

SOCI 1301 Introductory Sociology FALL 2012 Syllabus and Schedule

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Course Description:

Introduces the student to sociological concepts, theories and new ways of thinking about social issues such as poverty, inequality and deviance. It allows the student to examine various social institutions and their contributions to social life; identifies the social groups that make up society; and explores the significance of culture and social structure for understanding human behavior. Internet course is also available. (ICOs 1,2,5,6)

Course Objectives:

After completing this course, the student will:

1. Understand the sociological perspective and the scientific method;
2. Understand the nature of society and culture and their role in shaping human thought and behavior;
3. Understand the socialization process of humans from birth to death;
4. Understand the nature of social groups and organizations and their importance for individuals and society;
5. Understand the nature of deviance and social control;
6. Be able to explain stratification as a characteristic of all societies and the bases for stratification, including economics, race/ethnicity, gender and age;
7. Be able to identify and understand the functions of the major societal institutions;
8. Have knowledge of Demography and the consequences of human population growth;
9. Understand the dynamics of social change;
10. Understand the concept of globalization and its implications for individuals, society and the world;
11. Be familiar with numerous organizations and websites that are relevant to the field of sociology.
12. Have enhanced Information and Communication Technology skills.

Required Material:

The text for the course is Society: the Basics (11th ed.) by John Maciones. **ISBN-13: 9781256415985 for Maciones, Society: The Basics, 11e Books A la Carte + NEW MySocLab Making the Grade.** This provides students with a 3 ring binder and access code which include many study resources as well as an audio and e book to accommodate your different learning styles. **Course ID information will be available on the first day of class.**

The course is designed in a modular format. Each week includes one module that contains assignments for that week. "Week" will be from Sunday to Sunday. See Weekly Modules button.

Module 1 will be open until Sunday, September 9 (for 2 weeks) so that everyone has time to get a great start in the course.

For the rest of the semester, however, your work/assignments for each Module are posted on Sunday of the week indicated and all work must be completed by midnight the *following* Sunday (1 week).

So, as you can see, Modules 1 and 2 BOTH must be completed by Sunday, August 9, midnight.

Important dates for the OC semester can be found at http://www.odessa.edu/catalog/schedule/FA12/pg03_academic-calendar.pdf

Computer skills:

Students should be able to navigate the Internet and conduct required research, create word processing documents and navigate the course web site. Students must also be able to use email, attach files and use various features of Blackboard.

Your final grade is determined by the following:

1. The Orientation	60 points
2. Multiple choice quizzes (8 at 30 points each)	240 points
3 .Written assignments/essays (5 at 90 points each)	450 points
4. Small group discussion (5 at 40 points each)	200 points

1000 points

There is no final exam per se in this class; **MODULE 16 serves as your final exam.** Even if you are satisfied with your points at this time, you must complete the entire module! If you do not complete these, you will fail the course as per the OC policy that any student who does not take the final exam fails the course.

Final Grading Scale:

880 - 1000 points = A
780 - 879 points = B
680 - 779 points = C
580 - 679 points = D
under 579 points = F

Specific Policies and Procedures:

Student Success Support/Success Coaches:

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Checking in to the Course – students are required to check in to the course at least 3 times each week. The course entry page is the Announcements page. Students should also check their OC email accounts and the General Discussion Board at least 3 times each week. You should read all posts there.

Submitting assignments – writing assignments will be prepared in word processing documents and saved in files that are submitted through Blackboard. They will NOT be accepted by email. All documents should be double spaced and have your name of them. You should also conduct a spell – check on all assignments. Save a copy of all assignments on a flash drive.

Attendance policy:

You must go into the course at least 3 times each week. Please note that if you fail to check into the course at least 3 times each week, 10 points will be deducted from your final grade.

Communication Policies:

Students should use the **General Discussion board** (accessible under all Modules) for all communication related to the course. This includes questions, comments, and requests for clarification. Please note, however, if the answer to a student question is to be found within the course web site, she will be returned to the site to continue to look for the answer to the question.

Students must put their names and SOCI 1301 on all emails. Weekly Announcements and emails to students inform you of the week's assignments

If you email the instructor, she will respond in a very timely manner. You are expected to acknowledge her reply and indicate that she has addressed your concern. You should therefore check email for a response if you sent the instructor an email.

