WELCOME TO SOCI 1301: INTRODUCTION TO SOCIOLOGY! You are about to embark on a journey into the fascinating world of sociology. On your journey, you’ll learn how people from around the world are living their lives – many in different and extraordinary ways. Through this analysis of cultures and historical events you will develop insights about both the science of sociology and the complex social world that surrounds us.

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.

Approval Number - 45.1101.51 25
Maximum SCH per student - 3
Maximum SCH per course - 3
Maximum contact hours per course - 48

INTELLECTUAL COMPETENCIES:
1. Reading – the ability to analyze and interpret a variety of printed material at the college level.
2. Writing – the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience – at a college level.
3. Critical Thinking – the ability to think and analyze at a critical level.

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.
These common student learning outcomes are used by all instructors of this course in each of the Dallas County Community Colleges. Individual instructors may add appropriate skills, course objectives and items to the topical outline. The order of topics, the teaching method used for each topic and objectives will be determined by the individual instructor.

**PRIMARY TEXT**
The Required Text book for Sociology 1301 is: **“Introduction to Sociology” published by OpenStax College Publishing 2013.**
The text **ISBN is 1938168011-this is the 1st edition of the text.**
You may download the free PDF version or order the paper cover version from the publisher’s website: openstaxcollege.org
The Brookhaven College bookstore as well as numerous other on-line book vendors will also stock the text.

**COMMUNICATION WITH YOUR INSTRUCTOR**
*Always indicate your course & section number in the subject line of your email.*
I check email daily. You can expect me to respond to your e-mails normally within 24-48 hours. I also try to grade most recently posted student work at least every two days.

**Technical Requirements and Support**
SOCI 1301 requires access to a computer, the Internet and e-mail.

The fastest way to get technical support with eCampus is to click the "Help" link at the very top of the eCampus screen and then "Submit a Ticket" or call 972-669-6402.

Everything you need to know about the Dallas Community Colleges and distance education can be found at our website: http://www.brookhavencollege.edu/dl/

**INSTITUTIONAL POLICIES:**

**WITHDRAWAL – DROP INFORMATION**
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by **12/12/15.** Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For procedures see the Brookhaven College website and select A-Z for a listing. Students often drop courses when help is available that would enable them to succeed. Please consider a discussion with your instructors if you feel a need to withdraw. Even more importantly, **let your instructor know if you are beginning to experience problems** with any aspect of your course of study.
CERTIFICATION
Note on Certification of Distance Learning Students:
If you are receiving Financial Aid, grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date noon (11/25/15) by logging on to our course eCampus website and completing the orientation, orientation quiz & personal introduction discussion thread. RECEIVING AID ALSO REQUIRES - persistence in a course after the course official drop date. Do not drop or stop attending any class without consulting the Financial Aid office. Changes in your enrollment level and/or failing grades may have adverse consequences. Phone: 972-860-4110

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

ACADEMIC DISHONESTY POLICY
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the Dallas County Community Colleges Code of Student Conduct published in the Brookhaven College Catalogue.

Plagiarism is a serious violation of the student code of conduct. With the growth of information technology, students can easily plagiarize sections or entire papers by cutting and pasting from the internet. Any student writing suspected by the instructor will be analyzed by web search services for evidence of plagiarism. For more information, refer to the DCCCD Student Code of Conduct

THE AMERICANS WITH DISABILITIES ACT INFORMATION
If you are a student with a disability and/or special needs who requires ADA accommodations, please contact your Disability/Special Services office in Room S-124 or call 972-860-4847 on the Brookhaven Campus.

STUDENT ABSENCES DUE TO RELIGIOUS OBSERVANCE:
Absences for observance of religious holy days are excused. A student whose absence is excused to observe a religious holy day is allowed to make-up an examination or complete assignments within a reasonable time after the absence.
Students desiring to observe a religious holy day, which results in a class absence, must notify their instructor in writing, for each class, no later than the fifteenth calendar day after the first class day of the semester in which the absence will occur.

**REPEATING THIS COURSE:**
Effective the fall semester of 2005, the Dallas County Community Colleges will charge additional tuition to students for their third and subsequent registration for the same course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any Dallas County Community Colleges since the Fall 2002 Semester.

**Retrieving Your Grades on eConnect:** Grades may be checked on-line through eConnect or by visiting the Advising Center. Specific instructions for obtaining your grades can be found at http://www.brookhavencollege.edu/studentsvcs/grades/

Go the Brookhaven College website and select A-Z and student services to learn about all their services.

**CHANGE OF ADDRESS:**
If your address changes, you must notify the Registrar’s office in person or by letter immediately in order to be certain you receive all necessary information. This is important. Also, please inform your instructor.

