

South Plains College: Common Course Syllabus

Department: Behavioral Science

Discipline: Sociology

Course Number: Sociology 1301

Course Title: Introduction to Sociology

Semester Hour Credit: 3 Hours; 3 Lecture Hours; 0 Lab Hours (3:3:0)

This course satisfies a core curriculum requirement: Yes (Behavioral Science)

Prerequisites: none for conventional sections; must be TSI compliant in reading for Internet sections including dual credit.

Available Formats: Conventional and Internet

Textbook:

The Real World, 7th edition, by Kerry Ferris and Jill Stein, Norton Publishing. The faculty that teach this course have chosen to use inclusive access for the textbook for Introduction to Sociology. The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.

Inclusive Access information:

E-book features: Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.

Upgrading to a physical textbook: Students who prefer a printed textbook rather than an e-book may purchase a loose-leaf edition from the SPC Bookstore or the textbook publisher.

How to opt out of Inclusive Access: As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform. For *The Real World, 7th* edition from Norton Publishing, this would include InQuizitive assignments, Online Data Workshops and other types of assignments. If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out before the twelfth class day.

Supplies: Textbook access, a computer/laptop and Internet access for all course formats and campuses. Note: Cell phones may be used for accessing some functions in Blackboard but do not work well with all functions.

Course Specific Instructions:

Internet classes access Blackboard from South Plains College homepage on the first day of the semester. Campus classes may use Blackboard for course material, see instructor's course information sheet for specifics.

Course description:

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Course Purpose/Rationale/Goal:

The purpose of the behavioral science component in the core curriculum is to enable the students to understand and apply sociological theories and concepts as they examine human society. To master sociology, students will

be able to identify and apply the concepts and principles in the study of group life, social institutions, and social processes.

Course Requirements:

To maximize the potential to complete this course, students should attend all classes, log into Blackboard multiple times per week, read required textbook/course materials, complete required homework/assignments and/or examinations. See instructor's course information sheet for specifics.

Course Evaluations:

Refer to Instructor's course information sheet for specifics coursework and grading.

Attendance Policy:

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through Texan Connect. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

See instructor's Course Information Sheet for additions to the attendance policy.

Disability Services Policy:

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Title IX Statement:

In accordance with the requirements of the titles of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973 as amended in 1992, South Plains College will not exclude or discriminate against any individual with a disability from the full attainment and access to post-secondary education, and equal enjoyment of its services and facilities. The College does not discriminate on the basis of disability, and will provide reasonable accommodations in its policies, practices, or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless the modifications would fundamentally alter the nature of its services. College policy also assures equal opportunity for all qualified persons in admission or participation in, or employment in the activities through which the College operates.

The College maintains that regulations that prohibit exclusion and discrimination on the basis of disability may necessitate different or special treatment of persons with disabilities. Services and benefits should be equally as effective or equivalent to those provided to others. Services and benefits to persons with disabilities must be in the most integrated setting appropriate to the persons' needs in order to be non-discriminatory. More information

is available on the College's Disability Services website at <http://www.southplainscollege.edu/health/disabilityservices.php>.

If you believe that an action or decision made by the Disability Services Office violates your rights, you may initiate a grievance procedure. Your first step should be to address the problem with the Coordinator of Disability Services. If you are still not satisfied, you should contact the Director of Health & Wellness. If your concerns are not resolved at this level, the Vice President of Student Affairs can provide direction on further appeals procedures.

Information on student appeals and the academic appeals procedures () are published in the General Catalog at [#Student Conduct](http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1361) and at <http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1367#Disability Services>. Specific procedures, including ADA/504 complaints, are outlined in the Student Guide at <http://catalog.southplainscollege.edu/content.php?catoid=49&navoid=1320>.

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Stan DeMerritt

Vice President for Student Affairs
South Plains College
1401 College Ave., Box 5
Levelland, Texas 79336
(806) 716-2360

sdemerritt@southplainscollege.edu

Title IX Pregnancy Statement:

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations.

Academic Integrity Policy:

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating:

Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the text- book or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to assignments and examinations, to daily reports and to term papers.

Plagiarism:

Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identifiable expression of material taken from books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism. See *South Plains College Student Guide* and *South Plains College General Catalog* for more information. Also, see instructor's course information sheet for more information.

