Syllabus, Winter, 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 (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. I will respond to questions in Q&A Discussions and D2L email most evenings, when possible.  
**Mentors/Assistants**: Julia Carrier, Jennifer Herbach - available via D2L email and in the Discussions area.  
* I have developed very detailed grading criteria and rubrics for scoring your coursework. 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. My assistants follow my instructions and I check their work regularly.

**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 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.
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.

* **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** - 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 a Course Content module of **Optional Study Aids**. You will find pre-reading quizzes, and vocabulary tools to help you prepare for the quizzes and exams.

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. 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. 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 see the scoring rubric 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/ARTICLE AND QUIZZES:** Some of the online activities will require you to view a short video or read a short article 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.

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

**Extra Credit** - There will be one opportunity to earn up to 5 extra credit points by submitting an essay. The topic and specific instructions will be available in the Dropbox tool during Week 7. Ideas should be clearly expressed to demonstrate your understanding of the course material. You must respond to each of the questions I pose in the instructions and make strong and clear connections between your responses and the facts, trends, and/or theories presented in the textbook. Your extra credit essay must be at least three full pages and no more than four pages. It must be written in a common, standard, 12-pt font, using double spacing. Indent the first sentence of each paragraph, leaving no extra blank lines between paragraphs, and use standard 1 to 1¼ inch margins. Your paper must be in essay format, with an introductory paragraph. Spelling, grammar, and punctuation will affect your grade. Avoid overuse of quotes and properly cite all sources. Paraphrase correctly to avoid plagiarism. If you have not taken a college writing course, I suggest you contact the Writing Center on campus and ask them to review your paper and give you feedback before you submit it.

**Course Exam Schedule**

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.

**You must complete 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, Feb. 10</td>
<td>10:00 pm Saturday, Feb. 11</td>
<td>weeks 1-5</td>
</tr>
<tr>
<td>Final exam</td>
<td>6:00 am Sunday, March 19</td>
<td>10:00 pm Monday, March 20</td>
<td>weeks 6-10</td>
</tr>
</tbody>
</table>

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:

<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 online activities</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 online 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 online activity deadlines are firm. If the activity is a discussion, original posts are due between Sunday and Wednesday, response posts are due between Thursday and Saturday.

• 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/.

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.

Title IX: Sex/gender discrimination, sexual harassment and interpersonal violence:
As an instructor, one of my responsibilities is to help create a safe learning environment for my students and for the campus as a whole. We expect a culture of professionalism and mutual
respect in our department and class. You may report any incident of discrimination or
discriminatory harassment, including sexual harassment, to either the Office of Equity and
Compliance or the Office of the Dean of Student Life.

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. 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 find a list of those individuals. For more
information about Title IX, please complete the required student module Creating a Safe
Campus in your D2L.

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.