

Soc200 Syllabus, Fall, 2020

NOTE: Be sure to read this syllabus over thoroughly and carefully. Some items are explained in more detail in the Week 1 Learning Module and in your Assignments instructions. The course syllabus is considered a contract between instructor and students. Your continued enrollment in the course indicates your agreement to abide by the terms of this contract.

Instructor Information

Instructor Name: Carol Holdt
Course email: Use D2L email tool – Enter holdtc@d2l.pdx.edu in the To Field and please include our course id (SOC200) in the subject line. Ignore any warning messages you see.
Business email: holdtc@pdx.edu Please use only if D2L is unavailable.
Office Hours: Virtual, using D2L email most evenings, when possible. Phone by appointment.

COVID-19

~~~ Portland State has been working diligently to address the health, safety, and well-being needs of the entire PSU community during the COVID-19 pandemic. Every effort is being made to provide an accurate and efficient flow of communication to all students, staff, and faculty. As questions and concerns arise, a multitude of campus resources are available to you. If you are ever unsure how to find a resource you need or want, explore the College of Liberal Arts and Sciences' website at [pdx.edu/clas/covid-19-resources-for-students](https://pdx.edu/clas/covid-19-resources-for-students). Help is near. Reach out.

## *Course Information*

**Course Title, Number:** Introduction to Sociology – SOC200

**Course Delivery:** This class is fully online and available to you at all times except when systems maintenance is performed (See D2L homepage for outage alerts). There are no face-to-face meetings.

**Course Description:** Sociology 200 introduces students to the basic conceptual framework of the study of human societies. We will discover new ways to think about ourselves and our roles in society by examining social and economic inequalities and exploring the diversity of perspectives in the world around us. I have the following goals in mind as we go through the course:

- to introduce students to the foundations of sociology, including the theories used in trying to explain society and its complexities and the methods used to investigate the major structures and processes of social life

- to help you develop a “sociological imagination,” or the ability to view what is going on around you in a social context and to view events as a result of social factors

## ***Required Textbooks***

**REQUIRED:** *Discover Sociology: Core Concepts*, by Eglitis and Chambliss, Sage Publications, 2019.

**Please note that this is not the most current edition of this textbook. Be sure you obtain the original or first edition.**

## ***Course Requirements – What is required of you while enrolled in this course***

### **Workload:**

As a general rule, in any 4-credit course, students would be expected to spend 4 hours per week in the classroom and about 8-12 additional hours per week doing coursework outside the classroom. Since this class does not meet in the classroom, you should expect to spend between **12-16 hours per week** completing required coursework. The time commitment may vary from week to week, depending on the amount of reading and other assigned work. Some weeks may require significantly fewer hours, some may require more.

Throughout the course materials, I have included many reminders to you regarding the work that you must complete for this course but it is especially important in a fully online course for students to take responsibility for noting and meeting all course requirements and deadlines.

### **Active Participation in D2L:**

Your participation in weekly online lessons is critical to your success in this course and therefore required. Do not expect to log into the course once per week. You must have access to the Internet on a regular basis so that you can log on to the class **at least every three days** to check for announcements and email.

All coursework must be submitted in the D2L course. I will not accept any course work that is emailed or posted outside of D2L assignment tools.

If you encounter problems with D2L, click on D2L Help at the top of the page. It's a very good idea to print a copy of the contact info found there in case you are unable to access D2L at some point during the term.

Problems with your computer or Internet connection are NOT acceptable reason for deadline extensions. If you encounter such problems that cannot be resolved in time, you should use another computer to complete the work prior to the deadlines. It's a good idea to have an alternative computer or two identified BEFORE you run into problems.

## Work Independently:

All coursework must be completed individually, without help from other students or anyone else. The only exceptions are cases where I instruct students to enlist help from the PSU Writing Center.

## D2L Course Structure:

This course is organized in weekly learning modules. **The weeks begin at 6:00 am Sunday morning and end at 10 pm on Saturday night.** This weekly structure may not be consistent with other online courses you have taken, or are currently taking, so please be sure to note this schedule so you can plan accordingly.

