

## **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, 11<sup>th</sup> ed. ISBN: 9780134240305 Pearson

**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.

**Attendance Policy:** Whenever absences become excessive, and in the instructor's opinion, minimum course objectives cannot be met due to absences, the student may be withdrawn from the course. The typical view of excessive absences is when a student misses more than two weeks of the course.

**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.

**Relevant SPC Policies & Procedures**

**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.

See Course Information Sheet in individual courses for more information on course 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 Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. See *South Plains College General Catalog* for more information. For more information about SPC Disability Services, please click on the following link: <https://myspc.southplainscollege.edu/ICS/Students/FYI/>

**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 what- ever length, as well as to final 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.

See instructor's course information sheet for more information.

### **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 Handbook* for full policy covering other areas of conduct including penalties for misconduct and procedures for disciplinary action.

**Campus Carry Policy:** South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law, and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the following.

- Natatorium

For a complete list of campus carry exclusions zones by event, please visit

<http://www.southplainscollege.edu/campuscarry.php>

**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**
  - The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action.
  - 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.
  - 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.
  - If the student is still not satisfied, he she should be advised of the formal appeal process.
- **Formal Appeal:** 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:
  - A request for a formal appeals hearing.
  - A brief statement of what is being appealed.
  - The basis for the appeal.
  - 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*.

**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*.

**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.

Course Specific Information  
HUMA 1301, sections 141, 142, 143, 241, 242

Instructor: Kristina M. Garrett, Ph.D.  
Office: Reese Campus, Building 4, room 405-C  
Office Phone\*\*: 806-716-4732  
E-Mail\*\*: [kgarrett@southplainscollege.edu](mailto:kgarrett@southplainscollege.edu)  
Office hours:

Day(s)	Time	Physical location	Blackboard Collaborate or Calendly link
Tuesday/Thursday	11:00am – 12:30pm	AD 144, Levelland	<a href="#">Click here for T/R 11am office hours</a>
Tuesday/Thursday	2:30pm – 3:30pm	AD 144, Levelland	<a href="#">Click here for T/R 2:30pm office hours</a>
Wednesday	12:30pm – 2:00pm	RC 405C, Reese	<a href="#">Click here for W 12:30pm office hours</a>
Friday	10:00am – 11:30am	RC 405C, Reese*	<a href="#">Click here for F 10am office hours</a>
By appointment			<a href="#">Click here to schedule an appointment for a Zoom meeting using Calendly</a>
*If there is a Friday meeting in Levelland, I will be in Levelland instead of Reese. When this happens, I will put a note on my Reese office door and post an announcement on Blackboard and Remind.			

\*\* Please note: I prefer to be contacted by email rather than telephone. The phone number listed above rings only in my Reese office, but as you can see from the table above, I spend at least two, and sometimes three, days per week in Levelland. I have voicemail in my Reese office which will get forwarded to my email if you leave a message, but as a general rule, I can get back to you more quickly if you email me rather than call me.

### **POLICIES AND IMPORTANT INFORMATION**

**Student Responsibility:** It is your job, as a student, to know the rules of student conduct laid out in the Catalog and Student Guide, all other South Plains College policies which impact you laid out in the Catalog, and the policies laid out in this syllabus. It is also your job to check email, blackboard, and the calendar of due dates regularly to make sure that you are keeping up with your work. It is also your responsibility to ensure that all of your assignments are exclusively your own work (with credit given for information that comes from another source). Violations of Academic Integrity are serious offenses and within this course can result in penalties which range from receiving a zero (0) on that portion of the assignment to being dropped from the class with an F depending on the severity of the violation (one sentence vs. an entire assignment) and whether the student repeatedly violates these rules within this course.

**Preparedness:** Part of your job as a student is to come to class prepared. It is expected that you will read the chapters that go with each topic before we begin that topic in class. It is also expected that you will arrive to class on-time, ready and able to take notes and participate in class.

**Flex model chosen:**

This class will be following a Flex model, meaning that it will not be fully face-to-face where you have to be physically present in the classroom to receive the course content, neither will it be a traditional asynchronous online class where assignments have deadlines but you do not have set dates and times you are expected/required to be logged in. Many different class models fall into the category of Flex. This class will be using the model Online Synchronous, meaning that on the days and at the times when our class is scheduled to meet, I will livestream a lecture. I will utilize the equipment in the classroom rather than recording from my office or home (unless I am quarantined, sick and staying away from campus, or the school is locked down).

**Livestream:**

It is my plan to use Blackboard Collaborate for our livestreamed lecture. However, the backup plan is Zoom. If we are having technical difficulties with Collaborate, I will announce that we are switching to Zoom. If we experience a consistent pattern of problems with Collaborate, then we may make the switch to Zoom permanent. I will NOT require that you have your camera on during the livestream and leaving your camera off may improve the stability of your connection. However, if you want me and your classmates to see your face (or a representation of you, such as a Bitmoji or a picture of a pet), you can select a profile picture in Blackboard. Livestreamed classes will also be simultaneously recorded so that students can re-watch a class later for review. It is certainly preferable to watch and participate in the livestream because that gives you the opportunity to engage with the material, ask me questions, answer questions I post to the class, and discuss with classmates in real time. However, there will be no penalty for missing the livestream and watching the recorded lecture later.

