

CLASS SYLLABUS: Fall Quarter 2018

De Anza College: Intro Sociology - SOC 1 Online

Course: Soc 001-62z – (02287)

September 24 – December 13 2018

Mark Pasion- Instructor

Email: pasionmark@fhda.edu

Instructor Online Contact Hours: Mon. thru Thurs (1:00-7:00 PM)

Instructor Website: **CANVAS on De Anza College Website**

Advisory: EWRT 1A or EWRT 1AH or ESL 5.

This course is 100% online... no on-campus meetings. Course material is available 24 hours a day, however, your instructor is not. I will make a concerted effort to return emails promptly, and the usual times that I will be online checking and answering email is Monday through Thursday, 1:00pm-7:00pm. After 7:00pm in the evenings, I am usually not available to students until the following day. Tech-support at REVEL is available via "Chat" online. Canvas technical support is available per your College Website.

COURSE DESCRIPTION & STUDENT LEARNING OUTCOMES

Course Description

Introductory Sociology utilizes a sociological approach to the study of human behavior from a variety of perspectives. This class will explore important core concepts in scientific sociology, including culture, social structure, socialization, social institutions, groups, social interaction, social inequality, collective behavior, and social change in human societies. Students will be introduced to the complexities of social structure, acknowledging the importance of different social locations. In this introductory course, I hope to guide students toward understanding this complex system that we call a "society". I think that with the proper effort, the study of Sociology can help students to better understand the workings of their own society and of other societies and cultures. The goal of this course is to help students develop a "sociological eye" and "sociological perspective" so that they can see the sociology in everyday life. By exploring a wide variety of subjects, it gives us the opportunity to increase our critical thinking when analyzing and questioning the social opinions, viewpoints, and experiences of others, as well as our own.

STUDENT LEARNING OUTCOMES:

Student Learning Outcome: The student will develop a sociological imagination, which is the ability to evaluate the effects of cultural, structural, historical, geographical, institutional and stratification processes on groups and individuals, including one's own experiences.

Student Learning Outcome: The student will distinguish the sociological perspective from other sciences, including its methods, theories and empathetic standpoint.

**** THIS SYLLABUS SHOULD BE VIEWED AS AN OUTLINE FOR THE COURSE AND A GUIDELINE OF EXPECTATIONS. THESE POLICIES AND SCHEDULING INFORMATION ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE INSTRUCTOR.***

REQUIRED TEXT:

Henslin, “ Essentials of Sociology- A Down to Earth Approach, 12th Ed.
Pearson Publishing, Pearson Education, Inc.

Students have many options relating to the required textbook. Students can rent, buy new or used textbooks, purchase looseleaf, or use an E-book.

***Optional:** Students may also choose a REVEL E-book option which gives students access to additional study aids on the publisher’s website. REVEL is not required, but can be an affordable option.

Students can purchase at our campus bookstore, or any other online sites that offer textbooks. Our campus bookstore may sell limited options of the textbook. The campus bookstore is convenient, but there is no requirement that students must purchase from the campus bookstore.

HOW TO START THE CLASS – Easy as 1,2,3.....steps 4-8 are optional

Please use **CANVAS** on your College Website for all graded coursework.

Step 1 - Access your “Dashboard” on CANVAS and open your class Homepage

Step 2 - On the homepage you will find navigation links to the left..... You can download the class syllabus

Step 3 – You can also access (from the navigation bar) announcements, assignments, discussion boards, and grades

****Optional for those using Revel for an E-book, and supplemental study material.***
Nothing in Revel is graded... this is supplemental for study purpose only

Step 4 – To access the E-book, use the link labeled “Pearson Revel”. Open Revel and create an account

Step 4- Once you have opened Revel you will see “ Assignment Due” with due date, and below a list of due dates. IGNORE ALL OF THIS, BECAUSE WE DO NOT HAVE ANY ASSIGNMENTS DUE IN REVEL

Step 5 - Open the navigation bar (left side) and click on “ Table of Contents”

Step 6 - You can click on each chapter to read the E-book, watch embedded videos, and take practice quizzes

Step 7 - All of the work in Revel is for study purpose only, and is not graded. All graded material is in CANVAS (Discusssions & Exams)

IF YOU HAVE NOT WORKED IN CANVAS BEFORE, PLEASE SEE THE COLLEGE WEBSITE FOR A TUTORIAL ON HOW TO MANAGE CANVAS

GRADING :

