INTRODUCTION TO SOCIOLOGY – SOCI 1301-81460/91421–FALL 2015
RICHLAND COLLEGE
School of Learning Enrichment and Academic Development

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Division Office Location: C243  Division Telephone#: (972)238-6230
Class Time: MTWRF SU  November 9, 2015 –December 17, 2015
Classroom: ONLINE  Office Location: Crockett Hall, Room 263
Email: LWRIGHT@DCCCD.EDU
Office Hours: I check e-mails every morning and most afternoons Monday through Friday, and once
daily over the weekend. I will try to answer e-mails within 24 hours of receipt.

COURSE DESCRIPTION
This course is a sociological study of social behavior and social structures, emphasizing the
importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of
society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well
as group processes, social conflict and social change.

The Connect Access Code is required for this course.

<table>
<thead>
<tr>
<th>EVALUATION GRADING SCALE</th>
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<tbody>
<tr>
<td>Chapter Exams/Final Exam (6 @ 100 pts. ea.) = 600 points 810 or more = A</td>
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<tr>
<td>Get Acquainted/Course Evaluation (2@15 pts. ea.) = 15 points 720 - 809 = B</td>
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<tr>
<td>Learnsmart/Chapter Reviews (12@10 pts. ea.) = 120 points 630 - 719 = C</td>
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<tr>
<td>Sociology Assessment Essay (50 pts.) = 50 points 540 - 629 = D</td>
</tr>
<tr>
<td>Discussion Boards/ Participation (4@25 pts ea.) = 100 points 539 or below = F</td>
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<td>Total Points = 900 points</td>
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EVALUATION
Student evaluation will consist of six (6) Chapter Exams including a final exam worth 100 points
each, twelve (12) Learnsmart (e.g. chapter reviews) worth 10 points each, class participation,
which includes four (4) discussion boards worth 25 points each, a sociology assessment essay
worth 50 points, an introductory discussion board worth 15 points, and a course evaluation
assignment worth 15 points. Discussion board assignments are over the assigned chapters in the
textbook, PowerPoints, assigned videos/films and handouts in eCampus. Students are not allowed
to make up exams/tests or missed assignments (NO EXCEPTIONS). Learnsmart assignments are
through the McGraw-Hill Connect sociology online tools and should always be accessed through
eCampus (not the McGraw-Hill website). If difficulties with the Learnsmart assignments, exams or
Blackboard/eCampus occur contact technical support before contacting the instructor.

The DCCCD drop date without a “W” is Thursday, November 12, 2015.
The last day to drop a class with a “W” is Tuesday, December 8, 2015.

EXTRA CREDIT
While extra credit opportunities are offered in the course, extra credit is a privilege not a right.
Students may earn a maximum of 20 points of extra credit.
STUDENT REGISTRATION FOR CONNECT THROUGH BLACKBOARD

1. Sign into your school’s Blackboard.
2. Go to your instructor’s course.
3. Go to the "Tools" menu.
5. Below "My Connect Section", click Go to My Connect Section.
6. Follow the on-screen instructions to register.

LEARNING OUTCOMES: After completing this course, students should be able to:

- Define sociology and identify early sociologist and their work.
- Use their sociological imagination when looking at social problems.
- Define sociological terms, theories, and perspectives.
- Define the components of social structure and identify the functions and impact of major social institutions (i.e. family, education, religion) in society.
- Examine social stratification and social mobility in relation to race and ethnicity, sex and gender, prejudice and discrimination, minority-majority groups, work and economy, and social class.

EXAMS

Students are required to complete six (6) Chapter Exams (including the final) worth 100 points each. Exams will consist multiple choice, fill in the blank, matching short answer and essay questions. Exam questions will be drawn from assigned chapters in the textbook, PowerPoint’s, handouts and videos/films. Students will have 40-60 minutes to complete each exam. Exams are timed, must be completed in one sitting and can only be taken once. So, when taking exams be sure to watch your time. Students who go over the allotted time will incur a reduction in their final score. All exams are due by 10:00 p.m. on the date listed in the course calendar.

FINAL EXAM: All students are required to take the Final Exam (e.g. Test #6) by or on the last day of class at 12:00 p.m. The Final Exam covers chapters 11 & 14 and is not comprehensive. Students are not allowed to make up the final exam (no exceptions).

NOTE: There are no make-up exams for this course. If you get locked out of a test contact technical support immediately to address the issue (e.g. case #). Once the test date/deadline has passed I cannot re-open the exam regardless of the reason. Therefore it is prudent for you to take the chapter exams in enough time prior to the due date(s), which will allow you time to alert technical support and me if you get locked out, or have computer problems. This will also give me time to read your email, contact technical support with your case number, and if an error has been identified to re-set the test prior to the deadline.

