

South Plains College Common Course Syllabus Introduction to Sociology – Soci1301 Revised December 2019

Department: Behavioral Science

Discipline: Sociology

Course Number: Soci1301

Course Title: Introduction to Sociology

Available Formats: conventional and internet

Campuses: Levelland, Reese, Plainview, Lubbock Center, 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*, 6th edition, Norton Publishing. See instructor's course information sheet for textbook and on-line publisher content requirements.

Supplies: Computer and Internet access for all course formats and campuses.

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 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.

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: 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.

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

Nondiscrimination Policy: 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 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 the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

Campus Concealed Carry: 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.

SPC Bookstore Price Match Guarantee Policy:

If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals,

fulfilled by Amazon, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

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. – Jana Daniel

Course Information Sheet for Introduction to Sociology, Soci1301

Spring 2020

Professor Jana Daniel

Note: *All deadlines are on Tuesdays. Late work is not accepted for grading.*

All deadlines are at noon. The deadlines are the DUE dates but you need to set your DO date ahead of the official DUE date.

Office Location & Hours: AD 147, Levelland campus. MW 9:30 – 11:00 am; MW 2:15 – 4:45 pm; or by appointment

Email address: jdaniel@southplainscollege.edu once the session starts, all correspondence should be in the e-mail in the Blackboard Soci course. Course work will not be accepted if sent to the SPC e-mail address.

Contact method: *Once the session has started, you are to use the e-mail link within your Blackboard course. You will log into your Blackboard account (do NOT use the Send email link on that page) and click on your SOCI1301 course in order to be able to access the course e-mail account. Once you are in the course, you will*

see the “E-mail – course” link on the left-hand side of the page. I will typically respond to all student messages within 24 hours on weekdays and within 48 hours on weekends and/or holidays unless I have notified you differently.

Telephone: (806) 716-2480, if you leave a message 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.

Textbook: *The Real World*, Ferris and Stein, 6th edition, Norton Publishing with the InQuizitive access code.

Attendance Policy: See Common Course Syllabus section. Since this course is a virtual classroom, attendance will be taken according to the following:

- Participating in class discussion by posting to the discussion board.
- Submitting chapter quizzes on or before the noon due dates.
- Submitting InQuizitive assignments

Note: Simply logging into the course or logging into the course and sending an e-mail is NOT considered attendance for this course. You MUST participate in the course by submitting work during any given week to be considered “in attendance”.

Late work:

All deadlines are Tuesdays at noon. **Note: Deadlines are DUE dates but you need to set your DO date ahead of the official DUE date.** If you have to work in the mornings or have classes, set your personal DO date Monday at midnight or even earlier so if you have questions or technical issues, you will have time to address those before the deadline. It is a best practice to work ahead of the deadline.

No work will be accepted for grading after the deadline. Excuses such as "The network was down," or "I could not figure out how to send the assignment through the assignments function" or “I got really sick and had to go to the ER last night” are not acceptable. In short, plan ahead, work ahead of the deadline, and do not wait until the last minute to submit your assignments. It is best practice to turn in assignments, submit quizzes and post discussion messages early.

Administrative Drop Policy:

Due to Financial Aid and South Plains College **requirements for participation/attendance a student who fails to submit 3 quizzes, 6 InQuizitive assignments, fails to participate in 3 grading periods for discussions, or fails to participate by submitting course work in the course for 14 consecutive days during the session may be dropped with a grade of "X" or "F" from the course.** Note: Logging into the course does NOT count as attendance in this course. If you miss course work after the final drop date the grade earned will be the final grade.

Course Technology:

Since this course are 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.

Required hardware:

- Computer available for download/installation of software and plug ins
- Speakers / Sound card

Required software:

- Microsoft Office (Word) – *Acceptable files are .docx, .rtf or .pdf. Do NOT submit .pages, google docs or other types of files. Points will be deducted if you use a file that is not on the acceptable file list.*
- Blackboard (see note below)
- Internet access – regular, dependable, fast enough to watch videos
- Web browser – a **current** version of one of the following – Mozilla Firefox or Google Chrome. The use of Edge or Internet Explorer is not recommended. Downloads for the newest browser versions are available free of charge from their websites.
- Virus protection
- Latest version of Java [Available here](#)

Blackboard:

Blackboard is an electronic learning resource that is designed to provide students with information requirements related to the courses. This includes up-to-date announcements, course information, assessment, assignments, deadlines, and the like. For this resource to function to its full potential, it is important that students log in multiple times during the week. **Students will post their responses to discussion prompts on the Discussion Forums through Blackboard.** Students can also monitor their progress in the course by using the “My grades” link on the left-hand side of the course page.

