

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. – Jana Daniel

South Plains College: General Course Syllabus

NOTE: The Common Course Syllabus section of this syllabus applies to ALL Soci2336 sections taught at SPC including campus and Internet and to all instructors. It contains important information for the course but course specific information for this section of the course is noted in the Course Information Sheet beginning on page 5.

Department: Behavioral Sciences

Discipline: Sociology

Course Number: Sociology 2336

Course Name: Criminology

Credit Hours: Semester credit: 3, Lecture: 3, Lab: 0

This course satisfies a core curriculum requirement: Yes – for Behavioral Science

Prerequisites: TSI reading for INET

Campuses: INET

Textbook: Siegel, Larry J., *Criminology: The Core*, 6th edition, Cengage

Course Specific Instructions: Access to Blackboard from the South Plains College homepage on the first day of classes. All coursework is completed online.

Course Description: This course includes current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment and rehabilitation.

Course Purpose: This is an introduction to the sociological study of crime and criminal behavior. The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime.

Course Requirements: To maximize the potential to complete this course, students should be online regularly, read required textbook/course materials, complete required homework/assignments and examines prior to deadlines.

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

Course Evaluation: Refer to specific COURSE INFORMATION SHEET for specifics on assigned work and testing.

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 The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

See instructor's Course Information Sheet for additions to the attendance policy.

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

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

- **Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination,

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

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

See *South Plains College Student Guide 2015-2016* and *South Plains College General Catalog 2015-2016* for more information.

See instructor's course information sheet for more information.

Student Conduct Policy:

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

Grade and Academic Discipline Appeals: South Plains College provides two procedures which allow students the opportunity to address grievances of an academic nature.

- **Appeal Restrictions:** Only final grades or dismissal resulting from academic discipline will be considered. The instructor's teaching ability or expertise will not be considered during the hearing. No grade or disciplinary action can be formally appealed after a period of six (6) months from the date that the student is informed of the grade.
- **Informal Appeal**
 - The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action.
 - If the student is still not satisfied, she should schedule an appointment with the appropriate departmental chairperson to discuss the situation. The chairperson may request that the instructor also be present.
 - If the student is still not satisfied, he she should schedule an appointment with the Divisional Dean to discuss the situation. The dean may request that the chairperson also be present.
 - If the student is still not satisfied, he/she should be advised of the formal appeal process.
- **Formal Appeal:** If the student is not satisfied with the results of the informal appeal, she/he should provide the following information, in writing, to the Vice President for Academic Affairs:
 - A request for a formal appeals hearing.
 - A brief statement of what is being appealed.
 - The basis for the appeal.

- Pertinent facts relating to the appeal.
- The agenda of the appeals hearing will include only those factors documented in the student's appeal request letter. The Vice President for Academic Affairs will determine the date, time and place of the hearing, and notify the student accordingly.
- The Hearing
 - Composition of the appeals committee:
 - Vice President for Academic Affairs will preside over the hearing.
 - Faculty member of the student's choice.
 - Faculty member and student selected by the Vice President for Academic Affairs.
 - President of Student Government Association.
 - Dean of Students.
 - Other persons who should be available at the hearing:
 - The student who requested the hearing.
 - The faculty member involved.
 - Anyone the student or faculty member wishes to be present to substantiate the case.
 - Chairperson and Divisional Dean.
 - Hearing procedure:
 - The committee will hear the student's appeal during which the parties to the controversy and such representatives as desired will present all facts relating to the case. By majority vote, the committee will decide to sustain, amend or reverse the previous decision.
 - The decision of the committee is final and completes the academic appeals procedure.

See *South Plains College Student Guide 2015-2016* for more information.

Equal Rights Policy: All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. See *South Plains College Student Guide* for more information.

Student Learning Outcomes/Competencies:

Upon successful completion of this course, students will:

- Demonstrate an understanding of key concepts associated with criminology.
- Identify major criminological theories.
- Describe the major categories of crime.
- Identify and explain the various methodological approaches used to research crime and criminal behavior.
- Describe the components and explain the dynamics of the criminal justice

Common Core Objectives:

- **Communication skills-** to include effective written, oral and visual communication. Student Learning Outcomes: 1, 2, 3, 4, 5
- **Critical thinking skills-** to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information. Student Learning Outcomes: 1, 2, 3, 4, 5
- **Empirical and Quantitative skills-** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions. Student Learning Outcome: 4
- **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. Student Learning Outcomes: 5

SPC Mission Statement: "In order to accomplish its mission, South Plains College is committed to the following purposes: To provide Student he opportunity to learn as a lifelong endeavor; to acquire skills for communications, critical thinking and problem solving; to explore the use of technology; to express creativity; to experience; and to grow socially."

