

South Plains College: Common Course Syllabus

Department: Behavioral Sciences

Discipline: HUMANITIES

Course Number: HUMA 2319
STUDIES

Course Name: AMERICAN MINORITY

Credit: class: 3, Lecture: 3, Lab: 0.

This course satisfies a core curriculum requirement (HUMA).

Prerequisites: none for campus, TSI restrictions for INET

Available Formats: Conventional and Internet

Textbook: *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, 7th edition. McGraw-Hill, 2009; or some sections use NO TEXTBOOK.

Supplies: Computer and Internet access for Internet course and campus classes.

Course Description: 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.

Course Purpose/Rationale/Goal: This course addresses the cultural, historical, economic, political, social/psychological, and legal issues affecting American subordinate and dominant groups, including race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, religion, age, and/or disabilities. American Minority Studies provides a broad yet focused 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.

Course Requirements: To maximize the potential to complete this course, a student should attend all class session, log into Blackboard multiple times per week, complete all homework assignments, and complete all examinations. The specific course requirements are listed on the individual instructor's course information sheet.

Course Evaluations: Refer to instructor's course information sheet for specifics on coursework and grading.

Attendance Policy: As per the *SPC General Catalog*:

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the

student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" 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 Texan Connect. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

See instructor's course information sheet for additions to the attendance policy.

Academic Integrity: As per the *SPC General Catalog*:

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

Cheating: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

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

More Information About Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;

2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Student Code of Conduct Policy: As per the General Catalog:

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

In addition to the above policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group 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.

Statement of Non-Discrimination

Title IX Statement of Non-Discrimination

As part of its commitment to maintaining a positive learning, working and living environment free from discrimination, South Plains College complies with Title IX of the Education Amendments and Texas Education Code 51 Subchapter E-3, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of employees or students at South Plains College sponsored activities and programs whether occurring on or off campus. Title IX also protects third parties, such as visiting student athletes, from sexual harassment or sexual violence in South Plains College's programs and activities. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. South Plains College will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX.

South Plains College's Title IX Coordinator information is as follows:

Dr. Stan DeMerritt
Vice President for Student Affairs
Student Service Building
Levelland, TX 79336
(806) 716-2360
sdemerritt@southplainscollege.edu

More information regarding SPC's Title IX policy on Sexual and Gender-based Misconduct can be found at <http://www.southplainscollege.edu/about/campussafety/sah.php>.

Disability Services/Section 504 Statement of Non-Discrimination

In accordance with the requirements of the titles of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973 as amended in 1992, South Plains College will not exclude or discriminate against any individual with a disability from the full attainment and access to post-secondary education, and equal enjoyment of its services and facilities. The College does not discriminate on the basis of disability, and will provide reasonable accommodations in its policies, practices, or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless the modifications would fundamentally alter the nature of its services. College policy also assures equal opportunity for all qualified persons in admission or participation in, or employment in the activities through which the College operates.

The College maintains that regulations that prohibit exclusion and discrimination on the basis of disability may necessitate different or special treatment of persons with disabilities. Services and benefits should be equally as effective or equivalent to those provided to others. Services and benefits to persons with disabilities must be in the most integrated setting appropriate to the persons' needs in order to be non-discriminatory. More information is available on the College's Disability Services website at <http://www.southplainscollege.edu/health/disabilityservices.php>.

If you believe that an action or decision made by the Disability Services Office violates your rights, you may initiate a grievance procedure. Your first step should be to address the problem with the Coordinator of Disability Services. If you are still not satisfied, you should contact the Director of Health & Wellness. If your concerns are not resolved at this level, the Vice President of Student Affairs can provide direction on further appeals procedures.

Information on student appeals and the academic appeals procedures () are published in the General Catalog at http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1361#Student_Conduct and at http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1367#Disability_Services.

Specific procedures, including ADA/504 complaints, are outlined in the Student Guide at <http://catalog.southplainscollege.edu/content.php?catoid=49&navoid=1320>.

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:

Dr. Stan DeMerritt
Vice President for Student Affairs
South Plains College
1401 College Ave., Box 5
Levelland, Texas 79336
(806) 716-2360
sdemerritt@southplainscollege.edu

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

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

CARES Act Student Relief Funding: SPC has received funding from Higher Education Emergency Relief Act (CARES Grant). Information regarding qualifications and the request for funding link is available on the SPC site at <https://www.southplainscollege.edu/admission-aid/paying-for-school/financial-aid/cares-act.php> . The grant is first-come, first-served. Once the funds are depleted the site will be updated and lead students to additional resources.

