Brookhaven College  
Sumer II 2019  
**HIST 1301.26404: History of the United States to 1877 (INET COURSE)**  
Meeting Day/Time/Location: 100% Online Course  

**Instructor Information:**  
Name: Jennifer Hudson Allen, PhD  
Email: Jennifer.Allen@dcccd.edu  
Office: K208  
Office Phone: 972-860-4124  
Mailing Address: Social Science Department, 3939 Valley View Lane, Farmers Branch, TX 75244  
Office Hours: Please visit me in K208 by appointment  

*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 Text:** There is one required text for this course.  

**Please Note:** Alternative sources exist for purchasing textbooks, including rental options and online retailers. You may purchase a new, used, or electronic form of the textbook. Please do NOT purchase “Inquisitive” if you purchase the text online. Please note that this book is also on reserve at the Brookhaven library.  

**Course Description:** A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Coordinating Board Academic Approval Number: 54.0102.51 25  

**Required Prerequisites:** This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD. College Level Ready in Reading. To reach College Level Ready in Reading, students may choose to take developmental Reading 0093 or English as a Second Language (ESOL) 0444 or have met the Texas Success Initiative (TSI) standard in Reading, be exempted based on college entrance exam such as STARR, SAT, ACT, or similar, or have transfer credits for college level courses from another college.  

**HIST 1301 satisfies the following Core Curriculum Competencies** defined by the Texas Higher Education Coordinating Board:  
- Critical Thinking Skills—to include creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.  
- Communication Skills—to include effective written, oral and visual communication.  
- Social Responsibility—to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.  
- Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.  

**History 1301 Student Learning Outcomes (SLOs):** 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.  

**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/50 points each/50 points total  
- Discussion Boards/50 points each/150 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/20 points each/300 points total  

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

As a student, you are required to visually verify your assignment has been successfully submitted. This means that you check the assignment after you submit it to ensure it is not corrupted, incorrect, blank, and is uploaded in the two options (PDF or DOC) accepted in the class. If you have not done it, then you are responsible for the consequences.

**Chapter Quizzes (1 per chapter):** There are fifteen chapter quizzes in this course. These quizzes are based off your reading in the Foner 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 20 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. **Each quiz is worth 20 points.**

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.

**Discussion Boards:** Discussion boards provide an opportunity for peer-to-peer interaction and building community in the online classroom. They also provide an opportunity to assess student comprehension of the content being covered in the lesson and achievement of the student learning outcomes for the Lesson. Students will be responsible for four discussions. In each discussion, the student will create a thread with your name as the title. Answer the question/prompt in your thread post. After creating the initial post, students will respond to one other post from classmates. All writing is to be done in complete sentences with proper English grammar and mechanics. The posts must answer the questions asked and stay on topic. The initial post submitted must be a minimum of 500 words. The response post must be a minimum of 100 words. The word count should be included in the reflection response. Each discussion board assignment is worth **50 points.** You must meet the minimum requirements for the initial post and response post in order to be considered for any credit.

**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. Each reflection is worth **50 points.**

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. In order to submit a successful reflection assignment, please meet and plan to exceed the following requirements:
- All writing is to be done in complete sentences, with proper English grammar and mechanics. This includes, but is not limited to, proper nouns, subject/verb agreement, spelling, sentence construction, and punctuation.
- The reflection response you submit must be a minimum of 500 words. The word count should be included in your reflection response.
- The response must be your original work. You may not copy from the internet, your text, or other students.
Your reflection must meet the minimum criteria in order to be considered for a grade. If you choose to not meet any of the above criteria, you will not earn credit for the assignment.

**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. You are in a distance education course; to that end, you need to ensure that you have a grasp of online learning and also reliable technology. 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 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. 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 50 points.

**Extra Credit:** In this course, there are no extra credit opportunities. If you follow the syllabus and complete the assignments correctly, you will not need it.

**HIST 1301 Tentative Due Dates:** 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 items are due via eCampus by 11:59 pm CST.**

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**General Guidelines for the 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.
- Substituting for another student, or permitting another student to substitute for one’s self, to take a 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. Please familiarize yourself with institutional policies at Brookhaven that may impact you as a student. Students have a responsibility to read and follow the information shared in the following link: [https://www.brookhavencollege.edu/syllabusaddendum](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. 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 engaging 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.

**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 zeroes 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. During the week, you can expect an answer within 24 hours. 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, emails without subject lines, or emails written other languages. If you do not sign your email with your full name and meeting day and time, I do not respond. 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: 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. If you choose to submit any assignment late, it will be docked one letter grade every 24 hours it is submitted past the deadline and will be recorded as a zero if not submitted 48 hours after the deadline has passed. Exams may not be taken later than scheduled. If an emergency arises that prevents you from completing your work on time, please contact your professor via email as soon as possible. The late work policy may be waived at the instructor’s discretion in case of an emergency. Emergencies are defined as anything that is serious and unexpected. Emergencies cannot be written on the calendar in advance. Examples of emergencies are: heart attacks, serious car accidents, or serious health crisis of the student. Examples of non-emergencies are: work, family weddings, travel, vacations, car trouble, schedule conflict, non-emergency health issue, and any other issue that can be planned around in order to avoid submitting work late.

**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:** (applies to f2f courses) 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.

**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.

**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.

**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. Both distance learning students and lecture course students are welcome to utilize the Brookhaven College Writing Center for assistance.