Do not use a texting style of communication/writing ("c u"; "ur") in group discussion nor in Writing Assignments. This is a college class, and academic writing is expected.

Late Submission Policy:

Late work is not accepted except under special circumstances. Acceptance of late work is up to the instructor's discretion. If you feel you have a unique situation/circumstance that prohibits your meeting a deadline, you should communicate it to me privately via email. Students are strongly encouraged to communicate any problems to the instructor in a timely manner.

Incomplete Policy:

A grade of "Incomplete" may be given only if (1) the student has passed all work completed, and (2) he/she has completed a minimum of 75% of the required coursework. A grade of "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. A contract between student and instructor must be signed.

Instructor Response Time:

The instructor will respond to emails and bulletin board posts with 24 – 48 hours of receiving them. If she will be unavailable for any length of time for any reason, she will post such a message in the announcements area and on the general Discussion Board.

Statement of Academic Dishonesty:

Ethics, Cheating and Plagiarism "Using someone else's ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness, is a serious offense known as plagiarism. "Ideas or phrasing" includes written or spoken material, of course, from whole papers and paragraphs to sentences, and, indeed, phrases. but it also includes statistics, lab results, art work, etc. "Someone else" can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material we discover on the World Wide Web; another student at our school or anywhere else; a paper-writing "service" (online or otherwise), which offers to sell written papers for a fee."

(Statement taken from <http://webster.commnet.edu/mla/plagiarism.shtml>)

I do not tolerate cheating in any form. If you plagiarize copy, cut and paste an essay, or cheat on an exam once, that assignment will receive a "0." If you plagiarize or cheat the second time, you will receive an "F" in the course.

Cutting and pasting any information from any Internet source is considered cyber plagiarism and will result on a 0 for the first offense and an F in the course for any subsequent offenses.

See the section on "Scholastic Dishonesty" in the updated Odessa College *Student Handbook*.

See <http://www.riosalado.edu/library/tutorials/Pages/avoidingPlagiarism.aspx>

Statement of Special Accommodations:

In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. Students with a disability should contact *ADA Accommodation/Support personnel* Becky Rivera-Weiss @ 432-335-6861 or brivera@odessa.edu

Preparation for Computer Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer that you can use when/if your personal computer crashes.

Server problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

Complete Loss of Contact

If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call me at my office, 335-6555, and explain the reason you cannot contact me and leave me a way to contact you.

Lost/Corrupt/Disappeared files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is

incumbent upon you to resend it to me, corrected, with little or no “downtime” in regard to the timeline for submission.

Computer and System Requirements:

Please see <http://www.cod.edu/it/blackboard/require.htm> to make sure you and your computer are ready for Blackboard.

Email: Students enrolled in Odessa College must use an Odessa College email address. Please go to <http://www.odessa.edu/gmail/>

Student and Instructor Engagement:

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I’m unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - Communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - post grades for discussion postings within one week of the discussion thread closing.

- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
 - getting “kicked off” of the system during tests or quizzes;
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don’t understand; and,
 - access my course several times during the week to keep up with assignments and announcements.

Course Schedule Fall 2012

Week of	Module	Text Chapter	Discussion Topic	Writing Assignment	Quiz
August 27 – Sept 1	1	1	Introductions	Orientation	
September 2 – 8	2	2	Introductions	Orientation	1 (1-2)
September 9 – 15	3	3	Topic 1		
September 16 – 22	4	4	Topic 1	1	2 (3 – 4)
September 23 – 29	5	5	Topic 2		
September 30 – October 6	6	6	Topic 2		3 (5 – 6)
October 7 – 13	7	7		2	
October 14 – 20	8	8	Topic 3		4 (7 – 8)
October 21 – 27	9	9	Topic 3	3	
October 28 – Nov 3	10	10			5 (9 – 10)
November 4 – 10	11	11	Topic 4	4	
November 11 – 17	12	12	Topic 4		6 (11 – 12)
November 18 – 24	13	13		5	
November 25 – December 1	14	14	Topic 5		7 (13 – 14)
December 2 – 8	15	15, 16	Topic 5		
December 9 – 15	16		Final Thoughts		8 (15- 16)

