

AMERICAN HISTORY 1301 MIDWINTER WB SYLLABUS
DECEMBER 18, 2012 TO JANUARY 8, 2013

Instructor:	Delma J. Abalos
Office:	Deaderick Hall 202
Telephone:	432-337-3413 (home) 432-333-3614 (alternate) 432-553-1088 (cell)
E-mail:	dabalos@odessa.edu
Office Hours:	By Appointment

Course Objectives: To provide a balanced and thought-provoking treatment of the American past; to examine the lives and experiences of Americans of all national origins and cultural backgrounds; and seeks connections between the many factors – political, economic, technological, social, religious, intellectual and biological – that have molded and remolded American society over four centuries.

Textbook: Alan Brinkley, **The Unfinished Nation: A Concise History of the American People, Sixth Edition.**

Drop Policy: You are responsible for dropping this class, if you quit doing the work. The Instructor **will not** do so. Failure to drop results in an F.

Assignments: We will cover **Chapters 2 through 15**. Chapter exams will open every day (with the exception of **December 24th** and **December 25th (Christmas Eve and Christmas Day)** and **December 31, 2012** and **January 1, 2012 (New Year's Eve and New Year's Day)** and close the next day at 8:00 p.m. The first test will open **Wednesday, December 19, 2012 and conclude with the final exam on January 7, 2013**. The exam will be available beginning at **8:00 p. m.** and will remain available until **8:00 p.m. the following day** and then will no longer be available. Do not miss the deadline! **I will not open the test after the deadline**, so if you have problems taking the test get in touch with me before the deadline. Make a copy of the syllabus. I have given you phone numbers where you can reach me. If you do not get in touch with me at my home number, try the alternate number. Call me on my cell as a last resort. It is important that you reach me before the test deadline. I am not always on the internet so don't rely on emails to notify me if you are having trouble with the test. Each exam will cover **one chapter** with the **exception of the final, which will be comprehensive**. You will have an hour to complete each exam. Use correct grammar when completing your test. **I will take off points if you don't use capitals where appropriate, correct punctuation, spelling, etc.** If you go over the time limit, you are subject to points being taken off your grade, so be sure and watch the time. The exams will consist of multiple choice, fill in the blank, true/false, identification, and essay questions. All exams weigh equally. **Do not use your cell phones to take the exam.** For some reason there is a glitch which causes you to get kicked off the exam. **There are no opportunities to do extra work so make sure you do well on your exams!**

WEB Exam Schedule

Test	Chapter(s)	Date Opened	Date Closed
1	2	12.19.12	12.20.12
2	3	12.20.12	12.21.12

3	4	12.21.12	12.22.12
4	5	12.22.12	12.23.12
5	6	12.23.12	12.24.12

XMAS EVE HOLIDAY

XMAS HOLIDAY

6	7	12.26.12	12.27.12
7	8	12.27.12	12.28.12
8	9	12.28.12	12.29.12
9	10	12.29.12	12.30.12
10	11	12.30.12	12.31.12

NEW YEAR'S EVE HOLIDAY

NEW YEAR'S DAY HOLIDAY

11	12	01.02.13	01.03.13
12	13	01.03.13	01.04.13
13	14	01.04.13	01.05.13
14	15	01.05.13	01.06.13
15	2-15(Final)	01.06.13	01.07.13

Examinations: You will have an hour to take each exam. In the **rare** instances, students encounter technical problems while taking on line exams (the most common problem being getting kicked out of the exam), the policy for this is as follows: contact me through one of the contact points provided in this syllabus and we will attempt to fix the problem. If getting “kicked off” the exam becomes a pattern, I will ask that you come to the OC to take your exams and you will not be allowed to use your book or any other notes. **Also, do not use your cell phone to take the test.** I have given you my phone numbers because I am not always on the internet. If you do not hear from me within 30 minutes, call one of my numbers. It is your responsibility to contact me before the test deadline. I reserve the right to determine if you have a valid reason for missing an exam!!! Please remember that I do not have office hours during Midwinter so do not call me at my office number. **I have provided my home phone number and an alternate number (do not call this number after 5:00 or on the weekend) so that you can contact me at all times. Call me on my cell phone as a last resort.** You can call me anytime as long as it is after 9:00 a.m. and before 9:00 p.m. I am not always on the internet, so it is important that you remember to contact me on my home phone or my cell number if I do not respond right away to your email. . I try my best to respond as soon as possible but please make allowances for those times that I am out of pocket (i.e. out of town, etc.) It is **your responsibility** to contact me before the **deadline**.

Vocational Rehabilitation Act: Odessa College complies with Section 504 of the 1973 Vocational Rehabilitation Act and with the 1990 Americans With Disabilities Act. Issues with special needs will be referred to the Office of Disability Services.

Additional reminder...if you do need to contact me regarding a problem or concern, please remember that this is a college course. It is up to you, the student, to get in touch with me. This is not the responsibility of your parents, guardian, older sibling etc. It is your responsibility as a student and I will not discuss anything regarding your involvement in this course with anyone else.

Make-up Exams: If you are unable to take an exam during the assigned time period, you need to contact me as soon as possible (before the deadline to take the exam). Failure to do so will result in a loss of a letter grade on the exam. Otherwise there are no make-ups. You will only be allowed to make-up one exam. Make-up exams will more than likely be complete essay exams. Once again, I reserve the right to decide if your reason for missing an exam is valid. If I decide your reason is invalid, you will not have a chance to make up the exam.

Grading Policy: All exams weigh equally and will count for 1/15th of your semester average. Final grades will be based on the following averages: 90-100=A, 80-89=B, 70-79=C, 60-69=D, below 60=F.

Cheating will result in an automatic F for the course.

Student Success Center: If you experience problems logging onto Blackboard, call the Student Success Center at 432-335-6878. The Student Success Center provides a number of services for students including: personal academic tutors, online tutoring, individual and small group study rooms, access to computers and printers, study skills workshops and assistance and a number of other services. They do have summer hours so be sure and check what hours they stay open.

Expectations for Engagement – Online Learning

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
 - provide 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.