issues with this class should contact the instructor.

Admissions deadlines & enrollment policies

Spring 2020 Dates

- *Classes begin: 1/18/20*
- *Martin Luther King Jr. Day (all-college holiday): 1/20/20*
- *Last day to add a class: 1/24/20*
- *Last day to drop without a W and receive a refund: 1/31/20*
- *Census date: 2/3/20 or 20% into class duration*
- *Lincoln's Birthday (no classes): 2/14/20*
- *Last day to petition to file P/NP option: 2/14/20*
- *President's Day (all-college holiday): 2/17/20*
- *Last day to petition to graduate or apply for certificate: 3/05/20*
- *Spring break (no classes): 3/16/20-3/21/20*
- *Last day for student-initiated W (no refund): 4/3/20*
- *Last day for faculty initiated W (no refund): 4/3/20*

- *Final examinations: 5/9/20-5/15/20*
- *Semester ends: 5/15/20*
- *Grades available for transcript release: approximately 6/1/20*

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](#).

Policies for this Class

Class participation and Attendance policy

Explain how participation is evaluated.

Communication Guidelines

Consider including: response times to emails and messages, availability, times you will not be checking email or messages, your preferred means of contact and any other preferences, such as specifics of email subject lines, encouragement to attend office hours, or similar. You may also want to include a statement on student privacy rights, including the legal rights of students that prevent information from being disclosed to anyone (including parents/guardians) without the student's prior written consent.

Regular effective contact (*required for online classes)

Required by the ACCJC and Title 5 for Online Classes: *“Instructor should initiate frequent interactions with all students, both individually and collectively, and that students should have frequent opportunities to regularly interact with each other”*. Be sure that your communication guidelines describe how you will initiate regular effective contact and maintain substantive interaction by including elements such as timely and substantive feedback on course assignments, threaded discussion forums and weekly announcements. Instructor-prepared materials are required in addition to any publisher-created materials to create a virtual equivalent of face-to-face classes. Your description must be consistent with the methods of Regular Effective Contact in the DE Course Proposal form.

Policies - additional

Describe additional policies you have including late work/make-ups, tardiness, and use of personal technological devices.

Information for this Class

Class schedule

Include the scheduled dates for each of the class meetings, and indicate finalized or tentative readings, assignment due dates, quizzes, and exams. Note that this is tentative.

The First Day the Class Meets should be made clear here (since our semesters start on Saturdays, which confuses people). Dates of Holidays and non-class days (Spring Break, Fall Break, Lincoln Day) should also be listed in the CLASS schedule, along with the last regular class meeting, finals week information, AND the last date that late work will be accepted.

Any meetings scheduled outside of normal class time (such as field trips) should be clearly indicated. *Note that the Canvas LMS automatically adds a class schedule to your syllabus if you choose to use this option.*

Example schedule

<i>Week</i>	<i>Date</i>	<i>Topic</i>	<i>Text Chapters & Activities</i>	<i>Assignments/Due Dates</i>
1				
2				
3				

Recommended textbooks & other materials

Title, edition, author, ISBN. Note: these books are not covered by EOPS book vouchers.

Proctoring (*required for *online courses*)

[Instructor: explain whether or not proctoring is required, and if so, what proctoring options are available. Please note that for an online course you must include both an off campus option in addition to our on campus testing center. Typically it has been up to the student to choose and arrange for an approved off campus proctor, however this process can be both complicated and time consuming for both student and instructor. CR can now offer proctoring through Canvas and Proctorio, a proctoring software and lockdown browser. This can be a good option for students who have limited local resources or mobility issues.

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>

Technology skills, requirements, and support (required for online classes)

Tech equipment and skills are required for student success, and of equal importance as required textbooks and materials,

Students can obtain a free [Office 365 license](#) (includes Word, Excel, PowerPoint and more) with a valid CR email.

Necessary Computer Skills - [instructor: identify the computer skills necessary for students to succeed in your course.]

Technology Requirements (computer, other hardware, and software) - [instructor: identify the computer requirements and any hardware or software necessary for students to succeed in your class.]

Technology Support - [instructor: identify your role in providing technology support]

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

Gender-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 gender-inclusive and non-sexist to affirm and respect how people describe, express, and experience their gender. Just as sexist language excludes women's experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. Gender-inclusive/non-sexist language acknowledges people of any gender (for example, first year student versus freshman, humankind versus mankind, etc.), affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression.

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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:

- a. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
- b. Dial 911, to notify local agency support such as law enforcement or fire services.
- c. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
- d. 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.
- e. 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.).
- f. If safe to do so, notify key administrators, departments, and personnel.
- g. 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 and Advising](#) offers academic support and includes academic advising and educational planning

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams.
- [Library Services](#) to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center [waiting for hyperlink and Mission]
- Math Lab & Drop-in Writing 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
- The [Honors Program](#) helps students succeed in transferring to a competitive four-year school.