Instructor Information:
Name: Jennifer Hudson Allen, PhD
Email: JenniferAllen@dccc.edu
Office: T314
Office Phone: 972-860-4124
Office Hours: I do hope you will visit during my office hours. Come individually or with friends. It’s a chance to talk about the course, assignments, exams, study strategies, or whatever else you’d like to discuss. You don’t have to have a problem to visit. If you find yourself having difficulties with readings or assignments, however, I definitely want to see you; I may be able to help. If these office hours are impossible for you, please let me know so that we can make an appointment for another time.
Monday: 10:00 am to 11:30 am
Tuesday: 12:00 pm to 1:20 pm
Wednesday: 10:00 am to 11:30 am
Thursday: 12:00 pm to 1:20 pm
Friday: virtual office hours – you can contact me via email from 8:00 am to 10:00 am
Mailing Address: Social Science Department, 3939 Valley View Lane, Farmers Branch, TX 75244

PLEASE NOTE: Read this syllabus thoroughly and retain a copy for your future reference. The syllabus contains valuable information about this course. The instructor reserves the right to modify any course requirements and calendar due dates as necessary to manage and conduct this course. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.

Please Note: This notice is to make you aware that alternative sources exist for purchasing textbooks. A student of this institution is not under any obligation to purchase a textbook from a college- or university-affiliated bookstore. The same textbook also may be available from an independent retailer, including an online retailer. The Dallas County Community College District cannot guarantee the quality of textbooks purchased from other sources and cannot provide information regarding their pricing and refund policies.

Required Texts: There are two required texts for this course:


**Course Description and Prerequisite:** This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD. Prerequisite: One of the following must be met: (1) DREA 0093 AND DWRI 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) in Reading and Writing standards AND the college Writing score prerequisite requirement. Course Description: A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. (3 Lec.) Coordinating Board Academic Approval Number 5401025125

**History 1301 Core Area Exemplary Educational Objectives (EEOs):** Students will be able to:

- **Critical Thinking Skills** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Social Responsibility** to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- **Personal Responsibility** to include the ability to connect choices, actions and consequences to ethical decision-making

**History 1301 Student Learning Outcomes (SLOs):** Upon successful completion of this course, students will:

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

**Course Policies and Performance Guidelines:** It is your responsibility as a student to READ and FOLLOW the guidelines below. Always read this document before you contact your instructor, as many questions are answered here.

**General Guidelines for all Coursework:** All course assignments must comply with the following requirements to be considered a completed work (incomplete items will receive a zero). It is your responsibility as a student to read, understand, and follow these directions. Your lack of preparation as a student does not constitute an emergency or an alternate policy on the part of the instructor.

Please read these requirements carefully:

- **The deadline for each assignment will always be at 11:59 pm.** Each assignment and its deadline have been clearly identified in the course calendar.

- **Any technical issues are the responsibility of the student and not the instructor.** Students must complete their due diligence and work with technical support to resolve the
situation. Assignments will not be reset because of a technical issue that the student could have avoided. Do not expect any extensions of deadlines due to technical issues. Therefore, waiting until the last minute to address technical issues often leads to zeros on assignments. This includes, but is not limited to, poor wireless connection, frozen computers, dead batteries on computers, weather that limits access to assignments, browser issues, or any other real or imagined technical issue that deals with software, computers, or the like. If eCampus is functioning, then it is not a problem with eCampus.

All writing assignments are to have a cover page with the following information: Student name, course and section number, semester of enrollment, and a title indicating the topic of the essay. The word count should reflect original work (do not include citations, quotes, cover pages, or a bibliography). Each student is expected to utilize high quality sources (academic journals, scholarly articles, current laws/policy, court cases, etc).

Failure to identify sources is plagiarism. Provide the full MLA citation for all outside sources. All references are to be documented within the body of the assignment and on a works cited page.

All assignments are expected to meet college level writing requirements; all answers are to be in essay format and the expectation is for each student to engage the topics using critical analysis. Please do not attempt to provide simplified or elementary answers if you wish to earn credit for your work. Take the time to fully explain ideas and demonstrate the depth of understanding to earn the desired grade.

Do not use first person tones in the essay assignments or response papers. The prompts are designed to help students think about the topic, not to generate a direct response. First person tone is inappropriate in a college essay, but may be used in discussion forum activities.

The formatting requirements for all assignments are: typed / word processed, double-spaced, size 12 font, Arial or Times New Roman script, 1 inch margins (default setting), and a limited number of grammatical errors.

