NOTE: Be sure to read this syllabus over thoroughly and carefully. Some items are explained in more detail in the Week 1 Learning Module. 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

Name: Carol Holdt

Course Email: Use D2L email tool – Insert holdtc@pdx.edu in the To Field. (Ignore any “not found” warnings.) Please include our course id (SOC337U) in the subject line of your email!

Business email: holdtc@pdx.edu Use only if D2L is unavailable.

Office Hours: Virtual, using D2L email tool; Weekday evenings; I will respond most evenings, whenever possible.

Mentors/Teaching Assistants: Lillian Kritler - available via D2L email tool

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

Course Information

Course Title, Number: Minorities, Sociology 337U

Course Delivery: This class is fully online and available to you at all times except when systems maintenance is performed. There are no face-to-face meetings.

Textbook


You may instead choose to rent or purchase the ebook at:
Course Description and Goals

In this course, we will examine relations among various racial and ethnic groups in America as well as several other minority groups. Students will gain an understanding of major concepts and theoretical approaches to the study of majority-minority group relations, and explore the issues surrounding the adaptation and oppression of various groups.

The general course objectives I hope students will achieve:

- To better understand the dynamics of majority-minority group relations
- To better understand how the past has shaped present dynamics between groups
- To better understand your own role in majority-minority relations
- To examine some of the many myths and stereotypes about various American minority groups

Student Learning Objectives

We will approach this course with the following learning objectives:

Through active participation in weekly group discussions, students will learn to:

- Ask and answer questions about the readings
- Differentiate between fact and opinion
- Explain opinions to others
- Invite opinions from others
- Give feedback to one another
- Integrate various group members' ideas and opinions
- Respond to different standpoints and preferences among group members

Through required reading and writing exercises, online discussions, students will learn to:

- Analyze the dynamics of majority, minority group status
- Analyze the authors' arguments
- Compare and contrast your own views to those of the authors
- Apply ideas from the readings to our own experiences and those of others
- Compare and contrast real life experiences to those described by the authors

Course Requirements

Workload:
As a general rule, during a regular 10-week quarter, 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, during a 10-week quarter you would be expected to spend between 12-16 hours per week completing required coursework. **But, since we are covering the entire course in just 4 weeks, you should expect to spend approximately 30 hours per week on this course alone.**

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:**
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 other day to check for announcements and email.

**D2L:**
Again, you must log on to the D2L course at least every other day to check for announcements and email. All coursework must be submitted in the D2L course. 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 computer 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.

**Students with Disabilities:**
Accommodations are collaborative efforts between students, faculty and the [Disability Resource Center](https://www.disabilityresourcecenter.com) (DRC). Students with accommodations 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. DRC recommended accommodations are NOT retroactive.

**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](https://www.weeklylearningmodules.com), 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 a the **Student Resources** found on the publisher’s website at [https://edge.sagepub.com/healey7e](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.

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**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 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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**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>
</tr>
</tbody>
</table>

**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.

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**Course Policies:**

**Deadlines:**
During the quarter you may encounter some type of logistic or technical problem that prevent you from accessing the Internet, accessing D2L, or successfully submitting your required coursework. For that reason, please plan to complete all your coursework well ahead of deadlines. This will give you and me more opportunity to correct the problem in time for you to meet the deadline. The longer you wait to attempt to submit your work, the less likelihood there is of correcting a problem in time. Don’t count on me being available during evenings and weekends. If you are able to contact me well before the deadline, chances are good that we can solve the problems so you can meet the deadline.

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.

- Students should complete all coursework prior to the dates indicated in the assignment instructions on D2L.
- Problems with your computer are **NOT** acceptable reason for deadline extensions. If you encounter computer problems, try using another browser or use another computer to complete the work prior to the deadlines.
- If you move or your Internet access is not available for any other reason, it is your responsibility to find access to the course so you can meet the deadlines.
- Deadlines will **NOT** be extended due to work or vacation schedules.
- Quiz deadlines are firm. If you are ill during the availability period, you should contact me as soon as possible, preferably BEFORE the quiz closes, so an extension can be negotiated. Proper documentation of illness or emergency is required for a makeup quiz.
- Weekly activity deadlines are firm. If the assigned activity is a quiz, the deadline is 10 pm Saturday.
Audio or video quizzes. Some activities will require you to view a short video or listen to a short audio clip and then complete a short quiz. Some of these 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.

If the assigned activity is a discussion, the following deadlines apply:

- Original Post: You must submit your original post by no later than 10 pm Wednesday night. Original posts will be accepted through Saturday at reduced credit.
- Response Posts: Submit your response posts between Thursday morning and 10 pm Saturday night. Response posts submitted prior to Thursday will not receive credit.
- Discussion posts are due during the week they are assigned, with no points given for submissions posted after 10 pm Saturday. Since this is a group activity, it is not possible for an individual to make up this work after the Saturday deadline.

Missed exams: Makeup exams are only allowed up to three 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, preferably BEFORE the exam closes, so an extension can be negotiated. Proper documentation of illness or emergency is required for a makeup exam. If you miss an exam for any other reason, 20% will be deducted from your score on a makeup exam.

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.

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. The Writing Center is a free resource, though it does get busy towards the end of the quarter so it is important to make appointments early. Students may schedule regular appointments for assistance throughout the quarter. If you are unable to come to campus, they are available for online consultation. http://www.writingcenter.pdx.edu/index.php

For additional support services and study skills assistance students may refer to the Skills Enhancement and Tutoring Center (SETC), also a free resource for all PSU students. http://www.pdx.edu/tutoring/

Here is a good online resource you may use - https://owl.english.purdue.edu/owl/resource/679/01/. Also, see the Tip Sheet on how to paraphrase.
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 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.

### 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</td>
<td>6:00am Friday, July</td>
<td>10:00 pm Saturday, July</td>
<td></td>
</tr>
</tbody>
</table>
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.

**Questions?**

If you have trouble using any of the D2L tools, click on D2L Help at the top of the page. If you believe D2L is not working correctly, please contact the PSU Help Desk.

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 at holdtc@d2l.pdx.edu using the D2L email tool. Whenever you email me, be sure to include 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 either your assigned TA or me 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 and be sure to include the question text, specific reasons why you believe it is in error and the relevant page number(s) from the readings.