

**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 inclusive access for the textbook for Introduction to Sociology.

**Inclusive Access information:**

- **Textbook:** The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.
- **E-book features:** Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book 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. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.
- **Upgrading to a physical textbook:** Students who prefer a printed textbook rather than an e-book may purchase a loose-leaf edition from the SPC Bookstore or the textbook publisher.
- **How to opt out of Inclusive Access:** As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another

source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform. For *The Real World*, 7<sup>th</sup> edition from Norton Publishing, this would include InQuizitive assignments, Online Data Workshops and other types of assignments. If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out before the twelfth class day.

**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

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**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'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](mailto: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](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](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](mailto: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.

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## **Course Information Sheet** **SOCI 1301-Introduction to Sociology** **Instructor: Brant Farrar**

First, I would like to say **THANK YOU!** I consider it an honor that you have chosen to be in my course. I want to thank you in advance for the time and hard work that you will put into this learning experience. One of the keys to being successful in college is to maintain communication with your instructor. Feel free to call, e-mail, or to make an appointment if I can help you be successful in this course. I hope that your grade in this course will reflect the effort you put into it. – Brant Farrar

**Note: All deadlines are on Tuesdays. Late work is not accepted for grading.**

*All deadlines are at noon.*

### **Office Hours and Location:**

<b>Monday:</b>	<b>8:30am to 9:30am; 12:15pm to 1:00pm</b>	<b>(Reese Center-405E)</b>
<b>Tuesday:</b>	<b>8:30am to 9:30am; 2:15pm to 3:00pm</b>	<b>(Lubbock Center-TBD)</b>
<b>Wednesday:</b>	<b>8:30am to 9:30am; 12:15pm to 1:00pm</b>	<b>(RC-405E)</b>
<b>Thursday:</b>	<b>8:30am to 9:30am; 2:15pm to 3:00pm</b>	<b>(LC-TBD)</b>
<b>Friday:</b>	<b>9:00am to 12:00pm</b>	<b>(RC-405E)</b>

\*\*\*And office hours by appointment if necessary

**Email Address:** [bfarrar@southplainscollege.edu](mailto:bfarrar@southplainscollege.edu) (preferred method of contact)

**Office Telephone:** (806) 716-4657 I you leave a message include your name, class you are in, phone number, and a short message. I have several courses and sections that I teach so it is important that you include your class information in the message.

***Contact method:** Once the session has started, you are to use the e-mail link within your Blackboard course. You will log into your Blackboard account (do NOT use the Send email link on that page) and click on your SOCI1301 course in order to be able to access that e-mail account. Once you are in the course, you will see the “Course – e-mail” link on the left-hand side of the page. I will typically respond to all student messages within 24 hours on weekdays and within 48 hours on weekends and/or holidays unless I have notified you differently.*

### **COVID19 Statement from SPC President Robin Satterwhite:**

1. In compliance with GA-38, SPC will not require any person to wear a face covering. However, we support anyone who chooses to wear a face covering to maintain safety as greater numbers of students, employees, and visitors come to our different campuses.

2. In compliance with GA-38, SPC will not require any person to receive the COVID-19 vaccine to visit our campuses or attend class. However, we strongly recommend getting the vaccine to better protect yourself and others from the COVID-19 virus.
3. Students, faculty, and staff who test positive for COVID-19 will be required to quarantine for a 14-day period. Faculty should be prepared to accommodate students who are quarantined so they may continue their education without any unreasonable delays. If students, faculty, or staff test positive for COVID-19, they should contact their healthcare provider immediately to determine appropriate healthcare treatments, and they should contact DeEtte Edens to evaluate their quarantine requirements. Students should also contact their instructor to notify them they will be quarantined and to receive instructional guidance from their instructor.
4. Since we will not require face coverings and vaccines, it will be very difficult to mandatorily quarantine students, faculty, or staff who have a known positive exposure. However, we encourage anyone who has a known positive exposure and has not been vaccinated to consider a self-quarantine or wear a face covering for the same 14-day period.
5. Signs have been posted across all campuses encouraging anyone to go home and seek medical attention if they are experiencing any of the signs of COVID.
6. We encourage all faculty, staff, and students to diligently continue personal health and safety protocols such as handwashing, covering coughs/sneezes, and considering vaccinations.

