Soc339U Syllabus, Summer, 2017

**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 (SOC339U) 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.  
**Mentors/Assistant:** Michelle Richardson - available via D2L email and in the Discussions area.

***See Grading information below regarding the role of our mentors/teaching assistants.

**Course Information**

**Course Title, Number:** Marriage and Intimacy, Sociology 339U  
**Course Availability:** This course is fully online, with no face-to-face meetings. The D2L course is available to you at all times except after 10 pm when D2L systems maintenance is performed. Check the course homepage for the dates of these outages. No extensions will be granted if you miss the adjusted deadlines.

This course is an elective for the Bachelor’s in Social Work and Child and Family Studies majors and an approved Cluster Course in the Families and Society Cluster. The course expands on the ecological framework introduced in the Families and Society Sophomore Inquiry class and related major areas of study.

**Required Textbooks**


Choose 1 of these three options:

- ebook: (least expensive) purchase from publisher’s website here: [https://digital.wwnorton.com/thefamily](https://digital.wwnorton.com/thefamily)
- Paperbound: (most expensive) ISBN: 978-0-393-93395-6
NOTE: Check the title, authors, ISBN and edition carefully! There are many similarly named books out there. You MUST have the correct edition of the text to succeed in this course.

Course Expectations

Workload:
IMPORTANT: Since we are covering an entire 10-week course in just 4 weeks, you should expect to spend approximately 30 hours per week on this course alone. The time commitment may vary from week to week, depending on the amount of reading and other assigned work. Some weeks may require 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 two days (every other day) 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. Work schedules, problems with your computer or Internet connection are NOT acceptable reason for deadline extensions. If you encounter technical 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.

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 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.

* Lecture - Additional information and course materials supplied by instructor. This material will be covered on quizzes and exams.

* Review Quiz* - Each week, you are required to complete a quiz covering the week's course materials.

* Online Activity** - Required online activities vary each week and may include a discussion 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.

Another feature of this course is the Student Resources found on the publisher’s website at https://edge.sagepub.com/healey7e. You will find optional exercises including quizzes, flashcards, audio and video clips.

Refer to Plagiarism policy in the Course Policies section! No points will be given for any work that is not properly paraphrased to avoid plagiarism.

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, textbooks 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. Your highest score will be recorded. I suggest you complete the assigned readings, take the first attempt, then print your quiz and look up all the questions you missed. Some of the same questions are likely to be included in your second attempt as well. You may print your completed quizzes and use them as study guides for exams. (Printing is most easily done by copying and pasting the entire quiz into a Word document and then printing it from Word.) 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 discussion or short quiz. Some weeks you will be assigned a small group discussion, some weeks you will view a short video or read a short blog entry and either discuss it or complete an associated quiz. All online activities are required and your 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.

DISCUSSION ASSIGNMENTS: Several of our Online Activities include small group discussions. Whenever the activity is a discussion, these instructions and requirements apply. Discussions cannot be made up after the Saturday deadline. No points will be given for any posts submitted after 10 pm Saturday.

Original Posts - You must submit your original post between 6:00 am Sunday and 10:00 pm Wednesday. You may receive a maximum of 1 point for an original post submitted Thursday through Saturday. Carefully read the discussion assignment instructions each week. Be sure you answer all parts of the assignment. In order to receive 3/3 points on your original post, it must be submitted within the required timeframe, answer all of the questions I asked, and include at least two clear connections to the week’s readings. Push yourselves, give things more thought, and remember that it's okay to question traditional thoughts if you see something differently. Cite the page numbers for all references to the textbook.

Response Posts - You must submit at least two response posts between 6:00 am Thursday and 10:00 pm Saturday. Response posts submitted prior to Thursday may earn up to one point (total). Your response posts must include your original ideas, not just agreement with the original author. Perhaps you can help the other students think about an issue in a new or different way or probe them as to why they believe a
certain idea. Provide your own insight. Again, see what connections you can make to the readings. Pull in at least one idea from the week’s assigned chapters. In order to get a 3/3 on your response posts, respond thoughtfully to 2 other people’s ORIGINAL posts.

