We are not makers of history. We are made by history.
Martin Luther King, Jr.

All History is current; all injustice continues on some level, somewhere in the world.
Alice Walker

US History 1302: 1877 to the Present
Richland College/Humanities Division
WINTER TERM 2018

Course Sections:
Section: 82489
Class Begins: 12/11/17 to 01/05/18
Online Class

Instructor: Michelle E. Navarro, Doctoral Candidate
Full-Time History Faculty

Contact Information:
Office: Crockett C-259 (located on 2nd floor above Subway).
Phone: 972-238-6296 (*Leave message only)
Office Hours: by appointment only.
*Note: Instructor is not on campus during Winter Term.

Email address: MNavarro@dccc.edu (**Best Way to Communicate with Me!!)
Please allow a minimum of 24 hrs for a response, 48 hrs on weekends.
In the Subject of your email please put: History 1302 Online Class so that I know you are one of my students. *PLEASE USE EMAIL ETIQUETTE!! [See Below]

NOTE: This syllabus is subject to change per the instructor’s notice.

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading.

Description: (3 hour course) The history of the United States is surveyed from the Reconstruction era to the present day. They study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed.

Textbooks and Other Course Materials:

Required TEXTBOOKS:

Textbook #01:
A People’s History of the United States by Howard Zinn

*Note: This textbook is available FREE on the Internet as well as available for purchase as an eBook on any eReader device. Log onto eCampus for access to free textbook link.

Textbook #02:
American Yawp Online Textbook (free on eCampus, will be available when class begins)

*Note: Make sure you have consistent access to a computer and Internet. There are no excuses for not being able to get online to materials. Computer labs are also available on campus.

Institution Policies: you can also view at:

Email – It is your responsibility to check your Richland email often since I may use it for important announcements, etc. NOTE: If you are sending me an email, please include your class section number in the subject line and write in clear, concise sentences.
Email Etiquette:

• In the **Subject** of your email please put: **History 1302 Online Class** so that I know you are one of my students
• Please do **NOT** send me messages from your cell phone, unless you use proper email etiquette. Otherwise, your instructor will not respond.
• And do not send several messages in one day.
• Please allow at least 12 hours (24 on weekends) to get a reply.
• Please include a proper greeting such as, Professor Navarro,
• Please tell me your name so I know whom I am speaking with.
• Please write proper, correctly spelled sentences.
• i.e. no texting codes; capitalize the first letter of each sentence!
• Please be aware of your **tone** when writing to any of your instructors.
• i.e. please do not demand things.
• Please do **NOT** send emails begging or pleading for grades, excessive absences, missed deadlines for assignments, etc.

• **eCampus**— You are responsible for keeping track of your own grades on eCampus and notifying me of any discrepancies/issues you encounter

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**FOR TECHNICAL SUPPORT:** Please visit Technical Support’s FAQs and support site, or call the student help line [toll free 1-866-374-7169 or 972-669-6402](#). You may want to program these numbers into your cell phone for use during the semester in case of an eCampus emergency. Additional links to technical support are available by clicking the HELP link at the top of all eCampus pages.

**SOFTWARE REQUIREMENTS:** Students are required to have Internet capability, preferably with the latest version of FIREFOX as a browser. JAVA is also required for eCampus to work properly. Go the DCCCD eCampus Home page and then to the BROWSER TEST box to test and update your software free so your computer is compatible with this version of eCampus.

**Please be aware of Netiquette when signing up for an online course:**

**Not familiar with eCampus?** Click on this link and watch mini videos on how to navigate around the site! [http://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Student](http://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Student)

**Note:** if you are using a MAC, sometimes eCampus will not work properly, particularly when downloading documents and when taking tests.

**ATTENDANCE POLICY:** Although your attendance is not monitored per se, you are expected to check your email and the eCampus ANNOUNCEMENTS page daily to stay current on what is happening in the class.

Your instructor will communicate with you frequently via email and the ANNOUNCEMENTS page throughout the course. A course schedule has been set up, but your instructor may make changes if she feels it is in the best interest of the class. If changes are made, you will be notified by email and Announcement. If you aren’t monitoring eCampus regularly or if your personal information in eCampus is incorrect, you could miss important details about assignments and tests. You may also miss extra credit opportunities that arise.

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**Stop Before You Drop: 6 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/catalog/ss/oep/dw.cfm

**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 official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). 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/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170), or contact the division office.

