

South Plains College: Common Course Syllabus

Department: Behavioral Sciences

Discipline: Humanities

Course Number: HUMA 1305

Course Title: Introduction to Mexican-American Studies

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 campus; TSI reading compliance for Internet

Available Formats:

Conventional and Internet

Textbook:

There is NO textbook for this course. Electronic readings, videos, and other forms of media will be made available to all students in lieu of a textbook. You're welcome.

Supplies:

Computer and Internet access for Internet courses and campus classes.

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:

This course emphasizes the cultural diversity of Mexican Americans. This is an introduction to the field of Mexican-American studies from its inception to the present. Interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American experience.

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 The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.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 let the instructor know and 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 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) 806-7162577, Reese Center (Building 8) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611. See *South Plains College General Catalog* for more information.

Title IX Statement:

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, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. 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. Detailed information and how to respond to these situations can be found at http://www.southplainscollege.edu/student_consumer/TitleIX-NonDiscrimTermNotification.pdf.

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 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. Also, 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 Guide* for full policy covering other areas of conduct including penalties for misconduct and procedures for disciplinary action.

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:

South Plains College does not discriminate on the basis of race, color, religion (creed), gender, gender expression, marital status, sexual orientation, military status, national origin, sex, disability or age in its programs and activities. All SPC courses meet federal regulations under Title II of the ADA, Sections 504 of the Rehabilitation Act of 1973. 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, 806716-2360.

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. Analyze the developmental history, culture, and struggles for equality of Mexican-Americans.

2. Articulate an informed personal response and critically analyze works by Mexican-Americans in the arts and humanities.
3. Describe the impact of discrimination on the everyday life of Mexican-Americans in the context of social, political, and economic circumstances.
4. Analyze minority group interactions in the United States focusing on immigration and migration patterns.
5. Formulate an understanding of shifting definitions of Mexican-American cultural identities.

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.

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.

Texas Coordinating Board Approval Number..... 45.1101.53 25

Instructor Syllabus Information

Dr. Sherley Bedore
Office: AD 130 (Levelland Campus)
sbedore@southplainscollege.edu
Phone (806) 716-2256 voice mail

Office Hours & Communication with Instructor via Email

Should you have questions that need immediate and/or private attention I am available in my Levelland office Monday and Wednesday from 8:30-10:30 am and 2:30-3:30 pm, Tuesday and Thursday from 11:00-12pm (noon). You may also schedule an appointment.

Should you have questions about assignments, personal matters and course material, **please use Blackboard email** to contact 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 5pm).

Required Materials

All course materials (readings, videos, and media) will be provided to students instead of an official textbook.

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.

General Expectations/Policies for Students

I would like to welcome all students to this course. I consider it an honor that you have chosen to be in my online 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 any time 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 online learning community, please make every attempt to keep up with all modules. This includes keeping up with the fast-pace of this course and complete all assignments and exams on time.

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.

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

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. 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! 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.

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 Start Here/Help, Resources & FAQ area of your Blackboard course. It contains links to Student Tutorials and the Student Orientation Course for Blackboard. Contact me for any course content information.

Course Information

Course information (e.g., syllabus, schedule, material for assignments and projects, media and potential student handouts) is accessed through the Blackboard website. The student is responsible for any and all information that is posted on this site. If the student has questions/comments about this information, then she/he should contact the instructor (via SPC email).

Attendance & Late Work

Late work is not allowed! If you need to miss any portion of the course assignments (although not advised) please let the instructor know in advance, within 3 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. 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 attending class mean in an online course?

Attendance in this course is the active submission of work before the schedule due date (on-time). Each non-submission of an assignment or exam is counted as an absence. See Attendance Policy in Common Course Syllabus regarding absences.

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

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 Revel chapter assignments as well as application assignments and exams.

Extra Credit Activities

Extra credit opportunities will not be offered throughout the course session. However, there are three additional tasks, the Course Participation Agreement, Syllabus Quiz, and Course Evaluation 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.

Methods for Assessing the Expected Learning Outcomes

The expected learning outcomes for the course will be assessed through application assignments, in-class discussion points, a project, a midterm paper, and a final exam paper.

