South Plains College: General Course Syllabus

Department: Behavioral Sciences
Discipline: Humanities
Course Number: Humanities 1301
Course Name: Introduction to the Humanities
Credit: 3 Lecture: 3   Lab: 0

This course satisfies a core curriculum requirement: Yes- Language, Philosophy & Culture

Prerequisites: none

Campuses: All

Textbooks: The Art of Being Human: The Humanities as a Technique for Living by Richard Janaro & Thelma Altshuler, 11th ed. ISBN: 9780134240305, Pearson– REVEL Access Card

Course Specific Instructions: refer to individual instructor's course information sheet

Course Description: This course is an interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

Course Purpose: This course is an introductory course designed to acquaint students with a broad understanding of how the arts interface with individual and societies. A holistic approach will be utilized to explore ideas of aesthetic and intellectual creation in order to understand the human experience across cultures.

Course Requirements: To maximize the potential to successfully complete this course, the student should attend all class meetings, complete all homework assignments in a timely manner, and complete all examinations including the final exam. Internet courses require the work to be completed in specific time periods.
Course Evaluation: Refer to the instructor's course information sheet for specifics on assignments and testing.

<u>**Course Policies:**</u> Refer to the instructor's course information sheet for specific details on all of the following:

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 The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.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 MySPC using his or her student online account. 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.

Academic 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. This policy relates to all forms of cheating and plagiarism. See Instructor's Course Information for additions to the academic integrity policy.

Student Conduct: A high standard of conduct is expected of all students. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. Any student who fails to perform according to expected standards may be asked to withdraw. 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 Catalog/Student Guide for full policy). See Instructor's Course Information for additional policies related to student conduct.

Appeal Process: The process of appeal is outlined in the college catalog. Basically you would need to talk to the instructor, the department chair, and then the dean if the problem is not resolved. Be sure to always start with your instructor.

Diversity & Equal Rights: 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: Vice President for Student Affairs, South Plains College -1401 College Avenue, Box 5, Levelland, TX 79336, 806-894-9611

ADA (Disability) Statement: 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) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Student Learning Outcomes/Competencies: Students who have successfully completed this course will be expected to:

- Demonstrate awareness of the scope and variety of works in the arts and humanities.
- Articulate how these works express the values of the individual and society within an historical and social context.
- Articulate an informed personal response and critically analyze works in the arts and humanities.
- Demonstrate knowledge and understanding of the influence of literature, philosophy, and the arts on cultural experiences.
- Demonstrate an awareness of the creative process and why humans create.

Core Objectives addressed:
- **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.
- **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.
- **Personal Responsibility** – to include the ability to connect choices, actions, and consequences to ethical decision-making.

Mr. Archer's
Introduction to the Humanities
Course Information

COURSE TITLE:	Introduction to the Humanities, HUMA 1301
INSTRUCTOR:	Jim Archer, M. Ed., LPC
OFFICE LOCATION:	Lubbock Center 125H
OFFICE HOURS:	Monday-Thursday 9-9:30am, 12:15-1pm
	Fri 9-Noon (On Fridays, please e-mail prior to coming without an appointment to maximize your time and avoid schedule conflicts.)
PHONE:	(806) 716–4668 (**e-mails will get a quicker response**)
E-MAIL:	jarcher@southplainscollege.edu (*quickest communication*)
TEXTBOOK:	The Art of Being Human: The Humanities as a Technique for Living by Richard Janaro & Thelma Altshuler, 11th ed. ISBN: 9780134240305, Pearson– REVEL Access Card

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

Course Policies

Grading Policy:

Your final grade will be calculated based on the following point system:

A	900 -1000
B	800 -899
C	700 -799
D	600 -699
F	0 -599

Grade Opportunities	# of Opportunities	Points Toward Total Grade
Discussion Posts & Participation Exercises	10 (30 points each)	300
Quizzes	15 (20 points each)	300
Project	1	250
Final Exam	1	150

Attendance Policy:

Since this course is a virtual classroom, attendance will be taken according to the following:
-Participating in class discussion by posting to the discussion board by midnight due dates.
-Taking chapter quizzes on or before the midnight due dates.
-Turning in assignments on or before the midnight due date.
If you fail to participate in quizzes, discussions, and other class participation for a period over 2 weeks without communicating with me, I may be forced to drop you from the course. Please communicate with me if you know of a situation that will impact your participation for any period of time. Please see the SPC college catalog for more information on college attendance policies.

