SUMMER SYLLABUS

Physical Anthropology
ANTH-2401-86401
Online Course (4 credit hours)
Richland College

INSTRUCTOR INFORMATION
Victoria Clow, Adjunct Professor
Campus Email: vclow@dccc.edu
Office: (972) 238-3732 (ACCESS Center)
Office Hours: Mon. or Fri. (by appointment)

"SKELETON TYPOGRAM" BY DESIGNER AARON KUEHN

COURSE DESCRIPTION:

If you have ever found yourself glued to documentary video or books on forensics, archaeology, human origins, or primates, this course is for you!

Physical anthropology is the branch of anthropology dealing with the genesis and variation of human beings (i.e., us). This discipline employs the scientific method of inquiry to build, correct, and enhance our knowledge of human biological development. What can be learned from bones and what can they tell us about human evolutionary history? What can they reveal about past cultures whose stories are literally buried in archeological sites? How are these techniques used in modern contexts to help in the identification of remains recovered from a crime scene? Through PBS-type videos and online labs, you will learn a variety of skeletal identification techniques used to reveal their mysteries.

PREREQUISITES:
DREA 0093 or English as a second language (ESOL) 0044 or have otherwise met the Texas Success Initiative (TSI) Reading Standard. High school students will be required to have completed high school level biology.

COURSE MATERIALS:


Lab: No required lab manual or lab kit.

COURSE REQUIREMENTS:
This course will consist of (5) lab assignments, (3) quizzes, and a final exam. The labs are required and reinforce material from readings, posted video lectures, and/or scientific documentaries. The labs can be submitted in Ecampus or emailed (if you have technical

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issues) to ANTH2401@outlook.com. The quizzes and final exam will be given online; they are NOT open book or note, and internet searches are not permissible. Your academic honesty is expected. I do provide review sheets for quizzes and exam.

**GRADERS:**
Labs: 5 (x 10 points) = 50 points  
Quizzes: 3 (x 25 points) = 75 points  
Final Exam (75 points) = 75 points  
Total Points Possible: 200

**GRADING SCALE:**  
A= 179-200 POINTS; B= 178-159 POINTS; C= 158-139 POINTS;  
D=138-129 POINTS

**EXTRA CREDIT:**
Extra credit is offered. You can select one assignment from several posted options. It can be handed in any time before the final exam week for an extra 5-10 pts toward the overall grade.

**HELP:**
I am available and can meet with students who need to physically look at the fossil casts or human skeletal material or need to talk through a specific subject. I can also participate in a skype or facetime call with students.

**ATTENDANCE POLICY:**
In order to be successful, students must attend (via there cyber presence) and participate in enrolled courses.

**MISSED EXAM POLICY:**
Since exam deadlines are scheduled and available well in advance, make-ups are not ordinarily allowed. Students will be offered at least a three-day period to take an exam, therefore you are strongly encouraged to plan ahead to avoid conflicts. However, in case of extreme circumstances, please email me as soon as possible. Doctor's letters or documentation may be required for permission to take a make-up.

**SYLLABUS INSTITUTIONAL POLICY STATEMENTS FROM RICHLAND:**

**SIX DROP RULE**
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/6drop

**WITHDRAWAL POLICY**
If you are unable to complete this course, it is your responsibility to officially withdraw by the official drop date for this course. Failure to do so will result in a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop deadline, you will
receive a “W” (withdraw). For more information about withdrawal procedures access the Admissions page on policy/procedures or contact the Admissions/Student Records office at 972-238-6948 (Thunderduck Hall, T170).

REPEATING A COURSE
Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course taken at any of the DCCCD colleges since the fall 2002 semester. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in an additional tuition charge. Developmental Education and some other courses will not be charged a higher tuition rate. See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/

TEXAS SUCCESS INITIATIVE ASSESSMENT REQUIREMENTS AND COURSE PLACEMENT GUIDELINES
The Texas Success Initiative Assessment (TSIA) was designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSIA requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. Passing the TSIA is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, and Math 1414. Students who do not meet assessment standards must complete developmental courses in the deficient area with a grade of C or higher. Additional information is available from the TSI Office in T170T or T170S (phone no. 972-238-6115 or 972-238-3787) or at https://richlandcollege.edu/texas-success-initiative-tsi.

