“American History is longer, larger, more various, more beautiful, and more terrible than anything anyone has ever said about it.” — James Baldwin

US History 1301: up to 1877
Richland College/Social Sciences Division
WINTER TERM 2019-2020 Course

Course Section:
Section: 82490
Class Begins: 12/16/19 to 1/10/20
Online Class: MTWTHFSU

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

Contact Information:
Office: Crockett C-259 [Note: I am not on campus during Winter Term]
Phone: 972-238-6296 (“Leave message only)
“Virtual” Office Hours: Mon thru Fri: 2:00pm to 4:00pm. (This is the best time to reach me via email or the Remind App to get immediate feedback.)

Email address: MNavarro@dcccd.edu (**Best Way to Communicate with Me!!)
Please allow a minimum of 12 hrs for a response, 24 hrs on weekends.
In the Subject of your email please put: History 1301 Online Class so that I know you are one of my students. *PLEASE USE EMAIL ETIQUETTE!! [See section 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: 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 I 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. (3 Lec.)

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.
Email Communication:
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 1301 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

Method of Evaluation:
Each Discussion Board is worth 40 points each. (Part 01 and Part 02)
- Part 01: Safe Assign (Initial post): is worth +25pts
- Part 02: Student Replies: is worth +15pts (5pts per reply)

Total points: 40 points

- Syllabus Contract = 25pts
- Pre-Unit ORIENTATION Assignment = 25pts
- 5 Discussion Boards at 40 points each = 200pts
- 16 Online Assignment at 25 points each = 400pts
- Oral History Project = 50pts

TOTAL: 700 Points

Divided by 7, the total points of 700 translate to the following grading scale:

Grading Scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>700 – 630</td>
<td>A</td>
</tr>
<tr>
<td>629 – 560</td>
<td>B</td>
</tr>
<tr>
<td>559 – 490</td>
<td>C</td>
</tr>
<tr>
<td>489 – 420</td>
<td>D</td>
</tr>
<tr>
<td>419 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

*Remember a “D” is not transferable to another school.

Extra 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 +40 points.

Total points for each assignment: Part 01 + Part 02 = 40 points:

Part 01: Initial Post: (Worth 25 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 messing code and too informal for a college-level class. Use more formal writing for this class.

Part 02: Student Replies (Worth 15 points):
- **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. Many students lose points for simply not following directions. I am VERY PICKY about the quality of work I expect from my students!

- **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. Click on the PRE-UNIT link to find the Pre-Unit ORIENTATION 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 students 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 DUE DATE CALENDAR for deadlines 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 assignments and discussion boards.
**Discussion Boards:**
For each unit, DISCUSSION BOARDS are posted. Click on the assignment’s title to reach the Discussion Board. Discussion Boards 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. Also, how well you communicate your ideas with fellow classmates.

**Oral History Project:**
Students will participate in an oral history project which will require research, interview and essay writing skills. More details will be made available when the semester begins.

**MLA DOCUMENTATION:**
Assignment essays based on material you have learned in the Unit assignments. Your essay will involve evidence to support your arguments and 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.*
Students will need to demonstrate proficiency in college-level writing, grammar, and research.

Use MLA formatted documentation whenever you include any information or idea taken from anywhere besides your own thoughts (not just for quotes), including the assignments 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/

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

Each assignment and discussion board will remain open for an additional 24-hour grace period, which will result in a -5pt deduction. Once the assignment has closed after this 24-hour time frame, NO work will be accepted! I will not go back and reopen a closed assignment.

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. **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 DCCCD campuses. 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.

➢ Click here to access Institutional Policies

**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.

**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.

**Hospitalization and Missed Work:**
Please be aware that this is a fast-paced course and there is really no time to allow for make-up work or extensions past the closed deadlines. If you are facing serious illness, require hospitalization, or physically/mentally unable to complete the work, I want to strongly recommend that you drop the course. A doctor’s note or other documentation does not immediately translate into allowing the student to make-up missed work. Only in exceptional cases will the instructor allow the student to make up missed work. However, for this exception to be considered, the student must already be in good standing in the class and have completed at least 90 percent of the work. All decisions will be made on a case by case basis. The instructor reserves the right to not allow any work the be made up. The instructor has to be fair and consist all my students in the course.