Grade Scale: 180 points

166-180 pts = A	158-161 pts = B+	140-143 pts = C+	118-121 pts = D+
162-165 pts = A-	148-157 pts = B	122-139 pts = C	108-117 pts = D
	144-147 pts = B-		102-107 pts = D-
			Below 102 pts = Fail

Grade Criteria

85% Three Midterms	150 total points; 50 points each
15% Discussion Board Writings	30 total points
0% Revel Study Assignments	0 total points
Total points:	180 points

In the college classroom, grading is an institutional requirement. There is no perfect grading system, however, it is a necessity for this college and this classroom. The instructor's goal in grading is to assess the student's understanding of core subject matter, as measured by an exam. Grading is **objective**, based on exam scores and quality of work produced in any graded class assignments; not **subjective** based on how hard a student tries, or how much time is spent studying. **There is very limited extra credit in this class, please do not ask for additional extra credit.**

Pass / No Pass Option

Please contact Admissions & Records to arrange for Pass / No Pass option. Admissions has a strict deadline, and the school policy must be adhered to. It is the student's responsibility to make themselves aware of deadlines, and to contact Admissions & Records on their own, in order to arrange the Pass / No Pass Option. (122 points necessary for a grade of "Pass")

Student drops for non-participation in class: Even as an online class, students are expected to remain active in the class, and adhere to deadlines. Students that miss exam deadlines, or students that are not participating in the discussion boards, risk being dropped from class without any further advance notice. This is your notice and warning about missed exams and non-participation. **If a student misses an exam due to an emergency, the student needs to contact the instructor within 24 hours of missing the exam, to avoid being dropped from the class.** If the drop date has passed, students may end up failing the class. Emergencies are no excuse for missing discussion board deadlines, because of the extended time allowed for these assignments.

GRADED ASSIGNMENTS: All graded assignments are done in CANVAS

(Go to CANVAS) **ALL DEADLINE TIMES ARE BASED ON (PST) Pacific Standard Time**

EXAMS & EXAM SCHEDULE: (150 Total Points) Exams are taken in CANVAS, not Revel

October 21 (Sun) **Midterm Exam #1** (50 pts) covering chapters 1, 2, 3, 4 & 5
Exam opens at 12:00 am - Submission Deadline is 11:30 pm

November 18 (Sun) **Midterm Exam #2** (50 pts) covering chapters 6, 7, 8, 9 & 10
Exam opens at 12:00 am - Submission Deadline is 11:30 pm

December 13 (Thur) **Midterm Exam #3 (Final Exam)** (50 pts) chapters 11-15
Exam opens at 12:00 am - Submission Deadline is 11:30 pm

Three Midterm Exams are given during this class. All exams are conducted and completed online. All exams are timed and will last 110 minutes (Strict time limit). On the assigned dates online exams will open. These are open-book exams. You are allowed to use your textbook (E-text) and any notes you may have taken. These exams rely on student honor and honesty. It is expected that each student take their own exam alone, without the assistance or aid of other people, or other study material. Students should not share the exam questions, nor exam answers and results with other people.

The “ Exam” link will become active on the scheduled dates. Exams may be taken starting at 12:00 AM (PST) on the opening date, and the exam will close at 11:30 PM (PST) that same date. Exams must be taken within a single 110 minute time frame. If you leave the exam the time continues to run until the 110 minutes have expired. You cannot start and stop the exam, as the clock continues to run. Students have a total of 110 minutes to complete the 50 question exam.

- These exams will have a multiple-choice question format.
- 50 exam questions come from material presented in your textbook readings.
- Questions are randomly generated from the publisher’s test-bank, and each student receives an individualized exam.
- Students are allowed to use the book and/or any notes when taking the exam.
- Be well-prepared before deciding to start the exam. Students have only one attempt at taking an exam.
 - If the exam closes prematurely, due to technical problems or due to student error, contact the instructor immediately.
 - If an exam disruption leads to a late exam submission, the instructor will decide whether or not to apply a late penalty.

Multiple access problems or submission problems will be considered the student’s responsibility, and failing grades may result.

MISSED EXAMS / MAKE-UP: Students need to adhere to the exam schedule. If students miss the deadline, **a late penalty of 10% will be assessed.** Documentation of an emergency is required to avoid a late penalty. ONLY ONE EXAM MAY BE “MADE-UP”. If a student misses more than one exam, a zero grade will be given on one of the missed exams. Contact the instructor to arrange a make-up exam. NO MAKE-UP ON FINAL MIDTERM #3

How to best prepare for online exams: The instructor has prepared an exam study guide to aid students. The study guide is available in CANVAS (see “files” link). The best way to prepare for exams, is to read the assigned chapters and have a good understanding of the overall concepts. Know the text or e-book well enough, that you can find information quickly and efficiently. **Since students are allowed to use the e-book or text during exams,** along with any notes you may take, it is helpful when you can search for information quickly. The ability to “look-up answers” quickly is beneficial. Read your textbook, know the study guide material, and the best strategy is to know how to find information in the e-book, text, or class notes efficiently.