FINANCIAL AID ATTENDANCE AND PARTICIPATION REQUIREMENTS
Your instructor is required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet the attendance requirement, you must attend and participate in your on-campus or online course(s) prior to the course certification date and continue beyond the course withdrawal date. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

ACADEMIC HONESTY
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 available at https://richlandcollege.edu/conduct.

AMERICANS WITH DISABILITIES ACT
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, suite T120, or go to https://richlandcollege.edu/dso/.
DISCRIMINATION AND SEXUAL MISCONDUCT REPORTING INFORMATION AND REQUIREMENTS

Richland College is committed to ensuring that all community members learn and work in a welcoming and inclusive environment. We support the well-being and development of our students. Richland College prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender identity, gender expression, or any other basis prohibited by law.

Title VII of the Civil Rights Act of 1964 prohibits retaliation or discrimination based on race, color, religion, age, and national origin. Title IX prohibits discrimination based on sex, sexual orientation, gender identity, and/or gender expression (failure to conform to stereotypical notions of masculinity or femininity); sexual misconduct (including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation); and sex/gender-based harassment.

Richland College faculty and staff members, unless deemed a confidential resource by law, have an obligation to report and respond to certain issues relating to the health and safety of college community members. This includes information shared with faculty and staff members in person, through electronic communications, or in class assignments. Faculty and staff members must report to the appropriate college officials any allegation of discrimination or harassment. In addition to reporting all discrimination and harassment claims, faculty and staff members are required to report allegations of dating or domestic violence, stalking or retaliation, child abuse or neglect, and/or credible threats of harm.

After receiving a report made by an employee, a Richland College official may want to contact the individual who initially shared the information with the employee. In almost all cases, the individual who shared the information with an employee may choose whether or not to speak with the Richland College official. The college does not guarantee the confidentiality of a report of sexual misconduct or discrimination unless the report is made to a Richland College Licensed Professional Counselor https://richlandcollege.edu/counseling-services/, who does not have this reporting responsibility. Limits to counselor confidentiality are available at https://richlandcollege.edu/counseling-services/confidentiality/.

A report may also be made directly to the Richland College Title IX/EO Coordinator or Deputy Coordinator:
Bill Dial, PhD, PHR, SHRM-CP
Executive Director of Human Resources
Title IX Coordinator
bdial@dcccdd.edu
972-238-6386

Ms. Gloria Williams
College Director of Employee Relations
Deputy Title IX Coordinator
https://richlandcollege.edu/police-department/

Further information may be found on the College website: https://richlandcollege.edu/human-resources/title-ix-sexual-misconduct/
RELIGIOUS AND ETHNIC HOLIDAY OBSERVANCE
Richland College honors the right of each student to observe the practices of their belief system. It is the student’s responsibility to provide their instructors a written justification for a religious accommodation by the third class meeting or the fourth day after the course begins for online courses. It is the responsibility of the instructor and student to negotiate completion of all missed assignments prior to the absence, if possible.

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://media.dcccd.edu/video.php?vid=1735. The complete Emergency Operations Plan can be viewed and printed at the following website: https://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 at BOrton@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. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.

RICHLAND COLLEGE’S QUALITY ENHANCEMENT PLAN
Richland College is implementing 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 https://richlandcollege.edu/qep/.

SYLLABUS CHANGE DISCLAIMER
Instructors reserve the right to amend a syllabus as necessary.

STUDENT SURVEY OF INSTRUCTION
The Student Survey of Instruction (SSI) is designed to acquire information on the student perception of the quality of courses, faculty, and instruction, and to provide feedback information for improvement. In order to minimize the disruption in the classroom, the SSI is now being administered online in select courses. Students will take the survey through a link in eCampus. If you receive a request to complete the SSI, please do so as soon as possible. By completing this questionnaire, you will help the college and your instructors determine how we might improve your educational experiences. Your identity will remain strictly confidential and anonymous.

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