

South Plains College
Common Course Syllabus
Introduction to Sociology – Soci1301
Revised August 2022

Department: Behavioral Science

Discipline: Sociology

Course Number: Soci1301

Course Title: Introduction to Sociology

Available Formats: conventional and internet

Campuses: May include Levelland, Plainview, Lubbock Center, Lubbock Downtown Center, and Dual-Credit

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.

Prerequisite: No prerequisite for conventional sections; must be TSI compliant in reading for Internet sections including dual credit.

Credit: 3 **Lecture:** 3 **Lab:** 0

Textbook: *The Real World*, 7th edition, Norton Publishing, authors Kerry Ferris and Jill Stein. The faculty that teach this course have chosen to use inclusive access for the textbook for Introduction to Sociology.

SPC Inclusive Access Syllabus Statement

Instructors are free to insert their course-specific textbook and resource requirements in place of the generic “textbook and resources” referenced below.

Inclusive Access:

- **Textbook:** The textbook and resources for this course are available in digital format 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 to students through Blackboard from the first day of class. The fee for the e-book/resources is the lowest price available from the publisher and bookstore and is included in the student tuition/fee payment. Therefore, students do not have to purchase a separate textbook or access card for this course.

- **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.
- **Opting 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. Students should check with the instructor for advice before deciding to opt out because Inclusive Access is the cheapest option for most students. Students should also find out whether course work is required in an online platform like *Mindtap* or *Connect*. If so, students who opt out would be required to purchase access to that platform in addition to acquiring the e-book on their own. To opt out of the Inclusive Access e-book/resources, students need to email tfewell4texasbookcompany@gmail.com before the census date. Students must include their first name, last name, student ID number, and the course they are opting out of in the email. Once students have been opted out of Inclusive Access, they will receive a confirmation email. Students who need assistance to opt out should contact the SPC Bookstore. **The Inclusive Access fee will be refunded to students who opt out before the census date for their term of enrollment. The census date for fall and spring is the twelfth class day. The census date for shorter terms varies between the second and third 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.

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

Core Curriculum Objectives addressed:

- **Communications 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 competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions
- **Social Responsibility**—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Approval number 45.1101.51 25

Student Learning Outcomes: 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.

Attendance Policy: As per the *SPC General Catalog*:

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.

Academic Integrity: As per the *SPC General Catalog*:

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 textbook 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 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 identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

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:

1. 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;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

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

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

Student Code of Conduct Policy: As per the General Catalog:

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the

college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

In addition to the above policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

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.

Disabilities 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, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Non-Discrimination Statement

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. Phone number 806-716-2360.

Title IX Pregnancy Accommodations 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 Health and Wellness Center. 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. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

Campus Concealed Carry Statement

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 and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.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.

First, I would like to say **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 to make an appointment 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. I am here to assist you achieve your academic goals! – Brant Farrar

Course Information Sheet

SOCI 1301-Introduction to Sociology

Instructor: Brant Farrar

- **SOCI 1301.201 (MW 11:00AM to 12:15PM-Room 407-Reese Center)**

Office Hours and Location:

Posted on Blackboard

Email Address: bfarrar@southplainscollege.edu (preferred method of contact)

Office Telephone: (806) 716-4657 → If you leave a message speak clearly, include your name, class you are in, phone number, and a short message. I have several courses and sections that I teach so it is important that you include your class information in the message.

Covid Syllabus Statement

The following statement should be included in all course syllabi for face-to-face and hybrid instruction options:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

Classroom Behavior:

I have few classroom rules but feel obligated to discuss disruptive behavior* and what it means in a college classroom. First, we are all adults therefore I would appreciate having your attention when I lecture and when another student is speaking. That means that you will direct comments to the entire class and not just to those seated near you. Do not get "personal" when discussing topics (this entails that a student should not verbally attack or be attacked by anyone in the classroom). Secondly, it is very rude to send text messages, read papers or sleep in class. If you feel the need to do any of these you may be asked to leave and return the next class day after meeting with me to discuss the matter in question. Lastly, cell phones are commonplace but are inappropriate in class. If you have one, please mute or turn it off during class. If you feel the need to use your cell phone in any manner (calling, texting, checking the time) you should be aware that this is not appropriate and will not be tolerated. If you are texting in class I will ask you to leave and you will be counted absent for that day as you cannot concentrate on two things at once. If you are expecting a phone call for emergency reasons please notify me BEFORE class. SMART WATCHES WILL NOT BE ALLOWED DURING EXAMS. Such devices MUST be put away before the exam begins. Failure to do so may result in a zero for that exam. Tobacco products of any kind may not be used during class including but not limited to pipes, cigarettes, cigars, chewing tobacco, snuff, SNUS, and/or electronic cigarettes.

To further clarify: *Disruptive behavior includes but is not limited to being rude to an instructor or other students, walking out of class before class ends, making "side comments" to other students, or any other non-adult behavior as defined by the instructor. See the Student Guide for details regarding SPC policy concerning student conduct.

Disruptive behavior in an online classroom setting entails any behavior that will inhibit the process of teaching, on the part of the professor, or learning by students. Such behavior is rare but can be very detrimental to the learning environment. Please be respectful, courteous, and considerate of your fellow classmates. If you have any concerns please do not hesitate to contact your professor.

Mental Health Services:

Free counseling services are available through the Student Health and Wellness office in building 8 on the Reese campus. Counseling is available for ANY issues students may be experiencing. If you have any questions do not hesitate to speak to me. I have interest in your success as a student AND an individual!

([http://catalog.southplainscollege.edu/content.php?catoid=46&navoid=1130#Health and Wellness](http://catalog.southplainscollege.edu/content.php?catoid=46&navoid=1130#Health_and_Wellness))

Attendance:

Absences: In the past, attendance was taken in my classes by calling roll or passing a sign-in sheet each class. This semester attendance will be taken through Blackboard each week. This will occur in the form of some brief assignment or response submitted by the student to a prompt/topic provided by the professor. I will have a folder on Blackboard labeled “Attendance”.

- There are no “excused absences” in this course. It is the student’s responsibility to attend class. Notes will be online, but if you miss a class discussion you should watch the video of the discussion and/or get notes from a classmate. I do not need to see a doctor note for missing class.
- **IF you are sick and contagious when an assignment is due, DO NOT COME TO CLASS** and risk getting your fellow students (and me) sick. Email me your assignment BEFORE the beginning of class. ***Better safe than sorry...if you have any symptoms of Covid-19...STAY HOME!!!
- You must attend the class you have enrolled in to receive attendance credit, if issues arise related to work schedules or child care please speak to me about possible ways we can deal with such matters.
- If a student misses THREE CONSECUTIVE WEEKS OF CLASS or FOUR WEEKS total the student may be dropped from the course with an “X” or “F” based on their current grade in the course. This would mean that you fail to submit your attendance for three weeks in a row.
- If a student misses two exams they may be dropped from the course with an “X” or “F” based on their current grade in the course.
- If you are going to miss class communicate with the instructor before you miss class or immediately following your absence.
- The only time I would need a doctor note is if you are hospitalized and cannot complete the work for the course.

South Plains College email and Blackboard:

- Your official SPC email will be the official way that I contact you. ***Outline versions of the PowerPoint will be provided through Blackboard.*** Provision of the PowerPoint notes is so that you can concentrate on what I am saying rather than only writing down what is on the PowerPoint.
- *****When emailing professors you should use correct spelling, grammar and punctuation. Do not use text speak or computer shorthand.***** This will increase the clarity of your message/question and give the impression that you care about the course.
- Also, if you email a professor you should expect a response within a reasonable timeframe so act accordingly. I try and reply within less than 24 hours during the week and 48 hours for emails received during the weekends. Students MUST check their email and blackboard

accounts on a REGULAR BASIS (this means daily or at least every other day). This is especially important while we are dealing with the Covid-19 virus.