**STUDENT LEARNING REQUIREMENTS**
Distance education learners may need to adapt to different study approaches since learning at a distance presents new challenges. In a distance education setting, the process of learning is more complex for several reasons. As a distance student, this might be your first experience with instruction that lacks face-to-face meetings, direct contact with peers, or has fewer opportunities for group interaction. You might even confront technical or other difficulties. However, these differences are not insurmountable. In fact, you may find that distance learning is one of your best educational experiences.

A key to your success as distance learner is a strong motivation to learn. You will also need to be self-disciplined and able to work both independently and as a group member. Study skills particularly important for distance learners (Ekins, 1988) include:

- organizing study time
- maintaining self-discipline
- acquiring necessary working skills
- studying efficiently by reading effectively and taking notes
· completing assignments on schedule
· gaining test-taking skills

If you are motivated, prepared for class, willing to ask questions, familiar with the delivery systems in use, and encouraged and supported by teachers and fellow students, you will be a successful distance learner. Also, support from others, ranging from the instructor to the institution, is essential.

The instructor reserves the right to modify any course requirements and calendar due dates as necessary to effectively manage and conduct this course. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.

COURSE REQUIREMENTS:

Reading of all assigned materials– You are expected to read assigned materials prior to the due date listed on the course calendar. All information stands a reasonable chance of appearing on the exams.

(1) TREE DISCUSSION FORUM THREADS

Students must participate in three online discussion forums over the course of the term. These three discussion “treads” are to be created & submitted on the discussion board, which can be accessed on our course dashboard. The discussion forums are also linked through tabs within each unit file. There is also a personal introduction thread worth 10 points of extra credit if completed by the certification date.

The discussion forums carry a maximum value of 40 points each. The course units & discussions within units one through three are to be addressed in order and completed by the due dates published in the course schedule.

Discussions submitted after the unit due date accrue a 5% per day deduction for the first six days late, after which time a grade of “0” will be recorded for that discussion forum.

How to Structure Your Discussion Threads: There is a discussion prompt to which students will respond by posting their own thread, thereby adding their voice to the discussion. Remember, these discussions require you to log-in, read all other students threads, post your thread on the forum and then reply to those threads of other students which most interest you (at least one fellow student’s thread).
When responding to what was posted by your fellow students it is expected you will be respectful. Please keep in mind that the discussions are scholastic forums for the analysis of sociological concepts rather than a “social network site” or a blog for the expression of one’s opinions and unexamined presuppositions. Your positions should be instructed by sociological theory or specific findings cited
from the primary text. The point is that we are engaged here in a higher-
educational learning experience and while we recognize and respect that each of
us come from differing backgrounds and have varying values and life
experiences, our primary focus is always on thinking sociologically and utilizing
our sociological imaginations as we learn and share what we are learning from
this new discipline’s perspectives.

Most students do best to write their thread as a word document and "copy and
paste" it into the discussion thread's text field, rather than trying to write the
thread while online, in eCampus. Always read your fellow students' threads
before you write your own. You have the ability to edit or remove any thread you
post on the discussion board prior to the time others have replied to your post.

Always read any thread I have authored, given I'm typically writing to clarify
the assignment and help those yet to post their threads.

Go to the discussion board to complete your "Introduction to the Class"
thread as a first assignment. Everyone in the class can see that a new thread
has been posted and can respond to your intro.

Optional discussions: students may use the "Study Hall" board for answering
questions and/or to address questions on concepts and topics covered in the
course. The instructor and/or students may provide assistance to anyone posting
a question on the study hall/bulletin board. The Study Hall / bulletin board is also
available for less academic chat among students.

3 - Discussion Threads X 40 = 120 pts. Max.

(2) FOUR EXAMINATIONS:

Students take four unit examinations online through the term. These exams are
60 minute; timed exams composed of 50 multiple choice items worth two points
each. You have the option of two attempts at each of the four unit exams, if
both attempts are submitted before the unit closing date. The eCampus
system will record only the higher of the two attempts as your final grade.

The idea behind offering two attempts is for you to review the first attempt
identifying the terms & concepts you missed and then with the benefit of
this review, retest in an effort to improve your score. If you simply take two
attempts back-to-back you will find there is very high internal validity within the
exam item pools (i.e. you will not do much better the second time around).

TO SEE AN EXAM AFTER SUBMITTING IT: go to “My grades” and double click
the actual grade in the exam column, when this hyperlink opens to the next page
select “see attempt”. You will now be able to see your entire exam, what answers
you selected and whether your answers were correct or not.
To see the chapters covered by each unit and the due dates for each - go to the
"Course Schedule" tab to your left.
NOTE: DO NOT OPEN ANY EXAM UNTIL YOU ARE READY TO COMPLETE & SUBMIT IT.

