

Note: The information in the Common Course Syllabus applies to all sections of this course taught by all instructors. The following Course Information Sheet includes information that pertains to this section only and it is what you need to help you be successful in this class.

## Course Information Sheet

Fall 2019 – Internet Section

Instructor: Robert Wood

Office Location: AD 147 Levelland campus.

Office Hours: MWF at TTU (Holden Hall room 169) 8:15-10:00 and 11:00-11:30 AM

TR at Reece Center Building 4 room 450 8:30-11:00 AM

Email address: [rwood@southplainscollege.edu](mailto:rwood@southplainscollege.edu) This is the best way to reach me, regardless of which office I am in at the time. Be sure to include your name and which class you are in. This class is Sociology 2301.

Telephone: (806) 716-4034

Textbook: *M & F*, 4th Edition, David Knox, 2018, Cengage Publishing

**Attendance Policy:** See College Catalog. In addition, 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.
- Taking chapter quizzes on or before the noon due dates.
- Turning in assignments on or before the noon due date.
- Logging into the class but not submitting work is not considered “attending” class.

**Late work:** No late work is accepted. All work must be submitted in Blackboard by the due dates posted on the calendar to credit. Excuses such as "The network was down," or "I could not figure out how to send the assignment through the assignments function" are not acceptable. In short, plan ahead and do not wait until the last minute to submit your assignments. It is always okay to turn in assignments and quizzes early although discussion board postings should be done with the calendar schedule.

**Administrative Drop Policy:** Please communicate with me if you know of a situation that will impact your participation for any period of time. Due to Financial Aid and South Plains College requirements for participation/attendance a student who fails to turn in 2 assignments or participate in any 3 weeks of discussions or fails to submit 6 quizzes or fails to log into the course for 2 consecutive weeks during the semester or fails to submit any work for 2 consecutive weeks may be dropped with a grade of "X" or "F" from the course. If missed assignments occur after the final drop date the grade will be the grade earned.

**Blackboard Learn 9** is the computer software used to deliver this course <http://southplainscollege.blackboard.com/> 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. 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 SPC technical support [jetucker@southplainscollege.edu](mailto:jetucker@southplainscollege.edu) or call (806) 716-2180 and/or [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) . **Be sure to include course and section number information** when contacting technical support. Also, inform your instructor of any technical issues you may have. A note, contact your instructor for any questions you have about course content as technical support is only for issues to do with computer issues or Blackboard performance.

If you are new to the online course environment I encourage you to use the Student Orientation course that is set up for you and the Student Tutorials in MySPC. Check out the resources above before you contact technical support or the instructor. You will find links to the Student Tutorials and Frequently Asked Questions (FAQs) in the Start Here area of your course under the Technical and Student Support link.

### **Computer Requirements:**

#### Browser Plug-ins and Security Software

Most Web educational experience will require the use of several additional browser plug-ins. The following links will take you to some of the most commonly used tools. 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.

MINIMUM Software requirements:

Microsoft Word, WordPerfect, or another word processing program capable of saving files in RTF (Rich Text Format).

Web Browser – Mozilla Firefox – free download at <http://www.mozilla.com/en-US/firefox/new/> or do a search for Firefox.

Internet Explorer is NOT recommended for this version of Blackboard. So if you are using IE and experience problems, try using Firefox before you contact technical support. However, videos may work better using Internet Explorer.

If you plan on using a browser supplied by your Internet service provider (for example, AOL or WebTV) make sure it is the most recent version. We cannot guarantee that all course features will function in all non-Internet Explorer browsers.

Your course may require special (free) plug-ins to access Streaming Media, PDF files, or other web components.

**More computer requirements:**

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.

**Course work: See the course calendar for deadlines. See calendar for deadlines. *ALL deadlines are Tuesdays at noon. Also, late work is NOT accepted.***

**Note: Deadlines are DUE dates but you need to set your DO date ahead of the official DUE date.**

**“Get out of Jail Free” Option:**

I will give you 100 points for free if you finish the class. All you have to do is finish. This may sound very nice but in truth it is self serving. If you call me and say “I forgot to take a quiz can you reopen it?” I will say, “No but your 100 points should cover it.” Same thing if you forgot a discussion or a written assignment. Obviously this works to cover an assignment or two but if you rely on it, you will quickly run out of points and fail the class. This saves you the time of asking for extensions and me the time of saying “no.” I am sure you can all figure out that if you do all the work, then these 100 points just become bonus and raise your grade. That is what I sincerely hope will happen.