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](mailto:dedens@southplainscollege.edu) or 806-716-2376.

**SPC Return to Campus Plan Comprehensive Resources:**

<http://www.southplainscollege.edu/emergency/return-to-campus-plan.php>

And

**Actual Return to Campus Plan:**

<https://www.southplainscollege.edu/emergency/SPCReturnToCampusPlans.pdf>

**Funding for student assistance during Covid:** <http://www.southplainscollege.edu/admission-aid/paying-for-school/financial-aid/arp.php>

**Textbook:** *The Real World*, Ferris and Stein, 7th edition, Norton Publishing **with the InQuizitive access code**. The eBook is furnished with the course through an inclusive access fee that is paid with your tuition and fees. See the Common Course Syllabus for more information.

## Attendance Policy:

See Common Course Syllabus section. Since this course is a virtual classroom, attendance will be taken according to the following:

- Participating in class discussion by posting to the discussion board.
- Submitting chapter quizzes on or before the noon due dates.
- Submitting Inquizitive assignments

**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”.

## Late work:

All deadlines are Tuesdays at **noon**. **Note: Deadlines are DUE dates but you need to set your DO date ahead of the official DUE date.** If you have to work in the mornings or have classes, set your personal DO date Monday at midnight or even earlier so if you have questions or technical issues, you will have time to address those before the deadline. It is a best practice to work ahead of the deadline.

**No work will be accepted for grading after the deadline.** Excuses such as "The network was down," or "I could not figure out how to send the assignment through the assignments function" or "I got really sick and had to go to the ER last night" are not acceptable. In short, plan ahead, work ahead of the deadline, and do not wait until the last minute to submit your assignments. It is best practice to turn in assignments, submit quizzes and post discussion messages early.

## Administrative Drop Policy:

Due to Financial Aid and South Plains College **requirements for participation/attendance a student who fails to submit 3 quizzes, 6 Inquizitive assignments, fails to participate in 3 grading periods for discussions, or fails to participate by submitting course work in the course for 14 consecutive days during the session may be dropped with a grade of "X" or "F" from the course.** Note: Logging into the course does NOT count as attendance in this course. If you miss course work after the final drop date the grade earned will be the final grade.

## Course Technology:

Since this course are entirely online, participants are expected to have at least an elementary knowledge of their microcomputer operating system and basic knowledge of software and tools such as a word processor, e-mail, an Internet browser, and search engines.

### Required hardware:

- Computer available for download/installation of software and plug ins
- Speakers / Sound card

**Required software:**

- Microsoft Office (Word) – [Acceptable files are .docx, .rtf or .pdf. Do NOT submit .pages, google docs or other types of files. Points will be deducted if you use a file that is not on the acceptable file list.](#)
- Blackboard (see note below)
- Internet access – regular, dependable, fast enough to watch videos
- Web browser – a **current** version of one of the following – Mozilla Firefox or Google Chrome. The use of Edge or Internet Explorer is not recommended. Downloads for the newest browser versions are available free of charge from their websites.
- Virus protection
- Latest version of Java [Available here](#)

**Blackboard:**

Blackboard is an electronic learning resource that is designed to provide students with information requirements related to the courses. This includes up-to-date announcements, course information, assessment, assignments, deadlines, and the like. For this resource to function to its full potential, it is important that students log in multiple times during the week. **Students will post their responses to discussion prompts on the Discussion Forums through Blackboard.** Students can also monitor their progress in the course by using the “My grades” link on the left-hand side of the course page.

**Blackboard can be accessed via an Internet link:**

<https://southplainscollege.blackboard.com/>

You may also use the link to Blackboard in the upper right-hand side of the SPC Homepage by using the Login to...link. It is recommended that you bookmark the Blackboard page. Your log-in is the same as you MySPC log-in.

