Instructor: Prof. Brett D. Wilkinson

Contact Information:
Office: G-215
Phone: 972-860-7166
Email address: eCampus
Course Email is the primary means of contact. (EFC Faculty email address should only be used in case of an emergency or lack of access to the eCampus course); Blackboard IM can be used during office hours.
Office Hours: M-R, 11am-12:30pm or by appointment.

Course Description (from Eastfield Catalog):
HIST 1301 History of the United States (3). This is a Texas Common Course Number.
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 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 DCCCD Writing score prerequisite requirement.
Course Description: The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.) Coordinating Board Academic Approval Number 5401025125

Textbook:
ISBN: 0-205-99080-0
OR
ISBN: 0-205-95842-7
(The Combined version is an option for students that plan to enroll in my History 1301 and 1302 courses.)

Class Web Site:
You will be required to use the class web site which is on what we call eCampus. It uses the Blackboard platform which you may already know. Since this is an online course, the web site is obviously very important. You may access the site at http://ecampus.dcccd.edu or by clicking on the eCampus link from the DCCCD or Eastfield College home page. If you don’t have regular access to a good computer with high-speed service, the student computer lab is located in L-108 and there are several computers in the library. You can also find computers at public libraries.

Student Learning Outcomes
Upon successful completion of this course, students will:
1. Create an argument through the use of historical evidence.
2. Analyze and interpret primary and secondary sources.
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.
Evaluation Procedures:
The course is exclusively online and **NOT** self-paced. You will take a 25 question multiple-choice test over the required chapters of the text at a time of your choosing. Remember, however, that this is 8 tests in 4 weeks. Procrastination is your worst enemy. Prior to taking the test, in addition to the available online study aids, you can discuss the material with fellow students on “Discussion Board.” I will be happy to participate in these discussions as appropriate.

In addition, here are other methods of test preparation:

- **Practice Tests** – questions similar to the actual test questions for drill and review. You can take any practice test as many times as you like.

- Form a study group and test each other on your knowledge.

By the end of the course (exact date under “Important Dates” below) you will submit a 1-3 page paper in which you answer a few questions about a short historical document you read. You can choose from several documents posted on eCampus. More information is also there.

You are asked to complete a brief “Student Survey of Instruction” during the latter part of the course. This is your opportunity to evaluate the course. (I don’t see the results until well after final grades are turned in.) Click on “Student Survey” on the Main Menu on the first page of the course web site.

Requirements
The course is **NOT** self-paced, so you may organize your time as you see fit with two exceptions: 1) you should take each chapter test in sequence, and 2) all work must be completed by the date listed in “Important Dates” below, and on the course website. If while taking a test, you lose the connection and are “kicked off,” email me immediately through the course email system. I will have to reset the test before you can continue. Meanwhile you can continue to the next test in the event my response takes a few hours. I don’t work 24 hours per day, but I will make every effort to be prompt.

You will complete 8 chapter tests, 5 discussion boards and write two short essays. Instructions for these will be on eCampus.

Grading
4 Certification Assignments (25pts per assignment)  100 points
(Emails, Discussion Board, Practice Test 1, Student Introduction)
8 Chapter Tests of 25 questions each @ 100 pts. per test  800 points
2 Essays of 1-2 pages (500 words minimum)  200 points
5 Discussion Boards (DB)  500 points
Total possible points  1600 points

A = 1350-1600 pts.
B = 1200-1349 pts.
C = 1050-1199 pts.
D = 900-1049 pts.
F = 0-899 pts.

Note that the Practice Test scores are NOT part of your course grade. But don't make the mistake of thinking they are not important. They are a key element in your preparation for the real tests.

You can always see your grades on the web site by clicking the “My Grades” tab or in “Tools,” then “My Grades.”
**Technology:** Assignments are DUE as outlined in the course calendar. Waiting until the last minute can be problematic as issues may arise with computers. **Experiencing technological difficulties or not having access to a computer are not acceptable reasons for missing assignment deadlines.** Students should plan in advance to complete assignments utilizing resources available to them; for example, a local library or the Eastfield College library and computer lab. If you have technical difficulties while submitting your essays, please attach your completed assignment to an email. This is the only way that assignments not submitted on time will be considered for credit.

