

**South Plains College**  
**Common Course Syllabus**  
**Introduction to Sociology – Soci1301**  
**Revised June 2020**

**Department:** Behavioral Science

**Discipline:** Sociology

**Course Number:** Soci1301

**Course Title:** Introduction to Sociology

**Available Formats:** conventional and internet

**Campuses:** Levelland, Reese, Plainview, Lubbock Center, Dual-Credit

**Course Description:** The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

**Prerequisite:** No prerequisite for conventional sections; must be TSI compliant in reading for Internet sections including dual credit.

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

**Textbook:** *The Real World, 7th edition*, Norton Publishing, authors Kerry Ferris and Jill Stein. The faculty that teach this course have chosen to use inclusive access for the textbook for Introduction to Sociology.

**Inclusive Access information:**

- **Textbook:** The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.
- **E-book features:** Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.
- **Upgrading to a physical textbook:** Students who prefer a printed textbook rather than an e-book may purchase a loose-leaf edition from the SPC Bookstore or the textbook publisher.
- **How to opt out of Inclusive Access:** As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform. For *The Real World, 7<sup>th</sup> edition* from Norton Publishing, this would include InQuizitive assignments, Online Data Workshops and other types of assignments. If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out before the twelfth class day.

**Supplies:** Textbook access, a computer/laptop and Internet access for all course formats and campuses. Note: Cell phones may be used for accessing some functions in Blackboard but do not work well with all functions.

**This course partially satisfies a Core Curriculum Requirement:** Social and Behavioral Science Foundational Component Area (080)

**Core Curriculum Objectives addressed:**

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions
- **Social Responsibility**—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

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**Student Learning Outcomes:** Upon successful completion of this course, students will:

1. Compare and contrast the basic theoretical perspectives of sociology.
2. Identify the various methodological approaches to the collection and analysis of data in sociology.
3. Describe key concepts in sociology.
4. Describe the empirical findings of various subfields of sociology.
5. Explain the complex links between individual experiences and broader institutional forces.

**Student Learning Outcomes Assessment:** See instructor's course information sheet for information on assessment that may include the following: pretests and posttests, quizzes, discussions, essays and/or other types of assessment tools.

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

**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 ones 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](mailto: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 [#Student Conduct](http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1361) and at [#Disability Services](http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1367).

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](mailto: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.

**Face Coverings:** 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.

**Course Information Sheet**  
**SOCI 1301 - Introduction to Sociology**  
**Spring 2021**

**Elaina Fitzgerald**

**Phone:** (806) 716-4656 (Levelland Campus)

**Office hours:** By e-mail or by appointment

**E-mail:** [efitzgerald@southplainscollege.edu](mailto:efitzgerald@southplainscollege.edu)

**How this Course is Conducted:**

This course is a blended course, which means that you will attend the regular classroom for general instruction **and** you will access Blackboard for a portion of your course work and for your grades.

**Logging into Blackboard:**

To access your course, go to <https://southplainscollege.blackboard.com/> or go to the SPC Homepage and click on the "Login to" link in the top right-hand portion of the page and then click on the Blackboard link on the pull-down or you can type or copy the address into the address window of your computer. I recommend that you bookmark Blackboard on your computer for quick access. You can also log into MySPC and there is a Blackboard link there. Once you reach the site you will click "Log In". The log-in screen will come up asking for your user name and password. Simply follow the instructions on the screen.

**OTHER INFORMATION concerning Blackboard:**

- **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. If you lose your course work due to bad flash drives, Internet service down, computer crash, or your dog ate your homework, there is nothing I can do about it. **THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.**
- **IMPORTANT:** Most tech issues are related to failure to update java, using the incorrect internet browser (try use Google Chrome or Firefox instead of Internet Explorer), and/or not deleting browsing history files daily. Most issues are related to computer issues, not Blackboard. Please note that this instructor does NOT recommend use of any handheld devices for taking this course. Cellphones are wonderful but not for course work done on the Internet.
- Reminder - **bookmark** the Blackboard login page on your computer.
- **SPC Technical Support Contact:** Call (806) 716-2180 or email at [Blackboard@southplainscollege.edu](mailto:Blackboard@southplainscollege.edu) for student technical support. I am your course work support contact. Only call or e-mail technical support with questions about Blackboard or computer functioning. There is Technical Support information in the Start Here area of your Blackboard course. It contains links to Student Tutorials and the Student Orientation Course for Blackboard. Contact me for any course content information.
- **PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN COURSE WORK 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.