Required online activities are described in the **Weekly Learning Modules**, which are accessible in the Content area.

Each weekly module includes:

### WEEK #

\* **Learning Objectives** – Use these to guide your reading and to create a study guide for quizzes and exams.

\* **Instructor Comments** – Material I provide to supplement or highlight aspects of the textbook readings.

\* **Review Quiz\*** – Required 20 questions covering the week's reading assignment(s).

\* **Online Activities\*\*** – Required online activities vary each week and may include a discussion and/or short quiz.

\* **Checklist** - Use the checklists to check off each piece of work to make sure you have completed all of the assignments for the week.

## Assignment Instructions

\***Review Quizzes** – Each week, you are required to complete a quiz covering the week's course materials. The quizzes consist of 20 multiple choice and true/false questions. Quizzes are open book and cover material from the current week's online lectures, textbook and any assigned online readings. You have one hour in which to complete each quiz attempt. Once you begin a quiz, do not exit until you have completed it. Doing so may use up one of your two attempts and may prevent you from using any additional attempts. If you encounter any problems, click on D2L Help at the top of the page.

You are allowed 2 attempts at each quiz and a different but similar set of questions will be presented with each attempt. Your highest score will be recorded. After submission, you will be able to view the questions you answered incorrectly. I suggest you complete the assigned readings, take the first attempt, then print your quiz and look up all the questions you missed.

At the end of the term, your lowest quiz score of the quarter will be dropped. Thus, if you do miss one quiz, it will not affect your grade. The remaining scores will be averaged and weighted at 25% of your overall course grade.

Quizzes are available beginning at 6 am Sunday mornings and must be completed prior to 10:00 pm on **Saturday** nights.

**\*\*Online Activities** – Required online activities vary each week and may include a group discussion or short quiz. All online activities are required and your averaged scores will account for 25% of your overall grade. Online Activity quizzes are not timed and you are allowed just one attempt at each associated quiz. Online Activity quizzes are available beginning at 6 am Sunday mornings and must be completed prior to 10:00 pm on **Saturday** nights.

**Exams** - There will be two online, open-book exams. The midterm will be available from Friday through Saturday of **week 5**; the final will be available from Sunday through Monday of **Finals Week** (week 11). You will have two hours and just one attempt to complete each exam. The exams will cover all online lectures, textbook readings, and online readings. **You may not use any other sources for the exams!** Exams consist of a combination of multiple choice and short essay questions. **Essay Questions:** As is standard with all essay exams, your responses will be evaluated based on the amount of relevant information you take from the course readings and incorporate into your response. **Generally, the more relevant ideas you correctly and clearly incorporate in your response, the more points you will receive.** Refer to Plagiarism policy in the Course Policies module! **No points will be given for essay responses that are not properly paraphrased to avoid plagiarism.**

Each exam score is weighted at 25% of your overall course grade. You must complete both exams in order to pass the class.

## Course Exam Schedule

The midterm will be available Friday and Saturday of **Week 5**; the final will be available Sunday and Monday of **Finals Week**.

**You must complete both exams in order to pass the course.**

| Exam                | Availability from        | To                          | Material covered |
|---------------------|--------------------------|-----------------------------|------------------|
| <b>Midterm exam</b> | 6:00 am Friday<br>Oct 30 | 10:00 pm Saturday<br>Oct 31 | weeks 1-5        |
| <b>Final exam</b>   | 6:00 am Sunday<br>Dec 6  | 10:00 pm Monday<br>Dec 7    | weeks 6-10       |

Missed exams - See deadline policy below.

## Grading Structure:

Refer to [PSU's Grading System](#) for an explanation of the letter grades and other grading policies. Be sure to note that a C indicates satisfactory work. Meeting minimum requirements in a satisfactory manner is C work, NOT A work! In other words, students must do work that is significantly above and beyond the minimum requirements to earn a grade higher than C.

Students taking the course with a Pass/No Pass grading option must earn a C- (70%) or better in the course in order to pass.

