

South Plains College: General Course Syllabus**Department:** Behavioral Sciences**Discipline:** Humanities**Course Number:** Humanities 1301**Course Name:** Introduction to the Humanities**Credit:** 3 Lecture: 3 Lab: 0

This course satisfies a core curriculum requirement: Yes- Language, Philosophy & Culture

Prerequisites: none**Campuses:** All

Textbooks: *The Art of Being Human: The Humanities as a Technique for Living* by Richard Janaro & Thelma Altshuler, 11th ed. ISBN: 9780134240305 Pearson [inclusive access through VitalSource]

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

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

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

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

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

Course Specific Instructions: refer to individual instructor's course information sheet

Course Description: This course is an interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

Course Purpose: This course is an introductory course designed to acquaint students with a broad understanding of how the arts interface with individual and societies. A holistic approach will be utilized to explore ideas of aesthetic and intellectual creation in order to understand the human experience across cultures.

Course Requirements: To maximize the potential to successfully complete this course, the student should attend all class meetings, complete all homework assignments in a timely manner, and complete all examinations including the final exam. Internet courses require the work to be completed in specific time periods.

Course Evaluation: Refer to the instructor's course information sheet for specifics on assignments and testing.

Attendance Policy: Whenever absences become excessive, and in the instructor's opinion, minimum course objectives cannot be met due to absences, the student may be withdrawn from the course. The typical view of excessive absences is when a student misses more than two weeks of the course.

Student Learning Outcomes/Competencies: Students who have successfully completed this course will be expected to:

- Demonstrate awareness of the scope and variety of works in the arts and humanities.
- Articulate how these works express the values of the individual and society within an historical and social context.
- Articulate an informed personal response and critically analyze works in the arts and humanities.
- Demonstrate knowledge and understanding of the influence of literature, philosophy, and the arts on cultural experiences.
- Demonstrate an awareness of the creative process and why humans create.

Core Objectives addressed:

- **Communication skills-** to include effective written, oral and visual communication.
- **Critical thinking skills-** to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.
- **Social Responsibility-** to include the demonstrated intercultural knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.
- **Personal Responsibility** – to include the ability to connect choices, actions, and consequences to ethical decision-making.

Relevant SPC Policies & Procedures

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 Course Information Sheet in individual courses for more information on course attendance policy.

Disability Services Policy: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. See *South Plains College General Catalog* for more information. For more information about SPC Disability Services, please click on the following link: <https://myspc.southplainscollege.edu/ICS/Students/FYI/>

Academic Integrity Policy: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

- **Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the text- book or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of what- ever length, as well as to final examinations, to daily reports and to term papers.

- **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identifiable expression of material taken from books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

See *South Plains College Student Guide* and *South Plains College General Catalog* for more information.

See instructor's course information sheet for more information.

Student Conduct Policy:

- **Classroom Conduct:** Failure to comply with lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class may result in the student being dropped from that course.
- See *South Plains College Student Handbook* for full policy covering other areas of conduct including penalties for misconduct and procedures for disciplinary action.

Campus Carry Policy: South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law, and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the following.

- Natatorium

For a complete list of campus carry exclusions zones by event, please visit

<http://www.southplainscollege.edu/campuscarry.php>

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**
 - The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action.
 - 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.
 - 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.
 - If the student is still not satisfied, he she should be advised of the formal appeal process.
- **Formal Appeal:** 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:
 - A request for a formal appeals hearing.
 - A brief statement of what is being appealed.
 - The basis for the appeal.
 - 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*.

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*.

Course Specific Information
HUMA 1301, section 152

Instructor: Kristina M. Garrett, Ph.D.
Virtual Office Hours: Weekdays from 2-2:30pm
E-Mail: kgarrett@southplainscollege.edu

Office hours for this online class will be entirely virtual using Blackboard. I will also be available via email and Remind, as well as by-appointment Zoom meetings which can be scheduled using the Calendly link on our Blackboard page.

POLICIES AND IMPORTANT INFORMATION

Student Responsibility: It is your job, as a student, to know the rules of student conduct laid out in the Catalog and Student Guide, all other South Plains College policies which impact you laid out in the Catalog, and the policies laid out in this syllabus. It is also your job to check email, blackboard, and the calendar of due dates regularly to make sure that you are keeping up with your work.