**Technical support:**

If you have any questions or need assistance, you are to contact Blackboard technical support at [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) or call 806-716-2180. A note, contact your instructor for any questions you have about course content as technical support is only for issues concerning computers or Blackboard performance.

**What to do if you experience technical problems:**

If you are unable to submit an assignment, complete a quiz, or otherwise participate in our course because of an issue with Blackboard, it is YOUR responsibility to notify me via email when the problem occurs. It is also YOUR responsibility to notify technical support (contact information is in the box above) for assistance and to document your attempts to resolve the problem. In addition, take a screenshot to document your problem and submit this with your email to me and to technical support. If Blackboard outage is verified by the Division of Instructional Technology staff, I will work with you to make alternative arrangements. However, you are responsible for your technology and ability to submit work (including your access to an Internet connection). I strongly recommend that you submit your work early to avoid last minute problems. I also strongly recommend that you save a copy of your discussions and/or assignments to the course in case of technology disruption. Also, I strongly recommend that you have a back-up plan in case

you have technical issues. Technical issues other than a Blackboard outage are not reasons for late work to be accepted.

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.

**I recommend that you DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN OR YOU MAY HAVE PROBLEMS! Remember the saying "TECHNOLOGY HAPPENS" and as stated above, late work is not accepted.**

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

**Course work: See the course calendar for deadlines. All deadlines are every Tuesday. All deadlines are by noon.** If you work or have class in the morning, I recommend that you set your personal deadline at midnight the night before the deadline. Better yet, work a day or two ahead of the deadline and avoid the stresses and risks that may come with working close to the deadline. The deadline listed on the calendar/checklist is the FINAL time that course work can be submitted but you can ALWAYS submit ahead of the deadline. I don't accept late work for grading. **The choice is yours when it comes to how close you work to a deadline.**

### **“Get out of Jail Free” Option:**

The get out of jail free points are for you to use in case of illness. There is a chance of illness with the spread of COVID-19 as well as other viruses such as the flu. If you are quarantined at home and are asymptomatic or have mild symptoms, you will be expected to complete your work as scheduled. The time to use your points is when you are too ill to focus on completing your course work and I will not require documentation of illness for use of points if that is the situation.

**It is important to save your get out of jail free points for when you are ill. If you use the points because you don't want to do the work for a particular deadline or you forget a deadline, you won't have those points if you get sick.**

If you are seriously ill and hospitalized to the point where you miss more than the work for one deadline, you will need to furnish documentation of the hospitalization. Each case of serious illness will be handled individually and will include use of get out of jail free points, late submission of work and/or assignment of “Incomplete” for the course grade along with the contract for completing the course. If an “Incomplete” is submitted at the time of grade submission, as per South Plains College policy, it is the responsibility of the student to complete the work according to the contract between professor and student or the grade will be changed to an F.

## **How to use Get out of Jail Free points:**

For quizzes or discussion postings you may use the “Get out of jail free” card option twice during the semester. The maximum point value for the jail card is 100 points so the total will not exceed that total for the semester.

- You may use points for any two grading periods.
- You will receive full credit for these assignments (up to a total of 100 points) if you submit your “jail card” request **within one week of the missed assignment or course work.**
- The points may also be used to replace a low score but again must be used within one week of the original due date for that assignment.
  - On replacing a low score, if you earn a 10 on a quiz and want to use points to replace that grade, the entire 30 points for the quiz will be counted as points used.
  - On replacing a low discussion grade, if you earned a 30 because the original post was late and you want to replace the grade, the entire 50 points will be counted as points used.
- The work that you do not submit but use points for the grade will be counted as “missed” or not submitted for the purpose of the drop policy. It is important that students participate in all areas of the course work but discussions are particularly important because this portion of the course work is part of the assessment of critical thinking skills, understanding of sociological terms and communication skills.
- The following is the policy for using points for discussions:
  - If you use points for two discussions, those discussions are counted as “missed” because you did not participate in the discussion. As per the drop policy, if you miss participating in three discussions, you may be dropped from the course. For this reason, you will be required to participate in all remaining discussions because not participating in a third discussion puts you at the drop criteria for the course.
  - If you miss a discussion and do not request the use of points, that discussion is counted as “missed”. You will be able to request the use of get out of jail free points for one other discussion but not a second discussion because that will be a total of three discussions that did not have participation and that meets the drop policy.
- **The requests will not be honored at the end of the semester to “fill in the blanks” in your gradebook.**
- The cards may not be used the Letter from Former Students assignment, the essay assignment, Letters to Future Students assignment or any type of course work other than what is listed above.