Tests will be made available in eCampus two days prior to the date listed in the syllabus/course calendar. Remember, once the deadline has passed I cannot re-open a test for anyone to take it on-line. You may use your notes and textbook for your mandatory Learnsmart homework assignments only. It is best to take your chapter exams/tests on a desk top computer (See “Hints for Test Taking Online on pg. 4 of the syllabus). You may get bumped off a lap top.

MCGRaw-HILL CONNECT – LEARNsmart ASSIGNMENTS (CHAPTER REVIEWS)

Learnsmart is a Connect study tool through McGraw-Hill Publishers designed to assist students in reviewing, understanding and applying course information. Students are required to complete 12 Learnsmart assignments (10 points each) for each chapter covered in the course. Each Learnsmart assignment will take approximately 40 minutes to an hour to complete. Students may start and complete Learnsmart assignments in more than one sitting. McGraw Hill’s Connect Sociology can
and should always be accessed through eCampus under the “MCGRAW-HILL CONNECT” button on the left side of the page. Learnsmart assignments are due prior to or on the due date (see course calendar). Points will be taken off for late submissions. The instructions for accessing the Connect website are located under the “MCGRAW-HILL CONNECT” button and in the Connect Registration PowerPoint under the “Connect Registration” button on eCampus.

**DISCUSSION BOARDS**
Before completing your first discussion board assignment thoroughly read the discussion board handout located under the “DB INSTRUCTIONS” button on eCampus. Students are required to complete four (4) discussion board assignments worth 25 points each; a “Get Acquainted” and a “course evaluation” essay assignment worth 15 points each. Other discussion board assignments are extra credit opportunities worth five (5) points each.

**Format:** Discussion board posts should be written as one page essays (e.g. one to two paragraphs; 10-15 sentences in length). Discussion board response posts to colleagues should be one paragraph; 5-8 sentences in length. Discussion board posts should be typed in 12 or 14 point, Times-Romans or Arial font. Please make sure your font size is readable before submitting your post. Note: All discussion board posts are formal written essays/assignments and should never be numbered. Proofread your work and correct grammatical errors before submitting! Points will be taken off for grammatical errors and late submissions. All discussion board posts are due by 10:00 p.m. on the date listed in the course calendar.

**EXTRA CREDIT**
Students may earn a maximum of 20 extra credit points in this course. Extra Credit assignments consist of discussion board posts in response to questions generated from concepts and theories discussed in the textbook, handouts and YouTube/films; and completion of the student course evaluation. Discussion boards for extra credit must follow the same format as regular discussion board assignments and are worth 5 points each. No other opportunities for extra credit are offered in this course. All extra credit assignments are due by the deadline listed in the course calendar.

**Course Withdrawal**
If you are unable to complete this course, it is your responsibility to withdraw formally. I hope that you will discuss your plans with me if you are considering withdrawing from this course so that I may inform you of your options. The withdrawal request must be received in the Registrar’s Office by Thursday, November 12 without a “W”). To drop a distance learning course on-line go to: https://telecollege.dcccd.edu/RegDrop/drop1.asp. Failure to do so will result in your receiving a performance grade of, 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. The last day to drop a class with a “W” is Tuesday, December 8, 2015.

**ACADEMIC PROGRESS**
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check Step 6 - Advisement and Registration at www.richlandcollege.edu/admissions/process.php for more details.

**Richland College's Quality Enhancement Plan**
Learning to Learn: Developing Learning Power

Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep2013/
For Institution Policies, please refer to:
www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf

Core Curriculum Intellectual Competencies and Exemplary Educational Outcomes identified by district discipline committees -- see Exemplary Educational Objectives at
www.dcccd.edu/Employees/Departments/EA/Academic+Programs/Core+Curriculum/Faculty+Resources/EEO.htm (CTRL + Click to access “Departments” site to “Educational Affairs” to “Academic Programs” to “Core/Curriculum” to “Faculty Resources” to “Exemplary Educational Objectives”)

**CAMPUS EMERGENCY OPERATION PLAN AND CONTINGENCY PLAN**

**Campus Emergency Operation Plan:**
Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, please take time to watch the overview video:
http://video.dcccd.edu/rtv/D0/emergency_dcccd.wmv
The complete Emergency Operations Plan can be viewed and printed at the following website:
http://www.richlandcollege.edu/emergency
If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972/238-3794) or by e-mail (rlcoem@dcccd.edu)