All assignments are to be submitted as one electronic file to the appropriately titled online destination. Again, all pages of an assignment (cover page, body text, and works cited) are to be submitted together. Assignments will not be accepted via any other delivery method, unless prior approval was obtained. Failure to submit assignments properly (for example: the student submitted the cover page but forgot the actual assignment and the bibliography) will result in a lowered grade. It is the student’s responsibility to understand the basic technical requirements of this course.

Assignments submitted online must be in one of the following file formats: doc, rtf or txt. Other document formats are unacceptable and will be rejected.

Late Work Policy: The late work policy is very simple and straightforward: I do not accept late work. Ample time has been allotted to complete each activity. Assignments are available
on the first day of class. Exams are provided as per the syllabus. All assignments are expected on or before the deadline indicated in the syllabus. Please do not ask to extend an assignment deadline for personal, family, illness of child/parent, work, jury duty, medical appointments, family vacations, traffic, civil or criminal proceedings, or other school related reasons. In very extreme cases (unforeseen hospitalization of the student where the student cannot complete the work, for example) may be considered for extension of a deadline. You will be required to provide some form of written documentation in order to substantiate a request to submit a late assignment.

Course Etiquette: Please follow these guidelines for the course. Please allow 48 hours for a reply via e-mail. There may be periods where it may take longer to get a reply (such as weekends and holidays). Again, be patient and allow time for a response. For any technical issues with e-campus or the computer, please contact the eCampus technical support team. (Please note that the instructor is not the eCampus technical support team).

There are frequent updates posted in the course announcements area and sent out via e-mail. This is the primary avenue of communication for this course. Each student is expected to read the information and keep current with the course. Not knowing because one does not check email, come to class, or log into eCampus is not acceptable.

Personal attacks, racial or ethnic slurs, outbursts or other inappropriate forms of communication will result in immediate removal from the class and possibly from the college (see academic freedom statement). Think about what you are saying, before you hit the send or submit button.

Personal Requests: I am happy to assist you with any questions you may have about the course, about the news, or even college life in general. However, personal requests for exemptions to course policies will not be granted unless there is a legitimate reason. It is a form of discrimination by the instructor to grant exceptions without basis. Any exceptions made may require documentation and will only be considered in advance of a deadline. Please refrain from asking the instructor to engage in unprofessional or unethical behavior, such requests will be not receive an audience. This includes, but is not limited to: giving grades not earned, using threats against the instructor to gain a better grade, verbal abuse towards the instructor, and the like.

Course Attendance: It should go without saying that class attendance is required for success. Learning is an active process and students must be present to participate. Please see the instructor immediately if attendance will be a problem.

Missing class for any reason should be avoided. Missing class means missing class activities, quizzes and exercises. Grades awarded for in-class activities cannot be made up if a student is absent. This includes exams. Failure to be present for an exam means that the student earned a zero.

Students should be prompt because class begins on time. Occasionally, a student may find it necessary to be late. In that case, please quietly come in after class has started. However,
tardiness should never become a pattern. Understand that being late and missing class will negatively impact a student’s grade.

Students are expected to log-in and utilize e-campus for a total of three hours per week in a regular semester. Students will also need to dedicate about the same amount of time to studying and working on assignments (approx. 4-6 hours total). In shorter semesters, where a week is equivalent to each day, students should plan to have 4-6 hours per day for successfully completing the course. As a general expectation, students should login to the course and check e-mail three times per week (or once per day in a mini-term).

Students are free to work ahead at their own pace. However, be sure to avoid falling behind. There are deadlines for this course. Remember, post-secondary education requires a high degree of self-discipline and intrinsic motivation. As students probably know, successfully completing a college course requires a special dedication.

This task is possible, as thousands of students have completed courses with me in the past. Over time I have collected feedback from students and they consistently report that time management is an issue. Make a schedule for this course and stick to it. Trying to work on all the assignments just before a deadline is the recipe for disaster.

**Electronics Usage Policy:** Although technology is part of our lives, it can be distractive. Please understand that repeat offenders of any policy will be asked to leave class. Also understand that, as the student, you paid for this class. Take advantage of the time and the opportunity and learn something. Playing games, updating social media, and surfing the web during class really serve you no purpose.

