

# South Plains College: Common Course Syllabus

**Department:** Behavioral Sciences

**Discipline:** Sociology

**Course Number:** Sociology 1301

**Course Title:** Introduction to Sociology

**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:**

*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 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:**

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.

## **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 The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.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 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.

## **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.

## **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.

#### **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.

#### **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.

### **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](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.

#### 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. 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.

#### 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.
- **Empirical and Quantitative skills-** to include the ability to apply, analyze, and draw conclusions based on scientific and mathematical concepts.

- **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.
- Texas Coordinating Board Approval Number..... 45.1101.51.25

## Instructor Syllabus Information

Dr. Sherley Bedore  
AD 130 (Levelland Campus)  
**sbedore@southplainscollege.edu**

### Virtual Office Hours & Communication with Instructor via Email

Should you have questions that need immediate and private attention, I will be available virtually Mondays, Wednesdays and Fridays from 9am – 11:30am in **Collaborate – Virtual Office Hours** (see course menu in Blackboard).

Should you have questions about assignments, personal matters and course material, **please use SPC's official email** to contact the instructor. SPC email is the official means of communication between professors and students. Be sure that you are using your official SPC email when contacting the instructor. Be advised that I am not always able to respond to emails quickly, especially if you email during non-business hours (after 5pm and on weekends).

### Required Materials

- An InQuizitive access code is required for this course.
- Textbook: *The Real World: An Introduction to Sociology*; 6th edition, by Ferris and Stein, Norton Publishing
- Blackboard Learn 9.1 website

### 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

The course is 100% online. You are responsible for viewing 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. This course is self-paced but does require assignments and exams to be due according to the schedule. Students are welcome to complete course work in advance but will not be allowed to complete course work *after* the due date on the course schedule.



## Course Information

Course information (e.g., syllabus, schedule, assignments, exams, 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 2 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.

## Administrative Drop Policy

Per SPC’s attendance policies, the instructor reserves the right to drop a student for excessive absences according to SPC guidelines. 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 Inquizitive chapter assignments as well as application assignments.

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.

## "Get Out of Jail" Option for Inquizitive Assignments & Application Assignments

You may use your "Get out of jail free" card **once** during the semester for a missed Inquizitive or Application assignment or a low assignment score you would like to replace. You must send your requests within 3 days of the original due date to receive full credit for missed assignments/replacement assignments. Please send requests using the SPC email.

Essentially you have one "free pass" or the equivalent of one assignment that you may "opt out" of if you elect to do so. Each "jail card" is equivalent to one module's material. **Do not assume you will receive credit if you simply do not complete the assignments.** You must send in a request to use a pass. Jail Cards are located in the *Start Here* folder in Blackboard Jail cards equal approximately 20 points each.

## Extra Credit Activities

Extra credit opportunities will not be offered throughout the course session. However, there are two additional tasks, the Course Participation Agreement and the Syllabus Quiz, 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 (e.g., a C to a B) but will be enough to supplement an assignment's low grade. Do not depend on extra credit to completely "fix" your overall grade.

## 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 dropped from the course with an 'F' should a second offense occur. 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](http://www.plagiarism.org)

## 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.

## 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.

## Methods for Assessing the Expected Learning Outcomes

The expected learning outcomes for the course will be assessed through exams and application and Inquizitive assignments.

## Grading: 450 Possible Earned Points

Course Participation Agreement (10 extra credit points)	_____earned / 450 possible points total
Syllabus Quiz _____ (15 extra credit points)	A = 405 – 450 B = 360 – 404 C = 315 – 359 D = 270 – 314 F = 0 – 269
Inquizitive and Application Assignments (15 total/20 pts each/ <b>300</b> ) _____	
Exam 1 <b>(50)</b> _____	
Exam 2 <b>(50)</b> _____	
Exam 3 <b>(50)</b> _____	

\*Please expect a 4 day grading turnaround for all assignments and exams.

## Exams & Assignments

### Reading Assignments

It is expected that students read the assigned readings. Students may choose to read alongside viewing the PowerPoint lectures and fill-in-the-blank Student Notes for each Chapter Module (optional for students to utilize). Be advised that exams are not limited to what will be in the PowerPoint lecture and Student Notes. This will help when going through lectures and in assignments related to each module.

### Application Assignments (A1 through A5)

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.

### Inquizitive Assignments (I1 through I10)

Inquizitive Assignments will be given throughout the course modules. The **Inquizitive assignments will consist of chapter-focused quizzes due at 11:45 pm on the date listed on the schedule**. The quizzes are typically unlimited in the number of questions and attempts. Once you have reached 100% score, you have completed the assignment. The points vary with each chapter but there is a total of 200 points from these assignments. It is not necessary to complete the “shared writing or journal exercises” in the Inquizitive program. Please do not wait until the last minute to complete work. There is a very reliable app available for Norton Inquizitive to use on cell phones. Instructions are listed under textbook information. Late assignments will NOT be allowed.

### Exams (150 points; 50 points each)

There will be 3 non-cumulative exams during the semester. The exams will cover any material presented in lectures, the textbook, as well as assigned readings or media. Exams will include only a multiple-choice format. All exams will be completed by the due date on the schedule and you may use your notes and textbooks. **Although you are welcome to work ahead, please note that exams will only be available the week they are due.**

NOTE: Make-up exams for the first 2 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 24 hour 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, you will take it at a mutually agreed upon time, as soon after the original exam as possible. I will not allow you to make up an exam if I have not been notified prior to the exam day about your absence. The final exam will not be given at any time other than the scheduled final exam day. See class schedule and please plan your travel arrangements accordingly.

### 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.