Coordinating Board Academic Approval: Number 45.0401.51 25

Course Information Sheet

Summer I 2017

Instructor: Jana Daniel

Note: *All deadlines are on Thursdays and Mondays by noon. Late work is not accepted for grading.*

All deadlines are at noon.

Office Location & Hours: AD 147, Levelland campus. Email & by appointment for summer sessions

Email address: jdaniel@southplainscollege.edu once the session starts, all correspondence should be in the e-mail in the Blackboard course. Course work will not be accepted if sent to this e-mail address.

Contact method: Once the session has started, you are to use the e-mail link within your Blackboard course. You will log into your Blackboard account and click on your SOCI1301 course in order to be able to access that e-mail account. Once you are in the course, you will see the "E-mail – course" link on the left-hand side of the page. I will respond to all student messages within 24 hours on weekdays and within 48 hours on weekends and/or holidays unless I have notified you differently.

Telephone: (806) 716-2480 (email is preferred in summer), if you leave a message include your name, class you are in, phone number, and a short message.

Textbook: Siegel, Larry J., *Criminology: The Core*, 6th edition, Cengage

Attendance Policy: See College Catalog. Since this course is a virtual classroom, attendance will be taken according to the following:

- Participating in class discussion by posting to the discussion board.
- Submitting chapter quizzes on or before the noon due dates.

Note: Simply logging into the course or logging into the course and sending an e-mail is NOT considered attendance for this course. You MUST participate in the course by submitting work during any given week to be considered “in attendance”.

Late work:

No work will be accepted for grading after the deadline. Excuses such as "The network was down," or "I could not figure out how to send the assignment through the assignments function" or “I got really sick and had to go to the ER last night” are not acceptable. In short, plan ahead, work ahead of the deadline, and do not wait until the last minute to submit your assignments. It is always okay to turn in assignments and to post discussion messages early.

Administrative Drop Policy:

Due to Financial Aid and South Plains College requirements for participation/attendance a student who fails to submit 4 quizzes or fails to participate in 2 grading periods for discussions or fails to participate by submitting course work in the course for 9 consecutive days during the session may be dropped with a grade of "X" or “F” from the course. Note: Logging into the course does NOT count as attendance in this course. If you miss course work after the final drop date the grade earned will be the final grade.

Course Technology:

Since this course are entirely online, participants are expected to have at least an elementary knowledge of their microcomputer operating system and basic knowledge of software and tools such as a word processor, e-mail, an Internet browser, and search engines.

Required hardware:

- Computer available for download/installation of software and plug ins
- Speakers / Sound card

Required software:

- Microsoft Office (Word)
- Blackboard (see note below)

- Internet access – regular, dependable, fast enough to watch videos
- Web browser – a **current** version of one of the following – Internet Explorer, Mozilla Firefox, Safari, or Google Chrome. Downloads for the newest browser versions are available free of charge from their websites.
- Virus protection
- Latest version of Java [Available here](#)

Blackboard:

Blackboard is an electronic learning resource that is designed to provide students with information requirements related to the courses. This includes up-to-date announcements, course information, assessment, assignments, deadlines, and the like. For this resource to function to its full potential, it is important that students log in multiple times during the week. **Students will post their responses to discussion prompts on the Discussion Forums through Blackboard.** Students can also monitor their progress in the course by using the “My grades” link on the left-hand side of the course page.

Blackboard can be accessed via an Internet link:

<https://southplainscollege.blackboard.com/>

You may also use the link to Blackboard in the upper right-hand side of the SPC Homepage. It is recommended that you bookmark the Blackboard page as it is on a separate server and if the SPC website is down you can typically still access your Blackboard course if you use the URL or bookmark. Your log-in is the same as you MySPC log-in.

Technical support:

If you have any questions or need assistance, you are to contact Blackboard technical support at blackboard@southplainscollege.edu or call 806-716-2180. A note, contact your instructor for any questions you have about course content as technical support is only for issues concerning computers or Blackboard performance.