There are three main types of assignments required for this course: quizzes, brief written assignments, and class participation/discussion postings.

**Chapter Quizzes:** There is a twenty-five question multiple choice quiz for each of the 15 chapters in the text book that the course will cover. These are located in the Learning Modules and are available to you from the beginning of the semester. The 15 chapter quizzes are 30 minute timed quizzes. 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. There are 15 quizzes at 25 points each for up to 375 points. Late quizzes are not accepted. A student may be dropped if 6 quizzes are not submitted.

- There is also an Online Participation Agreement Quiz at the top of the Learning Modules section. **This quiz must be submitted before the remaining course work will be available to you.** It is worth **25 points**.
- Chapter Practice Quizzes: I have included a practice quiz for each of the 15 chapters. These quizzes are not timed and you may take them multiple times. However, the correct answers will not be given on the practice quizzes. You will see a grade for each attempt at a quiz but none of those grades will count towards your final course grade. These quizzes are provided as a study tool. Taking them will not help or harm your grade except taking them will most likely help you score higher on your Chapter quizzes.

**Essay Assignments:** For each module, you will have written assignment which should be sent to the instructor only using the assignments function in this course. The specific assignments with options for each chapter are located in the Learning Modules. At least three (3) textbook citations are required and each should include the page number and all outside sources should be documented. See more details and grading standards in the Assignment section of the syllabus. Also, be sure to use the sociological perspective as described later in the syllabus. Late assignments are not accepted. There is an Introduction Assignment in the Introduction Module worth up to **50 points** and there are 3 assignments at 50 points each for up to **150 points** equaling a total of **200 points**. Drop policy applies if you miss submitting any 2 assignments or fail to participate in discussions for any 3 weeks or fail to log into the course for 2 consecutive weeks or fail to submit work for 2 consecutive weeks. There is also a final assignment titled *Letter to Future Students* that is worth **50 points**.

**Class Participation/Discussion Board postings:** For the first deadline you will have an Introduction post to introduce yourself and replies to 2 other students. After the first deadline you will have an original discussion and 2 replies for each grading period. **For every discussion make your name the title of the initial post so that I can easily see who is responding to you.** For each of the Chapter Discussions you will have a video to watch which is related to the textbook material. The original postings are due the first week of the module assignment, with your name as the title, and will need to discuss the connection between the video and text material and may include individual thoughts or comments. See further instructions in the Discussion Board tool of Blackboard and below in the Discussion section of the syllabus. Also, be sure to use the sociological perspective as described later in the syllabus. Then, you are to respond to at least two classmates comments. The primary goal for this portion of the course is to "talk" about what you are learning so it is more appropriate to be informal and conversational in these assignments and spend more time polishing the weekly written assignments. These reply posts are due the following week. In the initial postings your goal is to link the examples from the video to the theories and concepts presented in the textbook. This is also the place to include personal experiences and/or reactions. For the reply postings you should ask questions to encourage other students to think more deeply, constructively disagree at times, apply textbook/course information to others comments, and share your own experiences that relate to the topic of discussion. If you repeat yourself in your reply messages you will only receive partial credit. Also, simply stating "I agree" is not detailed or complex enough to earn points. See more details and rubric in the Discussion section of this syllabus. **I will also give feedback after every discussion. Read the feedback and follow it. If you continue to make the same mistakes over and over it will cost you more**

**points as the class moves along.** These are worth 50 points each - 20 for the original post and 15 for each of the reply posts for up to 350 points. This includes the Introduction Discussion and 6 Chapter Discussions. Discussion posts are not accepted for grading after the initial deadline. Drop policy applies if you miss submitting any 2 assignments or fail to participate in discussions for any 3 weeks, failing to submit 6 quizzes, or failing to submit work for 2 consecutive weeks.