Both Original and Response Posts
If you earn 6/6 points, this means that you are making outstanding original posts AND outstanding responses to your classmates’ original posts. Go to Course Content > Tip Sheets to view the scoring rubric that my TAs use to evaluate and assign point values to your posts. If you have any questions, post them in the Questions about Discussion Assignment in Discussions Q&A area.

VIDEO, INFOGRAPHIC, AND BLOG QUIZZES: Some activities will require you to view a short video or read a blog entry and then complete a short quiz. The link to the video or blog can be found within the quiz itself. Some quizzes will contain short answer questions as well as multiple choice questions. When answering the questions in these quizzes, you may need to refer to both the activity and the textbook for the correct responses.

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 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 section! No points will be given for any work that is not properly paraphrased to avoid plagiarism.

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**Course Exams**

There will be two online, open-book exams. The midterm will be available Friday and Saturday of week 2; the final will be available Friday and Saturday of week 4.

Each exam is timed and you will have just one attempt to complete it. The exams will cover all online lectures, textbook readings, and online readings and will consist of a combination of multiple choice and essay questions.

**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 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.

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>6:00am Friday, July 7</td>
<td>10:00 pm Saturday, July 8</td>
<td>weeks 1-2</td>
</tr>
<tr>
<td>Final exam</td>
<td>6:00am Friday, July 21</td>
<td>10:00 pm Saturday, July 22</td>
<td>weeks 3-4</td>
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Missed exams - See deadline policy in Course Policies.
Use the chapter learning objectives in each weekly learning module to easily create your own study guide for each exam. See the Tip Sheets module for study ideas.

**Required Coursework and Grading Structure:**

I have developed very detailed grading criteria and rubrics for scoring your discussion posts and exams. Although most of the actual grading is done by your assigned mentor/teaching assistant (TA), the evaluation and scoring of your work is done under my close supervision. The assistants follow my instructions and I check their work regularly.

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 (average score)</td>
<td>25</td>
</tr>
<tr>
<td>Weekly online activities (average % score)</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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**Extra credit:** There will be one opportunity to earn extra credit. This will be in the form of an additional essay question on the final exam.

I use the following grading structure:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>93 and above</td>
<td>A</td>
</tr>
<tr>
<td>90</td>
<td>A-</td>
</tr>
<tr>
<td>87</td>
<td>B+</td>
</tr>
<tr>
<td>83</td>
<td>B</td>
</tr>
<tr>
<td>80</td>
<td>B-</td>
</tr>
<tr>
<td>77</td>
<td>C+</td>
</tr>
<tr>
<td>73</td>
<td>C</td>
</tr>
<tr>
<td>70</td>
<td>C-</td>
</tr>
<tr>
<td>67</td>
<td>D+</td>
</tr>
<tr>
<td>63</td>
<td>D</td>
</tr>
<tr>
<td>60</td>
<td>D-</td>
</tr>
<tr>
<td>0 - 59.9</td>
<td>F</td>
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</tbody>
</table>
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.

- In weeks with a scheduled D2L maintenance outage, all assignments with a regular deadline of 10:00 pm Saturday are due 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.
- Quiz deadlines are firm and will only be extended in the case of documented illness.
- Weekly activity deadlines are firm and will only be extended in the case of documented illness.
- Missed exams: Makeup exams due to illness are only allowed up to 2 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, 20% will be deducted from your score.
- No makeup exams will be allowed after 2 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 posts that I or your classmates find to be non-academic and offensive. No points will be given for such posts.
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/.

I expect you to submit work that is appropriate for an upper division college course. While content should be our main focus in these assignments, 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.

**Work Independently:**
All coursework must be completed individually, without help from other students or anyone else.

## 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 (SOC339U) 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 or your assigned TA using the email tool. And please note that all of the grading criteria and scoring rubrics were developed by me, your instructor. Your TA has very little leeway in assigning scores to your work. Together, we will be sure to get all your questions answered.

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.