The various types of coursework are weighted at 25% of your overall course grade. The scores on your coursework will be weighted as follows:

| Coursework               | Weighted points (Percentage of grade) |
|--------------------------|---------------------------------------|
| Midterm exam             | 25                                    |
| Final exam               | 25                                    |
| Weekly review quizzes    | 25                                    |
| Weekly online activities | 25                                    |
| Total                    | 100                                   |

To calculate your course grade:

**Exams** - Take your total points, divided by the points possible and this will give you your percentage score. Multiply that percentage score by 25 to get your weighted points for that exam.

**Weekly review quizzes** – drop your lowest score, average the remaining scores. Multiply your average percentage by 25.

**Weekly online activities** – calculate your total points earned divided by total points possible. Multiply this percentage by 25.

## Course Policies

### Deadlines:

Throughout the course materials, I have included many reminders to you regarding the work that you must complete for this course but it is especially important in a fully online course for students to take responsibility for noting and meeting all course requirements and deadlines.

- Most weeks, you must begin your online activities prior to 10 pm on the day they are due. In weeks with a scheduled D2L maintenance outage, all assignments must be COMPLETED AND SUBMITTED by 10 pm Saturday. Watch for outage notices on the D2L homepage.
- I will only extend deadlines if you can provide the required documentation of an illness (Doctor's note). Please note that beginning winter term 2019, SHAC will no longer provide medical excuse notes for academic absences (e.g. classes, labs, studios, or exams), or for missed deadlines due to short-term illness, injury, or other clinical appointments.
- Because you chose to enroll in a fully online course, it is your responsibility to make sure you have access to the course throughout the term. Assignment deadlines will **not** be extended due to:
  - Problems with your computer or Internet access. If you encounter computer/Internet access problems, use another computer to complete the work prior to the deadlines.
  - Work schedules
  - Personal travel plans
  - Personal, non-academic activities

- **Review Quiz** deadlines are firm. One missed quiz will not impact your course grade and therefore may not be made up. Subsequent missed quizzes may only be made up in the case of documented illness.
- **Weekly online activity** deadlines are firm and may only be made up in the case of documented illness. Since discussions are a group activity, they may not be made up under any circumstances.
- **Missed exams:**
  - Makeup exams due to documented illness are only allowed up to 5 calendar days after the closing date of the original exam. If you are ill during the exam availability period, you should contact me as soon as possible so an extension can be negotiated. Documentation is required, unless the illness is due to a documented disability.
  - If you miss an exam for any other reason, makeup exams are only allowed up to 3 calendar days after the closing date of the original exam. Ten percent (10%) will be deducted from your score if the exam is completed within 1 day of the original closing date, 20% will be deducted from your score if the exam is completed within 2 days of the original closing date, 30% will be deducted from your score if the exam is completed within 3 days of the original closing date.

## Conduct:

It is required that you act appropriately and demonstrate respect for everyone involved in this course, including the instructor, teaching assistant, and your classmates. Disruptive behavior including, but not limited to, allowing online access by unauthorized guests, profanity, verbal abuse or threats directed to others, inappropriate, confrontational, or accusatory discussion posts and emails, and any general disrespect of others, **will negatively impact your grade in this course.**

I reserve the right to delete any discussion posts that I or your classmates find to be non-academic and offensive.

Please review the University's [Student Code of Conduct](#). These policies will be strictly adhered to and enforced should the situation arise.

## Plagiarism:

It is extremely important that you do not represent another person's work as your own (plagiarism), whether intentional or not. It is your responsibility to acquaint yourself with the intricacies of academic writing and the appropriate use of another person's work and/or ideas. See the Tip Sheet in the Content tab for help with avoiding plagiarism. You may also need to seek assistance from the PSU Writing Center.

Please review the University's [Student Code of Conduct](#). These policies will be strictly adhered to and enforced should the situation arise. **You will not receive credit for any coursework that is not your own, original work.**

If you are not familiar with the rules of writing, you should consult a writing manual or seek support from the PSU Writing Center or a tutor. Here is a good online resource you may use - <https://owl.english.purdue.edu/owl/resource/679/01/>.