More Information About Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

- Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
- Missing in-text citations.

Cheating violations include, but are not limited to, the following:

- Obtaining an examination by stealing or collusion;
- Discovering the content of an examination before it is given;
- Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
- Entering an office or building to obtain unfair advantage;
- Taking an examination for another;
- Altering grade records;
- Copying another's work during an examination or on a homework assignment;
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
- Taking pictures of a test, test answers, or someone else's paper.

Student Conduct Policy:

Classroom Conduct: Failure to comply with lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class may result in the student being dropped from that course.

See *South Plains College Student Guide* for full policy covering other areas of conduct including penalties for misconduct and procedures for disciplinary action.

Face Covering Policy:

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

Tobacco Products:

South Plains College prohibits the use of any tobacco product, electronic cigarette, or vapor device throughout all indoor areas and within a 25 foot perimeter around all facility entrances, exits and HVAC air intake vents under the control of SPC, including sporting facilities and SPC vehicles. Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). This ban also includes herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes or other types of inhalation devices.

Campus Concealed Carry Policy:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a

concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Grade and Academic Discipline Appeals:

South Plains College provides two procedures which allow students the opportunity to address grievances of an academic nature.

Appeal Restrictions:

Only final grades or dismissal resulting from academic discipline will be considered. The instructor's teaching ability or expertise will not be considered during the hearing. No grade or disciplinary action can be formally appealed after a period of six (6) months from the date that the student is informed.

Informal Appeal:

1. The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action.
2. If the student is still not satisfied, she should schedule an appointment with the appropriate departmental chairperson to discuss the situation. The chairperson may request that the instructor also be present.
3. If the student is still not satisfied, he she should schedule an appointment with the Divisional Dean to discuss the situation. The dean may request that the chairperson also be present.
4. If the student is still not satisfied, he she should be advised of the formal appeal process.

Formal Appeal:

1. If the student is not satisfied with the results of the informal appeal, s/he should provide the following information, in writing, to the Vice President for Academic Affairs:
 2. A request for a formal appeals hearing.
 3. A brief statement of what is being appealed.
 4. The basis for the appeal.
 5. Pertinent facts relating to the appeal.

The agenda of the appeals hearing will include only those factors documented in the student's appeal request letter. The Vice President for Academic Affairs will determine the date, time and place of the hearing, and notify the student accordingly.

The Hearing Composition of the appeals committee:

- Vice President for Academic Affairs will preside over the hearing.
- Faculty member of the student's choice.
- Faculty member and student selected by the Vice President for Academic Affairs.
- President of Student Government Association.
- Dean of Students.
- Other persons who should be available at the hearing:
 - The student who requested the hearing.
 - The faculty member involved.
 - Anyone the student or faculty member wishes to be present to substantiate the case.
 - Chairperson and Divisional Dean.

Hearing procedure:

The committee will hear the student's appeal during which the parties to the controversy and such representatives as desired will present all facts relating to the case. By majority vote, the committee will decide to sustain, amend or reverse the previous decision.

The decision of the committee is final and completes the academic appeals procedure.

See *South Plains College Student Guide* for more information.

Non-Discrimination Policy:

As part of its commitment to maintaining a positive learning, working and living environment free from discrimination, South Plains College complies with Title IX of the Education Amendments and Texas Education Code 51 Subchapter E-3, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of employees or students at South Plains College sponsored activities and programs whether occurring on or off campus. Title IX also protects third parties, such as visiting student athletes, from sexual harassment or sexual violence in South Plains College's programs and activities. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. South Plains College will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX.

South Plains College's Title IX Coordinator information is as follows:

Dr. Stan DeMerritt

Vice President for Student Affairs

Student Service Building

Levelland, TX 79336

(806) 716-2360

sdemerritt@southplainscollege.edu

More information regarding SPC's Title IX policy on Sexual and Gender-based Misconduct can be found at <http://www.southplainscollege.edu/about/campussafety/sah.php>.

Equal Rights Policy:

All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. See South Plains College Student Guide.