Blackboard can be accessed via an Internet link:

<https://southplainscollege.blackboard.com/>

You may also use the link to Blackboard in the upper right-hand side of the SPC Homepage by using the Login to...link. It is recommended that you bookmark the Blackboard page. Your log-in is the same as you MySPC log-in.

Technical support:

If you have any questions or need assistance, you are to contact Blackboard technical support at blackboard@southplainscollege.edu or call 806-716-2180. A note, contact your instructor for any questions you have about course content as technical support is only for issues concerning computers or Blackboard performance.

What to do if you experience technical problems:

If you are unable to submit an assignment, complete a quiz, or otherwise participate in our course because of an issue with Blackboard, it is YOUR responsibility to notify me via email when the problem occurs. It is also YOUR responsibility to notify technical support (contact information is in the box above) for assistance and to document your attempts to resolve the problem. In addition, take a screenshot to document your problem and submit this with your email to me and to technical support. If Blackboard outage is verified by the Division of Instructional Technology staff, I will work with you to make alternative arrangements. However, you are responsible for your technology and ability to submit work (including your access to an Internet connection). I strongly recommend that you submit your work early to avoid last minute problems. I also strongly recommend that you save a copy of your discussions and/or assignments to the course in case of technology disruption.

Also, I strongly recommend that you have a back-up plan in case you have technical issues. Technical issues other than a Blackboard outage are not reasons for late work to be accepted.

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.

I recommend that you **DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN OR YOU MAY HAVE PROBLEMS!** Remember the saying "TECHNOLOGY HAPPENS" and as stated above, late work is not accepted.

Anti-virus Software: Please make sure that your computer has an up-to-date antivirus software program installed.

Course work: See the course calendar for deadlines. All deadlines are every Tuesday. All deadlines are by noon. If you work or have class in the morning, I recommend that you set your personal deadline at midnight the night before the deadline. Better yet, work a day or two ahead of the deadline and avoid the stresses and risks that may come with working close to the deadline. The deadline listed on the calendar/checklist is the FINAL time that course work can be submitted but you can ALWAYS submit ahead of the deadline. I don't accept late work for grading. **The choice is yours when it comes to how close you work to a deadline.**

All course work is in your Learning Modules.

“Get out of Jail Free” Option:

For InQuizitive assignments, quizzes or discussion postings you may use the “Get out of jail free” card option twice during the semester. The maximum point value for the jail card is 100 points so the total will not exceed that total for the semester.

- You may use points for any two grading periods.
- You will receive full credit for these assignments (up to a total of 100 points) if you submit your “jail card” request **within one week of the missed assignment or course work.**
- The points may also be used to replace a low score but again must be used within one week of the original due date for that assignment.
 - On replacing a low score, if you earn a 10 on a quiz and want to use points to replace that grade, the entire 30 points for the quiz will be counted as points used.
 - On replacing a low discussion grade, say you earned a 30 because the original post was late and you want to replace the grade, the entire 50 points will be counted as points used.
- The work that you do not submit but use points for the grade will be counted as “missed” or not submitted for the purpose of the drop policy. It is important that students participate in all areas of the course work but discussions are particularly important because this portion of the course work is part of the assessment of critical thinking skills, understanding of sociological terms and communication skills.
- The following is the policy for using points for discussions:
 - If you use points for two discussions, those discussions are counted as “missed” because you did not participate in the discussion. As per the drop policy, if you miss participating in three discussions, you may be dropped from the course. For this reason, you will be required to participate in all remaining discussions because not participating in a third discussion puts you at the drop criteria for the course.

- If you miss a discussion and do not request the use of points, that discussion is counted as “missed”. You will be able to request the use of get out of jail free points for one other discussion but not a second discussion because that will be a total of three discussions that did not have participation and that meets the drop policy.
- **The requests will not be honored at the end of the semester to “fill in the blanks” in your gradebook.**
- The cards may not be used the Letter from Former Students assignment, any portion of an essay assignment, Letters to Future Students assignment or any type of course work other than what is listed above.

Pay attention to your grades as the course goes along and use this option for emergency situations such as illness, technology problems, accidents, deaths in the family etc.

Chapter Quizzes

Note: You must submit an Online Participation Agreement Quiz and earn full points before the remainder of the course work will be available to you.