What to do if you experience technical problems:

If you are unable to submit an assignment, complete a quiz, or otherwise participate in our course because of an issue with Blackboard, it is YOUR responsibility to notify me via email when the problem occurs. It is also YOUR responsibility to notify technical support (contact information is in the box above) for assistance and to document your attempts to resolve the problem. In addition, take a screenshot to document your problem and submit this with your email to me and to technical support. If Blackboard outage is verified by the Division of Instructional Technology staff, I will work with you to make alternative arrangements. However, you are responsible for your technology and ability to submit work (including your access to an Internet connection). I strongly recommend that you submit your work early to avoid last minute problems. I also strongly recommend that you save a copy of your discussions and/or assignments to the course in case of technology disruption. Also, I strongly recommend that you have a back-up plan in case you have technical issues.

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.

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

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

Course work

See the course calendar for deadlines. All deadlines are every Thursday and Monday. All deadlines are by noon. If you work or have class in the morning, I recommend that you set your personal deadline at midnight the night before the deadline. Better yet, work a day or two ahead of the deadline and avoid the stresses and risks that may come with working close to the deadline. The deadline listed on the calendar/checklist is the FINAL time that course work can be submitted but you can ALWAYS submit ahead of the deadline. I don't accept late work for grading. **The choice is yours when it comes to how close you work to a deadline.**

All course work is in your Learning Modules.

Chapter Quizzes

DO NOT TAKE QUIZZES ON YOUR CELL PHONE or tablets!

Notes: You must submit an Online Participation Agreement Quiz and earn full points before the remainder of the course work will be available to you.

There is a twenty-five (25) question multiple choice and true/false quiz for each of the 14 chapters of the textbook that the course will cover. The 14 chapter quizzes are 45 minute timed quizzes and will close at the deadline. These are "open book" quizzes but you will probably not have enough time to look up all the answers without reading and studying the material prior to taking the quiz. Do not click on the link until you are ready to take the test as once you enter the quiz and get out of it, you cannot re-enter the quiz. Quizzes will not be accepted after you surpass the time limit or after the deadline so plan ahead. Late quizzes aren't accepted. Practice quizzes are available to use as a study tool and are taken from the same test bank as the chapter quizzes. If you fail to submit 4 quizzes you may be dropped from the course.

Class Participation/Discussion Board postings

Note: You MUST post your original message before you will be able to view the posts of other students.

This course includes an Introduction Discussion that will help us get to know a little about each other and Discussions for each module that will include a video, article, or other material related to information that is covered in that section of the textbook.

Each Substantive Discussion (Disc) is worth 50 points and includes one Original Discussion and at least two Reply Discussions. Each Original Discussion is worth 20 points and the Reply Discussions are worth 15 points each. For each Disc, you will be graded on (1) your original post and (2) your replies to classmates' discussion of that same discussion topic.

The Online Discussion component of this course is comprised of weekly Discussion topics and is an important part of the class. Each week there will be discussion related to the course material. The faculty member posts weekly main discussion prompts that may include questions, videos, articles, or other resources related to a topic that is being covered for that week. Students are expected to respond to ALL Discussions.

Online discussion is a very important part of online learning. Through your responses to weekly discussions, you will learn to integrate class material into your thoughts and learn more about how others view the topics that are covered in the course. Additional discussion with classmates and the professor help us all learn more about the material. As such, each week you are also expected to make at least two thoughtful and substantial responses to classmates.

I suggest that members participate at least two times per week. It is a good idea to check in early in the deadline period and again closer to the final day of the deadline period. This assures that you are an active member of the class throughout the week and have ample opportunity to interact with other members. Discussions will be due at 12:00 p.m. (NOON), so if you work or have classes in the mornings, you may need to set your personal deadline at midnight the night before the noon deadline. See the course calendar/checklist for deadlines.

Discussion posts are not accepted for grading after the deadline. Drop policy is if you fail to participate in 2 discussion grading periods you may be dropped from the course.

Online Discussions will be graded as follows:

Discussion topics are listed in the Learning Module and in the Discussion link on the left-hand side of the course page. Most discussion topics will require viewing a video and the links are provided in the discussion topics instructions.

Original discussions should:

- You must post your original discussion message before you will be able to see the posts of other students.
- Be made before the deadline stated on the course calendar/checklist.
- Contain a minimum of 200 words.
- Be thoughtful, organized, and analyze the information in the video/prompt.
- Demonstrate an understanding of the questions/video/prompt and the course material. Each question/video/prompt is chosen because it illustrates at least one topic related to

criminology. You are to identify and discuss the topic(s) that are shared content of the question/video/prompt and the course material. Base your discussion post on the material you have read in the textbook as well as information you find on credible websites. Show me you have read and understand the course material in your posts.