SPC TexBook Syllabus Statement

TexBook Program: *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) ebook 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 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

Please consult with your professor before deciding to opt-out.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email to **tfewell4texasbookcompany@gmail.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: tfewell@texasbook.com / Phone: 806-716-2399

Email: agamble@texasbook.com / Phone: 806-716-4610

Grading and Testing:

- **Syllabus Quiz (50 points):**
 - Students will demonstrate understanding of course requirements and policies. Students will be allowed to use the syllabus to answer each question. A score of 100 will be required. Multiple attempts will be allowed to achieve the required score.
- **3-Exams (100 points each, 300 points total):**

- If you experience an extreme emergency or conflict prior to an exam and notify me BEFORE the exam one attempt will be made to allow the student to complete the missed exam following provision of documentation (speak to me regarding what will constitute valid documentation). If the student misses this makeup exam the student will have earned a zero for the missed exam.
 - **If there is a conflict with a religious holiday, please let me know now. All exam dates are listed in the syllabus.**
 - **Exam format:** Exams will be based on a combination of lecture, assigned readings, videos and class discussions. If you miss class you will miss vital information. Tests must be taken during your scheduled class time. Exams may be a combination of true/false, multiple choice and essay questions designed to test your knowledge and understanding of concepts covered during the course of this class.
 - **Exam Delivery:** Exams will be taken online through Blackboard. No proctor service will be required. Students will be given at least 72 hours (3 days) in which to complete the exam. A longer period of time may be allowed by the professor.
- **Major Assignment (150 points):**
 - This will be a project called a “social breach” assignment where students are required to submit a proposal for a social norm violation. The professor will approve, modify, or ask for another idea submission BEFORE students actually begin the project. More details will be given regarding this assignment.
 - **Assignments are not accepted late, so be aware of class deadlines.**
- **Inquisitive Assignments (10 assignments at 30 points apiece for a total of 300 points):**
 - Students will complete Inquisitive assignments throughout the semester.
 - These assignments are intended to facilitate understanding for students.
 - Assignments will relate to various concepts related to the class.
- **Journal Submissions (Two assignments worth 75 points apiece for 150 points total):**
 - Over the course of the semester students will be required to make journal entries pertaining to chapter readings, videos viewed inside or outside class, discussion questions, key concepts, reactions to certain topics, or other class related issues. Journals will be submitted online via Blackboard.
 - Deadlines will be stated in class and listed on Blackboard. Topics and corresponding due dates for journal assignments will be announced in a timely fashion. Students MUST check their email and blackboard accounts on a REGULAR BASIS (this means daily or at least every other day).
- **Point breakdown:**

| | |
|---|------------|
| ▪ One syllabus quiz (25 points): | 25 |
| ▪ Three exams- 100 points each (3*100): | 300 |
| ▪ One major assignment (150 points): | 150 |
| ▪ Two journal assignments- 75 points each (2*75): | 150 |
| ▪ Ten Inquisitive assignments-30 points each (10*30): | 300 |
| ▪ Letter to Future Students (50 points): | 50 |
| TOTAL POINTS: | 975 |

Your grade will be based upon the accumulation of points. The grading breakdown is as follows:

| | |
|-----------------|---|
| 877.5 to 975 | A |
| 780 to 877.49 | B |
| 682.5 to 779.9 | C |
| 585 to 682.49 | D |
| 584.9 and below | F |

Students are encouraged to come by during office hours to discuss their grades and any other class related questions as I do not discuss grades through email.

SEE Course Calendar on Blackboard for important dates

Readings for Class:

Students are expected to read the chapters before the corresponding lecture. There are two reasons for this. First, you will have some familiarity with the material and therefore the lectures will have a lot more meaning for you. Second, if there is something that you didn't understand in the text you can point it out to me and I can clarify it to you. You will be tested over the lectures as well as the readings. The first thing you should read in each chapter is the visual summary located at the end of the chapter. Next go through the chapter noting highlighted words. You are responsible for the higher level concepts covered in the text, but it is impossible for you to understand these if the book is using words you don't understand! Use the glossary of the book and a sociological dictionary if this will help you. The people who read and comprehend well think and read at the same time. Read the questions at the end of the chapter first and then read the chapter looking for the answers as you read. Write in your book if it helps. Examples of the concepts that you can remember: What you understand, what you don't, anything to help!

