



**Department of Social Science & Teacher Education
Southeast College**

Sociology 1301: Introduction to Sociology
Spring 2011 Second Start Distance Education
CRN 62452
12-week online course

Instructor: Gretchen Hester

Contact Information:

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**Office Location: Southeast Campus, Angela Morales Bldg., Faculty Suite
(by appt.)**

Office location and hours

Please feel free to contact me concerning any problems that you are experiencing in this course. Please do not wait until you are behind or have received poor grade. I am available to hear your concerns, questions or problems. Please do not hesitate to make an appointment or come by during my office hours.

Course Description

A survey course that focuses on the nature of human groups in American and world societies, their social and cultural adaptations, and the impact which various social processes may have on their social organization and social change. (HCCS Catalog). Online courses are the equivalent of on-campus sections of the same course and are transferable.

Instructional Materials

Society: The Basics (11th edition)

Author: John Macionis

Publisher: Pearson Prentice Hall, 2011.

Available loose-leaf package with the Sociological Classics reader and MySocLab access code at HCC Central College bookstore or e-book online from the publisher: www.pearsoned.com

Prerequisites

If a student's placement test indicates a deficiency in reading or writing, the student must be placed in one the following co-requisites:

1. Reading: GUST 0342
2. Writing: ENGL 0310/0349

Course Format

Online

Core Curriculum Competencies

Credit: 3 (3 lecture)

The basic intellectual competencies required by the core curriculum include reading, writing, speaking, listening, critical thinking, and computer literacy. Assignments in this course will require you to use all of these skills.

Core Curriculum Statement

Sociology 1301 may be used to fulfill the requirements for a core Social and Behavioral Science requirement.

Learning Objectives

Upon completion of the course, students should be able to:

1. Understand the theoretical, historical, and applied nature of the discipline.
2. Understand fundamental quantitative and qualitative techniques to study human group behavior.
3. Apply sociological concepts and perspectives to the study of human group life.
4. Appreciate our socially and culturally diverse society and world.

Student Learning Outcomes

1. Apply the three major perspectives in Sociology: Functionalism, Conflict, and Symbolic Interactionism.
2. Identify the principles of the social science research process.
3. Evaluate the various aspects of stratification as they affect American Society and the world.
4. Evaluate the various aspects of the institutions of society as they affect American society and the world.

Instructional Format

This is an online version of SOCI 1301 Introduction to Sociology course listed in the HCCS catalog. The main mode of interaction for teaching and learning will be online. Please remember to keep up with the attached reading assignment schedule in the syllabus for optimal results.

Please read the semester schedule and the Student Handbook for further information. Students should check their course schedule in the syllabus for keeping up with the reading assignments in the text. After reading the assignment, test your comprehension by completing the "Self-Test" available in the form of study guide questions available online through the course homepage.

In compliance with the HCC system requirements, the course is designed to fulfill six S.C.A.N.S student competencies. Successful completion of the course work relies very much on the cooperation of both the instructor and the student. Students should complete all reading and written assignment by the stated deadlines (Reading). Reading assignments are given at the end of this syllabus. The nature of the discipline of sociology is such that sensitive and controversial topics will occasionally surface in your reading material. Please bear in mind that the ideas presented in this course do not necessarily reflect the views of your instructor or the institution.

COURSE CALENDAR

Reading Calendar

Week 1 – Chapters 1 & 2
Week 2 – Chapters 3 & 4
Week 3 – Chapter 5
Week 4 – Chapter 6
Week 5 – Chapter 7
Week 6 – Chapters 8 & 9
Week 7 – Chapter 10
Week 8 – Chapter 11
Week 9 – Chapter 12
Week 10 – Chapter 13
Week 11 – Chapter 14
Week 12 – Chapters 15 & 16

Tests

March 11-13 – Test #1 over chapters 1-6 – 100 points

April 8-10 – Test #2 over chapters 7-11 – 100 points

May 6-8 – Final Exam over chapters 12-16 – 100 points

Assignments

Weekly discussion responses – 25 points per week (300 points)

Chapter quiz – 10 points per chapter (160 points)

All exams, quizzes, and discussions are to be taken ONLINE. The exams include multiple-choice questions. All written assignments must be typed.

Teaching Philosophy

Class will consist of discussion questions, online learning materials, writing activities and video presentations. Students are expected to participate in class.

Active learning and discussion is an important part of the learning process, so students are strongly encouraged to be active members of the classroom. Everyone has something to contribute to the learning experience. Discussion questions are intended to get you involved in the discussion and help to build a community for learning. Your active and substantive participation is important to the learning process.

I want my students to succeed. I am here for guidance and to answer questions about the material. I want my students to be involved in the learning process. I hope to be able to guide you through the course in an engaging manner. I am excited about the subject and I hope that energy can pass on to you as we learn together in the course.

As a student, your participation is integral to your success. Please check in to the classroom often and spend some time there reading and responding to discussions (3 hours a week minimum). It is your responsibility to read the textbook, submit assignments by the due dates, study for the exams, and participate in online classroom.

