WELCOME TO INTRODUCTION TO SOCIOLOGY!

You are about to embark on a journey into the fascinating world of sociology. You will apply your knowledge and participate in online interactive unit assignments for each of the 14 online units of this course. Your textbook reading has been matched to the content of the 14 online units. See the "Important Schedule" in Getting Started for which textbook chapter(s) are assigned to each unit.

COURSE DESCRIPTION
This is an introduction to sociology course designed for sociology and non-sociology majors.

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Prerequisite: Developmental Reading 00093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading and Writing.

This course is a sociological study of social behavior processes and structures, emphasizing diversity and commonality among human beings. Topics are examined through several sociological perspectives, encouraging critical thinking and personal responsibility about social issues. (3 Lec.) Coordinating Board Approval Number: 4511015125

This course is designed for students desiring to enroll in online instruction. The combination of interactive online activities provides an effective, flexible, and convenient educational opportunity. Basic sociological concepts and principles will be the primary focus of the course. Practical applications for sociology will be included through online activities and exercises.

REQUIRED COURSE MATERIALS

Textbook: Essentials of Sociology, 12th ed.
James M. Henslin, Southern Illinois University at Edwardsville
ISBN: 0134205588
Publisher: Pearson
Copyright: 2016-7

STUDENT LEARNING OUTCOMES
1. Compare and contrast the basic theoretical perspectives of sociology.
2. Identify the various methodological approaches to the collection and analysis of data in sociology.
3. Describe key elements in sociology.
4. Describe empirical findings of various sub-fields of sociology.
5. Explain the complex links between individual experiences and broader institutional forces.

For specific unit objectives for each of the 14 units, see the corresponding unit menu button "Chapter Reviews." You have specific unit objectives for the textbook, unit
exercises, web activities, and exploration activities; each of the unit objectives relates back to a student learning outcome for that unit. Each writing activity is connected to student learning outcomes.

YOUR INSTRUCTOR
The instructor acts as a course facilitator and content expert. Students assume the responsibility of learning course content through readings in the textbook and completing interactive online and web activities. Your instructor is available to you for any help you need as you progress through the course. You may contact instructor via telephone (972-860-7160, snail mail (Eastfield College, 3737 Motley, Mesquite, TX 75150, FAX - 972-860-8319, or Email - jpenney@dcccd.edu). For more information see the "Instructor Information" button in the course menu. I usually respond to email messages within 24 hours (not on weekends or holidays).

All assignments that are submitted are reviewed and points are posted in the online grade center, usually within 2 days of submission (not counting weekends or holidays). If you submit work and do not see the points recorded in the online grade center within a couple days, send me an email to inquire about your work. At the end of the semester, students can access course grades through http://econnect.dcccd.edu. I am not allowed to send out grades via email or telephone.

REQUIRED TECHNOLOGY COMPONENTS
Students must have a computer with access to Internet, an email address as well as the following software and hardware to connect to eCampus:

- 56K modem or better
- DSL, Broadband or Cable connection to the Internet. Dial-Ups are not recommended.
- Latest version of the more popular Browsers available. (i.e.: Netscape, Internet Explorer) Due to some incompatibilities encountered with other browsers, Internet Explorer is the recommended choice for best functionality and interaction with your course.

STUDENT E-MAIL:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to https://www.dcccd.edu and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

TECHNICAL SUPPORT:
For students enrolled in online courses, there are technology support services available to you. If you are having problems accessing your course, please call Tech Support Services at 974-669-6402 or you may email http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8023. When you call tech support, you will be provided a ticket number; WRITE THIS NUMBER DOWN. I will need that ticket number to follow-up on any issues you have related to the course.

SUBMITTING REQUIRED COURSE WORK
Your online assignments are submitted through the eCampus course site and will be read and assessed; I will post the points you receive for your work in the grade center. You can keep up with your points through the "Check Grades" course menu button.

The online assignments have "save" and "submit" buttons that you will use. The "save" button allows you to work on your assignment and return to the work to complete prior to submission. DO NOT SUBMIT PARTIAL ASSIGNMENTS; WAIT UNTIL THE ASSIGNMENT IS COMPLETED AND THEN SUBMIT.

If you do not receive full credit for your work, check the explanation I will record related to your assignment. You can see this information by clicking on the points for the particular assignment. Your assignments are usually recorded in the online grade center within 24-48 hours of submission (excluding weekends/holidays). If you submit work during the week but do not see the points posted in the grade center, send me an email inquiring about the submission. YOU HAVE 2 DAYS AFTER EACH DEADLINE TO QUESTION ANY MISSING POINTS/WORK FOR THOSE UNITS. SO IF YOU THINK YOU TURNED SOMETHING IN AND NEED ME TO CHECK, EMAIL WITH THAT INFORMATION WITHIN 2 (TWO) DAYS OF THE COURSE DEADLINE FOR THOSE UNITS.