Writing Expectations for Class:

All written assignments should be presented using the conventions of Standard Written English. South Plains College requires all students to become proficient in "academic English," a form of English that is typically used in academic, professional, and business contexts. While slang, regional idioms, and informal kinds of self-expression are appropriate in some contexts, they are out of place in academic writing. Writing instructors and professors in courses across the campus expect all students to demonstrate proficiency in using the conventions of academic English in their written work, whether it is in-class exams or take-home essays.

Writing Tips:

- **All written work should be typed (or computer generated), double spaced, with one inch margins (all around), Times New Roman font and in a standard 12 point font. Please use Word for attachments.**
- Any references used should be listed at the end of the paper using one of the widely accepted format styles. This should not be an issue in this class, but IF you happen to ever use an outside source keep in mind: **Using ANY outside material without**

proper documentation constitutes plagiarism which is a serious academic offense.

Wikipedia is not considered a valid academic source. Do not use it!

- **All definitions should be drawn from the text book (or lecture).**
- **DO NOT USE ANY “ESSAY” websites for this course that provide prepared responses to assignments.**
- Assignments should be written in paragraph format unless instructed otherwise.
- For the assignments in this class, it is better to write using first or third person pronouns. Therefore it is appropriate to use "I, me, mine" or "he, she, their, we." It is not appropriate to use "you" or "your." Please avoid writing in 2nd person.
- Tutoring services are available on both the Levelland campus and the Reese campus and you are encouraged to utilize these services at no charge.

Additional Information:

- Students will need access to and will be required to use a word processing program for this course. If you do not such access at home there are many computers for you to use across the Levelland, Lubbock, and Reese campuses.
- Online study tools are available for your text. You are encouraged to use these, especially as preparation for the class exams.
- **EXTRA CREDIT will be given solely at the instructor’s discretion** (do NOT ask for extra credit ESPECIALLY at the end of the semester, hence no “is there anything I can do to increase my grade...” or other such emails at the end of the semester). The answer will be “NO”. The time to be concerned about your grade is now. Your steadfast attendance, studious habits and preparation for class should facilitate your success in this, and other, college courses. However, if you think there is something really great going on that relates to this class please let me know and I might decide to use that opportunity for extra credit.
- Be sure to proofread your work for grammatical and spelling errors. Use the "enable html" button within the email, assignments, and discussion functions to run a spell check. Also, remember that "healthy" paragraphs are usually comprised of at least three sentences organized around a central idea, though a paper filled with three sentence paragraphs would be awkward.
- Do not attempt to add me as a friend via Facebook, Instagram, Twitter or any other social media outlet during the semester. This is an attempt to circumvent any issues which might arise from such connections. Following the semester, you are more than welcome to add me on any of these platforms.
- Guests are NOT allowed in class unless the instructor gives approval. Prior notice should be provided if at all possible.
- If you have any medical or other condition I should be aware of I would appreciate you discussing this matter with me under the assurance of confidentiality.
- The course agreement MUST be signed by the deadline or you will be penalized for your inability to follow instructions. This penalty may include dismissal from lecture, inability to earn attendance points or being dropped from the course. It is absolutely necessary that you officially recognize your rights and responsibilities as a member of this class.
- ****This course involves controversial topics which may challenge or conflict with your existing beliefs and may require you to go outside your comfort zone. We will examine

social issues from a variety of expert, academic, and research perspectives. Although you are not expected to accept or concur with the perspectives, attitudes, and beliefs of the instructor, authors, or fellow classmates, you must at least consider other perspectives and interact with others respectfully.

- ***I am open to any concerns you have during this course. Confidentiality is guaranteed.***
- ***LASTLY...thank you for selecting this course and ensuring I have a job! I look forward to a wonderful semester...I hope you do too!***