**Academic Integrity:** In addition to the policy in the Common Course Syllabus, it should be understood that students found guilty of cheating or plagiarism will earn a zero on the work in question for the first offense and will be dropped from the course with an 'F' should a second offense occur. Any amount of dishonesty is subject to these consequences, whether a lot or a little; this can include but is not limited to one copied sentence of a written assignment, a missing citation, an entire paper copied from someone/somewhere else, one plagiarized post on a discussion board, one copied exam item, looking at the scantron of another student during an exam or an exam or other coursework completed by someone other than yourself. You have also committed academic dishonesty when sharing course

content/items/answers. This includes sharing course content with classmates or future students as well as sharing course content on websites such as Quizlet, Course Hero, or similar “study applications.” For further information and examples please see the Catalog, Student Guide, or refer to [www.plagiarism.org](http://www.plagiarism.org)

**Guidelines for Classroom Behavior:** The following is in addition to the Common Course Syllabus:

I would like to welcome all students into an environment that creates a sense of community, pride, courtesy and respect; we are all here to work cooperatively and to learn together. In order to create a smooth and harmonious learning community, please make every attempt to come to all the class sessions, to come to class on time, and to stay until the end of the class unless you have informed the instructor that you must leave early. There may be a time when you are unavoidably late for class. In that case, please come into the room **quietly** and choose a seat **closest** to the entrance. See me after class to record your attendance; otherwise you will be marked absent.

Once the class session has begun, please do not leave the room and then re-enter unless it is an emergency. If you have an emergency, inform me on your way out and take your things with you. **My starting a video is NOT a signal for students to leave the class for a break or to get on your cell phone.** You will have questions on exams that are taken from video information so it is important that you pay attention (**no cell phones**) during the videos. If you need to leave the classroom, take your things with you and come back the next class.

If you miss a class meeting for any reason, you are responsible for all material covered, for announcements made in your absence, and for acquiring any materials that may have been distributed in class. I do NOT give out my notes so you will need to get those from another student.

It is important that we are all able to stay focused on the class lecture/discussion and not have disruptive behaviors\* in the class. This includes cell phones. Cell phones have become very commonplace but are inappropriate in class. Please turn them off or mute them prior to class. If you have a special circumstance, talk with the instructor prior to class. In addition, cell phones, laptops, tablets, etc. are not allowed in the classroom except for document-approved cases. **The class is an “electronic free zone” and if you choose to use a device, you may be asked to leave the class.** In addition, it is very rude to read papers or sleep in class. If you feel the need to do any of these things you may leave and return the next class.

**\*To further classify: Disruptive behavior includes but is not limited to being rude to an instructor or other students, walking out of class before class ends, using an electronic device, making "side comments" to other students, or any other non-adult behavior as defined by the instructor.** For additional information on student misconduct, refer to the *Student Guide*. Failure to abide by policies may result in expulsion from the class and an "F" for the semester.

- Any student that is called for any disruptive behavior in class may be asked to leave the class for the day and counted as absent for that day. Repeated offenses may result in the student being administratively dropped from the course with a grade of X or F.

### **Diversity**

In this class, the instructor 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.

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 or gestures that can be construed to be sexist, racist, heterosexist or in any way disparaging to another person. 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.

## **COURSE POLICY AND REQUIREMENTS**

This is what you need to do to earn your grade:

**Inform your instructor by January 29th of any religious holiday** that you have that conflicts with class dates so that other arrangements can be made. This applies to in class course work such as in class activities earned for a grade or exams. If the course work due on a religious holiday is in Blackboard, you have that available to you on-line and you may submit that before the religious holiday.

### **Course Work:**

**You are required to come to class prepared to learn.** This includes reading the textbook material that is to be covered in class before coming to class, completing the InQuizitive assignments prior to the deadlines, come with an open mind, and be alert and ready to learn and participate in the classroom.

