

SPC  
AMERICAN MINORITY STUDIES  
COMMON COURSE SYLLABUS

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**Department:** Behavioral Sciences

**Discipline:** HUMANITIES

**Course Number:** HUMA 2319

**Course Name:** AMERICAN MINORITY STUDIES

**Credit:** 3 Lecture: 3 Lab: 0

This course satisfies a core curriculum requirement: Yes – Language, Philosophy and Culture

**Prerequisites:** none for campus; TSI reading for Internet

**Available Formats:** Conventional and Internet

**Textbook:** The following textbooks are used in the HUMA2319 course: *The Matrix Reader: Examining the Dynamics of Oppression and Privilege*, Ferber, Jimenez, O'Reilly, Herrera, & Samuels, 1st edition. McGraw-Hill Higher Education, 2009; or *American Ethnicity*, Adalberto Aguirre, Jr., Jonathan Turner, 7<sup>th</sup> edition. McGraw-Hill, 2009. **Check with your instructor to see which is required for your section**

**Supplies:** Computer and Internet access for Internet courses and campus classes.

**Course Description: (3:3:0)** : This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political, and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability, and religion.

Semester Hours: 3 Lecture Hours: 3 Lab Hours: 0 (This course covers the historical, economic, social, and cultural development of minority groups, including African-American, Mexican-American, Asian-American, and Native-American issues)

**Course Purpose/Rationale/Goal:** American Minority Studies provides a multidisciplinary analysis of the subordinate/dominant statuses of individuals and groups by recognizing the impact of race/ethnicity, gender, and socioeconomic class of individuals and groups in relationship to American society. The course is designed to foster critical analysis of the issues of difference in our society and to prepare students to understand and interact with people from diverse backgrounds and cultural perspectives throughout their lives. Art, literature, historical analysis, economic analysis, and/or music will be utilized to understand the cultural differences.

**Learning Outcomes/Competencies:**

Upon the successful completion of this course, students will:

1. Analyze the history, culture, and struggles for equality of American minority groups.
2. Articulate an informed personal response and critically analyze works by minorities in the arts and humanities.
3. Demonstrate awareness of multiple cultural perspectives representative of diverse minority groups.
4. Describe the impact of discrimination on the everyday life of minority groups in the context of social, political, and economic circumstances.
5. Analyze minority group interactions in the United States focusing on immigration and migration patterns, assimilation processes, and adjustments to American life.

6. Formulate an understanding of shifting societal perceptions and self-identifications of minority group cultural identities.

**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.
- **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.

**Texas Coordinating Board Approval Number**..... 45.1101.53 25

**Course Requirements:** To maximize the potential to complete this course, a student should attend all class session, complete all homework assignments, and complete all examinations. The specific course requirements are listed on the individual instructor’s course information sheet.

**Course Evaluation:**

Please see the instructor’s course information sheet for specific items used in evaluating student performance.

**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.

## **Academic Appeals Procedure**

### **INFORMAL APPEAL**

1. The student should schedule an appointment with the instructor of the course to discuss the final grade or discipline action.
2. If the student is still not satisfied, he/she should schedule an appointment with the appropriate department 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, he/she should provide the following information, in writing, to the Vice President for Academic Affairs:
  - a. A request for a formal appeals hearing.
  - b. A brief statement of what is being appealed.
  - c. The basis for the appeal.
  - d. Pertinent facts relating to the appeal.

NOTE: The agenda of the appeals hearing will include only those factors documented in the student's appeal request letter.

2. The Vice President for Academic Affairs of South Plains College, will determine the date, time and place of the hearing, and notify the student accordingly.

### **THE HEARING**

1. Composition of the appeals committee:
  - a. Vice President for Academic Affairs will preside over the hearing.
  - b. Faculty member of the student's choice.
  - c. Faculty member and student of the Vice President for Academic Affairs.
  - d. President of the Student Body/Student Advisory Council.
  - e. Vice President of Student Affairs.
2. Other persons who should be available at the hearing:
  - a. The student who requested the hearing.
  - b. The faculty member involved.
  - c. Anyone the student or faculty member wishes to be present to substantiate the case.
  - d. Chairperson and Divisional Dean.

3. 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. Consequently, the committee will recommend appropriate action by majority vote.