There is a thirty-question multiple choice quiz for each of the modules. Questions are randomly selected from a test bank containing questions for the chapters covered in the module. The quizzes are 60 minute timed quizzes and will close at the deadline. Any answers saved after the deadline will not be counted towards the grade. These are "open book" quizzes but you will probably not have enough time to look up all the answers without reading and studying the material prior to taking the quiz. Do not click on the link until you are ready to take the test as once you enter the quiz and get out of it, you cannot re-enter the quiz. Quizzes will not be accepted after you surpass the time limit or after the deadline so plan ahead. Late quizzes aren't accepted. Practice quizzes are available to use as a study tool and are taken from the same test bank as the chapter quizzes. If you fail to submit 3 quizzes, you may be dropped from the course.

Assignments

There are various types of assignments in the course. They are:

- Letters From Former Students assignment
- Letters To Future Students assignment

See the modules for the assignment instructions.

The “Get out of jail free” points may not be used for this portion of the course work.

Inquizitive Assignments

Inquizitive assignments are adaptive, interactive learning assignments designed to enhance your learning experience. There is an Inquizitive assignment for how to use InQuizitive and then one for each of the chapters covered in this course. Inquizitive requires access to the Norton Publishing system so an access code is required. Further information concerning Inquizitive is located in the Blackboard course. If you fail to submit 6 InQuizitive assignments, you may be dropped from the course.

Class Participation/Discussion Board postings

Note: You MUST post your original message before you will be able to view the posts of other students.

This course includes an Introduction Discussion that will help us get to know a little about each other and Discussions for each module that will include a video, article, or other material related to information that is covered in that section of the textbook.

Each Substantive Discussion (Disc) is worth 50 points and includes one Original Discussion and at least two Reply Discussions. Each Original Discussion is worth 20 points and the Reply Discussions are worth 15 points each. For each Disc, you will be graded on (1) your original post and (2) your replies to classmates' discussion of that same discussion topic.

The Online Discussion component of this course is comprised of weekly Discussion topics and is an important part of the class. Each week there will be discussion related to the course material. The faculty member posts weekly main discussion prompts that may include videos, articles, or other resources related to a topic that is being covered for that week. Students are expected to respond to ALL Discussions.

Online discussion is a very important part of online learning. Through your responses to weekly discussions, you will learn to integrate class material into your thoughts and learn more about how others view the topics that are covered in the course. Additional discussion with classmates and the professor help us all learn more about the material. As such, each week you are also expected to make at least two thoughtful and substantial responses to classmates.

I suggest that members participate at least two times per week. It is a good idea to check in early in the deadline period and again closer to the final day of the deadline period. This assures that you are an active member of the class throughout the week and have ample opportunity to interact with other members. Discussions will be due at 12:00 p.m. (NOON), so if you work or have classes in the mornings, you may need to set your personal deadline at midnight the night before the noon deadline. See the course calendar/checklist for deadlines.

Discussion posts are not accepted for grading after the deadline. Drop policy is if you fail to participate in 3 discussion grading periods you may be dropped from the course. [See the note in the Get Out of Jail Free Points section for more information.](#)

Online Discussions will be graded as follows:

Discussion topics are listed in the Learning Module and in the Discussion link on the left-hand side of the course page. Most discussion topics will require viewing a video and the links are provided in the discussion topics instructions.

Original discussions guidelines:

- You must post your original discussion message before you will be able to see the posts of other students.
- Be made before the deadline stated on the course calendar/checklist.
- Contain a minimum of 200 words.
- Be thoughtful, organized, and analyze the information in the video/prompt.
- Demonstrate an understanding of the video/prompt and the course material. Each video/prompt is chosen because it illustrates at least one topic in the chapter(s) covered for the grading period. You are to identify and discuss the topic(s) that are shared content of the video/prompt and the course material. Base your discussion post on the material you have read AND watched. Show me you have read and understand the course material in your post.
- Contain more than just your opinion: justify your statements using course materials.
- Do NOT simply state a recap of the video/prompt. Everyone should have watched/read the material and I am looking for a deeper level of thought than just stating what was in the video/prompt.

- Incorporate ***and cite information from the textbook***, outside academic sources, credible websites, etc. Textbook citations should include the page number(s) and other sources should include citations to show where you located the information. Note: Wikipedia is NOT an academic source.
- You may include personal experiences and/or reactions. CAUTION: remember to use the sociological perspective in all of your course work.
- Utilize appropriate language, grammar, and spelling

Replies to Original discussions guidelines:

- Be made before the deadline stated on the course calendar/checklist.
- Contain a minimum of 75 words.
- Include at least two responses to classmates.
- Add to the overall value of the discussion (simply posting a statement similar to “I thought this week’s ideas were interesting” or “I agree”) will not count towards your points for a grade.
- Ask questions to encourage other students to think more deeply. Just asking, “What do you think?” will not earn full points here.
- Share your own experiences that relate to the topic of discussion.
- Constructively and/or respectfully disagree at times.
- Refer to class course work (text or video information) and apply the information or ask other students how they are applying course information.
- If you repeat yourself in your reply messages you will not earn full points.
- Utilize appropriate language, grammar, and spelling.