I expect you to submit work that is appropriate for 200-level college course. While content should be our main focus, I cannot accept any form of plagiarism. If your writing skills are deficient, you may be referred to the PSU Writing Center before you are given credit for your written work. I will notify you by D2L email if this applies to you.

## Acceptable sources:

You should not use any materials other than those identified in this course. Acceptable sources include all instructor notes, textbook readings, linked articles and blogs identified in the assignments in the weekly learning modules. I will be checking up on this throughout the term. **Failure to use acceptable sources may negatively affect your grades.**

## Title IX: Sex/gender discrimination, sexual harassment and interpersonal violence:

Portland State is committed to fostering a safe, productive learning environment. Title IX and PSU policies prohibit discrimination on the basis of sex/gender, including sexual harassment, domestic and dating violence, sexual assault, and stalking. We expect a culture of professionalism and mutual respect in our department and class. Please be aware that as a faculty member, I have the responsibility to report any instances of sexual harassment, sexual violence and/ or other forms of prohibited discrimination to [Office of Equity and Compliance](#) or the [Office of the Dean of Student Life](#). If you would rather share information about sexual harassment or sexual violence to a confidential employee who does not have this reporting responsibility, you can contact a confidential advocate at 503-894-7982 or by scheduling on-line ([psuwrc.youcanbook.me](https://psuwrc.youcanbook.me)). This [Sexual Misconduct resource webpage](#) provides a complete list of those confidential employees and off campus resources. For more information about PSU's expectations of our campus community standards and resources for sex/gender discrimination and sexual violence, please complete the required student module [Understanding Sexual Misconduct and Resources](#) in your D2L.

## ACCESS AND INCLUSION FOR STUDENTS WITH DISABILITIES

PSU values diversity and inclusion; My goal is to create a learning environment that is accessible, equitable, inclusive, and welcoming. I am committed to fostering mutual respect and full participation for all students. If any aspects of instruction or course design result in barriers to your inclusion or learning, please notify me. Additionally, the Disability Resource Center (DRC) provides reasonable accommodations for students who encounter barriers in the learning environment. The DRC works with students who have physical, learning, cognitive, mental health, sensory, and other disabilities.

If you have, or think you may have, a disability that may affect your work in this class and feel you need accommodations, contact the Disability Resource Center to schedule an appointment and initiate a conversation about reasonable accommodations.

If you already have accommodations, please contact me to make sure that I have received your faculty notification letter from the DRC so we can discuss your accommodations.

The DRC is located in 116 Smith Memorial Student Union, Suite 116. You can also contact the DRC at 503-725-4150 or, [drc@pdx.edu](mailto:drc@pdx.edu). Visit the DRC online at <https://www.pdx.edu/disability-resource-center>.

***What to do if you have questions***

If you have any questions or would like to discuss anything you read about in our text or activities, please post those in the Questions about the Reading Material topic in Activities>Discussions. If you prefer a private conversation, feel free to email me in the D2L email tool.

If, at any time during the term, you have questions about any of the **course requirements** or other information in the syllabus, assignment instructions, or learning modules, please post your question in the **Ask the Instructor Q & A** area in **Activities>Discussions**, where I will answer your question so that everyone can see the response.

If you have a question that is personal or **confidential**, that you just don't want your classmates to see, please feel free to contact me using the **D2L email** tool. Just enter "holdtc" in the To field. Ignore any warning messages you see. Whenever you email me, please be sure to include the course id (**SOC200**) in the subject line.

If you have a specific question about how a piece of your work was evaluated and **graded**, please feel free to contact me using the email tool.

If you have a question about a **quiz** question, please wait until the quiz has closed before posting the question in the **Q&A Discussions** area. If you believe a question was worded improperly or the answer was incorrect, please contact me through D2L email (holdtc@d2l.pdx.edu) and be sure to include the quiz number, attempt number, question number and text, specific reasons why you believe it is in error and the relevant page number(s) from the readings.

If you have trouble using any of the D2L tools, and you believe it is a **technical problem**, click on D2L Help at the top of the page.