Course Information Sheet

HUMA2319-American Minority Studies

Instructor: Brant Farrar

Sections (MW-Reese campus, TR-Levelland Campus):

HUMA2319.204- (MW 9:30AM-10:45AM)-Reese Center 407

HUMA2319.002- (TR 11:00AM-12:15PM)-Levelland Campus AD149

Office Hours and Location:

Monday: 9:30am to 11:00am (Reese Center-405E)

Tuesday: 8:30am to 9:30am; 1:00pm to 3:00pm (Levelland-AD152)

Wednesday: 9:30am to 11:00am (RC-405E)

Thursday: 8:30am to 9:30am (LL-AD152)

Friday: 9:00am to 10:00am (RC-405E)

And by appointment if necessary

Email Address: bfarrar@southplainscollege.edu (preferred method of contact)

Office Telephone: (806) 716-4657

COVID19 Statement:

As per the Return to Campus Plans –11/30/2020: It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation. Students should report to instructor and Health Services, DeEtte Edens, BSN, RN. Students will not be expected to attend face-to-face courses and will continue with online instruction. Please communicate with your professor regarding any Covid related health concerns.

IF YOU ARE TESTED POSITIVE, PLEASE CONTACT DeETTE EDENS,
BSN, RN AT (806)-716-2376 OR
DEDENS@SOUTHPLAINSCOLLEGE.EDU FOR QUARANTINE
GUIDANCE.

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>

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)

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 THREE CONSECUTIVE WEEKS OF CLASS the student may be dropped from the course with an “X” or “F” based on their current grade in the course. This would mean that you fail to submit your attendance for three weeks in a row.
- 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.

- **THREE Reading Summaries (50 points per reading set for 150 total points):**
 - Students will provide a summary for each of the assigned readings for each of the three examination periods. Summaries will prove understanding of the key points for each reading during this course. Students will be graded on grammar, editing, and content. Summaries will be submitted through Blackboard by attaching Word documents created by the student.

- **TWO Assignments (100 points each for a total of 200 points):**
 - **Auto-Ethnography paper:** The purpose of this assignment is to gain insight into your American journey. This will include an exploration of your cultural background. This paper will be accessible to people of all backgrounds. If the student feels there is some issue preventing them from being able to complete this assignment, as might be the case with international students, an alternative assignment can be made available. This paper will be done in phases to make the work more manageable for students.
 - **Analysis of a Cultural Artifact paper:** This paper will essentially be a book report using one of the many graphic novels available to you 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).
- **Attendance (100 points):**
 - Attendance is vital to your success in this class.
 - Attendance will count toward your final grade with selected class weeks being worth 10 points apiece. This entails that most class weeks will earn you credit as there are usually around 16 weeks in a semester and ten of those weeks will be used for points. Students will not know which weeks are going to be used other than to say that the first two weeks will not be used. This allows for late additions to the class and for students to become familiar with the process.
 - Students will be required to login to Blackboard and post to earn credit. The post will typically be very brief.
 - **Attendance will be taken through Blackboard, not in class.**
- **Point breakdown:**

▪ Syllabus quiz-50 points:	50
▪ Three exams- 100 points each (3*100):	300
▪ Reading summaries- 50 points each (3*50):	150
▪ Two written assignments- 100 points each (2*100):	200
▪ Four journal assignments 50 points each (4*50):	200
▪ <u>Attendance for ten points each (10*10):</u>	<u>100</u>
TOTAL POINTS:	1000

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

900 to 1000	A
800 to 899.9	B
700 to 799.9	C
600 to 699.9	D
599.9 and below	F

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:

2319.204 (Class time-MW 9:30AM-10:45PM)

→ Final Exam time: **Wednesday, May 12th, 8:00AM-10:00AM**

2319.002 (Class time-TR 11:00AM-12:15PM)

→ Final Exam time: **Tuesday, May 11th, 10:15AM-12:15PM**

*****The most likely scenario is that final exams will be taken online. Students will have from Monday, 5/10 at 8:00am, to Thursday, 5/13 at noon to take the exam.**

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!*