Instructor Feedback and Response Time: In this course, you can expect me to be active in the class and responding to your work. I will respond to emails within 1 business day. I will read discussion board posts roughly every 1-2 days, typically during my office hours. Discussion board grades will be posted within 2-3 days of when the discussion boards close. In the event of an extenuating circumstance which delays the posting of grades beyond the expected 2-3 days, an announcement will be posted on Blackboard. If you have not received a response from me within 1 business day, it is possible that I did not receive your email and you should email me again.

Netiquette: Please read the netiquette handout on Blackboard for a list of commonly accepted rules for being a responsible member of an online community. Most importantly, be considerate of your classmates. You can all disagree without insulting each other. Racist, sexist, or other bigoted remarks and slurs will not be tolerated. Abusive, harassing, or threatening comments will not be tolerated. Students who violate these policies may have discussion posts deleted (and therefore unable to receive credit) or may be removed from the class if the behavior continues after the student is warned.

Course Specific Attendance Policy: This online course follows a schedule. Like a face-to-face class, regular “attendance” is required. In addition to completing the required assignments, you need to log in regularly. Getting onto the Blackboard homepage where you can see all your Blackboard classes in one place does not count as logging into this class (just like coming to campus doesn’t count as attending a face-to-face class)! In order for Blackboard to count you as logged in for this class, you need to click on the name of the class and be brought to this class’s homepage. I will check the tracking data from Blackboard to see when you have last logged in and any student who hasn’t logged in for 5 days straight may be dropped from the course, especially if they haven’t contacted me to explain their situation and have missed a significant amount of course work. Students dropped for non-attendance will be dropped with a grade of X (however, students dropped for disciplinary actions, such as cheating, will be dropped with an F).

Required skills and technology: In order to successfully complete this class, you will need regular access to a computer with reliable internet. You will also need to ensure that the computer has up-to-date versions of Adobe Flash Player, Java, and Adobe Acrobat (free PDF reader). Mozilla Firefox, Google Chrome, and Safari are the most stable, compatible browsers and many of the required online tools (such as Blackboard) will work well with these browsers, but will malfunction with Internet Explorer and Microsoft Edge. It is your responsibility to keep your browser and plugins (Java, etc.) updated. You may also need to clear your browser cache occasionally in order to allow your computer to “forget” outdated settings. You will also need to be able to write clearly in standard business English as well as create using Microsoft Word and attach those documents in Blackboard or email.

Expectations for writing in this course:

All written assignments and discussions should be presented using the conventions of Standard Written English. South Plains College requires all students to become proficient in "academic English," a form of English that is typically used in academic, professional, and business contexts. While slang, regional idioms, and informal kinds of self-expression are appropriate in some contexts, they are out of place in academic writing. Writing instructors and professors in courses across the campus expect all students to demonstrate proficiency in using the conventions of academic English in their written work, whether it is in-class exams or take-home essays. In addition, it is expected that written assignments will be exclusively your own work (with credit given for information that comes from another source). Violations of Academic Integrity are serious offenses and within this course can result in penalties which range from receiving a zero (0) on that portion of the assignment to being dropped from the class with an F depending on the severity of the violation (one sentence vs. an entire assignment) and whether the student repeatedly violates these rules within this course.

Late Work Policy: In this class, late written work will be accepted with a penalty of 20% of the maximum grade possible for each calendar day late (including holidays and weekends) and will not be accepted more than 4 days late. Discussion boards will be accepted with a late penalty of 20% per day (as described above) and will not be accepted after the deadline to revise for each discussion board (listed in the course schedule). Pearson Revel chapter quizzes will be accepted late at half credit until the synchronization deadline listed below. Exams cannot be made up without documentation, but there is one extra exam so that your lowest exam can be dropped. No late work will be accepted after Wednesday August 10th at 5 pm.

ASSIGNMENTS

1. Welcome Unit (60 points)

On Blackboard, there is a Welcome Unit that contains the syllabus, a syllabus quiz, an introductory writing assignment, and a welcome discussion. The purpose of these assignments is to make sure that students are accessing the class right away and attempting all the different types of Blackboard tools that will be needed to successfully complete this course.

