

South Plains College Common Course Syllabus
Introduction to Sociology – Soci1301
Revised June 2020

Department: Behavioral Science

Discipline: Sociology

Course Number: Soci1301

Course Title: Introduction to Sociology

Available Formats: conventional and internet

Campuses: Levelland, Reese, Plainview, Lubbock Center, Dual-Credit

Course Description: The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Prerequisite: No prerequisite for conventional sections; must be TSI compliant in reading for Internet sections including dual credit.

Credit: 3 Lecture: 3 Lab: 0

Textbook: **The Real World, 7th edition, Norton Publishing, authors Kerry Ferris and Jill Stein. The faculty that teach this course have chosen to use the TexBook Program for the textbook for Introduction to Sociology.**

TexBook Program: *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by RedShelf or other links inside your Blackboard course. RedShelf (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor and/or contact <https://solve.redshelf.com/hc/en-us/requests/new>
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt-out. However; by opting-out you will lose access to the course [textbook/digital content] and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

**Please consult with your professor before deciding to opt-out.*

If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **tfewell4texasbookcompany@gmail.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: tfewell@texasbook.com / **Phone:** 806-716-2399

Email: agamble@texasbook.com / **Phone:** 806-716-4610

Supplies: Textbook access, a computer/laptop and Internet access for all course formats and campuses.
Note: Cell phones may be used for accessing some functions in Blackboard but do not work well with all functions.

This course partially satisfies a Core Curriculum Requirement: Social and Behavioral Science Foundational Component Area (080)

Core Curriculum Objectives addressed:

- Communications skills—to include effective written, oral and visual communication
- Critical thinking skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Empirical and quantitative competency skills—to manipulate and analyze numerical data or observable facts resulting in informed conclusions
- Social Responsibility—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Approval number 45.1101.51 25

Student Learning Outcomes: Upon successful completion of this course, students will:

1. Compare and contrast the basic theoretical perspectives of sociology.
2. Identify the various methodological approaches to the collection and analysis of data in sociology.
3. Describe key concepts in sociology.
4. Describe the empirical findings of various subfields of sociology.
5. Explain the complex links between individual experiences and broader institutional forces.

Student Learning Outcomes Assessment: See instructor's course information sheet for information on assessment that may include the following: pretests and posttests, quizzes, discussions, essays and/or other types of assessment tools.

Course Evaluations: Refer to instructor's course information sheet for specifics on coursework and grading.

Attendance Policy: As per the SPC General Catalog:

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through Texan Connect. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or

participated the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

See instructor's course information sheet for additions to the attendance policy.

Academic Integrity: As per the SPC General Catalog: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of

material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

More Information About Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Student Code of Conduct Policy: As per the General Catalog: Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college.

As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for

properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

In addition to the above policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Statement of Non-Discrimination

Title IX Statement of Non-Discrimination

As part of its commitment to maintaining a positive learning, working and living environment free from discrimination, South Plains College complies with Title IX of the Education Amendments and Texas Education Code 51 Subchapter E-3, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of employees or students at South Plains College sponsored activities and programs whether occurring on or off campus. Title IX also protects third parties, such as visiting student athletes, from sexual harassment or sexual violence in South Plains College's programs and activities. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. South Plains College will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX.

South Plains College's Title IX Coordinator information is as follows:

Dr. Stan DeMerritt

Vice President for Student Affairs

Student Service Building

Levelland, TX 79336

(806) 716-2360 sdemerritt@southplainscollege.edu

More information regarding SPC's Title IX policy on Sexual and Gender-based Misconduct can be found at <http://www.southplainscollege.edu/about/campussafety/sah.php>.

Disability Services/Section 504 Statement of Non-Discrimination

In accordance with the requirements of the titles of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973 as amended in 1992, South Plains College will not exclude or discriminate against any individual with a disability from the full attainment and access to post-secondary education, and equal enjoyment of its services and facilities. The College does not discriminate on the basis of disability, and will provide reasonable accommodations in its policies, practices, or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless the modifications would fundamentally alter the nature of its services. College policy also assures equal opportunity for all qualified persons in admission or participation in, or employment in the activities through which the College operates.