ON-LINE ETIQUETTE:

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

Keep in mind:

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

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

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

All written assignments including discussions should be presented using the conventions of Standard Written English. (This means no "texting" abbreviations or shortcuts!) You are expected to use correct spelling, grammar, punctuation, contractions and capitalization.

Writing Tips for all written work in the course:

1. All written work should be typed or computer generated, double spaced, with one inch margins in a standard 12 pt. font. Acceptable files are .docx, .rtf or .pdf. Do NOT submit .pages, google docs or other types of files. Points will be deducted if you use a file that is not on the acceptable file list.
2. Any references used should be listed at the end of the paper using APA style and within the body of the text according to APA procedure. Using reference material without proper documentation constitutes plagiarism which is a serious academic offense. Wikipedia is not considered a valid academic source. Do not use it!
3. 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.
4. 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.

Academic Integrity: See Common Course Syllabus. Students found guilty of plagiarism in this course will receive a grade of zero (0) for the work in question for the first offense and will be dropped from the course with an "F" should a second offense occur.

- This course requires students to submit only their OWN WORDS for all parts of assignments and discussions. Give proper citation for any information taken from any source including textbook, Internet sites or any other source
- I know students want to help each other but when another student provides you with past questions and/or answers, however, that is a violation of academic integrity and could result in failure for the class. The same is true if you provide another student with questions and/or answers.
- Using on-line websites that provide questions and/or answers is also a violation of academic integrity and could result in failure for the class.

Student Appeals: See *SPC Student Guide* and/or *SPC General Catalog*.

Student Conduct: See Common Course Syllabus section. Also, please note that this is an online environment and others will see your comments posted to the discussion board area and/or in e-mail communications. Do not post any pictures, comments or data that others may find offensive. Since this is an on-line classroom, any e-mails or correspondence sent by the instructor to a student or students are considered lawful directions.

Equal Opportunity: See Common Course Syllabus section. In addition, 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.

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age. In addition, this instructor will not tolerate remarks nor gestures that can be construed to be sexist, racist, heterosexist or in any way disparaging to another person in this classroom. Students who exhibit such behavior will be dropped from the class with a semester grade of "F" regardless of race, ethnicity, sex, religion, or sexual orientation. . In short, "Bigotry will not be tolerated."

Sociological perspective: Students will use what is termed the Sociological Perspective since you are now students of Sociology. This perspective stresses the social context in which people live and steps away from what is termed "person blaming." Sociologists look beyond individuals and individual experiences. This perspective strives to understand human behavior by placing it within its broader social context. Depending on a person's characteristics such as gender, age, race, sexual orientation and religion among others, we each have different experiences. Sociologists using this perspective (and that includes you, the student) evaluate people and behaviors in terms of what is typical or atypical (or not typical) by studying society and finding general patterns of behavior. They do NOT judge others or their behaviors with terms such as good/bad, moral/immoral or right/wrong. Do NOT use these terms in your assignments or discussion posts or you will lose points.

Accommodations: See Common Course Syllabus section. Please note: Instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided.

Grading criteria for student's final grade in the course:

Grades: It is possible to earn up to 1000 points in this course.

Your grade will be calculated on a cumulative point total based on the following scale: A= 900 – 1000; B= 800 – 899.99; C= 700 – 799.99; D=600 – 699.99; F=0 – 599.99. Another way to figure your grade is to divide total points earned by total possible points (1000) to find your percent average. **Averages are NOT automatically rounded up.** For example, an 89.99% is a B and not automatically rounded up to an A.

Point Distribution:

Online Participation Agreement Quiz =	10 points
Introduction discussion (1 original and 2 replies) =	35 points
Introduction E-mail Assignment =	15 points
Letters From Former Students assignment =	35 points
1 - How to Use InQuizitive plus 14 chapters InQuizitives @ 25 =	375 points
Quizzes 6 modules @ 30 =	180 points
6 Chapter Discussion postings (1 original and 2 replies each) @ 50 points =	300 points
Letter to Future Students assignment =	50 points
 Total points possible =	 1000 points

Course Calendar/Checklist:

See the “Start here” area of the course for the full course calendar with checklist.

Deadlines are EVERY Tuesday at NOON. Remember that the *official deadlines* are when the work is *DUE* but I recommend that you set your *personal deadlines* for when you *DO* your work at least a couple of days before the official deadline. The policy for this course is that late work is not accepted.