### **Exams:**

- There will be four (4) exams. To avoid scheduling problems the following exam dates are "set in stone" therefore do not schedule conflicts. If there is a conflict with a religious holiday let me know by February 3rd or you will be expected to complete the exam on the scheduled date.
- All exams will be electronically delivered through Blackboard and you will have one attempt to complete the exam. Be sure to plan accordingly for technology access and time to complete the exam before the posted due date.
- If you miss an exam a grade of "0" will be recorded for that exam grade and you may take a make-up comprehensive exam at the end of the semester.
- The make-up exam will be a comprehensive exam given during the time of your final exam. It will be 50 questions randomly selected from the chapters covered during the semester. Any student needing to take the make-up exam will first complete the final exam and turn it into the instructor. At that time the student will be given the make-up exam to take.
- If you miss two exams for any reason you will be dropped from the class with a grade of "F".

### **InQuizitive Assignments:**

To register your access code for InQuizitive, log into Blackboard and go into your course. Then, click on the Textbook Information link and then click on the InQuizitive assignments and instructions, then click on the InQuizitive: How to Use InQuizitive link below and follow the steps of entering your name, e-mail address (use your SPC e-mail), the access code that came with your textbook or that you received when you purchased your eBook and the student set code indicated in the Textbook Information tab in Blackboard. Do NOT go to the Norton website to register your access code.

There is a How to Use InQuizitive Assignment and an InQuizitive Assignment set up in Blackboard for chapters of the textbook that will be covered in the course. You are to complete the assignments to earn this portion of your grade. For the chapter InQuizitives, **you are required to answer at least 13 questions AND earn a minimum of 1000 points to earn 100% of the grade.** In other word, if you answer 10 questions and earn 1000 points, you do not earn a grade because you didn't answer the minimum of 13 questions. See the calendar in Blackboard and/or at the end of this syllabus for the deadline. Late work is not accepted in this course.

**A note about InQuizitive:** InQuizitive is adaptive learning and the time is set for 20 to 30 minutes. If you know all of the answers, you should finish in about that amount of time but if you guess and give incorrect answers, the program will add questions so it will take you longer than the 20 to 30 minutes.

### **Class assignments:**

These activities may be in class, outside of class, or a combination of the two. These will be assigned and discussed at the beginning of a class so it is important that you be present to receive information and instructions. If you are late for class, it is your responsibility to check with the professor to see if an assignment was given before you entered class.

### **Short essay:**

You will write a short essay for this course. Details regarding this essay will be provided three weeks before the established due date.

**Break down of points for the course:**

4 Exams @ 100 each =	400 points
Class assignments @ 50 each =	150 points
Short Essay =	40 points
10 InQuizitive assignments @ 20 each =	200 points
Bonus Assignment =	<u>10 points</u>
Total =	800 points

**All grades will be posted in Blackboard under the My Grades link.**

Total Possible Points 800 points. In addition, grades are NOT automatically rounded up.

**Grading scale:** A = 720 – 800; B = 640 – 719.99; C = 560 – 639.99; D = 480 – 599.99; F = 0 – 479.99.

This scale is the typical: A = 90%-100%; B=80%-89.99%; C=70%-79.99%; D=60%-69.99%; and F=0%-59.99%.

If you have any questions about any of the course work or anything about the course material do not hesitate to speak to me during office hours, before/during/after class, or via Blackboard e-mail.

**Study materials provided** under each module link on your Blackboard menu panel. Study tools include Power Points, Course Materials, and Practice Quizzes to help students study the materials for the course and prepare for exams. The practice questions come from the same test bank as some of the questions that will be on your exam. You may take each quiz as many times as you want to and they are not timed. The grades you earn on the Practice Quizzes are not counted in your total points earned so they don't raise or lower your grade for the course. However, taking the Practice Quizzes may help your exam grades.

**Participation & Attendance:** Attendance is required and attendance will be recorded each class. In addition, it is important that you come to class **PREPARED**. That means that you need to have read the material that will be covered in class that day. If you miss class, take responsibility to find out what you have missed. Remember, if you are tardy, you are responsible for seeing me to have your attendance recorded on the attendance sheet before you leave the classroom and 2 tardies and/or leaving early equal one absence. As stated in the Attendance section, **a student may be dropped from the course with a grade of "X" or "F" when you miss 4 consecutive classes or exceed 5 total absences.** If absences occur after the last drop date you will not be dropped and will receive the grade earned for the course.

**Extra credit opportunities will be made available during the semester.** I recommend that you take advantage of those opportunities as they become available as I will not make extra credit available on individual request.

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** date.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.