4. The termination of the hearing finalizes the academic appeal procedure.

### **APPEAL RESTRICTIONS**

1. Only final grades or dismissal resulting from academic discipline will be considered. 2. The instructor's teaching ability or expertise will not be considered during the hearing. 3. No grade or disciplinary action can be formally appealed after a period of six (6) months from the date that the student is informed.

### **Standard Written English REQUIREMENT:**

All written assignments 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.** Each instructor may also add additional requirements regarding written assignments that are contained in your syllabus.

### **Campus Concealed 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>

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.

### **Title IX Pregnancy Accommodations Statement – (806)716-2362 – Crystal Gilchrist [cgilchrist@southplainscollege.edu](mailto:cgilchrist@southplainscollege.edu)**

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.

### **Equal Opportunity /Non Discrimination Statement – (806)716-2360 – Stan DeMerritt [sdemerritt@southplainscollege.edu](mailto:sdemerritt@southplainscollege.edu)**

South Plains College does not discriminate on the basis of race, color, religion (creed), gender, gender expression, marital status, sexual orientation, military status, national origin, sex, disability or age in its

programs and activities. All SPC courses meet federal regulations under Title II of the ADA, Sections 504 of the Rehabilitation Act of 1973.

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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. I am here to assist you achieve your academic goals! – Brant Farrar

## **Course Information Sheet**

### **HUMA2319-American Minority Studies**

#### **Instructor: Brant Farrar**

**Sections:**

**HUMA2319.200- (MW 9:30AM-10:45AM)-Reese Center 407**

**HUMA2319.274- (TR 11:00AM-12:15PM)-Lubbock Center 128**

**Office Hours and Location:**

<b>Monday:</b>	<b>8:30am to 9:30am; 12:15pm to 1:00pm</b>	<b>(Reese Center-405E)</b>
<b>Tuesday:</b>	<b>8:30am to 9:30am; 2:15pm to 3:00pm</b>	<b>(Lubbock Center-TBD)</b>
<b>Wednesday:</b>	<b>8:30am to 9:30am; 12:15pm to 1:00pm</b>	<b>(RC-405E)</b>
<b>Thursday:</b>	<b>8:30am to 9:30am; 2:15pm to 3:00pm</b>	<b>(LC-TBD)</b>
<b>Friday:</b>	<b>9:00am to 12:00pm</b>	<b>(RC-405E)</b>

**\*\*\*And office hours by appointment if necessary**

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

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

**COVID19 Statement from SPC President Robin Satterwhite:**

1. In compliance with GA-38, SPC will not require any person to wear a face covering. However, we support anyone who chooses to wear a face covering to maintain safety as greater numbers of students, employees, and visitors come to our different campuses.
2. In compliance with GA-38, SPC will not require any person to receive the COVID-19 vaccine to visit our campuses or attend class. However, we strongly recommend getting the vaccine to better protect yourself and others from the COVID-19 virus.
3. Students, faculty, and staff who test positive for COVID-19 will be required to quarantine for a 14-day period. Faculty should be prepared to accommodate students who are quarantined so they may continue their education without any unreasonable delays. If students, faculty, or staff test positive for COVID-19, they should contact their healthcare provider immediately to determine appropriate healthcare treatments, and they should contact DeEtte Edens to evaluate their quarantine requirements. Students should also contact their instructor to notify them they will be quarantined and to receive instructional guidance from their instructor.
4. Since we will not require face coverings and vaccines, it will be very difficult to mandatorily quarantine students, faculty, or staff who have a known positive exposure. However, we

encourage anyone who has a known positive exposure and has not been vaccinated to consider a self-quarantine or wear a face covering for the same 14-day period.

5. Signs have been posted across all campuses encouraging anyone to go home and seek medical attention if they are experiencing any of the signs of COVID.
6. We encourage all faculty, staff, and students to diligently continue personal health and safety protocols such as handwashing, covering coughs/sneezes, and considering vaccinations.

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376.