**Course Outline:**
The course is based on the textbook, thus the course outline is the text’s table of contents.

**IMPORTANT DATES:**

Mar. 20th – official beginning of this class.
Mar. 25th – official Certification Date (very important to students receiving Financial Aid).
   To be certified you MUST complete 4 Certification assignments by this date.
Mar. 28th – complete Discussion Board 1
Apr. 4th – complete Discussion Board 2
Apr. 11th – **deadline for submitting Essay 1**
Apr. 16th – **Tests 1-4 must be completed by this date.**
Apr. 18th – complete Discussion Board 3
Apr. 25th – complete Discussion Board 4
Apr. 28th – last date to drop and receive a “W” grade. See syllabus on the “Six Drop Rule.”
May 2nd – complete Discussion Board 5
May 9th – **deadline for submitting Essay 2**
May 11th – **course ends, all work must be completed by this date.**

Note that there are no individual deadlines for individual tests. It is your responsibility to manage your time for the course. I urge you to make a calendar with target dates for each test and the paper. Procrastination will be your worst enemy. If you wait until the end of the semester to cram in all or most of the work, you will not do your best and your grade will show it.

**Obtaining Final Course Grades Using eConnect**
Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu). Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your **Student Advising Report**, which is available in the Admissions Office.

**Eastfield College Email Policy**
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/netmail/home.html](http://www.dcccd.edu/netmail/home.html)

**Attendance Policy:**
In an online course participation is the way you “attend.” You must login and take some action (e.g., completing the Certification Assignments, do the "Getting Started" activities, taking a practice test, etc.) on the web site by the official Certification Date as listed above under “Important Dates” If you do not, I cannot certify your “attendance” and that may have negative consequences with any financial aid, scholarships, etc. that you may be expecting.
"W" DATE:
If you must withdraw from the course, be sure to do so formally by contacting the admissions office and filing the proper forms. See “Withdrawal Policy” and “Stop Before You Drop” below.  **The deadline for withdrawing is 4/28/17.**

Financial Aid Statement
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester.  **Students who fail to attend or participate after the drop date are also subject to this policy.**

Financial Aid Statement for Distance Learning Classes
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 by either e-mailing or contacting the instructor or logging on to eCampus.  Do not drop or stop attending any class without consulting the Financial Aid Office.  Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Repeating This Course:  (Third Attempt to Enroll in a Course)
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a 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 of the Dallas County Community Colleges since the Fall 2002 Semester.  **See Third Attempt to Enroll in a Course at:**  http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement
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 DCCCD Code of Student Conduct  published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm .

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Food and Drink Policy
Obviously this is not much of an issue in an online class.  If you happen to be working on campus please observe the rules of the area where you are (computer lab, library, etc.).

ADA Statement
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efcdso@dcccd.edu.  For more information:  http://www.eastfieldcollege.edu/SSI/DSO/index.html
Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Withdrawal Policy
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 the deadline listed above in “Important Dates.” 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 more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

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

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of study and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

Classroom Etiquette
By now you have probably guessed that I am using a standard form for the syllabus. This section is another that applies to the classroom more than to us. I only ask that you be pleasant and patient with your peers in your online discussions and with those dedicated folks at the help desk who rescue all of us repeatedly. Be especially patient with them when the system is acting up or near the end of the semester when they are bombarded by procrastinators who are making silly mistakes because they are in such a rush.

DCCCD OIE Title IX Statement
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.
Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.
We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators
Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825
Cedar Valley Grenna Rollings TitleIX-CVC@dcccd.edu 972-860-8181
Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358
El Centro Shanee’ Moore TitleIX-ECC@dcccd.edu 214-860-2138
Mountain View Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561
North Lake Rosemary Meredith(acting) TitleIX-NLC@dcccd.edu 972-860-3992
Richland Bill Dial TitleIX-RLC@dcccd.edu 972-238-6386
Dallas Colleges Online Le’Kendra Higgs TitleIX-LEC@dcccd.edu 972-669-6672

District Title IX Coordinator Office of Institutional Equity
LaShawn Grant TitleIX-District@dcccd.edu 214-378-1633

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