**All written assignments should be presented using the conventions of Standard Written English. (This means no "texting" abbreviations or shortcuts!)**

### **Writing Tips:**

1. All written work should be typed or computer generated, double spaced, with one inch margins in a standard 12 pt. font. Please use Word for attachments.
2. Any references used should be listed at the end of the paper using APA style and within the body of the text according to APA procedure. Using reference material without proper documentation constitutes plagiarism which is a serious academic offense. Wikipedia is not considered a valid academic source. Do not use it!
3. For the assignments in this class, it is better to write using first or third person pronouns. Therefore it is appropriate to use "I, me, mine" or "he, she, their, we." It is not appropriate to use "you" or "your." Please avoid writing in 2nd person.
4. Be sure to proofread your work for grammatical and spelling errors. Use the "Test editor is ON" button within the email, assignments, and discussion functions to run a spell check. However, the editor will not find all types of errors so it is your responsibility to proofread your work. Also remember that "healthy" paragraphs are usually comprised of at least three sentences organized around a central idea.

**Academic Integrity:** See Common Course Syllabus. Students found guilty of plagiarism in this course will receive a grade of zero (0) for the work in question for the first offense and will be dropped from the course with an "F" should a second offense occur. For further information and examples please see <http://www.southplainscollege.edu/information-for/current-spc-students/library/cslibrary/v1/plagiarism.php> or <http://tlt.its.psu.edu/plagiarism/tutorial> .

**Student Appeals:** See Common Course Syllabus section.

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

**Equal Opportunity:** See Common Course Syllabus section. In addition, in this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

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

**Accommodations:** See Common Course Syllabus section.

### **Using the 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, 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.

### **OTHER INFORMATION:**

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.

Technical Problems/Support: If you are having computer problems, you have to let me know. I will try to help you in any way that I can. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation.

**PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN OR YOU MAY HAVE PROBLEMS!  
Remember the saying "TECHNOLOGY HAPPENS"!**

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

### **Discussions**

Discussion topics are listed in the Discussion and Video Tool on the left-hand side of the Home page and linked in the Learning modules. Most discussion topics will require viewing a video and the links are provided in the discussion topics instructions. To receive the full 50 points for participation each week you must post an original message and two reply messages.

#### **Original Message requirements:**

- Due as indicated on the calendar. All deadlines are at noon.
- 200 words or more in length at minimum
- Make AND discuss direct connections between the video or prompt AND text information.
- What theoretical perspective and/or concept(s) is/are most applicable to the video? Explain why you chose the theory and/or concept(s).
- Include personal experiences and/or reactions. CAUTION: remember to use a sociological perspective in all of your course work.
- Worth up to 20 points each.

#### **Reply message requirements:**

- Two replies are due every deadline at noon as indicated on the course calendar.
- 75 words or more each, at minimum.
- Ask questions to encourage other students to think more deeply.
- Share your own experiences that relate to the topic of discussion.
- Constructively disagree at times.
- Refer to class course work (text or video information) and apply the information or ask other students how they are applying course information.

- If you repeat yourself in your reply messages you will not get credit for one of them.
- Worth up to 30 points (15 each).

You will not be given full credit for postings that do not meet the above criteria. Also, the use of short, choppy sentences put down that do not show careful thought will NOT earn you full credit. It is appropriate to use sentences like, "I agree" but those sentences do not meet the requirements for grading purposes. See the Grading section below for more information.

All Discussion topics will be listed in the Discussion Tool.

The first Tuesday of the semester you have your original Introduction posting with 2 replies due.

- The first discussion is an introduction of yourself to the class.
  - The primary goal of this portion of the course is to "talk" about what you are learning so it is more appropriate to be informal and conversational in these postings and spend more time polishing the weekly assignments. Try to get to know your classmates in this introduction post by responding to at least two classmates commenting on something you may have in common with them or are interested in learning more about. See the prompt in the discussion for more information.

Each deadline is divided into a separate Topic on the Discussion Board Page to help you keep up with the postings. Refer to your calendar for deadlines. Let me know if you have any questions.

For each discussion topic (including the Introduction post), you will post at least 3 times - an original post and two replies. You are also expected to read the posts of others - this is taken into consideration when grades are posted.