Cell Phones: When a cell phone goes off in between class, it is a distraction to either the instructor or other students or both. You do not have to turn off your cell phones so that we can have a productive class session, but please turn your cell phone to the silent or vibrate mode. If you need to take an important call, please leave the class and attend to your call. Your matters are private and attending to them outside of class would be the safest way to safeguard your privacy. Texting: Please, no texting in class. Music: Please avoid listening to music in class. Technology: You may not use your phone to take photos, notes, or as a learning device unless authorized by the instructor. Taping: In addition, no taping of class lectures or discussions is permitted without prior approval from the instructor due to intellectual copyright. Miscellaneous: Food should be kept to a minimum so as not to distract others. Electronic cigarettes are not permitted in class, as they are a distraction.

**Course Activities, Assignments, and Exams:** This course has a mandatory orientation process. For this course, the process will be completed totally online. Once it has been completed, individual student attendance and participation will be reported to the college administration to certify the student in the course as attending. The Orientation is to be completed on or before the due date as outlined in this syllabus. If a student does not properly drop/withdraw, this will show up as an F on permanent records. Be sure that intentions are made clear to the registration office during the first day of the course.
**Dropping the Class:** Before you consider dropping the class, it is strongly advised that you meet with me to discuss your options.

**Course Readings, Lectures and Presentations:** Each student is expected to read the assigned material as detailed in the course calendar. Students will be held accountable for assigned materials via the course assignments, discussion forums, and unit exams. The textbook readings create the core of the online course experience. The supplemental materials are there to reinforce key points and help students succeed. Making appropriate use of the materials will have a significant impact on grades.

It is vital that students manage time and maintain a high degree of self-discipline to ensure success in any college course. The course schedule has been designed to spread apart the major course topics so students are able to comprehend the material. If a student falls behind, it is difficult to adequately address the topics and this often creates a snowball effect leading to failure. Again, keep pace with the class and not fall behind.

**Course Exams:** Students will be required to take two exams for this course. Students are required to bring the appropriate exam items to class as designated by the instructor (for example: the proper scantron and/or the proper blue book). The instructor will let students know what materials they will need for the exams. Depending on the nature of the course (lecture or online) portions of the exams may be electronic. The instructor also reserves the right to utilize the testing center for exams. **Please note that there will not be a supplemental study guide for exams.** Students are expected to know the content of the material through assignments, reading, class attendance, and study. The instructor may use chapter material, lecture material, quiz questions, online and supplemental material, class discussion, primary source documents, and other educational material to assist with creation and distribution of the exams.

**Chapter Quizzes (1 per chapter):** There are chapter level quizzes in this course. The design is to assess student reading comprehension one chapter at a time. The window to complete the quizzes will be the start of the course and end date of a section of work (see the course calendar for details). Again, each quiz must be completed before the deadline. **Each student will have two attempts for each quiz.** The higher grade of the two attempts should be recorded in the grade book. If the higher grade is not recorded, please contact the instructor to address the issue.

The format for each quiz is “open book” and there are approximately 10-30 randomly generated multiple-choice questions per quiz. Students will have 30 minutes to complete each quiz attempt. The quizzes are automated; they are randomly generated from a pool of hundreds of questions. The grade will post immediately after submission. Each quiz covers detailed material from the assigned chapter. Once a quiz has started, a student will not be able to leave, back out or close the quiz screen. It is strongly suggested that students do not take the quiz on a computer with a wireless connection. The most reliable location for taking a quiz is in a DCCCD campus computer lab, where there are dedicated internet lines. If a student does not finish an attempt, it will count as a zero.
By design, there is not enough time to look up an answer to each question. Students must be highly prepared for each quiz by reading the assigned chapter. Do not procrastinate; leave enough time to complete each quiz in sequence. Students may move at a pace ahead of each deadline. There are a plethora of resources that have been provided to help students succeed in the course, ranging from the textbook publisher’s website to virtual lecture/PowerPoint presentations for chapter. It is the nature of the college environment that mandates students are highly prepared before each quiz. These restrictions provide a measure of integrity for the course assessments and help secure student identity.

On rare occasion, there may be an issue with the questions in the quiz pool. I will address those issues on a case-by-case basis. Also, unforeseen glitches during a quiz attempt can occur from time to time. There are several steps students can take to ensure they do not have a problem during an attempt. Detailed information will be provided in the orientation to help ensure student computers are configured to interact with the e-campus system. Please contact the tech support team in case of a problem. Tech support can assist in helping identify the source of any potential problem. I will then need to verify and document the problem with e-campus, if an attempt is to be re-set. If the error was on the student’s end, the grade will be recorded “as is.” At the instructor’s discretion, a penalty may be imposed for any re-take to maintain the integrity of the course and an equitable assessment procedure. The only valid reason a quiz attempt will be re-set is when e-campus has a technical problem. **Again, I will not simply re-set a quiz attempt due to a technical error that could have been avoided on the student’s end.**

**Course Writings:** The writing assignments are the primary assessment of learning in this course. Reading the material does not fully demonstrate command of the information. For this reason, the majority of the grade will be based on written work.

