History Course Syllabus  -  Richland College Summer II, 2019
Social Sciences Division: 972-238-6230

Course & Section:  HIST 1301 – 86402  
Course Dates:  July 8 – August 8  
Office Hours:  (See “Start Here” folder in e-Campus course website)  
Location:  No on-campus meetings. This course is 100% online.

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United States History I - (3 Credit Hours - Lecture) This is a Texas Common Course Number. Coordinating Board Academic Approval Number 5401025125
Prerequisite Required: College level ready in Reading.
Course Description: A survey of the social, political, economic, cultural, and intellectual history of the United States that includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed 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.
Course Objectives and Competencies: History 1301 is a Core Curriculum Course selected by the colleges of DCCCD and addresses the following Exemplary Educational Objectives and Core Curriculum Intellectual Competencies as set forth by the Texas Higher Education Coordinating Board: “Examine how different groups of Europeans interacted with each other and with Native Americans and Africans to establish a new society in the New World, to examine the American society or societies that developed in the eastern third of the U.S. during the half century following the American Revolution, and to examine the institution of slavery and analyze how the different value systems in the North and South led to the Civil War.”

TEXTBOOK:  free in the e-Campus course website as an embedded online textbook. Look for “Units 1-4” in the left-hand column when you are logged into the course website.

ASSIGNMENTS & ASSESSMENTS:

<table>
<thead>
<tr>
<th>Evaluation Categories</th>
<th>How Many</th>
<th>Course Composite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Quizzes</td>
<td>15</td>
<td>25%</td>
</tr>
<tr>
<td>Articles - Critical Thinking Questions</td>
<td>4</td>
<td>35%</td>
</tr>
<tr>
<td>Exams on Units 1-4</td>
<td>4</td>
<td>40%</td>
</tr>
</tbody>
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Course Score Composite: scores of each category are averaged, multiplied by their respective percentage, and the added together. (The “Course Grading Scale” is on page 4.)

Textbook Chapter Quizzes: Each quiz is posted and graded on e-Campus. Quizzes are timed. Textbooks may be used. Each chapter quiz may be taken up to three times. The highest score for each chapter is recorded. The three lowest recorded scores are dropped. *(Detailed instructions are found in the Quizzes folder located in Course Assignments.)*

Critical Thinking Questions: Students will read the article provided and then complete the quiz that contains the Article Critical Thinking Questions (ACTQ). These questions require students to demonstrate that they understood not only what they read, but also the implications of the material within the broader context of historical themes and present-day events.
Exams: Students should use the embedded textbook to prepare for exams. The content of the videos is not included on the Exams. The videos are made available to assist with student comprehension of the material in the embedded textbook. Prior to taking an exam, it is strongly recommended that you ensure that you are using a computer and internet connection that are both very reliable. If there are technical problems with accessing the exam or while taking it, contact Technical Support. They will issue a ticket number for the incident. If a solution is not available from Tech Support, notify the instructor immediately of both the situation and the ticket number. Problems will be handled at the instructor’s discretion.

* Generally, there are no re-takes or re-sets due to the limited ability to assess a student’s claim. Hence, the importance of this recommendation. (For more information, see “Re-Sets” on page 4.)

Guidelines: Efficient and effective communication is of great importance particularly for an online course. Following these guidelines ensures students a more timely and accurate response.

- **When e-mailing the instructor**, put the following information in the subject line:
  
  Your first name, last name, the course number, **AND** the section number.

  Example: in an e-mail message sent by a student named, César Ydrobo, the subject line would include: **César Ydrobo, HIST 1301 – 86402**

- **Use a positive tone & proper etiquette. Include all necessary information relevant to your topic, including all appropriate details. (Click this link for detailed email guidelines.)** Example:

  **Prof. Robison**

  [Use a professional (respectful) greeting.]

  I have a question about my grade concerning writing assignment #1. The grade book indicated I received a 75%. However, all of my responses were posted. Could you help me understand the reason my grade is not higher. Thank you.

  Respectfully,

  **Cynthia Jones**

  [Always use a closing, followed by your full name name.]

- In accordance with Federal law established by FERPA*, messages seeking restricted information will receive a response only if they are sent from a student’s Richland College-issued e-mail account. (*Family Educational Rights and Privacy Act – U.S. Dept. of Educ.)

Instructor Response to Student Email Messages: Responses are often made within 24 hours, but should arrive within 48 hours, if the requirements listed above have been met. Failure to include all pertinent information can delay the response time. The most common error is failure to include the course section number (#).

Student “Attendance”: Students may log in at any time to complete the assigned course requirements by its completion due date deadline. While there is no attendance requirement, students must check for announcements at least twice a day—once early in the day and again in the evening. Since announcements are also emailed to students, you can also fulfill this requirement by having your Richland e-mail account data pushed to your phone.

Technology

**Blackboard**: While problems with the online system are rare, instructors are provided with detailed reports when they occur. Any system error lasting more than four hours that prevents completion of coursework will be addressed by the instructor. Any outage lasting less than four hours will not merit any change in due dates—even if the outage occurs within the four hours immediately preceding the due date deadline. Students should consider this when deciding when to submit their work.
**Reliable Computer & Internet Connection:** Students are must use a consistently reliable computer & internet connection. “Reliable” means using a laptop (that is plugged in) or desktop computer that is hard wired to an internet connection, or using a Wi-Fi connection at home that has a track record of being consistently reliable. Students must also make sure that software updates are completed regularly. If these guidelines are followed, there is no reason that a computer should unexpectedly shut off, disconnect, or do anything else that interrupts a quiz or test. Students who do not follow these guidelines are responsible for any problems that may occur while completing the required course work. (For more information, see “No Re-Sets” on page 4.)