COURSE REQUIREMENTS
Specific course requirements are outlined for you under the course's Getting Started (Navigation) menu bar to the left of the course. Each of the 14 units will require reading and completion of online activities. The online assignments involve writing assignments, exploration exercises, web activities, and unit assignments.

If you are enrolled in the course during an abbreviated term, you should make such accommodations to your schedule to allow successful completion of the course. While you may complete the assignments at your pace, you must meet the course deadlines. Late assignments are not accepted in this class.

COURSE EXAMINATIONS
- Your course uses online testing, which uses a timed format of 60 minutes. You are presented the test questions. This test is graded automatically, and you are provided your points immediately. Any questions answered AFTER the elapsed 60 minutes will be so indicated and I will have to post the points. Testing is a very controlled environment that basically allows you 60 minutes to complete the test. Once you open a test, you must complete the test within the time frame provided.
- You must download Respondus Lockdown Browser prior to taking tests in this class. You will not be allowed to take the test until you have downloaded the browser. Do not do this at the last minute. You will find directions in the Getting Started menu button.
- If you have special circumstances that would mandate special testing/time, contact you’re the office of Special Services/Needs at the college. Students must go through that office to received special accommodations for testing.

PRACTICE TESTS AND REVIEW INFORMATION
I strongly recommend you go to the publisher’s website (the address is listed at the end of each chapter of your textbook) for a review of textbook material. Use the publisher’s website for addition materials that will help prepare you for the tests. You will find information about accessing the publisher’s site in your textbook.

FINAL GRADE
Each of the required components of the course will be evaluated toward your final grade. Here are the guidelines/points that are used in reaching a course grade:

- **Online Unit Activity** = 14 units X 5 points = 70 points
- **Online Writing Assignment** = 14 units X 5 points = 70 points
- **Online Web Related Activity** = 14 units X 5 points each = 70 points
- **Exploration Exercises** = 5 X 5 points each = 25 points
- **Core Assessment** = 50 points
- **Tests** = 5 X 50 points each = 250 points
- **Extra Credit (Optional-Exploration Exercises)** = 5 X 3 points = 15

**TOTAL POINTS:** 535 points (this total does NOT include the 15 extra credit optional points)

Your grade for the course is determined in the following way:

- **Grade A** = 481-535 points
- **Grade B** = 428-480 points
- **Grade C** = 374-427 points
- **Grade D** = 321-373 points
- **Grade F** = 320 points and below

OBTAINING YOUR GRADES AT THE END OF THE SEMESTER
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Website address: [http://www.econnect.dcccd.edu/](http://www.econnect.dcccd.edu/). Telephone number: 972-613-1818.

EXTRA CREDIT OPTIONS
You may complete an additional five (5) of the remaining nine (9) Exploration Exercises to gain extra credit in the class. For each of the exercises completed, you will receive three (3) points. You may attain up to 15 extra credit points for completing the assigned activities. Extra credit work should be submitted for those units included in each testing block. Example: If you complete the Exploration Exercise for Unit 2, it should be completed and submitted before you take Test 1 which covers the material inclusive of Unit 2.

ACADEMIC HONESTY
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of The Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct, which is also on the Internet at [https://www.dcccd.edu](https://www.dcccd.edu).

FINANCIAL AID STUDENTS:
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. 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. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a "non-attendee." All students receiving financial aid must open an Email account through NetMail.

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.

To be CERTIFIED in this class, you must either complete the Certification Exercise (menu button) or complete a "graded" course assignment. Your class introductions do not count as a certifiable activity.

REPEATABILITY ISSUE:
Pending legislative action and DCCCD Board approval, effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate 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 higher 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. For complete information and updates, go to: https://www.dcccd.edu/ThirdCourseAttempt.

RELIGIOUS HOLIDAYS/OBSERVANCES:
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog section on Student Responsibilities.

INSTITUTIONAL SUPPORT SERVICES:

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 Institutional Student Services website https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx

College Disability Services Offices
Eastfield 972-860-8348

LIBRARY SERVICES:
The DCCCD libraries compose a multi-library system. In addition to serving its own students and staff, each library serves all DCCCD students as well as members of the community. Each library offers a variety of resources and has its own unique personality, collection of materials, and services offerings. The libraries maintain current and relevant collections of books, magazines, academic journals, videos, DVDs, CDs, and electronic materials. Subscriptions to over 100 online databases provide students with quick, easy access to encyclopedias, almanacs, magazines, journals, newspapers, and other research tools. Both the onlineDCCCD library catalog and the electronic databases can be accessed remotely. The NetLibrary collection of more than 28,000 E-books can also be accessed from an off campus location after an initial registration at any of the District libraries.
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.