

## Course Information

Semester & Year:

**Fall 2023**

Course ID & Section #:

Math 5 V5482 *Contemporary Mathematics*

Instructor’s name:

Tami Matsumoto

Day/Time of required meetings:

This class is entirely online and asynchronous.

**There are no required class meetings.**

Location:

Online, in Canvas at <https://redwoods.instructure.com/courses/16644>  
with optional online sessions in Zoom

Course units:

3 units Lecture

## Instructor Contact Information

Office location:

Online; Working From Home [formerly: Room SC205B, Eureka campus]

Office hours:

Tuesdays and Thursdays 2-3pm and by appointment (using Zoom)

Phone number:

707.476.4543

Email address:

**Use Canvas “Inbox” messaging** (preferred)

or email [tami-matsumoto@redwoods.edu](mailto:tami-matsumoto@redwoods.edu)

(With email, include “**Math 5**” as part of the email subject line)

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## Catalog Description

**Math 5 “Contemporary Mathematics”** *From Math 5 Course Outline of Record March 2019:*

An introduction to mathematics for students not pursuing science, business, and math majors. Surveys selected topics with a focus on history, utility, and artistry to promote appreciation and critical understanding of the foundational importance of mathematics to contemporary society.

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

**Math 5 “Contemporary Mathematics”**

1. Demonstrate critical thinking skills through analyzing mathematical ideas in the context of contemporary society.
2. Use mathematical skills and techniques when arguing a position on a contemporary issue.

## Prerequisites/co-requisites/ recommended preparation

None.

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## 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 for Students \(DSPS\)](#). If you are unsure whether you qualify, please contact DSPS for a consultation: [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
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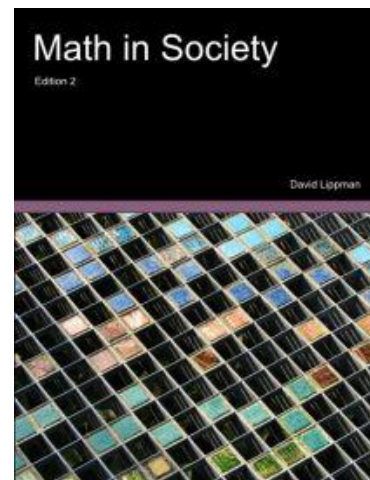
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## Part II: Course-Specific Information

### **Required Materials**

#### Textbook

Textbook title: ***Math in Society***  
Edition: 2  
Author: David Lippman  
ISBN: ISBN-13: 978-1479276530  
ISBN-10: 1479276537



#### Other requirements: [materials, equipment, technology skills]

- **Computer:** You will need reliable access to a computer (laptop or desktop) to complete the work for this online class.
- **Camera/Scanner:** A digital camera, scanner, smartphone or other device capable of taking photos that can be converted to PDF format so that you can submit written work.
- **Bound Notebook with Grid Paper:** Something like Roaring Spring #77475 or Ampad #26-251 (about \$2 - \$6), for example. It should be bound and have graph paper in it. You will use this throughout the course to build yourself a reference book.
- **Internet Access:** For email (using your “mycr.redwoods.edu” account) and for Canvas, in particular.
- **Time:** It’s best to plan regular blocks of time in your basic weekly schedule to devote to this class – every day or every other day – so that you aren’t trying to cram a whole week’s worth of work all in one day. Since Math 5 is a 3-unit Lecture course, as defined in the College Catalog, students should expect this course to take a total of 162 hours of effort (averaging about 11 hours per week for the semester). To be successful, it is strongly recommended that you arrange your schedule to devote 9 to 12 hours (per week) to work on this class. It’s a good idea to plan to drop in on optional “Catchup Sessions” and/or Office Hours (via web conferencing, using Zoom) occasionally through the semester.
- **Zoom Account:** We will use Zoom for our “office hours,” appointments, “Catchup Sessions” and Q&A Sessions. To participate in our Zoom sessions, you must sign up for a free account – using your “@mycr.redwoods.edu” email address – at <https://zoom.us/>
- **Engagement and Participation:** Math 5 is very *different* from most of your prior math courses. Discussion and interaction are important. We may also incorporate group work. It is important to have all students fully engaged and actively participating in the class **at all times**. To be “fully engaged” it is vital that you log in to Canvas regularly to see Announcements and other communication.
  - If you anticipate that you will not be able to participate and check the class in Canvas regularly (at least every day or 2) for the full semester, then you should not take this class. Or if you anticipate that you will not be able to do groupwork online collegially and collaboratively with your classmates, respecting everyone’s ideas, and treating everyone with kindness and consideration throughout the whole semester, then you should not take this class.
  - Furthermore, if you prefer to read a textbook, take notes, do a bunch of math problems on your own, check the answers in the back of the book, and repeat, then this class is not a good fit for you.
- **Perseverance:** The nature of the course material means that students are often working in unfamiliar territory and may need to work through some confusion and adversity, at times. This can be daunting, so it is crucial that you seek help when you need it – or, preferably, *before* you really need it.
- **Support System:** Since the course requires time and attention in order to be successful, students must have support outside of this class. Ideally this would include adequate quiet space to work, time and people who can help you study, along with time and people who can help create areas of your life within which you can work and study on your own. Some obstacles students have encountered in online classes have to do with difficulties **focusing** on coursework – not only do people experience distractions from other aspects of life (work, family responsibilities, and more), but there is also a feeling of isolation, since we do not meet together face-to-face. If your current life situation does not already have a support system built into it, then it is *even more important* to create connections with others in our class and at the college.