DISCUSSION BOARD WRITING ASSIGNMENTS & SCHEDULE: (30 total points)

Discussion are completed in CANVAS, not Revel

<u>Deadline Dates</u>	<u>Discussion / Chapter</u>	
Sept 28	<i>(posted before 11:30 pm)</i>	<i>Extra Credit discussion: Introduce: (3 xc pts)</i>
Sept 30	<i>(posted before 11:30 pm)</i>	Discussion Board #1 (3 pts)
Oct 7	<i>(posted before 11:30 pm)</i>	Discussion Board #2 (3 pts)
Oct 14	<i>(posted before 11:30 pm)</i>	Discussion Board #3 (3 pts)
Oct 18	<i>(posted before 11:30 pm)</i>	Discussion Board #4 (3 pts)
Oct 28	<i>(posted before 11:30 pm)</i>	Discussion Board #5 (3 pts)
Nov 4	<i>(posted before 11:30 pm)</i>	Discussion Board #6 (3 pts)
Nov 11	<i>(posted before 11:30 pm)</i>	Discussion Board #7 (3 pts)
Nov 26	<i>(posted before 11:30 pm)</i>	Discussion Board #8 (3 pts)
Dec 2	<i>(posted before 11:30 pm)</i>	Discussion Board #9 (3 pts)
Dec 9	<i>(posted before 11:30 pm)</i>	Discussion Board #10 (3 pts)
Dec 12	<i>(posted before 11:30 pm)</i>	<i>Extra Credit discussion #11: (3 xc pts)</i>

To access the discussion board: go to Canvas and open your class. In the left-hand navigation bar click on the "Discussions" link, and find the required discussion.

There are **Ten (10)** required and graded discussion writing assignments (posted on CANVAS, and not Revel). Also, two (2) extra credit discussions are given. Each required assignment is worth 3 points. Required will be 150-200 word responses. 150 word absolute minimum...less than that will receive reduced credit, or no credit. These are opinion-based responses relating to a topic question posted on the discussion board. The response must be meaningful. Grading is based upon a meaningful and appropriate answer.

Do not use the internet, or any other sources for these writing responses. This should not be research, statistics, quotations or other people's words or ideas. This should be your own words, writing about your ideas, thoughts and opinions. If students post research, instead of original opinion, no credit will be given for the assignment, and no make-up assignment will be offered.

Please pay close attention to the noted deadlines for such activities because ***late responses will not be accepted for credit.** This assignment is meant to be interactive, and as such, late postings do not contribute to the discussion. Early postings (prior to the deadline date) are encouraged, and may generate more interaction in the discussion board between class mates.

EXTRA CREDIT POLICY:

The only extra credit in this class are the extra credit discussion questions in the class discussion board. **NO OTHER EXTRA CREDIT ASSIGNMENTS ARE AVAILABLE. Please do not ask.**

MASTER CLASS CALENDAR – DEADLINES (Assignments & Exams)

September

Sep 24 (Mon)
Sep 28 (Fri)
Sep 30 (Sun)

Start reading chapters 1-5 in your Book

Start of class.
Extra credit – Introduce Yourself deadline
Discussion Board #1 deadline

October

Oct 7 (Sun)
Oct 14 (Sun)
Oct 18 (Thur)
Oct 21 (Sun)

Discussion Board #2 deadline
Discussion Board #3 deadline
Discussion Board #4 deadline
Midterm #1 – covers chapters 1-5, opens at 12:00 am and deadline is 11:30 pm that same day

Start reading chapters 6-10 in your Book

Oct 28 (Sun)

Discussion Board #5 deadline

November

Nov 4 (Sun)
Nov 11 (Sun)

Discussion Board #6 deadline
Discussion Board #7 deadline

NOV 16 LAST DATE TO DROP CLASS WITH A GRADE OF “W”

Nov 18 (Sun)

Midterm #2 – covers chapters 6-10, opens at 12:00 am and deadline is 11:30 pm that same day

Start reading chapters 11-15 in your Book

Nov 26 (Mon)

Discussion Board #8 deadline

December

Dec 2 (Sun)
Dec 9 (Sun)
Dec 12 (Wed)
Dec 13 (Thur)

Discussion Board #9 deadline
Discussion Board #10 deadline
Extra Credit discussion #11 deadline
Midterm #3 – covers chapters 11-15, opens at 12:00 am and deadline is 11:30 pm on that same day

December 13, THURSDAY, 11:30 PM END OF CLASS.. END OF QUARTER

FREQUENTLY ASKED QUESTIONS ABOUT THIS CLASS

Do we have any required class orientation, either online or on-campus?