Pay attention to your grades as the course goes along and use this option for emergency situations such as illness, technology problems, accidents, deaths in the family etc.

**All course work is in the COURSE WORK LINK on the left side of your Blackboard course.**

## **Chapter Quizzes**

*Note: You must submit an Online Participation Agreement Quiz and earn full points before the remainder of the course work will be available to you.*

There is a thirty-question multiple choice quiz for each of the modules. Questions are randomly selected from a test bank containing questions for the chapters covered in the module. You may take each quiz two times and the highest grade will be recorded in the grade book. The quizzes are 60 minute timed quizzes and will close at the deadline. Any answers saved after the deadline will not be counted towards the grade. These are "open book" quizzes but you will probably not have enough time to look up all the answers without reading and studying the material prior to taking the quiz. Do not click on the link until you are ready to take the test as once you enter the quiz and get out of it, you cannot re-enter the quiz. Quizzes will not be accepted after you surpass the time limit or after the deadline so plan ahead. Late quizzes aren't accepted.

## **Assignments**

There are various types of assignments in the course. They are:

- Letters From Former Students assignment (at the beginning of the semester)
- Letters To Future Students assignment (at the end of the semester)

See the modules for the assignment instructions.

**The "Get out of jail free" points may not be used for this portion of the course work.**

## **Inquizitive Assignments**

Inquizitive assignments are adaptive, interactive learning assignments designed to enhance your learning experience. There is an Inquizitive assignment for how to use InQuizitive and then one for each of the chapters covered in this course. Inquizitive requires access to the Norton Publishing system either through the inclusive textbook access that came with your course or if you opt out of the inclusive access, you will need to purchase access to InQuizitive from the publisher. Further information concerning Inquizitive is located in the Blackboard course. If you fail to submit 6 InQuizitive assignments, you may be dropped from the course.

## **Discussion Board information and grading rubric**

*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 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.

Each Substantive Discussion (Disc) is worth 50 points and includes one Original Discussion and at least two Reply Discussions. Each Original Discussion is worth 20 points and the Reply Discussions are worth 15 points each. For each Disc, you will be graded on (1) your original post and (2) your replies to classmates' discussion of that same discussion topic.

The Online Discussion component of this course is comprised of weekly Discussion topics and is an important part of the class. Each week there will be discussion related to the course material. The faculty member posts weekly main discussion prompts that may include questions, videos, articles, or other resources related to a topic that is being covered for that week. Students are expected to respond to ALL Discussions.

Online discussion is a very important part of online learning. Through your responses to weekly discussions, you will learn to integrate class material into your thoughts and learn more about how others view the topics that are covered in the course. Additional discussion with classmates and the professor help us all learn more about the material. As such, each week you are also expected to make at least two thoughtful and substantial responses to classmates.

I suggest that members participate at least two times per week. It is a good idea to check in early in the deadline period and again closer to the final day of the deadline period. This assures that you are an active member of the class throughout the week and have ample opportunity to interact with other members. Discussions will be due at 12:00 p.m. (NOON), so if you work or have classes in the mornings, you may need to set your personal deadline at midnight the night before the noon deadline. See the course calendar/checklist for deadlines.

Discussion posts are not accepted for grading after the deadline. Drop policy is if you fail to participate in 3 discussion grading periods you may be dropped from the course. [See the note in the Get Out of Jail Free Points section for more information about missed discussion\(s\).](#)

**Online Discussions will be graded as follows:**

Discussion Grading Rubrics

Original discussion posts – worth up to 20 points (first round of grading). See note below rubric.