## Evaluation & Grading Policy

### Assignment Types and Weights

- Reading Assignments (necessary, but not graded)
- Online Homework Assignments (30%)
- Skills Quizzes (30%)
- Written/Extended Assignments (20%)
- Midterm Exam or Project (10%)
- Final Exam or Project (10%)

### Final Course Grading overall score requirement

- 93% and up: A
- 90%-92%: A-
- 87%-89% B+
- 83%-86%: B
- 80%-82% B-
- 77%-79% C+
- 70%-76% C
- 60%-69% D
- Below 60%: F

*NOTE: The "Gradebook" in Canvas is NOT your official grade and is for informational purposes only.*

### About Due Dates listed in Canvas:

Each assignment will have a Canvas "due date" associated with it.

Each assignment is associated with a Module, and the Module has a completion date.

- You should aim to finish the assignment by the "due date," but, if you have questions when the due date arrives, please get help and then finish up the assignment and turn it in later (by the Module completion date).
- **Friday December 15, 2023 is the last day to submit *any* work.**

### Class participation policy

**Class Participation** — It is extremely important that you participate in the class regularly by checking and participating actively in Canvas (every day or two), and by communicating right away if any problems or difficulties arise. You should also plan to pop in regularly and participate in an Office Hour or "Catchup Session" or Q&A session (via web conferencing, using Zoom) to keep in touch and keep up. We will cover a different topic every week, so it is vitally important not to fall behind. **If a week or more goes by without any participation from you, you might be dropped from the course.**

**IMPORTANT NOTE:** Since much of our lives have been disrupted by the pandemic, I understand that, for many of you, unexpected and unplanned-for responsibilities might pop up (e.g., child care, or additional shifts at work). Under these circumstances, I am willing to be flexible about "regular" participation, as long as you communicate with me so that we can work together to help you succeed.

**Please understand, though, that if you fall too far behind, it will be extremely difficult to catch up.**  
(Picture running after a speeding bus!)

Sometimes collaboration via small-group work will be assigned, and you will be expected to collaborate collegially and respectfully, and also will be responsible for completing your own work. We will also have discussions (using Canvas Discussion Forum), and you are expected to participate both as an active "listener" and as a contributor, each time. Participation in this class is essential for your success! I plan to record activity each day and note who are and are not participating. If you have an issue that prevents you from participating for more than 2 days in a row, please advise me of that (I do not need details), and let me know your "recovery plan" so that you don't lose out on too much information.

## Communication Guidelines

For YOU to communicate with ME:

- **Canvas “Inbox” messages are preferred. Please include a Subject Line that is clear and informative.**
- **Email** is also an option. Please include “**Math 5**” as part of your subject line, along with words that convey the topic of the message clearly.
  - With either method, the more detail you can provide, the better the response I can give you.
  - Please also know, though, that these methods are not completely reliable; if you have not gotten a response the same day (or within 24 hours), please re-send your message using a different method (so if you sent a Canvas message, try email next).
- **Canvas Chat** is sometimes a good option. If you and I are in Canvas at the same time, we can chat back-and-forth quickly and easily using Canvas Chat. Keep in mind that the Chat messages are visible to everyone in the course, whereas Canvas Messages and email messages are more private.
- **Zoom.** We will use Zoom for “office hours,” “office” appointments, “Catchup Sessions,” and Question-and-Answer sessions.  
Anyone can “drop in” during Zoom “office hours.” Appointments can be reserved using the Appointment scheduler in the Canvas calendar (or by other prior communication) to meet with me outside of regularly-scheduled office hours.
- **Phoning** is also fine, but if you left a voicemail and have not gotten a timely response, please try another method (such as Canvas messaging) because often voicemail messages are difficult to hear clearly (sometimes due to cell phones and locations at the time of the call).