The College maintains that regulations that prohibit exclusion and discrimination on the basis of disability may necessitate different or special treatment of persons with disabilities. Services and benefits should be equally as effective or equivalent to those provided to others. Services and benefits to persons with disabilities must be in the most integrated setting appropriate to the persons' needs in order to be non-discriminatory. More information is available on the College's Disability Services website at <http://www.southplainscollege.edu/health/disabilityservices.php>.

If you believe that an action or decision made by the Disability Services Office violates your rights, you may initiate a grievance procedure. Your first step should be to address the problem with the Coordinator of Disability Services. If you are still not satisfied, you should contact the Director of Health & Wellness. If your concerns are not resolved at this level, the Vice President of Student Affairs can provide direction on further appeals procedures.

Information on student appeals and the academic appeals procedures () are published in the General Catalog at http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1361#Student_Conduct and at http://catalog.southplainscollege.edu/content.php?catoid=50&navoid=1367#Disability_Services.

Specific procedures, including ADA/504 complaints, are outlined in the Student Guide at <http://catalog.southplainscollege.edu/content.php?catoid=49&navoid=1320>.

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Stan DeMerritt

Vice President for Student Affairs South Plains College 1401 College Ave., Box 5 Levelland, Texas 79336
(806) 716-2360 sdemerritt@southplainscollege.edu

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php> Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Course Information Sheet
Soci 1301: Introduction to Sociology
Instructor: Morgan Keener
Spring 2022

Phone: (806) 716-4320 (Plainview Campus)

Office: Plainview Campus: 101H

Office hours: Mon and Wed 1:00pm – 2:00pm; Tues, Thurs, and Fri 9:00am – 11:00am;; Will hold virtual office hours on an “as need” basis or through appointment.

E-mail: mkeener@southplainscollege.edu

Textbook: The Real World, 7th edition, Norton Publishing, authors Kerry Ferris and Jill Stein. The faculty that teach this course have chosen to use the TexBook Program for the textbook for Introduction to Sociology. **Please refer to the “textbook” section of the Common Core Syllabus for more information.**

How this Course is conducted:

This course is conducted completely online. We do NOT meet face to face in a traditional classroom setting. It is your responsibility to have the necessary equipment (internet, computer, Word, etc.) for this participating in this course.

Logging into Blackboard:

To access your course, go to <https://southplainscollege.blackboard.com/> or go to the SPC Homepage and click on the “Login to” link in the top right-hand portion of the page and then click on the Blackboard link on the pull-down or you can type or copy the address into the address window of your computer. I recommend that you bookmark Blackboard on your computer for quick access. You can also log into MySPC and there is a Blackboard link there. Once you reach the site you will click "Log In". The log-in screen will come up asking for your user name and password. Simply follow the instructions on the screen.

OTHER INFORMATION concerning Blackboard:

Open Computer Lab: There is an Open Computer Lab located on the Levelland campus in the Technology Center. It is available to all students, with priority given to those students enrolled in computer classes. Computers are also available on the Reese Center, Lubbock, and Plainview campuses. Check with libraries and labs for hours.

Technical Problems/Support: If you are having computer problems, you have to let me know. I will try to help you in any way that I can. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your course work due to bad flash drives, Internet service down, computer crash, or your dog ate your homework, there is nothing I can do about it. THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.

- IMPORTANT: Most tech issues are related to failure to update java, using the incorrect internet browser (try use Google Chrome or Firefox instead of Internet Explorer), and/or not deleting browsing history files daily. Most issues are related to computer issues, not Blackboard. Please note that this instructor does NOT recommend use of any handheld devices for taking this course. Cellphones are wonderful but not for course work done on the Internet.

- Reminder - bookmark the Blackboard login page on your computer.

SPC Technical Support Contact: Call (806) 716-2180 or email at Blackboard@southplainscollege.edu for student technical support. I am your course work support contact. Only call or e-mail technical support with questions about Blackboard or computer functioning. There is Technical Support information in the Start Here area of your Blackboard course. It contains links to Student Tutorials and the Student Orientation Course for Blackboard. Contact me for any course content information.