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<thead>
<tr>
<th><strong>Dropping a Course:</strong></th>
<th><strong>Repeating a Course</strong></th>
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<tbody>
<tr>
<td>Students must withdraw PRIOR to the first class day of the semester to receive a 100% refund.</td>
<td>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 <a href="http://www.dcccd.edu/pc/cost/3rdcrseattmpt/Pages/default.aspx">http://www.dcccd.edu/pc/cost/3rdcrseattmpt/Pages/default.aspx</a></td>
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<tr>
<td>Last Day to drop with a “W”: 12/22/17</td>
<td>Financial Aid: If you are receiving any form of financial aid, you 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.</td>
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<tr>
<td>Please contact the Admissions Office or Business Office for the refund schedule.</td>
<td>Grade Disputes: Disputes regarding individual assignment or course grades must be submitted in writing to your instructor and received within 30 days of when grades are posted.</td>
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<td></td>
<td>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 <a href="http://www.richlandcollege.edu/conduct/">http://www.richlandcollege.edu/conduct/</a>.</td>
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**Plagiarism** is the use of an author’s words or ideas as if they were one’s own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else’s work for assignments as if it were one’s own, or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to providing a paper or project to another student, providing an inappropriate level of assistance; communicating answers to a classmate.
during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

**Academic Dishonesty for Online Classes:** In this course, scholastic dishonesty (cheating on a test, plagiarism which includes collusion, or copy/paste directly from the Internet or other student’s work) will result in a grade of F (and zero points) on an assignment AND a grade of F for the course.

On Exams, failure to document sources when you draw information from a source, cutting and pasting material from a source and including it in your paper, and failure to include quotations along with MLA formatted internal citations as well as an MLA formatted Works Cited are all considered plagiarism and can result in a loss of points.

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**ADA Statement:** 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 [http://www.richlandcollege.edu/dso](http://www.richlandcollege.edu/dso)

It is suggested you do so early in the semester. Have Disability Services contact your instructor explaining any accommodations you are allowed. **PLEASE MAKE SURE YOU SUBMIT YOUR PAPERWORK TO AND HAVE ALL DOCUMENTATION IN ORDER PRIOR to the 1st day of class!**

**Religious Holidays:** Absences for observance of a religious holy day are excused. An excused student absence for the purpose of observing a religious holy day can only be arranged with the instructor. **Please contact instructor PRIOR to holiday.** Any assignment deadlines such as Discussion Board postings or exams must be turned in prior to holy day.

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**Campus Emergency Operation Plan And Contingency Plan**

On the day of a school closing, Instructor will post a message on eCampus and send out an email to entire class.

**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/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)
- The complete Emergency Operations Plan can be viewed and printed at the following website: [http://www.richlandcollege.edu/emergency/](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 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.

**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.

**Classroom Policies:**

Communication with your instructor and other members of the class is expected. Like in any business or academic environment, participants are expected to conduct themselves professionally. Maintain civility both when online, texting, or telephoning, treating others with respect. When communicating in writing, use Standard English and not web-speak; write in complete sentences and full paragraphs; and edit your work for English usage, grammar, and spelling. On assignments, you will lose points if you do not.
Please be aware of Netiquette when signing up for an online course:
http://www.carnegiecyberacademy.com/funStuff/netiquette/Netiquette.swf

Compliance with Core Curriculum Guidelines:
This History 1302 Course develops the following Core Curriculum Intellectual Competencies:

1. READING - to improve and expand reading comprehension:
2. WRITING - learn to write both in essay and spontaneous formats
3. CRITICAL THINKING – develop skills of comparing, contrasting, analyzing and combining information to reach reasonable conclusions
4. Listening – learn to hear and remember information presented to the class, and being able to respond verbally to questions and issues

This course also addresses the following Core Curriculum Educational Objectives:
1. To examine social institutions and processes across a range of historical periods, social structures and cultures.
2. To develop and communicate alternative explanations or solutions for contemporary social issues.
3. To understand the evolution and current role of the U.S. in the world.
4. To differentiate and analyze historical evidence (documentary and statistical) and differing.
5. To recognize and apply reasonable criteria for the acceptability of evidence and social research.
6. To identify and understand differences and commonalities within diverse cultures points of view.

Method of Evaluation:

16 Discussion Boards at 25 points each = 400pts
Mid-Exam = 100pts
Final Exam = 100pts

TOTAL: 600 Points

Divided by 6, the total points of 600 translate to the following grading scale:

Grading Scale:

- 600 – 540 points = A (100 – 90)
- 539 – 480 points = B (89 – 80)
- 479 – 420 points = C (79 – 70)
- 419 – 360 points = D (69 – 60) *Remember a “D” is not transferable to another school.
- 359 and below = F (59 and below)

Xtra Credit: Will be available for all students and announced on eCampus progresses.

How Discussion Boards are Graded:

Each discussion board (except for Extra Credit discussion boards) are worth +25 points.

Total points for each assignment: Part 01 + Part 02 = 25 points:

Part 01: Initial Post: (Worth 10 points):
- You must upload your initial post that includes 1-2 fully developed paragraphs AND submit a Word document in order to check for plagiarism (Safe Assign). Initial posts that are submitted after the Part 01 deadline will lose an automatic -5 points if posted after 11:55pm deadline.
• Missing or Incomplete Initial Post: as this is the majority of the work, can result in a loss of points. Work on your time management! Try not to post work at the last minute!
• Additional points are deducted for poor informal grammar, sentence structure, and use of text messaging codes. Please spell-check your work! For example: please use I not “i” as this is text messaging code and too informal for a college-level class. Use more formal writing for this class.

