Syllabus, Fall, 2016

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.

Business Email: holdtc@pdx.edu Please use only if D2L is unavailable.

Office Hours: Virtual, using D2L. I will respond to questions in Q&A Discussions and D2L email most evenings, when possible.

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 course homepage for dates and times of outages). 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

I have changed textbooks this term so pay careful attention to the following!

Choose 1 of these three options:
- ebook: purchase from PSU Bookstore using ISBN 9780393614923
- ebook: purchase ebook directly from publisher's website here: https://digital.wwnorton.com/youmayask4core
- Paperbound: (most expensive) ISBN: 9780393937749

NOTE: Check the title, authors, ISBN and edition carefully! There are two versions of this book and you only need this shorter, core version. Be sure you have the Core Fourth Edition.

Course Requirements - What is required of you 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.
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 coursework 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.

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 Course 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.

* **Paradox Animation** - short animated explanation of an idea from the week’s readings.

* **Review Quiz** - Required 15 questions covering the week’s reading assignment(s).

* **Online Activities & Quiz** - Required online activities vary each week and are followed by a 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.

Another feature of this course is a Course Content module of **Optional Study Aids**. You will find pre-reading quizzes, and vocabulary matching quizzes to help you prepare for the quizzes and exams.

**Course Exams**

There will be two online exams. The midterm will be available Friday and Saturday of **week 5**; the final will be available Sunday and Monday of **Finals Week**.

Each exam is timed and you will have just one attempt to complete it. The exams will cover all readings and activities and will consist of a combination of multiple choice and essay questions. As is standard with all essay exam questions, your responses will be evaluated based on the number of relevant ideas you take from the course readings and correctly incorporate into your response. Generally, the more relevant ideas you correctly and clearly incorporate in your response, the more points you will receive.

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

<table>
<thead>
<tr>
<th>Exam</th>
<th>Availability from</th>
<th>To</th>
<th>Material covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm exam</td>
<td>6:00 am Friday, Oct 28</td>
<td>10:00 pm Saturday, Oct 29</td>
<td>weeks 1-5</td>
</tr>
<tr>
<td>Final exam</td>
<td>6:00 am Sunday, Dec 4</td>
<td>10:00 pm Monday, Dec 5</td>
<td>weeks 6-10</td>
</tr>
</tbody>
</table>

Missed exams - See Deadlines 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:

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Weighted points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm exam</td>
<td>25</td>
</tr>
<tr>
<td>Final exam</td>
<td>25</td>
</tr>
<tr>
<td>Weekly review quizzes</td>
<td>25</td>
</tr>
<tr>
<td>Weekly activity quizzes</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

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.

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

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

**Extra credit:** There will be one opportunity to earn extra credit. It will be announced after the midterm (Week 6).

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.
- Students should complete all coursework prior to the date indicated in this syllabus, the course calendar, and the assignment instructions on D2L.
Problems with your computer or Internet access are **NOT** acceptable reason for deadline extensions. If you encounter computer/Internet access problems, use another computer to complete the work prior to the deadlines.

- Deadlines will not be extended due to work schedules, travel plans. I require documentation for extensions due to illness.
- 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 activity and quiz deadlines are firm.
- Missed exams: Makeup exams due to 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.
- If you miss an exam for any other reason, 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 2-3 days of the original closing date, 30% will be deducted from your score if the exam is completed within 4-5 days of the original closing date. No makeup exams will be allowed after 5 days after the original closing date.

**Conduct:**
It is required that you act appropriately and demonstrate mutual respect for everyone involved in this course, including the instructor, mentor/assistants, and your classmates. Disruptive behavior including, but not limited to, allowing online access by unauthorized guests, profanity, verbal abuse or threats directed to others, **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](#) and the [Acceptable Use Policy](#) that you agreed to when you received your PSU network access. 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. 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/](https://owl.english.purdue.edu/owl/resource/679/01/).

I expect you to submit work that is appropriate for an upper division college course. While content should be our main focus, I cannot accept any form of plagiarism.

**Students with Disabilities:**
Accommodations are collaborative efforts between students, faculty and the Disability Resource Center (DRC). Students with accommodations that have been approved through the DRC are responsible for contacting me prior to or during the first week of the term to discuss
accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through the DRC should contact the DRC immediately at 503-725-4150.

Questions?

If you have trouble using any of the D2L tools, and you believe it is a technical problem, contact the Help Desk for assistance. (help@pdx.edu)

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 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@d2l.pdx.edu” 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.