

South Plains College: Common Course Syllabus

Department: Behavioral Sciences

Soci 1301: Sections 001 & 002

Introduction to Sociology

Professor Jana Daniel

Spring 2019

Discipline: Sociology

Course Number: Sociology 1301

Course Title: Introduction to Sociology

Semester Hour Credit: 3 Hours; 3 Lecture Hours; 0 Lab Hours (3:3:0)

This course satisfies a core curriculum requirement: Yes (Behavioral Science)

Prerequisites: none for campus; TSI reading compliance for Internet

Available Formats: Conventional and Internet

Textbook: *The Real World*, 6th edition, Norton Publishing. See instructor's course information sheet for textbook and on-line publisher content requirements.

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

Course Specific Instructions: Internet classes- access Blackboard from South Plains College homepage on the first day of the semester. Campus classes may use Blackboard for course material, see instructor's course information sheet for specifics.

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.

Course Purpose/Rationale/Goal: The purpose of the behavioral science component in the core curriculum is to enable the students to understand and apply sociological theories and concepts as they examine human society. To master sociology, students will be able to identify and apply the concepts and principles in the study of group life, social institutions, and social processes.

Course Requirements: To maximize the potential to complete this course, students should attend all classes, log into Blackboard multiple times per week, read required textbook/course materials, complete required homework/assignments and/or examinations. See instructor's course information sheet for specifics.

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

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 The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.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 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 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* and *South Plains College General Catalog* for more information.

Also, 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.

Campus Concealed Carry Policy:

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, please refer to the SPC policy at:

http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.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.

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
- Informal Appeal
 - The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action.
 - 2. 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.
 - 3. If the student is still not satisfied, he she should schedule an appointment with the Divisional Dean to discuss the situation. The dean may request that the chairperson also be present.
 - 4. If the student is still not satisfied, he she should be advised of the formal appeal process.
- Formal Appeal: If the student is not satisfied with the results of the informal appeal, s/he should provide the following information, in writing, to the Vice President for Academic Affairs:
 - A request for a formal appeals hearing.
 - 2. A brief statement of what is being appealed.
 - 3. The basis for the appeal.
 - 4. 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* 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*.

Student Learning Outcomes/Competencies:

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.

Core Objectives:

- **Communication skills-** to include effective written, oral and visual communication.
- **Critical thinking skills-** to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.
- **Empirical and Quantitative skills-** to include the ability to apply, analyze, and draw conclusions based on scientific and mathematical concepts.
- **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.

Texas Coordinating Board Approval Number..... 45.1101.51.25

Course Information Sheet

Soci 1301

Introduction to Sociology

Professor Jana Daniel

Spring 2019

Phone: (806) 716-2480 (Levelland Campus)

Office: AD147 (Levelland Campus)

Office hours: MW 9:30-11:00 am; MW 2:15-3:45 pm; F 9:00 am-11:00 am, or by e-mail or by appointment

E-mail: jdaniel@southplainscollege.edu but after the first day of class use the e-mail within Blackboard to contact me

Textbook: *The Real World: An Introduction to Sociology*; 6th edition, by Ferris and Stein, Norton Publishing, InQuizitive access code is required for this course.

You do have options when it comes to purchasing textbooks so I am including pricing from the SPC bookstores and Norton Publishing for the textbook. You may find the textbook from other sources but make sure the price includes InQuizitive access or you will need to purchase a code separately from Norton Publishing for \$20.00.

SPC bookstores: Students are required to purchase an InQuizitive access code for the course. The cost a new textbook with code at the SPC bookstores is \$110.00 or rental is \$71.50. Or, you have the option of purchasing an access code that includes the eBook and InQuizitive access for \$62.50.

Norton Publishing: For purchase options go to: <http://books.wwnorton.com/books/webad-detail-editions.aspx?id=4294994977>

The eBook with InQuizitive access is \$40.00, loose leaf edition with InQuizitive access is 67.37 or the paperback with InQuizitive access is 98.75. The InQuizitive access is required for this course.

There is a 21-day free access to digital material but after that you will have to have an access code to continue to access the material.

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 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

There is an APA Citation tutorial in the Applying the Sociological Imagination Essay section of your Blackboard course.

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. If you have any of these technological marvels, 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.**

During exams, all backpacks and belongings including cell phones will be placed at the front of the classroom. You may pick them up as you leave the class.

We are all adults and therefore I would appreciate having your attention when I lecture or 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. 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.

Smoke free environment: The following is the SPC policy on tobacco use.

South Plains College prohibits the use of any tobacco product, electronic cigarette, or vapor device throughout all indoor areas and within a 25-foot perimeter around all facility entrances, exits and HVAC air intake vents under the control of SPC, including sporting facilities and SPC vehicles. Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). *This ban also includes herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes or other types of inhalation devices.*

Attendance Policy: The following is in addition to the Common Course Syllabus:

You are expected to attend class and remain for the entire class. Attendance is necessary as test questions will also come from the lecture, class discussion and other material received in class as well as the textbook. In addition, there will be in class activities and discussions that may be important to you. If you are absent OR late you will miss the opportunity to get the information or earn those grades. Also, if you are late, it is your responsibility to speak with the instructor to see if you missed an important announcement or assignment at the beginning of the class. If you are absent on the day of an in class activity, you miss those points. Attendance is important for many reasons and that is one of them.