UNLOCKING EXAMS: Make sure you have functional equipment and a dependable Internet connection before opening an exam. If in doubt, go to a public library or the BHC’s "J" bldg.-computer lab. If you try to back-page or hit the wrong key while testing you may become locked out of an exam. I therefore suggest you use only the mouse when testing to avert any mis-strokes on the keyboard that might cause you to be locked out. You must contact your instructor immediately if a lock-out occurs. Remember to cite your course and section # in the subject line of the email.

Since regular occurrences of this problem could indicate student dishonesty by gaining unfair access to test items, I will open only two locked exams for a student during the semester before a (10 point per exam) penalty will accrued. To avoid these problems have a secure internet connection, use only the mouse once the exam is open and select only the “save and submit tab” when you have completed the exam. Attempting to save each exam item as you go will cause the exam to lock, which typically results in a loss of your data.

A Special Note on Timed Exams: Exams are typically set to automatically close and submit the testing attempt when the allotted time has expired, however system errors have occurred when the timer did not auto submit. For this reason it is the student’s responsibility to set a timer during exams to prevent running over the allotted time. There will be a five point per minute deduction for any exam that exceeds the testing time limit, for any reason.

4 - Exams X 100 = 400 pts. max.

(3) Core Essays Assessment

The Unit 4 writing assignment is an end-of-term assessment in the form of three structured, academic essays. These essays carry more than twice the possible points of other unit discussion assignments. In 2014 the Texas Higher Education Coordinating Board implemented a system of required core assessments for all courses listed in the Texas state “common core” curriculum. These assessments include objective items measuring knowledge of the course’s Student Learning Outcomes as well as three short academic essays. The SLO exam & three Core Essays are required of all students who receive a grade in this course. These assignments have separate tabs on the course dashboard with posted availability and due dates.

3 - Core Essays:
Essay 1 = 60 points max, Essay 2 = 20 points max, Essay 3 = 20 points max. for a cumulative total of 100 points max.
(4) SLO Exam (Student Learning Outcome)

This exam is also found as a separate tab on the course dashboard. It also has a posted availability and due date. This assessment covers material from all units of study and is required to receive a final grade in this course. The exam is made-up of 25 multiple choice questions worth 2 point each.

1-SLO exam = 50 pts. max.

Before taking any quiz/exam on eCampus:

Test your browser by going to the eCampus home page and select the “test my browser” link. Some browsers are not supported by eCampus. Make sure before you open an exam.

• Do not open an exam until you are ready to complete and submit it for a grade.
• Close down all other programs running on the computer. Having multiple programs open may cause problems that result in loss of quiz data.
• Do not resize or refresh the screen after loading the quiz; make sure it is the size you want before going into the quiz. Most browsers refresh the page when you resize the screen. This means it will try to reload the quiz and may prohibit you from taking the test (it will lock you out of the test).
• Do not wait until the last minute to take the quiz. If something goes wrong there won’t be enough time to resolve the issue.
• eCampus has a 3-hour login limit. If you have been logged in for a while, you might log out and log back in before taking a quiz, to ensure that you will not get kicked out due to being logged in for more than 3 hours. (Again, this may not seem logical but we didn’t write the software.)

During the quiz/exam:

• When entering the quiz, click the link only once. Sometimes it takes a while to load the quiz. If you click twice, you will get a message saying you already took the quiz and you will be prohibited from completing it.
• Do not use the back and forward buttons while taking a quiz. Instead, use the arrow keys to navigate.
• Do not click on the Submit button until you are either done or have run out of time.
• Click Submit only once; it may take a few moments to receive confirmation of successful submission. Even if it takes longer than you expect, don't click again. It will be much faster with a single click.
• Fill-in-the-blank questions are case sensitive. Your Faculty will review these types of questions and manually award points accordingly.
• If you are working at home on a dial-up connection, make sure your ISP timeout settings are set to the maximum allowed time.

ANOTHER GRADING SYMBOL: A symbol of a circle may appear in your grade book when the exam or discussion needs grading by your instructor. No need to write me on this one. I typically keep up with these symbols and will grade the item as soon as I notice it.

REVIEWING THE COURSE MATERIALS ON-LINE WITHIN ECAMPUS:
Browse through the website and become familiar with navigating within the course shell.

GRADING CRITERIA: grades are assigned based on the following point system and participation in all required class activities.
3 Discussion Threads@ 40 = 120 points max.
4 Unit Exams@ 100 = 400 points max.
3 Core Essays@ 60, 20 & 20 = 100 points max.
1 SLO Exam@ 50 = 50 points max.
670 points max.

