Brookhaven College
Winter 2017-2018
HIST 2321.22401
World Civilizations I: Beginnings Through the 15th Century
Meeting Day/Time: INET Course
Meeting Room: none
Instructor Information:
Name: Jennifer Hudson Allen, PhD
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Office Hours: Due to the winter schedule, please email me for an appointment if you would like to meet in person.

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.

REQUIRED TEXTS: There is one required text for this course:

Please Note: This notice is to make you aware that alternative sources exist for purchasing textbooks. The same textbook also may be available from an independent retailer, including an online retailer.

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, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. (3 Lec.) Coordinating Board Academic Approval Number 5401015325.

History 2321 Core Area Exemplary Educational Objectives (EEOs): Students will be able to:
1. Critical Thinking Skills-to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills-to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Social Responsibility-to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
4. Personal Responsibility-to include the ability to connect choices, actions and consequences to ethical decision-making

History 2321 Student Learning Outcomes (SLOs): Upon successful completion of this course, students will:
1. Students should demonstrate their ability to interpret the processes of change and continuity.
2. Students should be able to effectively utilize and assess historical documents.
3. Students should be able to comprehend and evaluate different historical interpretations.
4. Students should be able to recognize, explain and analyze how history and historical developments can be framed in historical periods or epochs and how various epochs and periods differ from one another.

5. Students should recognize the importance of different types of events and historical processes such as social, cultural, religious, economic, technological and political developments and their mutual relationships and interaction. For example, in addition to being able to discuss and analyze religious and scientific developments separately, students should see that religion and science may impact each other and both fit into a larger category of cultural developments.

6. Students should be able to compare and contextualize major global historical developments and themes across the regions and cultures of the world within the same period and across periods.

**NOTE:** It is your responsibility as a student to READ and FOLLOW the guidelines below.

**GRADING SCALE:** You will earn your grade by the following grading scale:
- Orientation Quiz: 16 points each / 16 points total
- Reflections: 50 points each / 200 points total
- Exam One: 100 points each / 100 points total
- Exam Two: 100 points each / 100 points total
- Exam Three: 100 points each / 100 points total
- Quiz: 44 points each / 484 points total

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

Extra credit (these are points that can be earned in addition to the required assignments but are not required):
- Doberman Rescue Donation: 1 point each / 10 points total
- Brookhaven Book Haven donation: 1 point each / 10 points total

Final grades will be assigned per 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

**ASSIGNMENTS:** Please read the following carefully for detailed information on your required assignments. 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.

**CHAPTER QUIZZES (1 per chapter):** There are chapter quizzes in this course. These quizzes are based off your reading in the Pollard text. The design is to assess student reading comprehension one chapter at a time. Each quiz must be completed before the deadline in the syllabus. 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. There are randomly generated multiple-choice questions per quiz. Students will have 60 minutes to complete each quiz attempt. **If students exceed the time parameter by more than three minutes for any reason, their quiz will be counted as a zero.** The quizzes are automated; they are randomly generated from a pool of hundreds of questions. 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. Do not procrastinate; leave enough time to complete each quiz in sequence. Students may move at a pace ahead of each deadline.

On occasion, unforeseen glitches during a quiz attempt can occur from time to time. **Please contact the tech support team in case of a technical problem.** However, they cannot and will not re-set a quiz. Tech support can assist in helping identify the source of any potential problem. 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.

**REFLECTIONS:** Each student enrolled in the course will be responsible for four reflections. Students are expected to submit a response to the primary set of questions posed for the reflection. Please do not wait until the deadline to make the submission. 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 paragraph format. Be sure to fully explain any position, citing a high-quality source as evidence if needed. The grade for the reflection will be determined by the quality, depth and originality of the writing as well as student ability to follow simple directions. Each reflection is worth 50 points. You can upload as many attempts as possible. The one that will be graded is the reflection that is uploaded to SafeAssign closest to the deadline.

In order to submit a successful reflection assignment, please meet and plan to exceed the following requirements:
1. All writing is to be done in complete sentences and with proper English grammar and mechanics.
2. The reflection response you submit must be a **minimum of 500 words**. The word count should be included in your reflection response.
3. The response must be your original work. You may not copy from the internet, your text, or other students.

**EXAMS:** Students will be required to take three exams for this course. 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. Each exam will be worth 100 points.