All course readings, videos, and lectures must be are examined prior to submitting any assignment. As always, all writing assignments are to be in the student’s own words. Any reflection or exam essay should rely on at least two high quality academic sources. **Each source is to be properly cited in the body of the text and on a works cited page using formal MLA citation format.** Writing must be completed using the formatting guidelines provided in “Guidelines for all Coursework.” Detailed directions on what is expected for any writing assignments have been provided in the guidelines for the assignment. Any additional information will be provided during the semester. All writing assignments will be graded with an assessment rubric, which has been provided as reference in eCampus. As a reminder, first person tone is inappropriate in any college research essay.

**Primary Source Analysis Papers:** Students will be required to complete four assignments over four different primary sources that correlate to the course. These papers will be based upon the topics provided. Students will have a choice as to topic. Remember, this is a college history course—writing should reflect this level of academic vigor. Once the deadline passes, the grade will be recorded as a zero. Identify the topics early. All course readings, videos and lectures are expected to have been examined prior to submitting the essay. As always, the
assignments are to be original thought. Direct quoting from the primary source is expected. Citations are required. This assignment is to be completed in third person.

Discussion Forums: Each forum activity consists of two postings, a primary thread and a reply posting. Both postings must be made by the deadline for each unit for the assignment to be considered complete. Please post the word count at the end of each and every posting made in the discussion forum. The expectation is that students have completed the assigned readings prior to engaging the discussion topic, and not before. This allows the discussions to remain relevant to the assigned topics. The deadline for the discussion postings will be noted in the syllabus. Again, this is a two-part activity. Both the original and reply posting must be submitted for the activity to be considered complete.

Part I - Original Posting Guidelines: Students are expected to post an answer (in their own words) to the primary set of questions posed for the discussion forum. Please do not wait until the deadline to make the submission. Students and peers are expected to reply to each other's posting, so try to allow enough time to reply. Each activity involves an element of independent research and critical analysis. The questions address understanding of central themes and the ability to think critically about the course material.

Responses are to be in essay format. Be sure to fully explain any position, citing a high quality source as evidence if needed. The course textbook, wikipedia, an online blog and similar items are examples of unacceptable sources on the collegiate level. Each student is expected to utilize high quality sources (academic journals, scholarly articles, current laws/policy, court cases, etc). The grade for the primary posting will be determined by the quality, depth and originality of your writing. The minimum writing requirement is 300 words for the original posting. Always add the word count at the end of the posting. Points will be deducted for not following the directions (for example: forgetting the word count, no name, not meeting word count, poor grammar, not written in an essay/paragraph format, etc).

Part II - Reply Posting Guidelines: The second part of each discussion forum involves a reply to a primary posting made by at least one fellow classmate. Students may choose to reply more often, but the minimum expectation is for each student to engage in a dialogue with one person in each forum. It is preferable that students reply to a posting that does not have any replies, so that everyone may receive some degree of feedback. Replies do not need to be quite as extensive as the original posting, but it must be of substantial academic and intellectual value. Be sure to directly address the main points made in the original posting.

"Good posting" or "I agree" will not suffice for this part of the assignment. This is an opportunity for a free exchange of ideas, so take advantage of the opportunity to learn from classmates. Any personal attacks are grounds for immediate removal from the course and possibly the college. As always, student grades will be based on the quality and originality of your feedback, as well as the ability to follow the posting guidelines. The minimum word count is 150 words per reply posting. Always add the word count at the end of the posting.

NOTE: Procrastination on this project has resulted in many students, who were otherwise passing, having to fail and repeat the course.
Extra Credit Opportunities: At various points in the course, extra credit may be available in several forms. It may be part of an assignment, a separate assignment or simply a reply to e-mail. If it is part of an assignment, be sure to include the extra credit on a separate page that appears after the works cited page. Again, extra credit that is part of an assignment should be submitted along with the primary assignment (combine all files into one for submission). Extra credit that is assigned as a separate project will have its own place for submission. If the extra credit is to reply to an e-mail based activity, be sure to reply by the deadline.

Grading and Evaluation Procedure: The following components provide student assessment opportunities for the course and are required.