2. Pearson REVEL chapter quizzes (20 points each; Total of 200 points)

The required book for this class is an e-textbook. Access to this e-textbook involves the purchase of an access code. Within each of the required chapters of the e-textbook, there is a chapter quiz, worth 20 points. The best 10 chapter quizzes (out of 12 required chapters) will be worth up to 200 points toward your final grade. Please note: doing more than 10 chapter quizzes will allow you to earn extra credit in the class (half of the points earned on the two lowest

chapter quizzes will be applied to extra credit). The schedule of due dates is in the tentative schedule on Blackboard. The last time that I will synchronize Pearson Revel is Wednesday August 10th at 5 pm; any late chapter quizzes being completed for half credit must be completed before this final synchronization.

3. Discussion board participation (12 @ 20 points each; Total of 240 points)

In order to participate with classmates and engage with the material beyond lecture and in class discussion, students will participate in regular discussion boards (one per chapter). In order to be eligible for full credit, students must post their own unique response to a starter question AND reply to two (2) classmates (and these posts and replies must fully follow the instructions given). Posts that express basically the same thing as a classmate or that are verbatim/near verbatim to the textbook or online sources will get no credit. Replies that are limited to agreement or complimenting the original poster may receive reduced credit or no credit depending on the amount of elaboration.

4. End of unit writing assignments (4 @ 50 points each; Total of 200 points)

There will be four short writing assignments in this class. Each one will require that you reflect on and apply material from class focused on starter questions that I provide to you. These assignments will go beyond your ability to remember the concepts and focus on your ability to think critically about the material and relevant issues. Be sure to read the detailed instructions carefully and make sure that you cover all of the required elements. Not addressing all of the required elements is the most common reason for a student to lose points on the short writing assignments. **Remember that it is your responsibility to ask for clarification if you are confused about the assignment and that I am always happy to review a draft, so don't wait until the last minute to complete these assignments!**

5. Exams (Best 3 @ 100 points each; Total of 300 points)

There will be four exams this semester. The fourth exam (final exam) will count the same as the first three but will be a mix of new material and material from exams one through three. All exams may include a mix of any of the following types of questions: multiple choice, True/False, matching, fill in the blank, short answer/essay. The listing of exam dates is in the tentative schedule below. Exams will be available on Blackboard for two (2) calendar days, from 8 AM on the first day until 11 PM on the second day (a total of 39 hours). If you miss an exam and can provide documentation demonstrating that you were unable to take the exam during any of the time it was available due to an unforeseen event outside of your control*, then you will be permitted to take a make-up exam. You must take that make-up exam within two days of the original exam (or within two days of when you are able to return to school according to your documentation). The fourth exam cannot be made up because it is at the very end of the semester. *Please note: waiting until the very end of the exam availability and then having technical difficulties caused by your browser's or device's compatibility will not allow for a make-up exam.

Extra Credit

Extra credit is optional, therefore no extra credits will be accepted after the deadline for any reason. Extra credit is added directly to your final grade in the class and is your opportunity to improve your final grade in the class by up to a half letter grade. You may earn a maximum of

50 points of extra credit by doing approved extra credit activities, which can be found on the Blackboard page. Some extra credits will have a specific due date, while others will be accepted until the extra credit deadline of 5 pm on Friday August 5th. No extra credit will be accepted after 5 pm on Friday August 5th

Final Grade Calculation

Your final grade will be determined as follows

Welcome Unit	60 points
Pearson REVEL chapter quizzes (best 10 @ 20 pts)	200 points
Discussions boards (12 @ 20 pts)	240 points
Short writing assignments (4 @ 50 pts)	200 points
Exams (best 3 @ 100 pts)	300 points
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Total	1000 points*

*Please note that if a student opts to do extra credit, that student could earn up to 1050 points out of 1000 (or 105%).

Please note: if your final grade reflects a percentage that is not a whole number (e.g. 692 points is 69.2%), it is my policy to round up that percentage to the next whole number (e.g. 69.2% rounds to 70%).

Your letter grade will be based on the following percentages:

90% and above	A
80%-89%	B
70%-79%	C
60%-69%	D
<60%	F