For ME to communicate with YOU:

- **Canvas Announcements.** To disseminate information to the entire class at once, I will generally post an Announcement in Canvas. Please check Canvas Announcements regularly. You can revise your Notification Settings in Canvas to get an Announcement when and where you think will work best for you. (On the phone app, keep an eye out for the “bullhorn” icon.)
- **Canvas “Inbox” Messages.** I might also send a Canvas “message” to the entire class, with more pressing information. You can select how and where you would like to receive Canvas messages by changing Notification Settings in Canvas (look for “Notifications” under your profile). Canvas messages can be sent to your personal email, if you prefer, for example.
- **Email.** I expect you to have access to email and I expect to be able to contact you easily. The College uses your "mycr.redwoods.edu" email address to communicate with you so it is important that you receive those email messages and check your CR email inbox regularly. Note that you can set up your redwoods email to autoforward to another email address if you would like.

For YOU to communicate with Each Other:

- **Canvas “Inbox” Messages:** You can send a message to any classmate
- **Canvas Chat:** This is really helpful for people when they are working in Canvas at the same time
- **Canvas Discussions**
- **Zoom session.** Any of you can set up a Zoom session and invite others to meet with you online (you don’t need me to be there).

**NOTE: Student privacy rights:** legal rights of students prevent information from being disclosed to anyone (including parents/guardians) without the student’s prior written consent.

### ***Class content***

Each Week there will be a Module starting on Tuesday; work will be due one week later.

Here is the plan for the semester:

- Week 1: Problem Solving
- Week 2: Voting Theory
- Week 3: Graph Theory
- Week 4: Growth Models
- Week 5: Fractals
- Week 6: Midterm Review
- Week 7: Statistics: Collecting Data
- Week 8: Statistics: Describing Data
- Week 9: Probability
- Week 10: Historical Counting Systems
- Week 11: Finance
- Week 12: Fair Division
- Week 13: Final Review

Note: The topics might change slightly, but this is the basic plan.

### ***Basic Workflow Plan:***

#### **Canvas Modules:**

The main organization of the course will make use of **Modules** in Canvas, with a Module for each week.

The basic format of the Modules will be:

- Learning Objectives listed
- Reading Assignment
- Online Homework Exercises
- Skills Quiz
- Written Assignment

#### **Reference Book:**

You will work on your own Math Reference Book throughout the course. The goal is for you to have information, in your own words, and with your own examples, organized in such a way as to be useful to you ***after this course is over***. It should also help you to get through the class, but your Reference Book should be made as a gift to your future self. My hope is that, when you encounter unexpected situations in your other courses, and in your careers, even if you don't remember everything from this class clearly, you will have this resource, in a handy place, where you can reach for it, find the information you need – written in your own words – to remind you how things work or what things mean.

There will be a couple “checkpoints” where I will want to see how you are doing on this, but the final grading for the Reference Book will be at the end of the semester.

NOTE: Things will not be perfect, no matter how hard we may try. Please have a mindset of aiming for 80 to 90 percent -- *you and I both will probably actually do better than that* -- but if we are *expecting* ourselves to be "perfect," then we are almost certainly going to be disappointed. With the 10% to 20% (or so) part that is not perfect, we should have the attitude to take it in stride and learn what we can from that.

### ***Canvas Information***

We will use Canvas as a “home base” for everything in this online class. In particular, you should check regularly (every day or every other day) for assignments, announcements, and other communication.

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

## ***Technology skills, requirements, and support***

### **Technology skills**

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

Necessary Computer Skills: Online courses require proficiency with computer skills. It is necessary that you have the ability to use Canvas effectively and to receive and respond to emails and Canvas messages in a timely manner. You must be able to:

- navigate the course Learning Management System (Canvas) effectively,
- receive and respond to Canvas messages and to your CR email in a timely manner,
- use a word processor (such as Microsoft Word),
- take images of written work and convert images to pdf format, and
- download files from Canvas and upload files to Canvas.

While it is ultimately your responsibility to meet the technological demands of the course, the college offers some resources, and it will be imperative for you to ask for help when you need it.

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

### **Computer & Internet Requirements:**

The class is designed with the expectation that you have reliable access to a computer (laptop or desktop) – see note below about smartphones/tablets. You should have high-speed internet (such as broadband) service from cable, DSL, or a satellite provider because there are videos that require this speed. You will need to have reliable access to the internet for the duration of the course. Remember that there can be unexpected problems with technology, including your computer and/or internet access (and/or power outages) so please plan to allow enough time for submission of assignments. Even when everything is working properly, it can take longer than expected (and longer than it seems like it really should) to log in to Canvas, get to the correct page for an assignment, and upload a file, so please don't wait till the last minute. It is your responsibility to meet class deadlines.