Discussion Posts:

For most chapters, there will be questions or discussion prompts posted to the discussion board area. Discussion post due dates will be included on the Course Calendar tab. The first postings will be individual thoughts or comments and then you should reply to at least two of your classmates. The primary goal for this portion of the course is to "talk" about what you are learning so it is more appropriate to be informal and conversational in these assignments and spend more time polishing the responses in the longer assignments, however please do not use "text language" or abbreviated messages. In the initial postings your goal is to link the examples from the text to your individual experiences or ideas. This is also the place to include personal experiences and/or reactions. For the reply postings you should ask questions to encourage other students to think more deeply, constructively disagree at times, apply textbook/course information to others comments, and share your own experiences that relate to the topic of discussion. If you repeat yourself in your reply messages you will only receive partial credit. Also, simply stating "I agree" is not detailed or complex enough to earn points. See discussion posting criteria listed below.

Remember that each discussion post and participation exercise is worth 30 points, and you have an opportunity to earn up to 300 points on these exercises throughout the semester. Each discussion post will be graded according to the following criteria:

Was your post relevant to the question/prompt?
Did your post demonstrate insight and critical thinking regarding the prompt?
Did you cite your textbook according to APA requirements? The majority of posts should contain at least one citation from your text book.

Responses to posts from classmates will be evaluated according to the following criteria:
Was your reply relevant to the post?
Was your reply thoughtful or insightful?
Was your reply at an appropriate length to communicate with your peer in an intelligent way?

Participation Exercises:

Participation Exercises MAY OR MAY NOT appear on the course calendar. There will be a couple of times throughout the semester that a current event will provide a learning opportunity for us. I want to allow enough flexibility in my planning so that we do not miss these opportunities. Any Participation Exercises that are not on the course calendar will always appear in the Announcements, and I will give you at least 7 days to complete these. These will also typically be very brief assignments designed to take 25 minutes or less. Participation Exercises will vary and each have a unique rubric given to you at the assignment of each exercise. If we exceed over 10 discussion posts and participation exercises combined, points accumulated from the posts/exercises over 10 will be counted toward your overall point total for the course as additional credit opportunities.

Revel Quizzes:

Revel Quizzes are opportunities to make sure you are learning the material as well as a means of preparing you for major exams. These are open book, open note quizzes using the REVEL platform. **To access these quizzes**, go to the Revel tab on Blackboard.

All quizzes will be due at 11:59pm on Sunday nights, and all quizzes will be posted at least two weeks prior to their due date. Quiz due dates are located on the Course Calendar tab in

BlackBoard. **Once a quiz due date has passed, I will not re-open the quiz.** Manage your time wisely to make sure that you have plenty of time to work through any technical difficulties that may occur. IT IS YOUR RESPONSIBILITY TO BECOME COMPETENT WITH BLACKBOARD AND THE REVEL QUIZZES AND CONTENT. Do not put off accessing these quizzes until last minute due to the normal challenges that technology can present. More information regarding REVEL will be located under the REVEL tab on Blackboard to help you with common issues.

Hint: When you see that I have recorded a video lecture over a chapter, check those out. I will often make it a point to give quiz answers during these lectures to save you time on your quiz.

Project:

The project is worth 250 points, and it requires several hours of work. I have a list of project options on the Project page located on the course homepage. You must choose one project to complete from the options that I provide. Since this is such a large portion of your grade, putting this project off until the last minute could be catastrophic to your overall grade if you fail to plan, fail to perform according to the grading rubric, or encounter technological difficulties that might delay your completion. The Project due date is listed on the Course Calendar tab.

Final Exam:

The final exam is worth 150 points that will be made available under the REVEL Quizzes tab 2 weeks before the completion of the course. It is an open book, open note multiple-choice exam.