- Contain more than just your opinion: justify your statements using course materials as well as information from credible websites.
- Do NOT simply state a recap of the video if a video is provided. Everyone should have watched/read the material and I am looking for a deeper level of thought than just stating what was in the video/prompt.
- Incorporate ***and cite information from the textbook***, outside academic sources, credible websites, etc. Textbook citations should include the page number(s) and other sources should include citations to show where you located the information. Note: Wikipedia is NOT an academic source.
- You may include personal experiences and/or reactions. CAUTION: Remember to use the sociological perspective in all of your course work as per the Welcome to the class document and the syllabus.
- Discussion forums are public so don't post anything that you don't want everyone else to read.
- Utilize appropriate language, grammar, and spelling

Responses to Original discussions should:

- Be made before the deadline stated on the course calendar/checklist.
- Contain a minimum of 75 words.
- Include at least two responses to classmates.
- Add to the overall value of the discussion (simply posting a statement similar to "I thought this week's ideas were interesting" or "I agree") will not count towards your points for a grade.
- Ask questions to encourage other students to think more deeply. Just asking, "What do you think?" will not earn full points here.
- Share your own experiences that relate to the topic of discussion.
- Constructively and/or respectfully disagree at times.
- Refer to class course work (text or video information) and apply the information or ask other students how they are applying course information.
- If you repeat yourself in your reply messages you will not earn full points.
- Utilize appropriate language, grammar, and spelling.

ONLINE ETIQUETTE:

A few words about communication and online discussion are in order. As you imagine, some conversations easily become emotional, especially if we touch on people's deeply held beliefs. Unfortunately, online postings can mislead one into thinking that cyberspace is an "anything goes" kind of forum. This isn't the case. Civil interaction is as much expected here as in the "traditional" classroom. Below I provide some guidelines for communicating more effectively online. I will deduct points from posts that violate the spirit of these suggestions.

Keep in mind:

- There may be disagreement and this is okay, otherwise we will be bored.
- Disagreement can be very constructive; it encourages us to reconsider our own positions and either recommit, expand, or discard them.
- I must at all times hear/see you debating the IDEA and not making a personal attack on an individual. Note that this is a skill to learn like any other so learn how to debate and get your point heard.
- Personal insults and attacks impede the development of critical thought. Avoid "you" statements, which can be more easily interpreted as accusations ("you don't know what you're talking about", "the problem is people like you," etc., etc.). Try, instead, to use "I" statements ("I disagree with your position on "X" and then explain your viewpoint using course material to validate that viewpoint or "I find that Durkheim was actually saying ...").
- In addition, people have to be given the benefit of the doubt on occasion. Because this is an online class and we cannot see each other's facial expressions or hear the tone in our voices, it is important to clarify issues that are confusing. Before jumping to a conclusion and putting words in someone's mouth, ask them to clarify their point. And if someone asks you to restate your opinion, do not be afraid to restate it.
- Finally, I will be most impressed with individuals who can incorporate course materials into their posts. A key skill you should leave college with is the ability to support your positions; this online forum is an appropriate place to hone this skill. Refer to readings and module material to support your points.

*Adapted from Soc 101: Introduction to Sociology An Online Course, by Professor Marisol Clark-Ibanez, Ph.D.

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

Writing Tips for all written work in the course:

1. All written work should be typed or computer generated, double spaced, with one inch margins in a standard 12 pt. font. Please use Word for attachments and do not use Google docs.
2. Any references used should be listed at the end of the paper using APA style and within the body of the text according to APA procedure. Using reference material without proper documentation constitutes plagiarism which is a serious academic offense. Wikipedia is not considered a valid academic source. Do not use it!
3. For the assignments in this class, it is better to write using first or third person pronouns. Therefore it is appropriate to use "I, me, mine" or "he, she, their, we." It is not appropriate to use "you" or "your." Please avoid writing in 2nd person.
4. Be sure to proofread your work for grammatical and spelling errors. Use the "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.

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

Student Appeals: See Common Course Syllabus section.