GRADE DISTRIBUTION:
For a grade of "A" 670 - 603 points
For a grade of "B" 602 - 536 points
For a grade of "C" 535 - 469 points
For a grade of "D" 468 - 402 points
For a grade of "F" 401 points & below

EXTRA CREDIT S&R PAPERS: 20 points of extra credit may be earned by completing two (10 point max.) S&R (summary & response) papers developed from the reading of two of the articles available under the S&R readings tab on the eCampus dashboard. These papers must be developed precisely according to the format requirements in the example paper described in the first document, at the top of the S&R readings list. These papers should be developed as Word or HTML documents and saved on some memory devise- as a back-up. The S&R papers should reflect what you've learned from the S&R reading as well as from our text book. Making specific references to the ideas from our primary text in the response section will earn higher scores. Each reading relates to a text
book chapter from which you are to make specific references in the response section of your paper. Always show that you know what the text has to say regarding a particular idea or concept brought up in the S&R readings. Make sure you read the articles carefully and that your paper looks as close to the example supplied as possible.

**IMPORTANT:** After developing your S&R paper as a “Microsoft Word” or “HTML” document and saving it on your computer, you will then open the document, select all, “copy” and then “paste” the paper into the text field that is visible when you open one of the two S&R essays in the S&R Submission tab. Once your paper is in the text field select the “submit” tab.

Extra credit S&R essays, The SLO exam & the 3 Core Essays are due 24 hours before the close of the course @ 7PM 12/15/15.

**ONLINE TEACHING & LEARNING CENTER** can be accessed at the link - http://dallastelecollege.dcccd.edu. Select - Current Students, Academic Services, Resources. This Center is jam packed with resources to support your success in this course. Visit it often!

**DISTANCE LEARNING DEGREE PLANNING AND ARTICULATION INFORMATION**
You can earn a complete Associate of Arts or Associate of Sciences degree through distance learning by taking college credit courses via television or “online” by computer over the Internet. Some courses may require on-campus orientation and testing, while others will allow you to complete all of the work from your home or office. While the content, credit and transferability for these courses are the same as for similar courses taken on campus, the learning activities will vary depending on the type of delivery you choose. In addition, there are a number of four year colleges now offering the complete Bachelor’s degree by distance. We currently have articulation agreements with some of these colleges. Visit our web site at http://dallastelecollege.dcccd.edu click on Current Students, Transferring Students.

**DISTANCE LEARNING SERVICES**
If you need general information, please call the Distance Learning and College Services number at 972-669-6401, Mon-Thurs 9:00 a.m.-5:30 p.m. & Fri 8:30 a.m.–5:00 p.m. or leave a voice message for assistance. For information on the web please visit online at http://www.dallastelecollege.dcccd.edu.

Remember to check class announcements on a regular basis.
After you have completed the review of the class web-site and read the syllabus thoroughly please complete the Sociology 1301 Orientation Quiz located within this "Start Here" Tab. It will be available on the first official class day, through the certification date (noted on page three of this document), after which time it will no longer be available. This orientation quiz is worth up to 10 extra
credit points toward your final grade. The Introduction discussion forum thread is also due by the certification date at which point the extra credit points attached to this assignment will also be unavailable.

I hope you have a great semester and both enjoy and gain a great deal from your study of this introduction to the powerful discipline of Sociology.

Regards, Greg Jacobs

COURSE SCHEDULE
This abbreviated 24 day semester has no due dates other than those for 12/15 & the close of the course 12/16.

UNIT 1
1. Read chapter content and review objectives, overview, key terms and power point presentations for each chapter.
2. Complete the chapter quizzes in your text
3. Participate in the discussion forum for unit 1
4. Take unit one exam: covers chapters 1, 2, 3, 4 & 5
Unit 1 Due Date - all assignments due 12/16 @ 7:00 p.m.

UNIT 2
1. Read chapter content and review objectives, overview, key terms and power point presentations for each chapter.
2. Complete chapter quizzes in your text
3. Participate in the discussion forum for unit 2
4. Take unit 2 exam: covers chapters 6, 7, 8, 9 & 10
Unit 2 Due Date - all assignments due 12/16 @ 7:00 p.m.

UNIT 3
1. Read chapter content and review objectives, overview, key terms and power point presentations for each chapter.
2. Complete chapter quizzes in your text
3. Participate in the discussion forum for unit 3.
4. Take unit 3 exam: covers chapters 11, 12, 13, 14 & 15
Unit 4 Due Date - all assignments due 12/16 @ 7:00 p.m.

UNIT 4
1. Read chapter content and review objectives, overview, key terms and power point presentations for each chapter.
2. Complete chapter quizzes in your text
3. Participate in the discussion forum for unit 3.
4. Take unit 4 exam: covers chapters 16, 17, 18, 19, 20 & 21
Unit 3 Due Date - all assignments due 12/16th @ 7:00 p.m.

You may begin developing the Three Core Essays from the first day of class and edit and update them throughout the semester. You may submit
these essays: however, only between the dates of 12/1 & 12/15 @ 7 PM.
The three Core Essays, the SLO exam & any S&R extra credit essays are all due by this same deadline, 24 hour before the course closing date (i.e. 7 Pm on 12/15).