### **Hardware Requirements -- Portable Devices vs. Computers:**

- **Computers:** You should plan on doing the majority of your work (especially completing exams and submitting assignments) from a reasonably recent-model notebook or desktop computer (Mac or PC). Do NOT plan to participate in this class solely from a portable device.
- **Mobile/Portable Devices:** Although you can use late-model portable devices (such as Android or iOS phones & tablets) for some things, you should plan on doing the majority of your work (especially exams and assignments) from a reasonably late-model notebook or desktop computer (Mac or PC). Do NOT plan to participate in this class solely from a portable device.
  - If you do decide to use your portable device for some of your class work, use the free Canvas app (look for “Canvas Student” or “Canvas by Instructure”) which is available in iTunes (for iOS) and the Play Store (for Android).
  - If you try to use Canvas on a mobile phone or tablet, in some cases Canvas will work better using the app – but in other cases, you will have better success using a web browser. Either way, keep in mind that the Canvas app does not include all the same features as the web-based version, so **for the best experience, use Canvas online on a laptop or desktop computer.**

**Technical Support:** Before contacting Technical Support please visit <https://www.redwoods.edu/online/>. For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact [its@redwoods.edu](mailto: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 Thursday.

## 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. CR encourages all 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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## Part III: Institutional Information

### 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, 1<sup>st</sup> 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.

### 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.

### Admissions deadlines & enrollment policies

Fall 2023 Dates (for regular full-semester courses)

- August 18<sup>th</sup>: Last day to register for classes (day before the first class meeting)
- August 19<sup>th</sup>: Fall semester officially begins
- August 25<sup>th</sup>: Last day to add a class
- September 1<sup>st</sup>: Last day to drop without a "W" and receive a refund
- September 4<sup>th</sup>: Labor Day Holiday (District-wide closure)
- September 5<sup>th</sup>: Census Date (20% of class)
- October 26<sup>th</sup>: Last day to petition to graduate
- October 27<sup>th</sup>: Last day for student initiated withdrawal (62.5% of class)
- October 27<sup>th</sup>: Last day for faculty initiated withdrawal (62.5% of class)
- November 10<sup>th</sup>: Veterans Day Holiday (District-wide closure)
- November 20<sup>th</sup> – 25<sup>th</sup>: Fall Break (No classes)
- December 9<sup>th</sup>-15<sup>th</sup>: Final Examinations
- December 15<sup>th</sup>: Last day to file for P/NP option, when available
- December 15<sup>th</sup>: Semester Ends
- December 22<sup>nd</sup>: Grades due
- December 25<sup>th</sup>-January 1<sup>st</sup>: Winter Break (All Campuses Closed)
- January 5<sup>th</sup>: Approximate date grades available for transcript release

## 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 option to request an alternate name and pronouns to appear in Canvas.

See step-by-step instructions at:

[https://redwoods.instructure.com/eportfolios/222/Canvas\\_tips/Canvas\\_Name\\_Change\\_also\\_Pronouns](https://redwoods.instructure.com/eportfolios/222/Canvas_tips/Canvas_Name_Change_also_Pronouns)

## Canvas Information

Get help with Canvas here:

[https://redwoods.instructure.com/eportfolios/222/Canvas\\_tips/Canvas\\_Guides\\_and\\_Other\\_Sources\\_of\\_Help](https://redwoods.instructure.com/eportfolios/222/Canvas_tips/Canvas_Guides_and_Other_Sources_of_Help)

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](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://webapps.redwoods.edu/tutorial/>

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](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](mailto: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: [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)

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## 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 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

### ***Some Final Thoughts: Be Kind to each other. We are all in this together.***

These are difficult times for all of us, with many unknowns, for the unforeseeable future. Please remember that everyone is doing their best and we are all stressed and struggling with this class along with many other aspects of life.

Be patient. Be kind. Care for one another and we can all help each other get through this difficult class.

For many of us, online classes are new, and we are learning as we go. Also, many of us are encountering new technology that we are not familiar with. Be patient. Ask for help when you need it. And we will be revising and adapting as we go along and as we learn what works and what doesn't.

So be sure to let me know if something is not working for you, so that we can troubleshoot it and make it better!

Also, *be kind to yourself!* Don't be too hard on yourself if things aren't going as smoothly as you would like.

This is a hard class – *plus, life is hard right now, too* – but this class is not impossible; it will just take quite a bit of time and effort on your part. Knowing that at the outset can help you plan and prepare for it.

### ***Caveat:***

This is the current plan for this course and is subject to change as the semester evolves.