>Click here to access Stop Before You Drop: 6 Drop Rule

**Withdrawal Policy:**
If you are unable to complete this course, it is your responsibility to officially withdraw by the official drop date for this course. Failure to do so will result in a performance grade, usually an F. If you drop a class or withdraw from the college before the official drop deadline, you will receive
a W (withdraw). Students sometimes drop a course when help is available that would enable them to continue. Before you make the decision to drop this course, please contact the instructor by email. If you are receiving any form of financial aid, check with the Financial Aid Office before withdrawing from classes. International students on an F-1 visa cannot withdraw from classes without jeopardizing their official status.

**Students must withdraw PRIOR to the first class day of the semester to receive a 100% refund.**

**Last Day to drop with a “W”: 01/06/20**

>Click here to access details on how to Drop a Course

**Repeating a Course**

Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course taken at any of the DCCCD colleges since the Fall 2002 semester. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in an additional tuition charge. Developmental Education and some other courses will not be charged a higher tuition rate. See Third Attempt to Enroll in a Course at

>Click here to see Third Attempt to Enroll in a Course

**Financial Aid**

If you are receiving any form of financial aid, you should check with the Financial Aid Office before withdrawing from classes. If you withdraw, it may affect your eligibility to receive aid in the future and could cause you to have to repay funds you received for the current semester. If you fail to attend or participate after the drop date, this policy will also affect you. To speak with someone, please contact the Financial Aid Call Center at 972-587-2599 or by email at facc@dcccd.edu, or >Click here to visit one of our campus Financial Aid Offices.

**QEP Statement**

Richland College is implementing its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please visit: [richlandcollege.edu/qep](http://richlandcollege.edu/qep)

**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.

**Academic Honesty**

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct Scholastic dishonesty is a violation of the Code of Student Conduct and Hazing. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

**Cheating** includes copying from another student’s test or homework paper; using materials not authorized; collaborating with or seeking aid from another student during a test; knowingly using, buying, selling, stealing or soliciting (asking for) the contents of an un-administered test; and substituting for another person to take a test.

**Plagiarism** is the appropriating (taking in a way that is illegal or unfair), 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.

**Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can
be given a failing grade on an assignment or test, can be failed for the class or you can even be suspended from college.

Your enrollment indicates acceptance of the DCCCD Code of Student Conduct and Hazing.

**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 an AUTOMATIC grade of F for the course!

*Note: If you are an RCHS student caught in any form of cheating, you will also be dropped from the class, which will result in being expelled from the RCHS program.

On assignments 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.

**ADA Statement**

If you are a student with a disability and/or special needs who requires accommodations, please contact the Disability Services Office (DSO) at Richland College.

If you are eligible for accommodations, please contact DSO to send your accommodation request to your instructor, preferably at the start of the semester or program. Please note that all communication with DSO is confidential. Visit the Disability Services webpage for more information about disability services available across the district or contact the DCCCD Office of Institutional Equity at 214-378-1633.

**PLEASE MAKE SURE YOU SUBMIT YOUR PAPERWORK TO AND HAVE ALL DOCUMENTATION IN ORDER PRIOR to the 1st day of class!**

**Religious Holidays:**

Richland College honors the right of each student to observe the practices of their belief system. It is your responsibility to provide your instructors a written justification for a religious accommodation promptly after the course begins. It is the responsibility of the instructor and student to negotiate completion of all missed assignments before the absence, if possible. 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 the observed holiday.**

**In Case of a Campus Emergency**

Sign up for DCCCD Emergency Alerts to receive a text message, email and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather, utility outages or police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. [Click here for more information](#)

**Concealed Carry**

Any person who holds a license to carry may carry a concealed handgun on college district property as permitted by law and college district policy. A license holder who carries a handgun on college district property must keep it concealed and on or about their person at all times. The open carry of a handgun (i.e., completely or partially visible) is prohibited on college district property, including any public driveway, street, sidewalk, walkway, parking lot, parking garage or other parking area.
**Weapons**
The use, possession or display of a weapon in violation of law and college district policy is strictly prohibited. This prohibition applies to firearms, knives, clubs, fireworks of any kind, incendiary devices, razors, chains, throwing stars and any other device designed to expel a projectile or to inflict bodily harm.

Violations may result in disciplinary action and/or criminal penalties.

**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.

**Compliance with Core Curriculum Guidelines:**

**History 1301** is a part of the Course Curriculum and addresses the following Exemplary Educational Objectives and Core Curriculum Intellectual Competencies as set forth by the Texas Higher Education Coordinating Board.