Student Learning Outcomes/Competencies:

Upon successful completion of this course, students will:

1. Compare and contrast the basic theoretical perspectives of sociology.
2. Identify the various methodological approaches to the collection and analysis of data in sociology.
3. Describe key concepts in sociology.
4. Describe the empirical findings of various subfields of sociology.
5. Explain the complex links between individual experiences and broader institutional forces.

Student Learning Outcomes Assessment: See instructor's course information sheet for information on assessment that may include the following: pretests and posttests, quizzes, discussions, essays and/or other types of assessment tools.

Course Evaluations: Refer to instructor's course information sheet for specifics on coursework and grading.

This course partially satisfies a Core Curriculum Requirement: Social and Behavioral Science Foundational Component Area (080)

Core Objectives:

- **Communication skills-** to include effective written, oral and visual communication.
- **Critical thinking skills-** to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.
- **Empirical and Quantitative skills-** to include the ability to apply, analyze, and draw conclusions based on scientific and mathematical concepts.
- **Social Responsibility-** to include the demonstrated intercultural knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
- **Texas Coordinating Board Approval Number**..... 45.1101.51.25

Instructor Syllabus Information

Dr. Sherley Rios
Office: AD 130 (Levelland Campus)
srios@southplainscollege.edu
Phone (806) 716-2256 (Office voicemail)

Office Hours

Should you have questions that need immediate and/or private attention I am available by email or phone. If calling my office phone (listed above), please leave a voicemail and it will be sent to me immediately. I will contact you as soon as I get your message. These “office hours” are open and continuous given the nature of this course. So, I will be available throughout the course as needed by students. You may also schedule an appointment by email and we can visit virtually. I will respond as quickly as possible, however if you contact me between the hours of 8pm and 8am, please allow until the following morning for me to respond.

Communication with Instructor via Email

Should you have questions about assignments, personal matters and course material, **please use SPC’s official email to contact the instructor**. SPC email is the official means of communication between professors and students. Be sure that you are using your official SPC email when contacting the instructor. Be advised that although I am available via email any time during the semester, I am not always able to respond to emails quickly, especially if you email during non-business hours (after 8pm). If you have questions about what to do if you are quarantined or are COVID-19 positive, please see COVID-19 policies in the START HERE folder on the course homepage in Blackboard.

Communication with Students

Communication with students regarding class assignments, exams, or other information, will be done via Course Announcements. These will populate beneath the course title in Blackboard and a copy of the announcement will be sent to your SPC email. If you see an announcement in Blackboard, simply click on the title of the announcement link and it will reroute you to the specific announcement contents. It is important that you check these announcements when they are sent out, which means frequent logging into Blackboard and your SPC email account.

Required Materials

- **ALL STUDENTS HAVE ACCESS TO THE TEXTBOOK AND ASSIGNMENT MATERIAL RELATED TO THE TEXTBOOK.**
- Textbook: *The Real World: An Introduction to Sociology*; 7th edition, by Ferris and Stein, Norton Publishing
- Blackboard Learn 9.1 website
- Consistent and reliable access to the internet. It is imperative to have internet access to successfully complete this course.

General Expectations/Policies for Students

I would like to welcome all students into an environment that creates a sense of community, pride, courtesy and utmost respect; we are all here to work cooperatively and to learn together. I consider it an honor that you have chosen to be in my course. I want to thank you in advance for the time and hard work that you will put into this learning experience. One of the keys to being successful in college is to maintain communication with your instructor. Feel free to email if I can help you be successful in this course. I wish you all the luck this semester and hope that the grade that you achieve in this course will reflect the effort you put into it; we are here to work cooperatively and to learn together.

In order to create a smooth and harmonious learning community, please make every attempt to keep up with all assignments. This includes keeping up with the fast-pace of this course and complete all assignments, exams and papers/projects on time.

Logging into Blackboard

To access your course, go to <https://southplainscollege.blackboard.com/> or go to the SPC Homepage and click on the "Login to" link in the top right-hand portion of the page and then click on the Blackboard link on the pull-down or you can type or copy the address into the address window of your computer. I recommend that you bookmark Blackboard on your computer for quick access. You can also log into MySPC and there is a Blackboard link there. Once you reach the site you will click "Log In". The log-in screen will come up asking for your user name and password. Simply follow the instructions on the screen. It is a good idea to bookmark the Blackboard login page on your computer so that you may access it quickly and efficiently.