Part 02: Student Replies (Worth 15 points):
• Read all directions! After you post your initial post, you must also reply to (at least) 3 other student’s postings. Make sure each reply is also in 1-2 fully developed paragraphs. Many students lose points for simply not following directions. I am VERY PICKY about the quality of work I expect from my students!

• Automatic :15 point deduction if there are no reply postings! Part 02 MUST be completed!

• Loss of -5 to -10 points for missing reply postings. (If you have only 1 or 2 reply postings). Make sure you hit SUBMIT and double check that you have replied to at least 3 other student’s postings. Please see my “Helpful Tips & Reminders” announcement posted on eCampus on how to prevent problems with this.

• Reply Postings: Need to be unique for each student reply. Any copying of the same reply posting to each student is considered plagiarism, which is a form of cheating and will result in a -20 point deduction per offense. Repeat offenses will result in an automatic F for the course.

COURSE ASSIGNMENTS
Locate online assignments and exams in eCampus. Refer to the Pre-unit (Orientation) assignment for specific information on how to locate individual assignments.

PRE-UNIT (ORIENTATION):
Your first set of assignments is a PRE-UNIT COURSE ORIENTATION and ICEBREAKER DISCUSSION BOARD. Click on the PRE-UNIT button to find the ORIENTATION MODULE folder. Contents of the folder along with due dates are listed on the front of the folder. These are accessed by clicking on the folder title. Activities in the Course Orientation are designed to allow you to become familiar with the course and to meet the people you will work with. All orientation activities are required. They must be done in order and should be completed before you attempt any unit assignments. See the COURSE OUTLINE for due dates for each UNIT activity.

UNIT ASSIGNMENTS:
For each unit, separate folders are included for each unit assignment. Click on the UNIT ASSIGNMENTS button to find the UNIT ASSIGNMENT folder. Contents of the folder are listed on the front of the folder along with the due date for each assignment. Click on the folder title to locate discussion forums and the test for that unit.

For each unit, DISCUSSION FORUMS are posted. Click on the assignment’s title to reach the Discussion Board. Forums are graded on how well the prompt is addressed, evidence of critical thinking, historical accuracy, clarity of purpose, awareness of audience, cleanliness of your writing, and documentation of sources used.

MLA DOCUMENTATION:
Use MLA formatted documentation whenever you include any information or idea taken from anywhere besides your own thoughts (not just for quotes), including the text in eCampus.

Documentation shows the ideas are not original to you and gives you greater credibility as a writer—cite within the text of your work using parenthetical citations AND include a Works Cited list at the end of the written text).
For help with MLA Documentation go to:
http://www.richlandcollege.edu/library/

Also, check out: http://library.acadiau.ca/tutorials/plagiarism/ for help with understanding how to properly cite information online and avoid plagiarism.

*Note: From my experience, students make the most errors in documenting their sources. I am very particular about documentation!!! A hotlink to Noodletools is included on the Richland library page link.

You will take a MID-TERM and FINAL Exam that will require MLA documentation including in-text citations and a Works Cited page. If you have not taken English 1301 and English 1302, then this may not be the course for you.

**LATE POLICY:** No late assignments will be accepted for ANY REASON!

There are opportunities for extra credit built into the course for you to make up points you lose because you are not able to submit an assignment on time. Be careful, though, not to rely on extra credit points too heavily. Be aware of due dates and times assignments and tests close because they disappear when it is time for them to close. **No excuses will be accepted for late work, and no exceptions will be made to this policy. In that way, I can remain fair to everyone.**

If you are leaving town for vacation, family functions, having surgery, require hospitalization, family crisis, or the 20 million other things that seem to arise during a semester, it is still your responsibility to complete coursework when assignments are due. I also suggest keeping in communication with your instructor. It may be in your best interest to drop the course if you are facing serious medical or personal issues. If I make an exception for one student, then others will want the same exceptions.

*Note about requesting early grades: If you want your final grade submitted to the registrar prior to the schedule end of the semester date, then you will need to contact Thunder duck hall and obtain the necessary paperwork. Request for early grades are approved on a case by case only policy.

**Important note about technology for this course:**

It is your responsibility as a student to have consistent and daily access to your textbook and online class materials on eCampus! Problems such as Internet connection, lost or stolen laptops, virus on computers, problems with flash drives or any of the other reasons things go wrong with computers will NOT be acceptable excuses.

Friendly Advice: always have a back-up option for getting access to eCampus and the Internet. There are computer labs available on Richland Campus, which are free to all registered students. This is also true for all DCCC campus. There are free computers at most public libraries. Also, consider asking friends, coworkers or even go to your local Kinkos if you need to get access to the Internet.

Disclaimer Reserving Right to Change Syllabus
The instructor reserves the right to amend a syllabus as necessary.

**Final Words:**
Let's have a great semester together!