**Exemplary Educational Objectives in United States History**
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 points of view.
5. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
6. To identify and understand differences and commonalities with diverse cultures.

**Intellectual Competencies in United States History**
1. READING: the ability to analyze and interpret a variety of printed materials-books, documents, and articles—above 12th grade level.
2. WRITING: the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience—above 12th grade level.
3. LISTENING: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing and reading—above 12th grade level.
4. CRITICAL THINKING: think and analyze at a critical level.

**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!
Due Date Calendar: WINTER Term 2019-2020 FLEX Course: History 1301.82490 (12/16/19 to 01/10/20)

*Note: This course is self-paced, however please be mindful of deadlines for Assignments and Discussion Boards.

NO LATE WORK WILL BE GRADED!!

**PRE-UNIT:**

Mon 12/16: Class Begins! **Pre-Unit: ORIENTATION Assignment Due by 11:55pm (Central)**
(You must complete the Pre-Unit Orientation Assignment in order for the Instructor to CERTIFY you as having attended the class.)

*Important Note: If you are on Financial Aide, you must complete Pre-Unit Orientation assignment; otherwise you are at risk of losing your money!

Tues 12/17: **Pre-Unit Discussion Board: (Part 01): Due by 11:55pm (Central)**

**UNIT 01:**

Wed 12/18: Assignment #01: Due by 11:55pm (Central time) **AND**
Pre-Unit Discussion Board: (Part 02): Due by 11:55pm (Central)

Thurs 12/19: Assignment #02: Due by 11:55pm (Central time)

Fri 12/20: Assignment #03: Due by 11:55pm (Central time) **AND**
Extra Credit Assignment #01: Due by 11:55pm (Central)

Sat 12/21: Assignment #04: Due by 11:55pm (Central time)

Sun 12/22: **Unit 01 Discussion Board: Part 01: Due by 11:55pm (Central)**

**UNIT 02:**

Mon 12/23: Assignment #05: Due by 11:55pm (Central time) **AND**
Unit 01 Discussion Board: Part 02: Due by 11:55pm (Central)

Tues 12/24: (Christmas Eve): Assignment #06: Due by 11:55pm (Central time)

Wed 12/25: (Christmas): Extra Credit Assignment #02: Due by 11:55pm (Central)

Thurs 12/26: Assignment #07: Due by 11:55pm (Central time)

Fri 12/27: Assignment #08: Due by 11:55pm (Central time)

Sat 12/28: **Unit 02 Discussion Board: Part 01: Due by 11:55pm (Central)**
UNIT 03:

Sun 12/29: Assignment #09: Due by 11:55pm (Central time) **AND**
          Unit 02 Discussion Board: Part 02: Due by 11:55pm (Central)

Mon 12/30: Assignment #10: Due by 11:55pm (Central time)

Tues 12/31: (New Year’s Eve): Extra Credit Assignment #03: Due by 11:55pm (Central)

Wed 01/01: (New Year’s Day): Assignment #11: Due by 11:55pm (Central time)

Thurs 01/02: Assignment #12: Due by 11:55pm (Central time)

Fri 01/03: **Unit 03 Discussion Board: Part 01: Due by 11:55pm (Central)**
          *(Oral History Project will be made available to students)*

UNIT 04:

Sat 01/04: Assignment #13: Due by 11:55pm (Central time) **AND**
          Unit 03 Discussion Board: Part 02: Due by 11:55pm (Central)

Sun 01/05: Assignment #14: Due by 11:55pm (Central time)

Mon 01/06: Assignment #15: Due by 11:55pm (Central time)
          *Note: Last day to Drop Course with a W*

Tues 01/07: Assignment #16: Due by 11:55pm (Central time)

Wed 01/08: **Unit 04 Discussion Board: Part 01: Due by 11:55pm (Central)**

Thurs 01/09: **Unit 04 Discussion Board: Part 02: Due by 11:55pm (Central)**

Fri 01/10: **Oral History Project Due by 11:55pm (Central time)**

Sat 01/11: Extra Credit Assignment #04: Part 01 Due by 11:55pm (Central time)

Final Grades submitted and posted by: **Tuesday 01/14** (or earlier).
Your Instructor will send out one final email once all grades are posted.

*Important Note: Instructor does **NOT** negotiate or haggle over grades. Please do not send emails begging or pleading for a better grade. There are plenty of opportunities offered throughout the semester for all students to improve their grades. Thank you.*