Student Assignments

Students will be required to respond to a discussion question each week. Your responses should be substantive and integrate the information that you have learned in the text and online materials. Offering your simple agreement or disagreement with another student is not sufficient. Tell us why you feel the way you do. Personal experiences and references to online sources are great ways to get involved in the discussion. In addition to your response to each discussion question, you will be required to respond to the postings of **at least** two of your classmates. For those who prefer to post a video or audio response, tools for those types of postings will be available to you in the classroom (Wimba). Check the web links area of the course for additional resources.

Assessments

Tests will be administered online. Tests will contain multiple choice and true/false questions. Most questions will be selected from the text, with additional questions from class activities and additional resources.

Please take the tests at the scheduled time. Make-up tests may be harder than regularly scheduled tests because the student will have the advantage over other students who took the test on time. As soon as it becomes apparent that you are going to miss a test, notify the instructor of the reason for your inability to take the test on time. If the reason is acceptable, make arrangements to take the test no later than the second period class after your return to class. Acceptable reasons for missing a test include hospitalization, a death in the family, or detainment in jail. Not having time to study is not an acceptable reason to miss a test. Documentation is required.

Library Services

Our HCC librarians have made a special effort to reach out to Distance Education students, allowing them to communicate with a librarian by email, live-chat, Instant Messenger, and phone; to use databases and e-books from home; to request transfer of books to a campus closer to the student's home, etc. In addition to the regular homepage, the HCC library has a page for distance students with a number of convenient links. We have linked to this specific webpage for distance students on our DE homepage. Look for Library Services, listed under About Us. Some professors link to the page within their own class homepage or within research assignments.

Libline

One of the links at the above library webpage is called Libline. This is a blog which allows faculty to have important library instructional content delivered straight to their students via email, if they choose. Students can subscribe to the blog using the self-subscribe option in the upper left-hand corner of the blog, or faculty can subscribe their students themselves.

The blog interface allows students 3 ways to interact electronically with librarians:

- Students can leave comments on the blog
- They can use the Ask A Librarian link to email a librarian
- They can use the embedded chat window when a librarian is logged in

HCC Policy Statement – ADA

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodation must contact the Disability Support Services (DSS) Counselor at the beginning of each semester. Faculty members are authorized to provide only the accommodations requested by the DSS Office. Mrs. Baldwin is the Southeast College DSS Counselor. Her number is (713) 718-7218.

Distance Education Advising and Counseling Services

Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form AskDECounseling.

Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

HCC Policy Statement: Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the institution's Policy on Academic Honesty, found in the catalog. What that means is this: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit. *DO NOT COPY AND PASTE MATERIAL OFF THE INTERNET AND TURN IT IN AS YOUR OWN – THIS CONSTITUTES PLAGIARISM.* If it is not your original thought, then your paper should indicate where you found the information.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

HCC Course Withdrawal Policy

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal (**April 21, 2011**). Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. ***Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Virtual Classroom Behavior

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to

disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

Please use proper “netiquette” when participating in the online classroom. Some rules of “netiquette” include:

1. Be friendly, positive and self-reflective.
2. Use proper language and appropriate titles in your responses.
3. Use effective communication – read and re-read before posting.
4. Maintain professionalism – do not use texting abbreviations or slang.
5. If you do not understand a question or response, please ask for clarification.
6. Always be respectful of others and their privacy.

(Adapted from Patsalides, 2010:

<http://www.brighthub.com/education/online-learning/articles/26946.aspx>)

Instructor Requirements

As your Instructor, it is **the professor’s** responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Describe and direct any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and policies on make-up work.
- Provide the course outline and class calendar which will include a description of most special projects or assignments. There will also be separate handouts and occasional verbal instructions for assignments not included in the course calendar.
Be available at mutually convenient times of professor and student to meet either before or after class as needed, or at another scheduled time

To be successful in this class, it is the **student’s** responsibility to:

- Attend class and participate in class discussions and activities, both inside and outside of class
- Read and comprehend the textbook
- Take good written notes
- Constantly look for ways to apply the course concepts to specific experiences in your own life. Make connections between what you read or hear in class and your life outside of class.
- Talk about the course material. Weave it into discussions outside of class. Teach some of the concepts and theories to your friends and family. It will give you something new and interesting to talk about! (Much more interesting than the weather!)
- Complete the required assignments and exams:
- Meet all course requirements and assignments

- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Make a commitment to do your very best work in the class. Be consistent. Follow instructions very carefully.

Grading

Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

Students will be evaluated through the administration of three exams as listed in the course calendar, chapter quizzes, and discussion assignments. The total number of points will be divided by 6 to determine your final grade. No late work will be accepted.

- Test 1 – 100 points
- Test 2 – 100 points
- Final Exam – 100 points
- Discussion Questions – 300 points
- Chapter Quizzes – 160 points

Final grade = 760 total points/5

Grading Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

The instructor has the right to make changes and adjust the syllabus at her discretion with those changes being made available to the students.