Orientation Quiz: Students are required to participate in the orientation quiz. This quiz will count for 30 points. This quiz must be completed first. The orientation quiz details and directions are located in eCampus under “discussion board”. Go to the discussion tab from the main class website, read the directions, and start a new thread to participate. All discussions will be submitted through eCampus. If you do not have your orientation submitted by the deadline, you will be dropped from the class.

Online Discussions: Students are required to participate in five online discussions. These discussions will count for 50 points each. The discussion activities are detailed on eCampus. Go to the discussion tab from the main class website, read each of the activities and start a new thread to participate. Everyone in the class can see that a new thread has been posted and can respond to a posting. All discussions will be submitted through eCampus.

Chapter Quizzes: Students will be required to take quizzes over textbook chapters. The content for each quiz will come from reading. The quizzes will consist of 10-30 questions. Each quiz will be worth 20 points. All quizzes will be taken on eCampus.

Exams: Two exams will be given during the semester. Each exam will cover the assigned reading and class discussions. Each exam will consist of a combination of multiple-choice and essay questions. Each exam will be worth 100 points. Both exams will be taken on eCampus. Please note that you must submit exam two in order to pass the class. If you do not submit exam two, you will receive an N as a non-participating member of the class.

Primary Source Analysis Papers: Four primary source analysis papers will be due throughout the course regarding varied topics in world history. Each paper will be worth 50 points. Each paper will be between 2-3 pages…no more, and no less. Each paper will follow the proper conventions of writing in a history course. No credit will be given to anyone who chooses to not follow the guidelines. Potential topics will be taken from the list provided in eCampus. All papers will be submitted through eCampus.

Extra Credit Attendance and Participation: Students will be evaluated on their initiative to attend class regularly and participate in the course. Students will earn 60 points by attending the course meeting dates and participating. This equates to earning three points for every class attended. Attendance points mean that a student will arrive on time, stay for the
duration of the course, and pay attention for the entire time. Anyone arriving late, leaving early, not paying attention in class (texting, playing games on a device, sleeping, etc.), will not earn credit for attendance for that class. Class discussion requires that students prepare for class by reading the assigned pages in the text, looking at the document reader, and paying attention in class. This participation can be in the form of questions, constructive comments, or insight that a student can provide. The final determination of attendance and class participation will be at the discretion of the instructor.

**Grading Scale:** You will earn your grade by the following grading scale:
- Orientation Quiz/30 points each/30 points total
- Discussion Boards/50 points each/250 points total
- Analysis Papers/50 points each/200 points total
- Exam One/100 points each/100 points total
- Exam Two/ 100 points each/100 points total
- Quiz/20 points each/320 points total

**TOTAL POINTS POSSIBLE FOR THIS CLASS:** 1000

Final grades will be assigned according to the following scale:
- A: 900 points and above
- B: 800-899 points
- C: 700-799 points
- D: 600-699 points
- F: 599 points and below

**HIST 1301 Tentative Schedule and Due Dates:** Please note that the instructor reserves the right and the ability to amend this schedule. If this happens, students will receive notice through class and eCampus.

<table>
<thead>
<tr>
<th>Date</th>
<th>Item, Event, or Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 January</td>
<td>Course opens, all work available for completion</td>
</tr>
<tr>
<td>23 January</td>
<td>Orientation due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>28 January</td>
<td>Discussion 1 due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>30 January</td>
<td>Analysis 1 due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>4 February</td>
<td>Discussion 2 due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>6 February</td>
<td>Analysis 2 due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>11 February</td>
<td>Discussion 3 due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>13 February</td>
<td>Quizzes from chapters 1-8 due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>18 February</td>
<td>Exam One (chapters 1-8) due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>20 February</td>
<td>Analysis 3 due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>25 February</td>
<td>Discussion 4 due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>27 February</td>
<td>Analysis 4 due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>4 March</td>
<td>all work due for early completion extra credit points</td>
</tr>
<tr>
<td>6 March</td>
<td>Discussion 5 due on eCampus before 11:59 pm, Quizzes from chapters 9-16 due on eCampus before 11:59 pm</td>
</tr>
<tr>
<td>13 March</td>
<td>Exam Two due on eCampus before 11:59 pm</td>
</tr>
</tbody>
</table>
General Statement: The instructor reserves the right to modify any course requirements and calendar due dates as necessary to manage and conduct this course in the classroom and through eCampus. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.

Addendum to the Syllabus: This is basic information that accompanies all syllabi at Brookhaven College. Students have a responsibility to read and follow the information. Please click on the following link to be aware of institutional policies at Brookhaven that may impact you as a student.
http://www.brookhavencollege.edu/about/vpi/Pages/Syllabus-Addendum.aspx