**SPC Return to Campus Plan Comprehensive Resources:**

<http://www.southplainscollege.edu/emergency/return-to-campus-plan.php>

And

**Actual Return to Campus Plan:**

<https://www.southplainscollege.edu/emergency/SPCReturnToCampusPlans.pdf>

**Funding for student assistance during Covid:** <http://www.southplainscollege.edu/admission-aid/paying-for-school/financial-aid/arp.php>

### **Classroom Behavior:**

I have few classroom rules but feel obligated to discuss disruptive behavior\* and what it means in a college classroom. First, we are all adults therefore I would appreciate having your attention when I lecture and when another student is speaking. That means that you will direct comments to the entire class and not just to those seated near you. Do not get “personal” when discussing topics (this entails that a student should not verbally attack or be attacked by anyone in the classroom). Secondly, it is very rude to send text messages, read papers or sleep in class. If you feel the need to do any of these you may be asked to leave and return the next class day after meeting with me to discuss the matter in question. Lastly, cell phones are commonplace but are inappropriate in class. If you have one, please mute or turn it off during class. If you feel the need to use your cell phone in any manner (calling, texting, checking the time) you should be aware that this is not appropriate and will not be tolerated. If you are texting in class I will ask you to leave and you will be counted absent for that day as you cannot concentrate on two things at once. If you are expecting a phone call for emergency reasons please notify me BEFORE class. SMART WATCHES WILL NOT BE ALLOWED DURING EXAMS. Such devices MUST be put away before the exam begins. Failure to do so may result in a zero for that exam. Tobacco products of any kind may not be used during class including but not limited to pipes, cigarettes, cigars, chewing tobacco, snuff, SNUS, and/or electronic cigarettes.

To further clarify: \*Disruptive behavior includes but is not limited to being rude to an instructor or other students, walking out of class before class ends, making “side comments” to other students, or

any other non-adult behavior as defined by the instructor. See the Student Guide for details regarding SPC policy concerning student conduct.

Disruptive behavior in an online classroom setting entails any behavior that will inhibit the process of teaching, on the part of the professor, or learning by students. Such behavior is rare but can be very detrimental to the learning environment. Please be respectful, courteous, and considerate of your fellow classmates. If you have any concerns please do not hesitate to contact your professor.

### **Academic Integrity:**

Upon violation of any standard of academic integrity, students may be required to redo the work (possibly for a reduced grade), redo the exam (possibly in an alternate form), receive a zero for the assignment/exam or be dropped from the course with an “X” or “F” depending on the student’s current standing in the course.

### **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))

### **Attendance:**

**Absences: In the past, attendance was taken in my classes by calling roll or passing a sign-in sheet each class. This semester attendance will be taken through Blackboard each week. This will occur in the form of some brief assignment or response submitted by the student to a prompt/topic provided by the professor. I will have a folder on Blackboard labeled “Attendance”.**

- There are no “excused absences” in this course. It is the student’s responsibility to attend class. Notes will be online, but if you miss a class discussion you should watch the video of the discussion and/or get notes from a classmate. I do not need to see a doctor note for missing class.
- **IF you are sick and contagious when an assignment is due, DO NOT COME TO CLASS** and risk getting your fellow students (and me) sick. Email me your assignment BEFORE the beginning of class. \*\*\*Better safe than sorry...if you have any symptoms of Covid-19...STAY HOME!!!
- You must attend the class you have enrolled in to receive attendance credit, if issues arise related to work schedules or child care please speak to me about possible ways we can deal with such matters.
- If a student misses two exams they may be dropped from the course with an “X” or “F” based on their current grade in the course.
- If you are going to miss class communicate with the instructor before you miss class or immediately following your absence.
- The only time I would need a doctor note is if you are hospitalized and cannot complete the work for the course.

### **South Plains College email and Blackboard:**

- Your official SPC email will be the official way that I contact you. ***Outline versions of the PowerPoint will be provided through Blackboard.*** Provision of the PowerPoint notes is so

that you can concentrate on what I am saying rather than only writing down what is on the PowerPoint.

- **\*\*\*When emailing professors you should use correct spelling, grammar and punctuation. Do not use text speak or computer shorthand.\*\*\*** This will increase the clarity of your message/question and give the impression that you care about the course.
- Also, if you email a professor you should expect a response within a reasonable timeframe so act accordingly. I try and reply within less than 24 hours during the week and 48 hours for emails received during the weekends. Students **MUST** check their email and blackboard accounts on a **REGULAR BASIS** (this means daily or at least every other day). This is especially important while we are dealing with the Covid-19 virus.