Late original posts will not be graded. However, you may post an original post after the deadline so that you can see the posts of others and reply to at least two others to earn the reply portion of the grade.

Grading category	Unacceptable	Acceptable	Outstanding
Demonstrates understanding of connection between video/prompt and textbook material. (Recap of the video does not meet this area of grading.)	Post shows no to little evidence of the understanding of the connection between video/prompt and textbook. Mainly a recap of the video.	Post shows some evidence of the understanding of the connection between video/prompt and textbook. Some recap of the video with some textbook information.	Post shows understanding of the connection between video/prompt and textbook. More textbook information discussed along with applicable text information compared to the amount of video information discussed.

<b>Up to 10 points</b>	<b>0 – 4 points</b>	<b>5 – 9 points</b>	<b>10 points</b>
Page citation(s) included for required textbook information and citation for optional outside information if used. <b>Up to 5 points</b>	No page citation given for required text information or outside information if used. <b>0 – 1 points</b>	Page citations given for some but not all textbook information or outside information if used. <b>2 – 4 points</b>	All textbook information used cited. Cited any outside information used. <b>5 points</b>
Spelling and grammar  <b>Up to 5 points</b>	Post contains multiple errors, uses text-messaging shortcuts and/or hard for readers to follow. Fails to use capitalization and/or punctuation. <b>0 – 1 points</b>	Post contains minor errors that do not cloud the meaning. Contains 3 to 5 grammar, spelling, punctuation and/or capitalization errors. <b>2- 4 points</b>	Post is clear and articulate. Has 0, 1 or 2 grammar, spelling, punctuation and/or capitalization errors. <b>5 points</b>

**Note:** The first round of grading is by the grading rubric above. As per the section below the rubric that is in the syllabus, there are additional requirements for the length of the post and use of the sociological perspective. Points will be deducted from the grade earned in the grading rubric for short posts or for posts that do not use the sociological perspective.

Original discussions should:

- 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 200 words.
- Be thoughtful, organized, and analyze the information in the video/prompt.
- Demonstrate an understanding of the questions/video/prompt and the course material. Each question/video/prompt is chosen because it illustrates at least one topic related to criminology. You are to identify and discuss the topic(s) that are shared content of the question/video/prompt and the course material. Base your discussion post on the material you have read in the textbook as well as information you find on credible websites. Show me you have read and understand the course material in your posts.
- Contain more than just your opinion: justify your statements using course materials as well as information from credible websites.
- Do NOT simply state a recap of the video if a video is provided. 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 as per the syllabus.
- Discussion forums are public so don't post anything that you don't want everyone else to read.
- Utilize appropriate language, grammar, and spelling

Reply discussion posts – worth up to 15 points each for a total of 30 points (first round of grading). See note below rubric.

<b>Grading category</b>	<b>Unacceptable</b>	<b>Acceptable</b>	<b>Outstanding</b>
<p>Interaction with others</p> <p><b>Up to 10 points per reply post for a total of 20 points overall</b></p>	<p>Replies do not contribute to the discussion in a meaningful way. Reply is inappropriate for an academic setting. The student makes a personal attack; language might suggest bias toward a group member or others. The student appears unaware of cultural differences in conducting discussions.</p> <p><b>0 – 8 points</b></p>	<p>Replies attend to the discussion but contributes little new knowledge or ideas. Most of the reply is a restatement of what was posted in other messages. Some awareness of cultural differences is shown but shows some bias. Disagreement is respectful but no invitation to respond is extended.</p> <p><b>9 – 19 points</b></p>	<p>Replies are thoughtful and reflective and carry the discussion forward in a meaningful way. Replies to others are responsive to the statement and indicate that the student understood it and thought about it. When disagreeing, the student does it respectfully. The nature of the disagreement is stated and an invitation to respond extended. The student is aware of cultural differences in social interactions and behaves in an appropriate fashion.</p> <p><b>20 points</b></p>
<p>Spelling and grammar</p> <p><b>Up to 5 points per reply post for a total of 10 points overall</b></p>	<p>Replies contain multiple errors, uses text-messaging shortcuts and/or hard for readers to follow. Fails to use proper grammar, spelling, capitalization and/or punctuation.</p> <p><b>0 – 3 point</b></p>	<p>Replies contain minor errors that do not cloud the meaning. Contains 3 to 5 grammar, spelling, punctuation and/or capitalization errors.</p> <p><b>4 – 8 points</b></p>	<p>Replies are clear and articulate. Has 0, 1 or 2 grammar, spelling, punctuation and/or capitalization errors.</p> <p><b>9 – 10 points</b></p>