No. Registered students will get all the class information by e-mail prior to the start of class. I will send out information to you a few days before the first date of class.

Do we have any on-campus meetings, or is this class 100% online?

No on-campus meetings. This class is 100% online

How do we access the online class material ?

ALL class material and course work will be accessed through CANVAS on your College Website. You will take your online exams and do your discussion board posting assignments directly on CANVAS. Students that use the REVEL -ebook option may also have access to supplemental study aids, practice quizzes, and other study material directly from CANVAS.

Can I use a different edition of the textbook?

No. You should use the print copy or e-book for the textbook as described in your class syllabus. For this online class, a print copy is not necessary, and an e-book will suffice, however, that is the choice for students to make.

What if I cannot afford to get my book right away?

Students can get FREE temporary access to an E-book directly through REVEL. The FREE temporary access is usually only good for up to 14 days. This gives students enough time to get their finances in order. If financial aid will not be available within the first 14 days of class.... students should drop the class, as they will be too far behind to fully participate.

Do we have to login at particular times, or for specific amounts of time?

No. You have access to study material, 24 hrs. a day, and there are no assigned times that you must be online for readings or study aids. Exams and Discussion Boards do have assigned deadline dates and times

Where do I find the Discussion Boards and Online Exams?

These are all located in CANVAS.

What should I do if I cannot access the Online Exam, or the Discussion Board?

Contact tech-support before contacting the instructor, to avoid missing the deadline. Missed deadlines will result in a late penalty or zero grade. Also, be sure to contact the instructor and let the instructor know about the problem

Can I make-up missed Discussion Boards, and turn-in late class work?

No. No late work is accepted for Discussion Boards. Students are expected to start the class on the first day of class, and stay active in the course. You must keep current with all assignments & exams. If you travel, you are still responsible for your classwork, your deadlines, and you should make sure that you have internet access.

If I miss an exam deadline, can I do a make-up exam?

If a student misses the original exam deadline, contact the instructor immediately. If a make-up exam is arranged, a late penalty will apply.

Is there a study guide I can use to prepare for exams?

In some classes. Please see the "files" folder in CANVAS. If a study guide is available, it will be posted there.

If I do poorly on the Major Exams, can I still pass this class?

Probably not. Major exams usually constitute a total of 75-85% of your overall grade. There is not much other work to compensate for the low exam grades. The instructor offers very limited extra credit in this class. If a student is not performing well on exams, they should consider dropping the class, and taking the class at another time when they are better prepared.

Is there any extra credit or other work I can do to improve my grade?

Very limited. Students are graded based on the Discussion Boards and the Major Exams. A few extra credit points may be available as described in your class syllabus. Please do not ask for any additional extra credit.

How do I keep track of my grades, and my progress in this class?

The instructor keeps a record of your grades on CANVAS. Contact the instructor for questions about grading.

SCHOOL POLICIES & STUDENT RIGHTS (General Information: See your College Catalog for Specifics)

CLASS ATTENDANCE (See your College Catalog)

Students are expected to attend all sessions of each class. Instructors may drop students from class if they fail to attend the first class meeting, or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

FACULTY ABSENCE: If the instructor is not in attendance after 20 minutes from the scheduled start time of class, the class is cancelled and the students may leave.

COLLEGE DROP POLICY (See your College Catalog) I cannot issue you a withdrawal “W” or a drop after the official school deadline.

POLICY FOR COURSE REPETITION (See your College Catalog)

Title 5 code 55040: District Policy for Course Repetition. A student may repeat any course in which a substandard final grade (D F, NP, or W) was earned. A course may be repeated only once under this policy for a total of two attempts. A student wishing to repeat a course for a 3rd attempt will be required to submit a Student Petition Form.

FEES (See your College Catalog)

All fees are due and payable at the time of registration. The college will be enforcing the Pay-to-Stay registration payment policy effective Fall Semester 2011. This is the policy that allows Admission and Records to drop students for non-payment of fees. If the payment is not made at the due date, the student will be dropped from all classes for which they are currently registered.