### **Grading and Testing:**

- **ONE Syllabus Quiz (50 points):**
  - Students will demonstrate understanding of course requirements and policies. Students will be allowed to use the syllabus to answer each question. A score of 100 will be required. Multiple attempts will be allowed to achieve the required score.
- **THREE Material Exams (100 points each, 300 points total):**
  - If you experience an extreme emergency or conflict prior to an exam and notify me **BEFORE** the exam one attempt will be made to allow the student to complete the missed exam following provision of documentation (speak to me regarding what will constitute valid documentation). If the student misses this makeup exam the student will have earned a zero for the missed exam.
  - **If there is a conflict with a religious holiday, please let me know now. All exam dates are listed in the syllabus.**
  - **Exam format:** Exams will be based on a combination of lecture, assigned readings, videos and class discussions. If you miss class you will miss vital information. Tests must be taken during your scheduled class time. Exams may be a combination of true/false, multiple choice and essay questions designed to test your knowledge and understanding of concepts covered during the course of this class.
  - **Exam Delivery:** Exams will be taken online through Blackboard. No proctor service will be required. Students will be given at least 72 hours (3 days) in which to complete the exam. A longer period of time may be allowed by the professor.
- **ONE Paper Assignment (100 points):**
  - **Social Topic/Cultural Artifact paper:** This paper will essentially be an exploration of a social topic which relates to the class material. Students will submit a proposal for their issue to the professor. The issue must involve some issue of conflict in society and how people are working to resolve this conflict. The cultural artifact will be a graphic novel. There are **MANY** graphic novels available through the SPC Library. Students will be able to select from books related to race, ethnicity, immigration, sexual orientation, gender identity, disability, gender roles, and other topics related to the course. Students will demonstrate an ability to connect the concepts discussed in class to graphic novels which represent a combination of written literature and visual representation. The SPC Library website is:  
<https://southplainscollege.libguides.com/c.php?g=952075&p=6868369>

- Detailed assignment instructions will be given to students with sufficient time to complete the assignments by the corresponding deadlines.
  - All work will be submitted through Blackboard.
  - **Assignments are not accepted late, so be aware of class deadlines.**
- **FOUR Journal Submissions (Four assignments at 50 points apiece for a total of 200 points):**
    - Over the course of the semester students will be required to make journal entries pertaining to chapter readings, videos viewed inside or outside class, discussion questions, key concepts, reactions to certain topics, or other class related issues. Journals will be submitted online via Blackboard. Deadlines will be stated in class and listed on Blackboard.
    - Topics and corresponding due dates for journal assignments will be announced in a timely fashion. Students MUST check their email and blackboard accounts on a REGULAR BASIS (this means daily or at least every other day).
  - **FOUR Musical Submissions (Four assignments at 50 points apiece for a total of 200 points):**
    - Students will have opportunity to submit songs which relate to the major topics we discuss in class (Race, Ethnicity, Sex (biological/anatomical), Sexual Orientation, Gender Identity, Gender Expression, Social Class, Disability, etc.).
    - Students will use course material to analyze each song submitted and demonstrate an ability to communicate their ideas as to how the song relates to the course material.
  - **Letter to Future Students (50 points):**
    - This is your opportunity to tell future students what you wish someone had told you at the beginning of this course. More specific instructions will be provided toward the end of the semester.
  - **Attendance (BONUS points):**
    - Attendance is vital to your success in this class.
    - Attendance will NOT be punitive. What this means is that students will not be deducted points for missing class. However, you can earn BONUS points for attending class. Even if you are on Covid quarantine (due to contact or illness) you can still earn these points. Merely be pro-active and communicate with me if you are placed in quarantine.
    - **Attendance will be taken in class at the beginning of every meeting.**

- **Point breakdown:**

▪ Syllabus quiz-50 points:	50
▪ Three exams- 100 points each (3*100):	300
▪ One written assignment- 100 points:	100
▪ Four journal assignments- 50 points each (4*50):	200
▪ Four musical submissions- 50 points each (4*50):	200
▪ Letter to Future Students-50 points	50
▪ Attendance (0, but BONUS):	0
<b>TOTAL POINTS:</b>	<b>900</b>