**Note:** The first round of grading is by the grading rubric above. As per the section below the rubric that is in the syllabus, there is additional requirement for the length of the post. Points will be deducted from the grade earned in the grading rubric for short posts.

Responses to Original discussions should:

- Be made before the deadline stated on the course calendar/checklist.
- Contain a minimum of 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.

**ON-LINE 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.
- 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 including discussions should be presented using the conventions of Standard Written English. (This means no "texting" abbreviations or shortcuts!) You are expected to use correct spelling, grammar, punctuation, contractions and capitalization.**

### **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. [Acceptable files are .docx, .rtf or .pdf. Do NOT submit .pages, google docs or other types of files. Points will be deducted if you use a file that is not on the acceptable file list.](#)
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, they, 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.

**Academic Integrity:** See Common Course Syllabus. Students found guilty of plagiarism in this course will receive a grade of zero (0) for the work in question for the first offense and will be dropped from the course with an "F" should a second offense occur.

- This course requires students to submit only their OWN WORDS for all parts of assignments and discussions. Give proper citation for any information taken from any source including textbook, Internet sites or any other source
- I know students want to help each other but when another student provides you with past questions and/or answers, however, that is a violation of academic integrity and could

result in failure for the class. The same is true if you provide another student with questions and/or answers.

- Using on-line websites that provide questions and/or answers is also a violation of academic integrity and could result in failure for the class.

**Student Appeals:** See Common Course Syllabus section.

**Student Conduct:** See Common Course Syllabus section. Also, please note that this is an online environment and others will see your comments posted to the discussion board area and/or in e-mail communications. Do not post any pictures, comments or data that others may find offensive. Since this is an on-line classroom, any e-mails or correspondence sent by the instructor to a student or students are considered lawful directions.

**Equal Opportunity:** See Common Course Syllabus section. In addition, 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.

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. 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 nor gestures that can be construed to be sexist, racist, heterosexist or in any way disparaging to another person in this classroom. 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. . In short, "Bigotry will not be tolerated."

**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.

**Accommodations:** See Common Course Syllabus section. Please note: Instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided.

## Grading criteria for student's final grade in the course:

**Grades:** It is possible to earn up to 1000 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. Another way to figure your grade is to divide total points earned by total possible points (1000) to find your percent average. **Averages are NOT automatically rounded up.** For example, an 89.99% is a B and not automatically rounded up to an A.

### Point Distribution:

Online Participation Agreement Quiz	= 10 points
Introduction discussion (1 original and 2 replies)	= 40 points
Introduction E-mail Assignment	= 20 points
Letters From Former Students assignment	= 50 points
1 - How to Use InQuizitive plus 14 chapters InQuizitives @ 25	= 350 points
Quizzes – 6 @ 30	= 180 points
5 Chapter Discussion postings (1 original and 2 replies each) @ 50 points	= 250 points
Essay 50 points Letter to Future Students assignment	= 50 points
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Total points possible	= 1000 points

### Course Calendar/Checklist:

See the “Course calendar” link on the left side of the Blackboard course for the full course calendar with checklist.

**Deadlines are EVERY Tuesday at NOON.** Remember that the **official deadlines** are when the work is **DUE** but I recommend that you set your **personal deadlines** for when you **DO** your work at least a couple of days before the official deadline.