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN COURSE WORK IN OR YOU MAY HAVE PROBLEMS! Remember the saying "TECHNOLOGY HAPPENS"!

Anti-virus Software: Please make sure that your computer has an up-to-date antivirus software program installed.

Academic Integrity: In addition to the policy in the Common Course Syllabus, it should be understood that students found guilty of cheating or plagiarism will earn a zero on the work in question for the first offense and will be dropped from the course with an 'F' should a second offense occur. Any amount of dishonesty is subject to these consequences, whether a lot or a little; this can include but is not limited to one copied sentence of a written assignment, a missing citation, an entire paper copied from someone/somewhere else, one plagiarized post on a discussion board, one copied exam item, looking at the scantron of another student during an exam or an exam or other coursework completed by someone other than yourself. You have also committed academic dishonesty when sharing course content/items/answers. This includes sharing course content with classmates or future students as well as sharing course content on websites such as Quizlet, Course Hero, or similar "study applications." For further information and examples please see the Catalog, Student Guide, or refer to www.plagiarism.org

There is an APA Citation tutorial in the Applying the Sociological Imagination Essay section of your Blackboard course.

Smoke free environment: The following is the SPC policy on tobacco use.

South Plains College prohibits the use of any tobacco product, electronic cigarette, or vapor device throughout all indoor areas and within a 25-foot perimeter around all facility entrances, exits and HVAC air intake vents under the control of SPC, including sporting facilities and SPC vehicles. Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). This ban also includes herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes or other types of inhalation devices.

Attendance Policy: The following is in addition to the Common Course Syllabus:

Since this course is a virtual classroom, attendance will be taken according to the following:

- Participating in class discussions by posting to the discussion board before the due dates.
- Submitting assignments before due dates.

Note: Simply logging into the course or logging into the course and sending an e-mail is NOT considered attendance for this course. You MUST participate in the course by submitting work during any given week to be considered “in attendance”.

In addition to the catalog policy on of the General Catalog, roll will be taken at each class session and a record of attendance maintained. **A student may be dropped from the course with an X or an F, if they miss a minimum of 3 weeks of class/BB assignments with no communication and/or is earning an F. If absences occur after the final drop date you will not be dropped and will receive the grade you have earned.** Roll will be taken every class period beginning the first day of class and will be used to document attendance.

If you are experiencing any of the following symptoms please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

Technical help with Blackboard and Student Support Services: Links are provided on your Blackboard Home page under the Resources tab.

Diversity: In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn

about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age. In addition, this instructor will not tolerate remarks or gestures that can be construed to be sexist, racist, heterosexist or in any way disparaging to another person. Students who exhibit such behavior will be dropped from the class with a semester grade of "F" regardless of race, ethnicity, sex, religion, or sexual orientation.

COURSE POLICY AND REQUIREMENTS

This is what you need to do to earn your grade:

Course Work:

You are required to come to class prepared to learn. This includes reading the textbook material that is to be covered in class before coming to class, completing assignments prior to the deadlines, come with an open mind, and be alert and ready to learn and participate in the classroom.

Your course work will include an Introduction Module, 13 InQuizitive Assignments, 4 exams, 6 application assignment, 6 discussions, and a cumulative final exam. All course work will be submitted through Blackboard.

These assignments will be broken up into Learning Units – each unit with a specific due date. The learning units will be comprised on 3 chapters with corresponding assignments and an exam. You must complete the entire unit by the due date provided. You will have 4 weeks per unit, meaning you can pace yourself, but all of the work within the unit must be completed by the given due date. Please see the course calendar for specific information.

>COURSE WORK DETAILS<

Introduction Module includes a course agreement quiz, a syllabus quiz, and the “How to Use” Inquizitive assignment

Inquizitive Assignments are adaptive, interactive learning assignments designed to enhance your learning experience. There is an Inquizitive assignment for each of the chapters covered in this course. Access is included in your BB course. Further information concerning these assignments can be found in the Blackboard course.