### **Grading for Discussions:**

RUBRIC/EXPECTATIONS - to help you do the best you can, I am providing a grading rubric for the discussion postings and replies.

### **Original Posts require the following:**

- Direct discussion of how the information in the video is related to information in the textbook. Note that a "discussion" is more than just saying something like "they both discuss culture".
- A thoughtful commentary that specifically includes references and/or discussion to the reading, video, and module material; personal connections when relevant; introduces new ideas and questions; and/or thoroughly addresses the topic.

- Post was on-time, includes at least the minimum word count, and is spelling/grammatically correct and used the student's name as the title.

**Reply posts require the following:**

- Includes replies that explicitly reference ideas in the post, gives personal commentary in a constructive way, may correct an incorrect posting in a respectful way, elaborates on the ideas and questions posed in the post, reflects a good understanding of the course material, and/or brings up course material that the original post did not include but was relevant.
- Replies should carry the discussion forward in a meaningful way.
- Post was on-time, includes at least the minimum word count, and is spelling/grammatically correct.

**\*\*NOTE:** Simply restating what someone else has stated will not earn you points. You need to put thought into your postings, bring in course work, and a personal connection to receive the maximum points. Correct grammar or syntax is important so be sure that you spell/grammar check AND proofread your posts.

\*Adapted from On-line Teaching: Best Practices, by Professor Marisol Clark-Ibanez, Ph.D and Linda Scott.

**ONLINE ETIQUETTE (Netiquette):** Note, also see Netiquette in the Start Here area of the course.

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 will be disagreement and this is good, otherwise we will be bored.
- 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 - 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" 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.

**Drop policy reminder:** A student may be dropped with an X or F if 3 discussion deadlines are missed, 3 essays are not submitted, 6 quizzes are not submitted, **OR** if they fail to submit any work for 2 consecutive weeks.

### Essay Assignments

Each assignment will be a minimum of 500 words, double-spaced (Times New Roman, 12 font) essay assignment for each grading deadline in the course as per the course calendar.

- See the Assignments page for the specific options available for each chapter. Select ONE of the options for each assignment. If you write on more than one option, only the first will be graded.
- These should be polished writing assignments which use the written standards of conventional English (i.e. spelling and grammar count!).
- Be sure and address textbook information in your assignment. You need to make **at least 3 direct references (with page numbers listed) to course material**. Bring the information into your discussion to show understanding.
- Strive for a balance between personal experiences or examples and textbook information. Do not just make a passing reference with no discussion.
- All outside sources and information, including the textbook, must be correctly cited using APA documentation style. If you do not know how to do this please review the information at <http://employees.csbsju.edu/proske/nursing/APA.htm> or [http://www.vanguard.edu/faculty/ddegelman/index.aspx?doc\\_id=796](http://www.vanguard.edu/faculty/ddegelman/index.aspx?doc_id=796) or <http://tlt.its.psu.edu/plagiarism/tutorial>
- Points are deducted for length, spelling, grammar, paragraph form, etc.

Each assignment (except the Introduction Assignment) has a **Grading Rubric** in the assignment. See the rubric and the point distribution for more information on how assignments are graded.

**Drop policy reminder:** A student may be dropped with an X or F if 3 discussion deadlines are missed, 2 assignments are not submitted, 6 quizzes are not submitted, **OR** if they fail to submit work for 2 consecutive weeks.

### **Grading scale:**

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

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

A=900 – 1000; B=800 – 899.99; C=700 – 799.99; D=600 – 699.99; F=0 – 599.99.

### **Point Distribution:**

On-line Participation Agreement Quiz @ 25 = 25

Introductions discussion and 6 Chapter Discussions (1 original and 2 replies per discussion) @ 50 = 350

15 chapter quizzes @ 25 points = 375

Introduction Assignment @ 50 points and 3 Chapter Assignments @ 50 points = 200

Letter to Future Students = 50

Total points possible = 1000

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

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

**Deadlines are EVERY Tuesday at NOON.** Remember that the **official deadlines** are when the work is **due** but I recommend that you set your **personal deadlines** for when you **do** your work a couple of days before the official **due** deadline.