**Tech Support:** If a technology problem occurs, such as: you cannot access an assignment, a test doesn’t save correctly, or closes unexpectedly before the allotted time has expired, etc., the first thing you should do is **contact Tech Support** for assistance by calling 972-669-6402 (out of Dallas call 1-866-374-7169). If a solution is not forthcoming at least 6 hours before the assignment is due, send an email message to the instructor; describe the situation and provide the “ticket number” that Tech Support assigned to the incident. If you email the instructor before contacting Tech Support, you will slow the process of finding a solution to the problem.

**Technology & Due Dates:** Expecting technology to work perfectly all the time is unrealistic. Because problems can happen, it is strongly recommended that you submit course work at least one day in advance of due date deadlines. Waiting until deadlines are close at hand is a very risky thing to do in an online course. Technical problems do not equal a free pass. If you are trying to get things submitted early and your computer abruptly shuts down or your internet connection stops working, you will then have time to find a solution and still meet the deadline. If you miss a deadline due to a technology error and you have not contacted the instructor prior to the deadline, the assignment is late. Print out the **Course Calendar** and post it where you will see it each day.

**Submitting Assignments & Due Dates:** All assignments are available on the first day of class. Students are strongly encouraged to work ahead and submit assignments at least a day or two before the assignment due date. Most of the due dates listed in the Course Calendar are “recommended guidelines” for submitting assignments. This is intended to provide structure for students as they complete the course requirements. If you miss a “suggested due date,” you may still submit the assignment after that date. There is only **one absolutely required due date deadline**. All assignments must be submitted before 11:59 PM on the last day of the course.

**Requesting a Due Date Extension:** If an unexpected life event or emergency occurs, which make it impossible to meet the end of course deadline, you may request an extension. **However, requests must be made no later than the day before the last day of class.** Extensions are provided at the discretion of the instructor and supporting documents may be required for verification. Requests are handled on a case by case basis. If you are the unfortunate victim of an emergency (medical is most common) that makes it impossible to request an extension prior to the deadline, at some later time you may submit documents to verify those facts, which will grant you either 1) an exemption or 2) a deferral. Details provided as needed.

**Do NOT Use Your Smart Phone or Tablet:** The **Blackboard** software platform used by e-Campus has a track record of not working properly on smartphones or tablets. **Do NOT take assessments (quizzes, exams) with your smart phone or tablet.** Using a laptop or desktop computer to complete assessments is the only guaranteed safe way to complete your work. If you try to complete those tasks on an iPad, iPhone, or Android phone or tablet, it may not record your answers, you will end up with a score of zero, and you will NOT be granted a re-set or re-take.
“Re-Set”s: If, while taking a quiz/test, 1) there is an internet “outage,” 2) your computer unexpectedly shuts down, 3) you realize you accidentally opened the wrong assessment, or 4) some other random event suddenly occurs that prevents the completion, that quiz/test may not be “re-set.” The “3 lowest Chapter Quiz scores dropped” is intended, in part, to address this issue. If you experience an outage during an Exam or ACTQ quiz, it is possible that the assignment will be exempted rather than re-set. This action is implemented at the discretion of the instructor and is handled on a case by case basis. However, if the student does not follow the directions outlined in “Tech Support” section of this syllabus, it is also possible that a student will end up with the grade that was recorded when the outage occurred, which may be a zero. A student who “accidentally” opens the wrong Exam is not reading carefully and will not qualify for having that assignment re-set. There are multiple warnings that precede the start of each Quiz and Exam to prevent this error.

Final Grades Posted & Student Inquiries: Students may access their grades online throughout the semester on e-Campus. Final grades are accessible at the end of the term. Instructors are given three working days (Sundays don’t count as a “working day”) in which to submit grades. So if your class ends on a Friday, grades will be submitted by 10PM (Dallas time) on the following Tuesday. Once final grades are submitted, students have 24 hours to notify the instructor by e-mail* of any questions or issues relating to the final course grade. *(Due to FERPA law requirements, the instructor may not be able to respond to an inquiry about grades unless it is made through a Richland College-issued e-mail account.) It is NEVER appropriate to request that a grade be rounded up. Students should refrain from making such an inquiry.

Course Grading Scale:  
- 90 – 100 = A  
- 80 – 89 = B  
- 70 – 79 = C  
- 60 – 69 = D  
- 0 – 59 = F  

Extra Credit: None. Students’ grades are meant to be the result of their performance on the course assignments. Because extra credit is something that can only help a student’s grade, it creates a dishonest representation of academic progress in a course. Although some instructors feel they are helping students by offering it, extra credit is really a disservice. It provides a short-term benefit, but also creates an unintended long-term problem. In addition to artificially inflating grades, students are left with unrealistic expectations of what they will experience when they pursue their bachelor’s degree.

Rather than offering the “quick fix” of extra credit, I believe it is better to prepare students to succeed based on their own merit—and that means making sure that they can do the work that is needed to succeed at this level. Sometimes that means students will not do as well as they hoped or may even fail a course and need to retake it. But, in doing that, students learn what they need to do to achieve a successful outcome and are better prepared for what comes next.

Institution Policies: Dropping; Withdrawal; Repeating; Academic Honesty, and other policy topics...  
Click Here  www.richlandcollege.edu/syllabipolicies  
(If you are receiving any form of financial aid, before withdrawing you should check with the Financial Aid Office about possible current or future financial consequences of dropping the course.)

Syllabus Updates/Changes: The instructor reserves the right to make changes, alterations, and/or modifications to this document at any time. These will be made known to the students through the Course Announcements.