In addition to the catalog policy on of the General Catalog, roll will be taken at each class session and a record of attendance maintained. **A student may be dropped from the course if 4 consecutive classes are missed OR 5 total absences are exceeded** with a grade of "X" or "F" regardless of your grade. If absences occur after the final drop date you will not be dropped and will receive the grade you have earned.

Roll will be taken every class period beginning the first day of class and will be used to document attendance. All absences are counted, including ones that are due to illness or other events.

If extra credit is offered for bringing the Power Point to class, **you must be in class when your name is called for the recording of attendance to earn the points for that day.** If you come in after your name is called, you won't get the points for that day. Arriving on time is very important.

Tardiness or leaving class early: **If you are tardy two times or if you leave class early two times that will equal one absence or a combination of the two** (one tardy and one leaving early equals one absence). Being late or leaving early is very disruptive so allow enough time in your schedule to arrive a few minutes early to class and remain until class is dismissed. If you do arrive late, quietly take a seat closest to the entrance. In addition, it is YOUR responsibility to see the instructor to have your attendance noted on the roll sheet or you will be counted absent. This is IMPORTANT!

Technical help with Blackboard and Student Support Services Links are provided on your Blackboard Home page under Start Here for Course Requirements.

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 30th 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 Agreement:**

You will receive a course agreement through the course email. When you receive the course agreement you will have two options. You may either respond to the course agreement with the words "I agree" or if you do not agree you may choose to drop the course. Responding with the words "I agree" is required to remain in the course. Response is required within 2 weeks of the first day of classes. Failure to respond is grounds for the instructor to drop you from the course with a grade of "X". Note - If you choose to come to class you are automatically accepting the rules and policies of this syllabus and course.

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.

Your course work will include 4 exams plus a final exam, Introduction discussion plus 2 replies, a How to Use InQuizitive plus 9 chapter InQuizitive assignments, an essay about the Letters From Former Students, a project on Racial Representation in Popular Media, and other activities totaling 80 points. All course work will be submitted through Blackboard except exams will be taken in the classroom. The instructor will give instructions in class for all other course work so it

is IMPORTANT that you be in class and on time to receive those instructions. If you are not in class for an in class assignment, you will miss those points. See point breakdown below for grading information on the course work.

Exams:

- There will be four (4) exams plus a final exam. 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 **January 30th** or you will be expected to complete the exam on the scheduled date.*
- All electronic devices will be turned off and put out of sight during exams. Any violation of this rule may result in a **zero** for that exam.
- Backpacks and other belongings including cell phones will be put at the front of the classroom during exams and caps will be turned around or taken off.
- If you miss an exam a grade of "0" will be recorded for that exam grade and you may take a make-up exam. You must contact the professor within one class period to schedule a make-up exam. The make-up exam will have the same number of questions as the original exam but it will NOT be the same exam. The make-up exam must be taken within one week of the date of the missed exam. The exception to this is for the Exam 4. If you miss Exam 4, it must be taken no later than Monday, May 8th.
- If you miss two exams for any reason you will be dropped from the class with a grade of "F".

Introduction discussion posting - introduce yourself to the class and reply to two other students introductions. Check the Discussion Board for information to include in your post. To get to the Discussion Board click on the "Discussion" link on the left-hand side of the course homepage. To earn full credit you need a minimum of 10 quality sentences and you need to read the postings of other students in your section plus respond to 2 of them so you may have to log into the Discussion Postings several times. See the calendar in Blackboard and/or at the end of this syllabus for the deadline. Late work is not accepted in this course.

InQuizitive Assignments: 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 activities and/or 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 using information in Letters From Former Students.

Project: The project is Racial Representation in Popular Media. Students will choose a movie (a movie may only be chosen by one student), gather data on the movie, and complete a quiz and essay based on the findings of the class.

Break down of points for the course:

| | |
|-------------------------------------|-------------------|
| 4 Exams @ 100 each = | 400 points |
| Final exam = | 25 points |
| Introduction discussion = | 25 points |
| 10 InQuizitive assignments @ 20 = | 200 points |
| Letter From Former Students essay = | 50 points |
| Racial Representation project = | 100 points |
| Assignments/Activities = | <u>100 points</u> |

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

Total Possible Points 900 points

Grading scale: A = 810 – 900; B = 720 – 809.99; C = 630 – 719.99; D = 540 – 629.99; F = 0 – 539.99.

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%.

Grades are NOT automatically rounded up.

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 the **Study Tools** link on your Blackboard home page. Study tools include **Power Points**, **Course Materials**, and to **Practice Quizzes** to help students as the 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 received 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.

Course Calendar/Checklist:

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

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.