Course Requirements

You are responsible for viewing and reading all lecture material, assigned readings, and assignments. You are expected to read the syllabus and be familiar with its contents. You are responsible for all material covered in this course including exams and keeping up with the course schedule.

It is essential that you have reliable access to the Internet. It is not necessary to purchase or own your own computer but you should have a backup plan in place should you encounter computer problems. Firefox is the recommended and supported browser for Blackboard. There are open computer labs available to all enrolled SPC students on all campuses. It is also the student's responsibility to have the required computer skills to complete this course. Should you encounter technical difficulties contact the instructor first, and/or the SPC technical support call (806) 894-9611, ext. 2180. Be sure to include course and section number information when contacting technical support.

Course Plan Information & Delivery

Please note that this is a tentative plan which could (and likely will) change if there is a need due to COVID-19. Please be aware that the plan below is the one that I have chosen for my classes and other professors might choose different plans based on their unique situation (including the needs of their students). Based on my level of comfort with technology, the technological access of my average student, and other factors that impact my COVID-19 risks, I believe the model below gives the greatest balance of: elements of a traditional face-to-face experience, flexibility in case one or more members of the class need to quarantine (or I need to quarantine), options for those of you who cannot safely come to campus, and options for those of you with limited access to technology. Trying to balance all of these concerns was the priority in creating this plan.

This course will follow a lecture format that is mutually agreed upon by all members of the class. A lecture survey is given at the beginning of the course for students to submit regarding their preference. The professor will adapt the lecture format for what is needed by students. This class will be following a traditional online asynchronous or synchronous model, meaning that it will not be face-to-face where you have to be physically present in the classroom to receive the course content. This class will be using either the model Online Asynchronous or Online Synchronous which includes the following structure:

- On the days and at the times when our class is scheduled, I will have lecture virtually **or** release a pre-recorded lecture covering that material. Pre-recorded lectures are from another course section using Blackboard or Zoom (depending on feasibility). I will utilize equipment from my home or office (unless I am quarantined, sick and staying away from campus, or the school is locked down).
- There will be assignments each day which will replace traditional attendance. See Attendance Policy for requirements.

Attendance & Late Work

Late work is not allowed! Communication is key. If you need to miss any portion of the course assignments (although not advised) please let the instructor know in advance, within 2 days of missing. If you miss "class" and have an SPC approved excuse (i.e., you are representing SPC at an official school function or celebrating a religious holy day) or a notice of absence from the Office of the Dean of Students, it is your responsibility to provide the **written excuse** from the school or **proper documentation** according to the situation. In the case of an excused absence, you are still responsible for all readings, work, materials, and assignments that were missed. After contacting the instructor, upon approval, a new due date will be given for either the original assignment or an alternative assignment of equal value. If the student fails to meet the revised due date, then she/he will be given a zero (0) for the assignment.

What does Attendance mean in this course?

Attendance in this course is documented by consistent submission of coursework whether those are assignments or exams. Missing coursework, consecutive or otherwise, is counted as an absence. Excessive missing coursework may result in an administrative drop. See Administrative Drop Policy.

Open Computer Lab

There is an Open Computer Lab located on the Levelland campus in the Technology Center. It is available to all students, with priority given to those students enrolled in computer classes. Computers are also available on the Reese Center, Lubbock, and Plainview campuses. Check with libraries and labs for hours.

Computer Requirements

Firefox is the supported browser for Blackboard. SPC students are offered Office 365 which includes Microsoft Word, PowerPoint, Excel, and storage on OneDrive. Please download and use it! You may also need Adobe Acrobat for several readings and a multimedia player such as Windows Media Player. Since this course is entirely online, participants are expected to have at least an intermediate-level of knowledge of their microcomputer operating system and basic knowledge of software and tools such as a word processor, e-mail, an Internet browser, and search engines. Browser Plug-ins and Security Software: Most Web educational experience will require the use of several additional browser plug-ins. It is very highly recommended that you have an anti-virus program on your computer.

Technical Problems/Support

If you are having computer problems, let the instructor know as soon as possible. I will try to help in any way I can. Please remember that it is **the student's responsibility to have a backup plan for technical issues**. It is advised to have a plan in place now and do not wait until it is a crisis.