**Attendance:**

Being in the livestream will NOT be used as attendance in this class. There will be an assignment in Blackboard each week which will replace traditional attendance. The attendance assignment for each week will be available from Monday at 8am until Friday at noon (regardless of any holidays which occur during that week). The purpose of these "attendance" assignments is NOT to be punitive, but instead to give me an additional way to know if a student has completely disengaged with the class and needs to be checked on or needs to be administratively dropped with an X to avoid an F in the class to protect their GPA. Students who are extremely limited in their access to technology can request to sit in the classroom while I am livestreaming/recording in order to gain access to the lecture that way, however this option will be unavailable if I am quarantined or if the school locks down and goes to completely remote learning and students who sit in on the livestreamed lecture must be following all COVID-19 guidance (wearing a mask, staying at least 6 feet apart, staying home when showing symptoms or told to quarantine, etc.). In order to control the number of students in the room and ensure that seats go first to those with the most limited access to technology, students MUST submit the online form found on Blackboard. I will accommodate as many students as I safely can, but first preference will be given to those with the most technological difficulties. Students who are approved to sit in the classroom during the livestream can lose this approval if they do not abide by covid-19 guidance (wear a face mask which covers mouth and nose, maintain 6 feet of distancing, and do not come to class/campus if sick or instructed to quarantine).

**Late Work Policy:** Late Pearson Revels are not accepted unless there are extenuating circumstances. Exams are subject to the make-up exam policy listed below in the exams section of the syllabus. Late discussion board posts and comments will be accepted until the deadline for revising that discussion board and will be assessed a late penalty of 10% of the maximum grade possible for each calendar day late (including holidays and weekends).

## **ASSIGNMENTS**

### **1. Attendance assignments (4 points each; Total of 60 points; 6% of final grade)**

As noted above, there will be an attendance assignment each week. These are very short and easy. Each one will be available from Monday 8am to Friday 12 noon of the week that it is counting attendance for (e.g. the assignment for the first week, which begins on 8/24 will be available from 8am on 8/24 to noon on 8/28). Each assignment will be worth 4 points.

### **2. Pearson REVEL chapter quizzes (30 points each; Total of 300 points; 30% of final grade)**

**The required book for this class is an e-textbook. Access to this e-textbook involves the purchase of an access code.** Within each chapter of the e-textbook, there is a chapter quiz, worth 30 points. The best 10 chapter quizzes (out of 12 required chapters) will be worth up to 300 points toward your final grade. Please note: doing more than 10 chapter quizzes will allow you to earn extra credit in the class, with your lowest 2 Pearson Revel grades being applied to your extra credit points (which cannot exceed 50 points, see Extra Credit policy below). The schedule of due dates is in the tentative schedule on Blackboard.

### **3. Short Writing Assignment discussion boards (60 points each; Total of 240 points; 24% of final grade)**

There will be four short writing assignments in this class which will be posted in a discussion board. Part of your grade will be to provide peer review feedback to two classmates. Each writing assignment will require that you reflect on and apply material from class focused on starter questions that I provide to you. These assignments will go beyond your ability to remember the concepts and focus on your ability to think critically about the material and relevant issues. Be sure to read the detailed instructions carefully and make sure that you cover all of the required elements. Not addressing all of the required elements is the most common reason for a student to lose points on these assignments.

### **4. Exams (100 points each; Total of 400 points; 40% of final grade)**

There will be four exams this semester. Because of the flex model chosen, these exams will be online and the window of time that the exam is available to you will include 1 class day. On that day, there will be no livestream in order to ensure that all students could choose to use class time if there is not another time available when they can devote 75 minutes to this class. The fourth exam (final exam) will count the same as the first three but will be a mix of new material and material from exams one through three. All exams may include a mix of any of the following types of questions: multiple choice, True/False, matching, fill in the blank, short answer/essay. The listing of exam dates is in the course schedule on Blackboard. Exams will be available on Blackboard for three (3) calendar days, from 8 AM on the first day until 11 PM on the third day (a total of 63 hours). If you miss an exam and can demonstrate that there were extenuating

circumstances, you will be able to take a make-up exam during finals week. The fourth exam cannot be made up because it is at the very end of the semester.

### **Extra Credit**

Extra credit is optional and therefore is not subject to the late work policy (i.e. the deadline listed below is a deadline, not a due date, and no extra credits will be accepted after the deadline).

Extra credit is added directly to your final grade in the class and is your opportunity to improve your final grade in the class by up to a half letter grade. You may earn a maximum of 50 points of extra credit by doing approved extra credit activities, which can be found on the Blackboard page. Some extra credits will have a specific due date, while others will be accepted until Noon on Friday November 20. No extra credit will be accepted after Noon on Friday November 20.

### **Final Grade Calculation**

Your final grade will be determined as follows

Attendance assignments (15 @ 4 pts. each)	60 points
Pearson REVEL chapter quizzes (Best 10 @ 30 pts. each)	300 points
Short Writing Assignments (4 @ 60 pts. each)	240 points
Exams (Best 4 @ 100 pts. each)	400 points
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Total	1000 points*

\*Please note: The total points possible in the class is 1000, meaning that dividing by 10 is all that is necessary to convert any individual assignment or a student's total points in the class into a percentage. However, if a student opts to do extra credit, that student could earn up to 1050 points out of 1000 (or 105%).

Your letter grade will be based on the following percentages:

90% and above	A
80%-89%	B
70%-79%	C
60%-69%	D
<60%	F

Please note: if your final grade reflects a percentage that is not a whole number (e.g. 692 points is 69.2%), it is my policy to round up that percentage to the next whole number (e.g. 69.2% rounds to 70%).