Students are responsible for providing reliable internet access for each assignment and exam taken online. A student will have ONE opportunity to take each exam. If there is a technical issue for any online exam, the instructor retains the right to utilize the testing center for a potential exam retake, and it will be closed book and notes. Please note that a technical issue is does not qualify a student for an automatic retake; rather, the only reason any assignment may be reset is if there is an issue with eCampus.

**ORIENTATION QUIZ:** Each student is required to participate in the orientation quiz. This quiz requires students to familiarize themselves with the course on eCampus, the syllabus, and the policies of the class. For this course, the process will be completed totally online. Each student will need to complete the orientation quiz individually. Once the orientation 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 you do not complete this requirement, it can affect your financial aid or ability to enroll for other courses in the future. This assignment is worth 20 points. You have unlimited attempts to take the orientation quiz. The highest grade will be recorded.

**EXTRA CREDIT OPPORTUNITIES:** In this course, there are options for extra credit.

**Doberman and Branch Animal Rescue:** If you read the information about me, you understand that Dobermans (and animals) are very close to my heart. For over two decades, Doberman Rescue of North Texas and Lone Star Doberman Rescue have been finding homes for abandoned and unwanted Dobermans. They are two of several Doberman rescue organizations in Texas. If you choose to participate in this service opportunity, you may donate a minimum of $10.00 via PayPal. Then, you must supply a receipt of payment via email to me as proof you made the donation.

**Brookhaven Book Havens:** Part of the college campus initiative is to encourage people to read books. To that end, we have several free libraries around the campus. To participate in this opportunity, you may donate ten (10) books to the book haven. Please bring these to class or to my office with your name, course, and section number on the donation. Please do not bring religious books, textbooks, or magazines, as they will not be accepted for extra credit.
HIST 2332 INET TENTATIVE DUE DATES (Winter 2017-18): The instructor reserves the right to modify any course requirements and calendar due dates as necessary to manage this course. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood. All assignments are submitted via eCampus and due by 11:59 pm CST on the date in the syllabus.

Every assignment is available on the first day of class. Students are welcome and encouraged to work ahead to avoid missed deadlines.

11 December       Class Begins, All assignments are available for completion
12 December       Orientation Quiz Due
13 December       Chapters 1-4 quizzes due
15 December       Exam One Due (chapters 1-4)
                   Extra Credit Due
18 December       Reflection One Due
20 December       Chapters 5-10 quizzes Due
22 December       Exam Two Due (chapters 5-10)
                   Last day to drop the course with a “W”
26 December       Reflection Two Due
28 December       Chapters 11-15 Quizzes Due
30 December       Reflection Three Due
2 January         Exam Three Due (chapters 11-15)
4 January         Reflection Four Due
                   Course Ends

GENERAL GUIDELINES FOR THIS COURSE: All course assignments must comply with the following requirements to be considered a completed work. 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.

ACADEMIC DISHONESTY: As part of the Brookhaven College Student Code of Conduct, scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but is not limited to, cheating on a test or other coursework as assigned, plagiarism, and collusion. “Cheating on a test” shall include, but is not limited to:

- All forms of academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- Copying from another student’s test paper.
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student, technological aid or electronic resource, during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism” shall be defined as 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. 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.

Please note that all assignments are submitted electronically and subject to Safe Assign – a plagiarism verification system. The first instance that you cheat in this manner – whether it is to pass someone else’s work off as your own or to allow someone else to use your work – you will earn a zero for the assignment and will be referred to the Vice President of Student Life for further discipline. If a student decides to cheat twice in this course, they will receive an automatic failure (an “F” for the course and on your transcript) and earn a second referral to the Vice President for Student Affairs for
further discipline. Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

**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.

https://www.Brookhavencollege.edu/syllabusaddendum

**ANNOUNCEMENTS:** 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). 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.

**ATTENDANCE:** It should go without saying that class attendance is required for success, as participation is part of your grade. Learning is an active process and students must be present to participate. This includes lecture and online courses. Students are expected to arrive on time for class, stay for the duration of the course, and be present to learn. Students are expected to login 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). If you are attending a lecture class, please refrain from texting, talking while the professor is talking, being late to class, coming in and out of class repeatedly, using e-cigarettes, sleeping, or commencing in any behavior that would disrupt the class. The professor retains the right to remove you from the class if you cannot act like a student interested in the topic and course that you paid to attend.