Holds will be placed on students' records for fees and any other financial obligations owed to the college. The college will not allow a student to re-register in the college nor will the college forward transcripts or any other records to other institutions when those students have holds on their records. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.

Instructional Material Fee (See your College Catalog)

It is the policy of the College District that the Governing Board may require students to provide instructional and other materials required for credit and non-credit courses, provided that such materials are of continual value to a student outside of the classroom setting and provided that such materials are not solely or exclusively available from the District.

CODE OF STUDENT CONDUCT (See your College Catalog)

It shall be the policy of the District to enforce a student code of conduct the purpose of which is to promote and maintain orderly conduct of a responsible student body in a manner compatible with the District and College function as an educational institution (Education Code 76030). The college has an obligation to specify those standards of behavior essential to its educational mission and campus life. The students who are in violation of the Code of Student Conduct are subject to disciplinary sanctions which apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college.

GRIEVANCE PROCESS (See your College Catalog)

The grievance process is a formalized process to ensure the timely resolution of conflict at the lowest possible level. The first step is the informal resolution stage which involves the student who has a complaint and the staff member or specific group who is the other party in the grievance. The student must notify the staff person or representative of a group that she/he wishes to make an appointment for an informal meeting to review an action within ten (10) days of its occurrence. In the absence of the instructor or staff person and after a good faith effort to make contact, the grievant may directly contact the department chair. Additional information is available from the Vice President of Student Services.

CHEATING POLICY (See your College Catalog)

Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to college staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating,

plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student's work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one's own for a grade or points.

c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student's own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

d. Furnishing false information: forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.

STUDENT SUCCESS CENTER (See your College Catalog)

Need help? Visit De Anza's Student Success Center for peer tutoring and workshops!

The Student Success Center offers free tutoring (funded in part by your DASB fees) for many De Anza classes.

Visit <http://www.deanza.edu/studentsuccess> for our hours and information about workshops, group, drop-in and online tutoring, and to apply for (limited) weekly individual tutoring. Or stop by in person to check out our fun and welcoming centers.

- Academic Skills Center for workshops and Adjunct courses in ATC 302
- General Subject tutoring in ATC 305
- Listening & Speaking and World Language support in ATC 313
- Math, Science and Technology tutoring in S43
- Writing and Reading tutoring in ATC 309

SAFETY/EMERGENCY (See your College Catalog)

According to college guidelines, you have certain responsibilities when emergency procedures are initiated: "It is the student's responsibility to know the evacuation procedures, evacuation route, and assembly area for this classroom. In case of an emergency, you are to follow the directions of your instructor. When directed to evacuate the classroom, be sure to take all of your belongings when you leave and remain with your class in the assembly area until you receive further directions."

Additionally the College Facilities and Safety Committee offers the following advice:

"Our college is serious about safety and we urge you to increase your awareness of some basic emergency preparedness procedures while on campus. Here are some key things you should know: Locate (in every classroom):

- Classroom emergency phone
- All evacuation exits from your classroom and the fastest way out of the building without using ANY elevators - Also know an alternate route in case your first choice is blocked.
- Designated assembly area for your building (map on classroom wall)
- Emergency Procedures for Campus Safety chart (on classroom wall)
- Nearest fire extinguisher and first aid kit

(If available) Emergency Notification- will text, email and call you to alert you to campus emergency situations depending upon the school.

DISABILITY STATEMENT (See your College Catalog)

When a student with a verified and eligible disability meets with their DSPS Counselor, they will agree upon the appropriate academic adjustments, auxiliary aids, and services (accommodations) that the student will need in their specific classes. Please contact Disability Services to coordinate reasonable accommodations for students with verifiable documentation.

ADA Statement: The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation required that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact our Disability Services.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (See your College Catalog)
(20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

SEXUAL HARASSMENT AND SEX DISCRIMINATION (See your College Catalog)
In accordance with Title VII Section 1604, and Title IX of the 1972 Education Amendments, it is the policy of the College District to provide an educational, employment and business environment free of unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment and/or sex discrimination as defined and otherwise prohibited by Federal and State law. Complaints by students or employees should be directed to Associate Vice Chancellor of Human Resources.

THIS COLLEGE IS A NO-SMOKING AND DRUG-FREE CAMPUS (See your College Catalog)
The district policy prohibits "the unlawful use, distribution, sale, or possession of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances, as defined in California statutes, on District property or at any function sponsored by the District or colleges." Also, the campus community voted it's preference for a non-smoking environment, and the decision is reflected in District policy: The College's non-smoking policy is enforced in all restricted areas