Mr. Archer's Plan for Timely Responses, Grading, and Feedback:

This is an on-line classroom, and the vast majority of our communication, if not all of our communication, will occur on-line. This does not change the fact that I want to establish an approachable and consistent relationship with you just as I do in my face to face classrooms. This section is devoted to establishing some guidelines for my responses so that you will know what to expect from me. I am not available to you 24 hours a day. Below are some details about my schedule and plan for interacting with you throughout this course.

The majority of my office hours are on Friday mornings. I have set this time aside to evaluate discussion posts, respond to non-emergency e-mails, and manage the vast majority of this class, including any grading or grade posting. Responses from me will vary in length and content.

The best way to contact me is definitely through **e-mail**, jarcher@southplainscollege.edu. Depending on the length of response that you require, I will get back with you within 24 hours or much sooner as long as the e-mail is sent to me before Noon on Friday. When I leave my physical office on Friday at Noon, I also leave my on-line office. I do not typically respond to e-mails from Friday at Noon-Weekend. I begin checking my work e-mail again at 8:45am on Monday. You have surely noticed that all assignments are due at Midnight on Sunday. I have found that the majority of e-mails come to me at 11:55pm on Sunday evening. Many of these are detailing situations that have prevented the timely submission of your work. Please reference the **LATE WORK** section of this syllabus for more information on how I handle those situations. Please know that I am unavailable throughout the weekend, so if you have questions about your assignments, please contact me prior to Friday at Noon. Of course, you have the ability to contact class mates who may be able to assist you. Developing a rapport with your on-line classmates is a valuable asset.

Discussion Posts and Participation Exercise grading begins within 7 days of the due date for each post. Depending on the length of these posts and other grading requirements, it could take up to 7 additional days to have them all graded.

Quizzes are graded in REVEL, and I will paste this grades into your BlackBoard gradebook periodically throughout the semester.

Project grading requires much more time for me. I will post your project grade in the My Grades section within 2 weeks of the time that you submit it.

Announcements are an important part of our communication. Please make sure to check these announcements every time you log in to stay up to speed with any information. Any changes to class schedules, additional Participation Exercises, or other pertinent information will be posted in this section. It is your responsibility to check the announcements at least once a week.

Phone Contact will generally be made only during the office hours that I listed at the beginning of this course information sheet. It is always best to e-mail me first.

Face to Face Appointments are very much an option during my office hours that I have listed at the beginning of this course information sheet. I hope you will take advantage of meeting face to face if you ever have a question, concern, or matter that you would feel best about addressing face to face. Please note that my office hours vary. It would be best to send me an e-mail confirming an appointment so that I am prepared for our meeting and do not have other obligations or other students in my office. I want to be able to focus on you without distraction.

Feedback from me will generally come in the form of Announcements that are made throughout the course, responses to your Discussion Posts that range in length, and E-mails where I might address your specific performance or participation in the course. I encourage you to communicate with me when you need additional feedback that I can provide.

ACADEMIC INTEGRITY: As stated in your college catalog, "Offering the work of another as one's own, without proper acknowledgement, is plagiarism…" Students found guilty of plagiarism could fail or receive a zero on the work in question for the first offense and could be dropped from the course should a second offense occur. Cutting and pasting information directly from websites without citing your source also constitutes plagiarism. **I will check your paper for plagiarism if I suspect it has occurred.** If I determine that you are cheating on any phase of your course work, I will take action that could include giving you a "zero" on the course work or even possible dismissal from the course. Check out the following resources for more information on plagiarism and how to avoid it: http://www3.southplainscollege.edu/plagiarism/ or http://tlt.its.psu.edu/plagiarism/tutorial.

LATE WORK: Late work is not accepted. I have had rare situations in which "catastrophic" life events or situations have prevented a student from submitting work on time, and the student has provided me documentation of such life events to justify the consideration of their late work. The majority of situations will not meet the criteria for me to consider accepting late work, and even situations that justify my acceptance of late work will result in massive point deductions. Quizzes, discussion posts, and participation exercises are never considered for late submission.