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

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

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

Sociological perspective: Students will use what is termed the Sociological Perspective since you are now students of Sociology. This perspective stresses the social context in which people live and steps away from what is termed "person blaming." Sociologists look beyond individuals and individual experiences. This perspective strives to understand human behavior by placing it within its broader social context. Depending on a person's characteristics such as gender, age, race, sexual orientation and religion among others, we each have different experiences. Sociologists using this perspective (and that includes you, the student) evaluate people and behaviors in terms of what is typical or atypical (or not typical) by studying society and finding general patterns of behavior. They do NOT judge others or their behaviors with terms such as good/bad, moral/immoral or right/wrong. Do NOT use these terms in your assignments or discussion posts or you will lose points.

Accommodations: See Common Course Syllabus section. Please note: Instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided.

Grading criteria for student's final grade in the course:

Grades: It is possible to earn up to 700 points in this course.

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

- A=630 – 700
- B=560 – 629.99
- C=490 – 559.9
- D=420 – 489.99
- F=0 – 419.99

Point Distribution:

| | |
|--|------------|
| Online Participation Agreement Quiz = | 20 points |
| Introduction e-mail assignment = | 30 points |
| Introduction discussion = | 50 points |
| Quizzes 14 chapters @ 25 = | 350 points |
| 5 Discussion postings (1 original and 2 replies each) @ points = | 250 points |
| Total points possible = | 700 |

Summer 2017 – Course Calendar and Course Work Checklist

The first item of course work is to submit the Online Participation Agreement Quiz listed in the Learning Module section. Each student must submit the quiz and earn the full points on it before the rest of the course work will be available.

Students are encouraged to print this checklist and use it throughout the session.

All deadlines are noon

Notice that all deadlines are Thursdays and Mondays.

| Week # | Due date | Chapter | Coursework Activity | Check when submitted |
|-------------------------|--------------------------|----------------|---|----------------------|
| Prior to first deadline | To view remaining work | | Online Participation Agreement Quiz | |
| Week 1 | Prior to deadlines below | Chapters 1 & 2 | Read the chapters and watch/read material for discussions | |
| | June 8, Thursday | Introduction | E-mail assignment | |
| | | Introduction | Original introduction post | |
| | | Chapters 1 & 2 | Original discussion post | |
| | June 12, Monday | Introduction | 2 reply posts to introduction post | |
| | | Chapters 1 & 2 | 2 reply posts to chapter post | |
| | | Chapter 1 | Quiz | |
| | | Chapter 2 | Quiz | |

| | | | | |
|------------------|--|---|---|--|
| Week 2 | Prior to deadlines below | Chapters 3, 4, & 5 | Read the chapters and watch/read material for discussions | |
| | June 15, Thursday | Chapters 3, 4, & 5 | Original discussion post | |
| | | Chapter 3 | Quiz | |
| | June 19, Monday | Chapters 3, 4, & 5 | 2 reply posts | |
| | | Chapter 4 | Quiz | |
| Chapter 5 | | Quiz | | |
| | | | | |
| Week 3 | Prior to deadlines below | Chapters 6, 7, & 8 | Read the chapters and watch/read material for discussions | |
| | June 22, Thursday | Chapters 6, 7, & 8 | Original discussion post | |
| | | Chapter 6 | Quiz | |
| | June 26, Monday See another Monday deadline below | Chapters 6, 7, & 8 | 2 reply posts | |
| | | Chapter 7 | Quiz | |
| Chapter 8 | | Quiz | | |
| IMPORTANT | June 26, Monday | | Last day to drop a class | |
| | | | | |
| Week 4 | Prior to deadlines below | Chapters 9, 10, & 11 | Read the chapters and watch/read material for discussions | |
| | June 29, Thursday | Chapters 9, 10, & 11 | Original discussion post | |
| | | Chapter 9 | Quiz | |
| | July 3, Monday | Chapters 9, 10, & 11 | 2 reply posts | |
| | | Chapter 10 | Quiz | |
| Chapter 11 | | Quiz | | |
| | | | | |
| Week 5 | Prior to deadlines below | Chapters 12, 13, & 14 | Read the chapters and watch/read material for discussions | |
| | July 6, Thursday | Chapters 12, 13, & 14 | Original discussion post | |
| | | Chapter 12 | Quiz | |
| | July 10, Monday | Chapters 12, 13, & 14 | 2 reply posts | |
| | | Chapter 13 | Quiz | |
| Chapter 14 | | Quiz | | |
| | | | | |
| | July 11, Tuesday | Final grades posted in Blackboard | | |
| | July 12, Wednesday | Final grades posted in Campus Connect and course closed | | |

Notice: This checklist is subject to change. Students will be notified of any changes through course e-mail and/or an announcement.