**Your grade will be based upon the accumulation of points. The grading breakdown is as follows:**

<b>810 to 900</b>	<b>A</b>
<b>720 to 809.9</b>	<b>B</b>
<b>630 to 719.9</b>	<b>C</b>
<b>540 to 629.9</b>	<b>D</b>
<b>539.9 and below</b>	<b>F</b>

**Students are encouraged to come by during office hours to discuss their grades and any other class related questions.**

**Tentative Due Dates (subject to change):** Provided on Blackboard

**Final Exams:**

**2319.200 (Class time-MW 9:30AM-10:45PM)**

**→ Final Exam time: Wednesday, December 15<sup>th</sup>, 8:00AM-10:00AM**

**2319.274 (Class time-TR 1:00PM-2:15PM)**

**→ Final Exam time: Thursday, December 16<sup>th</sup>, 10:15AM-12:15PM**

**Readings for Class:**

Readings for this class will be posted on Blackboard for students to access. Students are expected to read the assigned readings before the corresponding lecture. There are two reasons for this. First, you will have some familiarity with the material and therefore the lectures will have a lot more meaning for you. Second, if there is something that you didn't understand in the text you can point it out to me and I can clarify it to you. You will be tested over the lectures as well as the readings. The people who read and comprehend well think and read at the same time. Write on your printouts if it helps. Think of examples of the concepts that you can remember: What you understand, what you don't, anything to help!

**Writing Expectations for Class:**

All written assignments 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.

### Writing Tips:

- **All written work should be typed (or computer generated), double spaced, with one inch margins (all around), Times New Roman font and in a standard 12 point font. Please use Word for attachments.**
- Any references used should be listed at the end of the paper using one of the widely accepted format styles. This should not be an issue in this class, but IF you happen to ever use an outside source keep in mind: **Using ANY outside material without proper documentation constitutes plagiarism which is a serious academic offense.** Wikipedia is not considered a valid academic source. Do not use it!
- **All definitions should be drawn from the text book (or lecture).**
- **DO NOT USE ANY “ESSAY” websites for this course that provide prepared responses to assignments.**
- Assignments should be written in paragraph format unless instructed otherwise.
- 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.
- Tutoring services are available. Information will be posted on Blackboard regarding these services.

### Additional Information:

- Students will need access to and will be required to use a word processing program for this course. If you do not such access at home there are many computers for you to use across the Levelland, Lubbock, and Reese campuses.
- Online study tools are available for your text. You are encouraged to use these, especially as preparation for the class exams.
- **EXTRA CREDIT will be given solely at the instructor’s discretion** (do NOT ask for extra credit ESPECIALLY at the end of the semester, hence no “is there anything I can do to increase my grade...” or other such emails at the end of the semester). The answer will be “NO”. The time to be concerned about your grade is now. Your steadfast attendance, studious habits and preparation for class should facilitate your success in this, and other, college courses. However, if you think there is something really great going on that relates to this class please let me know and I might decide to use that opportunity for extra credit.
- 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, though a paper filled with three sentence paragraphs would be awkward.
- Do not attempt to add me as a friend via Facebook, Instagram, Twitter, LinkedIn or any other social media outlet during the semester. This is an attempt to circumvent any issues which might arise from such connections. Following the semester, you are more than welcome to add me on any of these platforms.
- Guests are NOT allowed in class unless the instructor gives approval. Prior notice should be provided if at all possible.
- If you have any medical or other condition I should be aware of I would appreciate you discussing this matter with me under the assurance of confidentiality.

- The course agreement **MUST** be signed by the deadline or you will be penalized for your inability to follow instructions. This penalty may include dismissal from lecture, inability to earn attendance points or being dropped from the course. It is absolutely necessary that you officially recognize your rights and responsibilities as a member of this class.
- \*\*\*\*This course involves controversial topics which may challenge or conflict with your existing beliefs and may require you to go outside your comfort zone. We will examine oppression privilege and inequality from a variety of expert, academic, and research perspectives. Although you are not expected to accept or concur with the perspectives, attitudes, and beliefs of the instructor, authors, or fellow classmates, you must at least consider other perspectives and interact with others respectfully.
- ***I am open to any concerns you have during this course. Confidentiality is guaranteed.***
- ***LASTLY...thank you for selecting this course and ensuring I have a job! I look forward to a wonderful semester...I hope you do too!***