- Most tech issues are related to failure to update java, using the incorrect internet browser (try use Google Chrome or Firefox instead of Internet Explorer), and/or not deleting browsing history files daily. Most issues are related to computer issues, not Blackboard. Make sure that your computer has an up-to-date antivirus software program installed. Please note this instructor does NOT recommend use of any handheld devices like a cell phone for taking this course.
- **SPC Technical Support Contact:** Call (806) 716-2180 or email at Blackboard@southplainscollege.edu for student technical support. I am your course work support contact. Only call or e-mail technical support with questions about Blackboard or computer functioning. There is Technical Support information in the Help, Resources & FAQ area on the homepage your Blackboard course. It contains links to Student Tutorials and the Student Orientation Course for Blackboard. Contact me for any course content information.

Extra Credit Activities

Extra credit opportunities will not be offered throughout the course session. However, there are three additional tasks, the Course Participation Agreement and Syllabus Quiz, which will be given additional points added to your grade upon completion (See Grading section for breakdown of points). Very rarely will extra credit be given. Please note that in the event that it is given, the points may not be significant enough to bump your grade up a letter but will be enough to supplement an assignment's low grade. Do not depend on extra credit to completely "fix" your overall grade.

Academic Integrity

In addition to the policy in the Common Course Syllabus, it should be understood that students found guilty of cheating or plagiarism will earn a zero on the work in question for the first offense and will be documented with South Plains College. Should a second offense occur, the student will be dropped from the course with an 'F'. Any amount of dishonesty is subject to these consequences, whether a lot or a little; this can include but is not limited to: one copied sentence of a written assignment, a missing citation, an entire paper copied from someone/somewhere else, one plagiarized post on a discussion board, one copied exam item, looking at the scantron of another student during an exam or an exam or other coursework completed by someone other than yourself. You have also committed academic dishonesty when sharing course content/items/answers. This includes sharing course content with classmates or future students as well as sharing course content on websites such as Quizlet, Course Hero, or similar "study applications." For further information and examples please see the Catalog, Student Guide, or refer to www.plagiarism.org

Class Withdrawal

It is the full responsibility of the student to personally withdraw from the course if needed. A student who has already missed modules, assignments, or exams, had difficulty adequately completing assignments and exams and/or anticipates difficulty in completing the course to his/her satisfaction is encouraged to give withdrawal all the consideration it is due. A student is encouraged to discuss her/his progress with the instructor prior to making a withdrawal decision.

Administrative Drop Policy

Per SPC's attendance policies, the instructor reserves the right to drop a student for excessive absences according to the instructor's set guidelines. Due to Financial Aid and South Plains College requirements for participation/attendance a student who fails to turn in 5 assignments during the semester may be dropped with a grade of "X" from the course. If missed assignments occur after the final drop date the grade will be "F." Assignments in this context refer to the application assignments as well as exams.

Syllabus

The instructor reserves the right to make changes to the syllabus if necessary. In these rare cases, students will be notified of any changes in advance.

Methods for Assessing the Expected Learning Outcomes

The expected learning outcomes for the course will be assessed through exams and application assignments. Grades are based on the quality of the work that has been submitted, not the existence of a submission. This means that grades are earned based on proof of mastery of the major concepts.

Grading: 850 Possible Earned Points

Course Participation Agreement (available in Blackboard) _____ (5 extra credit points)
Syllabus Quiz (available in Blackboard) _____ (15 extra credit points)
Course Evaluation _____ (5 extra credit points)

Application Assignments (A#) (30 pts each/**450 points total**) _____

A1 _____
A2 _____
A3 _____
A4 _____
A5 _____
A6 _____
A7 _____
A8 _____
A9 _____
A10 _____
A11 _____

A12 _____
A13 _____
A14 _____
A15 _____
Exam 1 (100) _____
Exam 2 (100) _____
Exam 3 (100) _____
Exam 4 (100) _____

A = 850 – 765
B = 764 – 680
C = 679 – 595
D = 594 – 510
F = 509 – 0

_____ earned / 850 possible
points total

***Please expect a 2-day grading turnaround for all assignments and exams**

Exams & Assignments

Reading Assignments

It is expected that you read the assigned chapter readings before submitting assignments. If it is clear to me that students are not completing their reading assignments, I reserve the right to alter the syllabus to add pop quizzes into your final grade. Therefore, it is in your best interest to read and be ready to apply your knowledge in class and in the assignments. Assigned readings are listed in the schedule under the Course Schedule tab in the Start Here folder in Blackboard.