Grading: 660 Possible Earned Points (write down your grade in the blanks for easy calculation)

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 (8 assignments; 25 points each; 200 pts total)

A1 _____
A2 _____
A3 _____
A4 _____
A5 _____
A6 _____
A7 _____
A8 _____

Midterm Exam (100) _____

Final Exam (100) _____

Discussion Points for lecture material for ten lectures (10 pts each; 100 pts total) _____

Discussions (these are 8 separate discussions and are different from what you will turn in as discussion points) (20 pts each; 160 pts total)

_____ earned / 660 possible
points total

A = 594 – 660

B = 528 – 593

C = 462 – 527

D = 396 – 461

F = 0 – 395

_____ earned / 660 possible
points total

***Please expect a 7 day grading turnaround for all assignments and exams**

Exams & Assignments

Reading Assignments

It is expected that you read the assigned readings before coming to class. This will facilitate class discussion and activities. 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.

Application Assignments (A1 through A8)

Throughout the course you will be required to work on various application assignments. These assignments typically will be media-based and include questions for students to answer. Assignments must be done independently, must be typed, and due according to the schedule. Proper spelling and grammar are necessary for college course writing. If spelling and grammar are not written academically (i.e., in text message format, etc.) point deductions will be incurred. Hand-written and scanned, emailed, or late assignments will NOT be allowed.

Discussion Points

You will be required to submit discussion points ten times throughout the semester. **For each of the ten discussion points, submit a typed reaction to the lecture material which includes all readings, media, videos, or experiences for one class session.** These reactions can be questions you want to pose for others in class, how you reacted to the material, or even additional information you found about either the material, authors, or experience that you would like to share. Bring these to class as we will be engaging in discussion.

Discussions

Discussions will be required in this course. For each discussion you will be given approximately 4 days to complete. Late discussion submissions will not be allowed. Please note that you will not be able to respond to others' posts until you have created your initial post.

Discussions are intended for you to discuss the lecture material with your peers in an academic format. Proper netiquette should be used at all times and it is expected that all students discuss the topics in academic and respectful terms as outlined in the student code of conduct and policies. Should any student not abide by these rules in discussion, the student will receive a '0' (zero) for the assignment for the first offense. Any offense thereafter, the student may be dropped from the course.

Midterm and Final Exams (200 points; 100 points each)

There will be 2 non-cumulative exams during the semester. The exams will cover any material presented in lectures, the reading materials, class discussions, as well as assigned media. Exams will include only an essay/short answer format. All exams will be completed by the due date on the schedule and you may use your notes and textbooks. **Please note that exams will only be given and available about a week before they are due.**

NOTE: Make-up exams will be given only in extreme situations 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 time period. Make-up exams may be of a different format than the original tests. If you are permitted to take a make-up exam for the midterm only, you will complete it at a mutually agreed upon date and time, as soon after the original exam as possible. I will not allow you to make up a midterm if I have not been notified prior to the exam day about your absence. The final exam will not be taken at any time other than the scheduled final exam day. See class schedule and please plan your travel arrangements accordingly.

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

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.

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.

NOTE: This is an American Minority Studies class in which the emphasis is on persons of Mexican ancestry. As such, the core of this course includes the history, achievements, contributions, and tribulations of members of this ethnic group. Moreover, due to the subject under study, the written lectures as well as required readings, may to some individuals be disturbing, offensive, or possibly in conflict with their personal beliefs, ideology, values, or worldview. It is not the instructor’s intent to insult, offend, or convert any student to a view that conflicts with his or her value system, but rather to introduce students to a broader perspective of political, psychological, and sociological thought in today’s increasingly pluralistic society.

Title IX & Pregnancy Accommodations Statement

SPC is dedicated to providing a safe and equitable learning environment for all students. 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. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

SPC does not tolerate discrimination, sexual assault, and harassment. You are encouraged to report any incidents to SPC Campus Police Office at (806) 716-2396 or their 24 Hour Phone at (806) 891-8883. The SPC Student Health & Wellness office (<http://www.southplainscollege.edu/health/studenthealth.php>) provides support (806-894-9611) and the Voices of Hope Lubbock Rape Crisis Center has a 24-hour hotline: 806-763-RAPE (7273). For more information about support, reporting options, and other resources, go to: <http://www.southplainscollege.edu/health/studenthealth.php> under the Mental Health Resources tab.

Course schedule is provided in Blackboard.

SEMESTER HOLIDAYS:

January 20th – Martin Luther King Holiday

March 16th – 20th Spring Break

April 13th – Easter Holiday