Exams will be given online through Blackboard, are timed, and will be all multiple choice. Refer to course calendar for specific dates for exams.

Application Assignments will be short written assignments that discuss a specific topic of my choosing. More information and details can be found in Blackboard.

Class Participation/Discussion Board postings *Note: You MUST post your original message before you will be able to view the posts of other students.* This course includes an Introduction Discussion that will help us get to know a little about each other and 6 chapter discussions for each module that will include a video, article, or other material related to information that is covered in that section of the textbook.

Original discussions requirements:

- Do not use file attachments for discussions.
- You must post your original discussion message before you will be able to see the posts of other students.
- Be made before the deadline stated on the course calendar/checklist.
- **Contain a minimum of 250 words.**
- Be thoughtful, organized, and analyze the information in the video/prompt.
- Demonstrate an understanding of the video/prompt and the course material. Each video/prompt is chosen because it illustrates at least one topic in the chapter(s) covered for the grading period. You are to identify and discuss the topic(s) that are shared content of the video/prompt and the course material. Base your discussion post on the material you have read AND watched. Show me you have read and understand the course material in your post.
- Contain more than just your opinion: justify your statements using course materials.
- Do NOT simply state a recap of the video/prompt. Everyone should have watched/read the material and I am looking for a deeper level of thought than just stating what was in the video/prompt.
- **Incorporate and cite information from the textbook, outside academic sources, credible websites, etc. Textbook citations should include the page number(s) and other sources should include citations to show where you located the information. Note: Wikipedia is NOT an academic source.**
- You may include personal experiences and/or reactions. CAUTION: remember to use the sociological perspective in all of your course work.
- Utilize appropriate language, grammar, and spelling

Responses to Original discussions should:

- Do not use file attachments for discussions.
- Be made before the deadline stated on the course calendar/checklist.
- **Contain a minimum of 50-75 words.**
- **Include at least two responses to classmates.**
- Add to the overall value of the discussion (simply posting a statement similar to “I thought this week’s ideas were interesting” or “I agree”) will not count towards your points for a grade.
- Ask questions to encourage other students to think more deeply. Just asking, “What do you think?” will not earn full points here.
- Share your own experiences that relate to the topic of discussion.
- Constructively and/or respectfully disagree at times. • Refer to class course work (text or video information) and apply the information or ask other students how they are applying course information.
- If you repeat yourself in your reply messages you will not earn full points.
- Utilize appropriate language, grammar, and spelling

Grading criteria for student’s final grade in the course:

Grades: It is possible to earn up to 1,000 points in this course. Your grade will be calculated on a cumulative point total based on the following scale:

- A = 900 - 1000
- B = 800 – 899.99
- C = 700 – 799.99
- D = 600 – 699.99
- F = 0 – 599.99

Point Distribution:

Introduction Module = 40

12 InQuizitive assignments @ 20 = 240

4 Discussion postings (1 original and 2 replies each) @ 30 = 120

10 application assignments @ 20 = 200

5 Exams (3 @ 100 points and 2 @ 50 points) = 400

Total points possible = 1,000

Grades are NOT automatically rounded up.

If you have any questions about any of the course work or anything about the course material do not hesitate to speak to me during office hours, before/during/after class, or via Blackboard e-mail.

Extra credit opportunities will be made available during the semester. I recommend that you take advantage of those opportunities as they become available as I will not make extra credit available on individual request.

ONLINE ETIQUETTE: A few words about communication and online discussion are in order. As you imagine, some conversations easily become emotional, especially if we touch on people's deeply held beliefs. Unfortunately, online postings can mislead one into thinking that cyberspace is an "anything goes" kind of forum. This isn't the case. Civil interaction is as much expected here as in the "traditional" classroom. Below I provide some guidelines for communicating more effectively online. I will deduct points from posts that violate the spirit of these suggestions. Keep in mind:

- There may be disagreement and this is okay, otherwise we will be bored.
- Disagreement can be very constructive; it encourages us to reconsider our own positions and either recommit, expand, or discard them.
- I must at all times hear/see you debating the IDEA and not making a personal attack on an individual. *Note that this is a skill to learn like any other so learn how to debate and get your point heard.*
- Personal insults and attacks impede the development of critical thought. Avoid "you" statements, which can be more easily interpreted as accusations ("you don't know what you're talking about", "the problem is people like you," etc., etc.). Try, instead, to use "I" statements ("I disagree with your position on "X" and then explain your viewpoint using course material to validate that viewpoint or "I find that Durkheim was actually saying ...").
- In addition, people have to be given the benefit of the doubt on occasion. Because this is an online class and we cannot see each other's facial expressions or hear the tone in our voices, it is important to clarify issues that are confusing. Before jumping to a conclusion and putting words in someone's mouth, ask them to clarify their point. And if someone asks you to restate your opinion, do not be afraid to restate it.
- Finally, I will be most impressed with individuals who can incorporate course materials into their posts. A key skill you should leave college with is the ability to support your positions; this online forum is an appropriate place to hone this skill. Refer to readings and module material to support your points.

**Adapted from Soc 101: Introduction to Sociology An Online Course, by Professor Marisol Clark-Ibanez, Ph.D*

All written assignments should be presented using the conventions of Standard Written English. (This means no "texting" abbreviations or shortcuts!) This includes discussions.

Writing Tips for all written work in the course:

1. All written work should be typed or computer generated, double spaced, with one inch margins in a standard 12 pt. font. Please use Word for attachments and do not use Google docs. Do not use attachments for discussions.
2. Any references used should be listed at the end of the paper using APA style and within the body of the text according to APA procedure. Using reference material without proper documentation constitutes plagiarism which is a serious academic offense. Wikipedia is not considered a valid academic source. Do not use it!
3. For the assignments in this class, it is better to write using first or third person pronouns. Therefore it is appropriate to use "I, me, mine" or "he, she, their, we." It is not appropriate to use "you" or "your." Please avoid writing in 2nd person.
4. Be sure to proofread your work for grammatical and spelling errors. Use the "enable html" button within the email, assignments, and discussion functions to run a spell check. Also remember that "healthy" paragraphs are usually comprised of at least three sentences organized around a central idea.

Sociological perspective: Students will use what is termed the Sociological Perspective since you are now students of Sociology. This perspective stresses the social context in which people live and steps away from what is termed "person blaming." Sociologists look beyond individuals and individual experiences. This perspective strives to understand human behavior by placing it within its broader social context. Depending on a person's characteristics such as gender, age, race, sexual orientation and religion among others, we each have different experiences. Sociologists using this perspective (and that includes you, the student) evaluate people and behaviors in terms of what is typical or atypical (or not typical) by studying society and finding general patterns of behavior. They do NOT judge others or their behaviors with terms such as good/bad, moral/immoral or right/wrong. Do NOT use these terms in your assignments or discussion posts or you will lose points.

**Course Calendar
Spring 2022**

Date	Day of the Week	Course Work
Jan 18th	Tuesday	Classes begin
Jan 23rd	Sunday	Introduction Module due by 11:59pm
Feb 20th	Sunday	Learning Unit 1 Due by 11:59pm – Chapters 1-3 reading, InQuizitives 1-3, Application Assignments 1-3, Discussion 1, and Exam 1.
Mar 13th	Sunday	Learning Unit 2 Due by 11:59pm – Chapters 4-6 reading, InQuizitives 4-6, Application Assignments 4-6, Discussion 2, and Exam 2.

Mar 14th – Mar 18th	Monday - Friday	Spring Break
Apr 10th	Sunday	Learning Unit 3 Due by 11:59pm – Chapters 7-9 reading, InQuizitives 7-9, Application Assignments 7-9, Discussion 3, and Exam 3.
May 1st	Sunday	Learning Unit 4 Due by 11:59pm – Chapters 10-12 reading, InQuizitives 10-12, Application Assignment 10, Discussion 4, and Exam 4.
May 8th	Sunday	Final Exam Due by 11:59pm

This calendar is subject to change. Students will be notified in class and/or through Blackboard of any changes.