**BEHAVIOR AND TECHNOLOGY POLICY:** No electronic equipment, including cell phones and computers, will be allowed in the classroom without the permission of the instructor. Students caught with cell phones or any other inappropriate device on their desk will be asked to leave immediately. Students may not have any electronic equipment visible on their desks during exams and quizzes. This is a college classroom. Disruptive or disrespectful behavior will not be tolerated. It is not acceptable to be late, sleep, talk, whisper, text, surf the web, leave the class in the middle of lecture or discussion, or do homework for another class. Any student engaged in inappropriate behavior at any time during the class period will be asked to leave. Disrespectful, disruptive, or any other inappropriate behavior will result in a lowering of a student’s participation grade. Please schedule your bathroom and personal time around the class time. If you are in ECHS, you will not be permitted to leave the classroom during class unless there is an emergency.

**CODE OF CONDUCT AND HAZING:** Please note that students are required by DCCCD to read, understand, and follow the Code of Student Conduct and Hazing. The full policy can be found at this link: https://www1.dcccd.edu/catalog/ss/code.cfm

**COMMERCIALIZATION OF LECTURES:** Commercialization of lecture notes and college provided course materials is not permitted in this course. At no time is a student allowed to record or photograph lecture notes, slides, or information.

**COMPUTER AND TECHNOLOGY:** 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.

**DEADLINES:** With the exception of in class exams, the deadline for each assignment will always be at 11:59 pm CST. Each assignment and its deadline have been clearly identified in the course calendar. Students are free to work ahead at their own pace. 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. Trying to work on all the assignments just before a deadline is the recipe for disaster.
**ELECTRONIC FILE SUBMISSION:** 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. Students may not attach their discussion response to the thread. 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 or .pdf.** Other document formats are unacceptable and will be rejected.

**EMAIL POLICY:** On weekdays, I check my email at various times during the day. If you send me an email after 6:00 pm, do NOT expect an answer until the next day. In the interest of a work-life balance, I do NOT check my Brookhaven email at all on weekends. So if you send me a message at any time after 8:00 pm on Friday, you will not get an answer until Monday morning. Many times, the question you email can be answered in the syllabus or in the eCampus course shell. Take it upon yourself to try and find the answer before you send me an email. This includes technical issues, as those should be addressed to technical support.

Please note that I do not open emails with attachments. I do not open emails without subject lines. I do not open emails written in languages I cannot read. If you do not sign your email with your full name and class meeting day and time, I do not respond. This may sound harsh, but this policy is to maintain a professional academic atmosphere and to quickly reference your class and your information out of the hundreds of students I teach every semester.

**ETIQUETTE:** 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. 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 as 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.

**LATE WORK STATEMENT:** The late work policy is very simple and straightforward: **No late work is accepted for any reason.** Ample time has been allotted to complete each activity. Assignments are available on the first day of class. All assignments are expected on or before the deadline indicated in the syllabus. Please do not ask to extend an assignment deadline for any reason.

**PREFERRED GENDER PRONOUN:** This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

**PROFESSOR ABSENCE/TARDINESS:** If I am late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions I may give you about my anticipated tardiness.

**RELIGIOUS HOLIDAY EXEMPTIONS:** Please note that all assignments are available on the first day of class. To that end, no extensions will be given for religious reasons, as students have ample time to plan their course completion around their respective worship schedules. If you are to miss class (lecture class only) for a religious reason, please let Dr. Allen know in writing (via email) before the date you will miss in order to make up any work that may have been assigned. Requesting extensions due to religious reasons after the assignment due date will not be granted. Because this course allows for early completion of work, please use that to work around your personal belief system.

**STUDENT SUCCESS EXPECTATIONS:** US History is a demanding introduction to American history and culture that assumes a high level of interest and competence. This course is a first-year college course; students should expect that the workload will be heavier than any high school course. The analytical thinking, writing, and reading skills that students develop in US History will equip them for college and lifelong learning. In order to succeed, students need both to be motivated to study and to be able to keep up with the demands of a college-level course.
**WRITING EXPECTATIONS:** All assignments are expected to meet college level writing requirements. 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. In order to improve essay writing, I will offer times during which we will work on writing skills specifically for my history classes. These will be announced through eCampus.

**TEXTBOOK AND OTHER MATERIALS:** 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.