COMPUTER REQUIREMENTS/TECHNOLOGY SUPPORT: Blackboard is the computer software used to deliver this course. 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. You can also contact Blackboard Instructional Support on the Help page of your course home page. Please know that I will be of very little assistance if the issue is regarding your personal technology or interface rather than an error on my part. Since this course is entirely online, participants are expected to have at least an elementary 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. You may also need Adobe Acrobat for several readings and a multimedia player such as Windows Media Player.

I do use Windows PC's to facilitate this course. IF you use another operating system to submit assignments, particularly the project, please make sure you save and submit your work in a format that can be opened using my operating system.

On-Line Etiquette :
A few words about communication and online discussion are in order. As you imagine, some conversations easily become emotional, especially if we touch on people's deeply held beliefs. Unfortunately, online postings can mislead one into thinking that cyberspace is an "anything goes" kind of forum. This isn't the case. Civil interaction is as much expected here as in the "traditional" classroom. Below I provide some guidelines for communicating more effectively online. I will deduct points from posts that violate the spirit of these suggestions.
 Keep in mind:

- There will be disagreement and this is good, otherwise we will be bored.
- Disagreement can be very constructive; it encourages us to reconsider our own positions and either recommit, expand, or discard them.
- I must at all times hear/see you debating the IDEA and not making a personal attack on an individual. Note that this is a skill to learn like any other – how to debate and get your point heard.
- Personal insults and attacks impede the development of critical thought. Avoid "you" statements, which can be more easily interpreted as accusations ("you don't know what you're talking about", "the problem is people like you," etc., etc.). Try, instead, to use "I" statements ("I disagree with your position on "X" or "I find that Durkheim was actually saying blah…").
- In addition, people have to be given the benefit of the doubt on occasion. Because this is an online class and we cannot see each other's facial expressions or hear the tone in our voices, it is important to clarify issues that are confusing. Before jumping to a conclusion and putting words in someone's mouth, ask them to clarify their point. And if someone asks you to restate your opinion, do not be afraid to restate it.

· Finally, I will be most impressed with individuals who can incorporate course materials into their posts. A key skill you should leave college with is the ability to support your positions; this online forum is an appropriate place to hone this skill. Refer to readings and module material to support your points.

*Adapted from Soc 101: Introduction to Sociology An Online Course, by Professor Marisol Clark-Ibanez, Ph.D. & HUMA 1301: Introduction to Humanities, by Professor Wanda Clark.

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age. In addition, this instructor will not tolerate communication that can be construed as sexist, racist, or in any way disparaging to another person in this on-line classroom. Students who exhibit such behavior could be dropped from the class with a semester grade of "F" regardless of race, ethnicity, sex, or religion.

ADA Statement/Accommodations:
Reference the common course syllabus at the beginning of this document OR follow this link for more information: Accommodations/Disability Office/Special Services
or paste this url in your browser
http://southplainscollege.edu/information-for/future-spc-students/special-services.php

I have included Accessibility links below for most of the technologies you will use to complete this course.

ACCESSIBILITY:
Here are links to Accessibility information for each of the technologies required for this class.
Blackboard Accessibility:
http://www.blackboard.com/platforms/learn/resources/accessibility.aspx

Adobe Accessibility
http://www.adobe.com/accessibility.html

Adobe Reader Accessibility
http://www.adobe.com/accessibility/products/acrobat.html

Camtasia Accessibility
https://www.techsmith.com/accessibility.html

Jing Accessibility
https://www.techsmith.com/accessibility.html

Microsoft Office Accessibility
http://www.microsoft.com/enable/default.aspx

YouTube Accessibility
https://support.google.com/youtube/answer/189278?hl=en

[Pearson REVEL Accessibility](https://www.pearsonhighered.com/revel/accessibility/index.html)
https://www.pearsonhighered.com/revel/accessibility/index.html

THANK YOU: 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 call, e-mail, or come by during office hours if I can help you be successful in this course. I hope that your grade in this course will reflect the effort you put into it. -Jim Archer