Application Assignments (450 points total; 30 points each)

Throughout the course you will be required to work on various Application Assignments. All assignments must be done independently, must be typed as a Word document, and due according to the schedule. Hand-written and scanned, emailed, or late assignments will NOT be allowed. See How to Submit Application Assignment video in Blackboard for specific details and requirements. Application assignments must be submitted using

complete sentences, proper use of spelling and grammar, and clearly explain your thinking using examples to receive credit.

Exams (400 points; 100 points each)

There will be 4 non-cumulative exams during the semester. The exams will cover any material presented in lectures, the textbook, as well as assigned readings or media. Exams will include only a multiple-choice format. All exams will be completed on the due date on the schedule and you may use your notes and textbooks. The final exam will not be given at any time other than the scheduled final exam day. Make-up exams for the first 3 exams will be given only in extreme situations, may be of a different format than the original tests, and will only be given if you notify the instructor prior to exam day that you will not be able to complete the exam within the 24 hour time period. If you are permitted to take a make-up exam, you will take it at a mutually agreed upon time, as soon after the original exam as possible. Make-up exams will not be given if I have not been notified prior to the exam day about your absence. Please plan your travel arrangements accordingly.

Civility in the Classroom

To create and preserve a classroom atmosphere that optimizes teaching and learning, each student shares a responsibility in creating a civil and non-disruptive forum. The student is expected to conduct herself/himself at all times in this classroom in a manner that does not disrupt teaching or learning. In order to assure that all students have an opportunity to gain from time spent in class, each student is prohibited from using cellular phones/beepers/pagers/MP3s/Ipods, making offensive remarks, reading newspapers/non-class materials, sleeping, excessive/loud talking, talking during exams, using tobacco products or engaging in any other form of distraction in the classroom. The student who engages in such behaviors during course assignments (e.g., exams, papers, group projects) will not be permitted to complete or make-up the assignment and will be given a grade of zero (0) for the assignment. In addition, the instructor has the right to limit classroom discussion in order to meet the educational objectives of the class session. The instructor is authorized to take such steps as are necessary if the behavior of the student disrupts the normal classroom procedure. The instructor may remove the student for the single class session in which disruptive behavior becomes continuous and/or serious, and may begin disciplinary proceedings. (Refer to the *South Plains College Student Conduct Guide*, available on the South Plains College website.) If the student engages in repeated deviations from expected classroom behavior, then he/she may be dropped from the course. Violations of the *Student Conduct Guide* may result in serious sanctions, up to and including expulsion.

Sensitive Nature of Humanities and Behavioral Science Courses

Given the dynamics of individual, relational, familial, societal and cultural development and issues, behavioral studies courses address many sensitive issues; this course is no exception. Lifespan and relational issues occur in the context of sexual, racial/ethnic, political, religious/spiritual, economic/social class, and disability/challenge concerns. The discussion of such issues will increase the student's knowledge of developmental conditions in the modern world, but the information can be emotionally charged. It is also likely that the student will be exposed to diverse viewpoints; some viewpoints might differ substantially from the student's personal views. If the student chooses to remain in class, then she/he will be expected to respect the diverse viewpoints represented in course material, as well as the viewpoints of his/her classmates. If the student is easily offended by discussion of such issues, then he/she should consider whether to remain enrolled in the course.

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Revelation of Personal Information

This course addresses topics that are personal in nature. The student is encouraged to participate in class discussion/presentations, but the student is not required to share personal information with classmates. Also, the student is advised to use discretion in self-disclosure with classmates and the instructor. It is anticipated that fellow students will be respectful and not disclose information that is shared in class, but the instructor cannot guarantee confidentiality of information that the student shares with classmates. Thus, the student is responsible

for the information that he/she shares, and should not share information that he/she does not want others to know.