**Contingency Plan:**
Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor.

**Hints on Test Taking on Line:**

1. eCampus advises that you do not take your practice and test quizzes on a wireless connection. If you have a few idle moments of no activity on your laptop (stay on the page too long), you could lose your connection and be locked out of the quiz.
2. It is best to take your practice-quizzes and test-quizzes in one setting and not try to save and come back to them because you may get locked out. Complete your practice and test-quizzes and submit within one setting.
3. Be mindful of your time limits.
4. eCampus also advises that during the hours of 3 am to 6 am the eCampus staff performs maintenance on the system. During this time there is a good possibility of service interruptions as they perform fine tuning, patch updates, backups and restored procedures. It is recommended that you do not take your practice-quizzes or test quizzes during those hours because an interruption of service, even for a second or two, will lock you of the quiz.
5. If you are on your computer when you decide you are ready to take your practice or test quiz, be sure to completely log off and then log back onto your computer and eCampus. This procedure will lessen your chances of getting bumped off.
6. If you want to view your feedback from the test quizzes:
   Go to Grades...
   Click on your number grade in the first screen. Next, click on your number grade again in the second screen. The test should come into view with the correct answers and any feedback.

**Want to Know Your Final Grade?** Students may acquire their final grades online through eConnect at the Richland College website.
eCAMPUS INSTRUCTIONS

Each student in this class is **required** to log on and register his/her email address on eCampus within the first week of the semester. (If you do not have access to the Internet, please go to the Computer Lab in room D229 for assistance. They can also assist you in getting a free email address as a student of Richland College.) Using Internet Explorer, type in [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu). (Please note that you don't use the "www" in the URL above.) If you have any technical difficulty with eCampus (such as logging in, etc.), please contact eCampus Support at 972-669-6402, 866-374-7169 (toll free number).

1. Go to: [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu)
   Click on Access Courses.
   Under My DCCCD heading, go to the Login Here box in the middle of the page.
   Click on Username and input your seven-digit Student ID number with an "e" in front of the number. *(Note: Your Student ID number can be found on your fee receipt or student ID card.) You must enter the full 7-digit student ID number, including any preceding zeros, with an "e" in front of the numbers. Use this for both the **Username** and **Password**. Click the Login button.
   Example: Username e1234567 Password e1234567
   Please change your Password after your initial login (see step 3 below). If you still cannot login, please contact eCampus Technical Support at 972-669-6402, 866-374-7169 (toll free number).

2. The screen will come up on My Institution and it will include all the courses you are taking at this time. You will have one site for all Richland courses.

3. Please change your password. To do this, go to "My DCCCD" Tab (just under the DCCCD logo on the top left of your screen). Go to "Tools" box on the left side of your screen. Click on "Personal Information", then "Change Password", then input the new password two times, and then click on "Submit". You should get a confirmation saying, "User updated". (You can also change your password from within your course site by going to "Tools", "Personal Information" and following the above steps.)

4. While you are in the "Personal Information" section, please put in the correct information by clicking on "Edit Personal Information" and inputting the your name, address, phone number, and email address ( *these 4 are required) and any other information you wish to enter. It is very important that you **input your entire correct e-mail address** so that you will receive any information that might be sent by email to the class during the course of this semester. (This a requirement. If you don't have an email address, you can go to Yahoo, Hotmail or the school e-mail administrator in D229 and obtain one).

To input the correct e-mail, go to "Tools", "Personal Information", "Edit Personal Information", delete the dummy e-mail [that is in there], input your **correct e-mail address**, delete the dummy e-mail [that is in there], then scroll down and click "Submit".

5. To enter your class, click on the "Courses" tab and then click on the underlined name of your course.

6. After you have clicked on the name of your course, you can access the following from the "Courses" tab:
   - Click on "Announcements" to find timely announcements and information regarding the course.
   - Click on "Syllabus" to find a description of the course and current syllabus.
   - Click on "Lecture Notes" to find the chapter review sheets and PowerPoints for class lectures for each chapter in unit test. If English is your second language, please email me at Lwright@dcccd.edu to let me know so special arrangements can be made.
   - Click on "Videos" to access videos in the course.
   - Click on "My Grades" to find your grades for quizzes and assignments.
   - Click on "Student Tools" to find links to helpful tools
   - Click on "Help" to find step-by-step instructions will help you find the information that you need about eCampus. If you do not have access to the Internet, please go to the Computer Lab in room D229 for assistance. Computer labs are located in room D257.

The instructor reserves the right to amend this syllabus as necessary.