

**South Plains College Common Course Syllabus**  
**Introduction to Sociology – Soci1301**  
**Revised January 2023**

Department: Behavioral Science

Discipline: Sociology

Course Number: Soci1301

Course Title: Introduction to Sociology

Available Formats: conventional and internet

Campuses: Levelland, Reese, Plainview, Lubbock Center, Lubbock Downtown, 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, 8th edition, Norton Publishing, authors Kerry Ferris and Jill Stein. The faculty that teach this course have chosen to use the TexBook Program for the textbook for Introduction to Sociology.

**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 **pwells@texasbook.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:** pwells@texasbook.com / **Phone:** 806-716-2097

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

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” 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 difference 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.

**Statement of Non-Discrimination:** 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 Statement of Non-Discrimination:** 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](mailto:dburleson@southplainscollege.edu) for assistance.

**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.

**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.

South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: [COVID Response \(southplainscollege.edu\)](#).

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## **Course Information Sheet**

### **SOCI 1301-Introduction to Sociology**

### **Instructor: Brant Farrar**

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. – Brant Farrar

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

*All deadlines are at noon.*

**Office Hours and Location:**

**Listed on Blackboard**

**Email Address:** [bfarrar@southplainscollege.edu](mailto:bfarrar@southplainscollege.edu) (preferred method of contact)

**Office Telephone:** (806) 716-4657 I 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.

*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 SOC11301 course in order to be able to access that e-mail account. Once you are in the course, you will see the “Course – e-mail” 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.*

**Textbook:** *The Real World*, Ferris and Stein, 8th edition, Norton Publishing. The eBook is furnished with the course through an inclusive access fee that is paid with your tuition and fees. See the Common Course Syllabus for more information.

**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”.

**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))

## Late work:

All deadlines are Tuesdays at **noon (except exams)**. **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 2 exams, 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" 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. It is ultimately the student's responsibility to either remain in the class or to drop the course.

Also, if a student demonstrates a pattern of abusive and/or disrespectful behavior toward other students there will be a discussion between the student and the instructor. This discussion may take place after a single incident if that incident is serious enough to warrant such a conversation. If the behavior is not corrected, the student may be dropped from the course. This point is made only to protect students from extreme, unforeseen situations that might arise. All efforts will be made by the instructor to create a healthy academic environment for students to agree and disagree with one another.

## 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](mailto: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 the COURSE CONTENT folder on the left side of your Blackboard course.**

### Unit Exams

**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 fifty-question exam for each of the unit (four total). Questions are randomly selected from a test bank containing questions for the chapters covered in the module.

You may take each quiz only once.

The quizzes are 75 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.

### Assignments

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

- Letters From Former Students assignment (at the beginning of the semester)
- Letters To Future Students assignment (at the end of the semester)

See the modules for the assignment instructions.

## Inquisitive Assignments

Inquisitive assignments are adaptive, interactive learning assignments designed to enhance your learning experience. There is an Inquisitive assignment for how to use Inquisitive and then one for each of the chapters covered in this course. Inquisitive requires access to the Norton Publishing system either through the inclusive textbook access that came with your course or if you opt out of the inclusive access, you will need to purchase access to Inquisitive from the publisher. Further information concerning Inquisitive is located in the Blackboard course. If you fail to submit 6 Inquisitive assignments, you may be dropped from the course.

- The How to Use Inquisitive assignment is absolutely required. If you do not complete it by the due date you will still be required to complete this assignment but you will earn a zero.
- There will be 14 chapters covered with Inquisitives, but only your highest 11 grades will be taken. This way, if you have a bad week and miss the Inquisitive you will have some breathing room.

## Weekly Assignments

These will be short assignments that will assist you in applying course concepts to the real world. There will be 14 of these assignments, but only the top ten grades will be kept. This will allow you to skip an assignment you don't prefer or allow grace if you have a bad week. Each assignment is worth 20 points.

## Discussion Board information and grading rubric

*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 questions, 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.

### **Online Discussions will be graded as follows:**

Discussion Grading Rubrics are posted on Blackboard, but briefly:

Original discussion posts – worth up to 20 points (first round of grading) and should be no less than 200 words with at least one textbook citation.

Reply posts (2 minimum, 15 points each for a total of 50 points) should be at least 75 words and must advance the discussion. Do NOT say “I agree...you did awesome...I really like your comments” because this is not advancing the discussion.

### **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 for many topics. Do not use it!

3. For the assignments in this class, it is better to write using first or third person pronouns. 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.

**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 1300 points in this course.

Your grade will be calculated on a cumulative point total based on the following scale:

- A= 1170 – 1300;
- B= 1040 – 1169.99;
- C= 910 – 1039.99;
- D=780 – 909.99;
- F=0 – 779.99.

**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	= 25 points
Introduction discussion (1 original and 2 replies)	= 50 points
Introduction E-mail Assignment	= 25 points
Letters From Former Students assignment	= 50 points
1 - How to Use InQuizitive plus 11 chapters InQuizitives → 12 @ 25 points	= 300 points
4 Exams → 4 @ 100 points	= 400 points
4 Discussion postings (1 original and 2 replies each) 4@50 points	= 200 points
Weekly assignments (10 required @ 20 points each)	= 200 points
Letter to Future Students assignment	= 50 points
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Total points possible	= 1300 points

#### **Course Calendar/Checklist:**

See the “Course calendar” link on the left side of the Blackboard course for the full course calendar with checklist.

**Deadlines are EVERY Tuesday at NOON, except exams which will be due at 11:59pm.**

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.