Sociology 1301: Introduction to Sociology
Spring 2019 /Regular Term / HCC Online
CRN 14130 / 16-week online course
3 credits/ 48 credit hours

Instructor contact information:

Dr. Gretchen Hester
gretchen.hester@hccs.edu or through the online classroom (Canvas)
Personal cell phone: (281) 974-8711 (call or text – text is the fastest way to get a response)

Department Chair contact information:

Please contact your professor first. If you cannot resolve an issue, contact the department chair for further assistance. The Sociology Department Chair is:

Dr. Nichole Boutte-Heiniluoma
n.boutteheiniluoma@hccs.edu
(713) 718-7529

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. I will generally respond within a few hours – always within 24 hours. Response times may be longer on the weekend.

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
Good news: your textbook for this class is available for free online. If you prefer, you can also get a print version at a very low cost. The text used for this class is:


Your book is available in web view and PDF for free. You can also choose to purchase on iBooks or get a print version via the campus bookstore or from OpenStax on Amazon.com.

You can use whichever formats you want. Web view is recommended -- the responsive design works seamlessly on any device. If you buy on Amazon, make sure you use the link on your book page on openstax.org so you get the official OpenStax print version. (Simple printouts sold by third parties on Amazon are not verifiable and not as high-quality.)

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.

Program Student Learning Outcomes
1. Explain the theoretical, historical and applied nature of the discipline.
2. Distinguish the fundamental quantitative and qualitative techniques in the study of human group behavior.
3. Apply sociological and theoretical perspectives to the study of human group behavior.
4. Evaluate our socially and culturally diverse society and world.
5. Develop skills in using computers and the Internet for research.
Course 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 concepts in sociology.
4. Describe the empirical findings of various subfields of sociology.
5. Explain the complex links between individual experiences and broader institutional forces.

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.

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 within the course platform on Canvas. 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

See course for reading assignments.

Tests

There will be eight quizzes. Each quiz is worth 25 points. Quizzes will become available the first week and will remain open until the last Saturday (11:59 p.m.) of the class.
All tests must be taken before the close date to receive credit for the test. No make-up tests will be allowed. **No exceptions.**

**Assignments**

Weekly discussion responses – 25 points per week (400 points total) See online course calendar. Discussion posts are due by midnight each Thursday with classmate responses due by midnight on Saturday. All original discussion posts MUST be submitted to Turnitin separately or the assignment will receive a 5-point deduction. Instructions on how to submit to Turnitin will be given in the classroom in the ‘Start Here’ module.

All exams, quizzes, and discussions are to be completed ONLINE. The exams include multiple-choice questions and will cover text material and additional resources required online. Please proofread your responses and use your spellcheck!

**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. I am always here for assistance – just a mouse click away. **Communication is key to your success** in this class including interactions with your classmates and your instructor.

As a student, your participation is integral to your success. Please check in to the classroom often and spend some time reading, viewing videos, and responding to discussions (5 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 and back it up with evidence. 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. Discussions are worth 50% of your grade so be sure to follow the rubric and include all necessary components. You must submit assignments on time. **No late work is accepted – no exceptions.**

You have 7 full days to submit your work each week and all assignments are available from the first day. You should not have to submit late. All original discussion posts MUST be submitted to Turnitin separately or the assignment will receive a 5-point deduction. Instructions on how to submit to Turnitin will be given in the classroom in the ‘Start Here’ module.

**Assessments**

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

**Library Services**

Our HCC librarians have made a special effort to reach out to online 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 online students with a number of convenient links. We have linked to this specific webpage for online students on our HCC Online 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: 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 means 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 assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

**Your first offense of academic dishonesty in my class results in a 0 on the assignment and a warning. The second offense results in a 0 for the class and the Dean will be notified.**

Expectations of Civil Conduct

Students are expected to conduct themselves professionally in their communication with the instructor, their classmates, and college staff and
administration. Behavior inappropriate to the collegiate setting (including but not limited to abusive/derogatory/threatening/harassing language directed at the instructor or towards other students, staff or administrators) will not be tolerated, and may result in removal from the course if severe and/or repeated.

**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 Online 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.

**Rules**

- Because you are adults, I expect you to behave like adults and to monitor your own behavior.
- All students are expected to abide by the [Student Code of Conduct](#) that is found in the most recent [HCC Student Handbook](#) which is available on the [HCC website](#).
- It is your responsibility to read and understand all of the course requirements in this syllabus, if you have any questions it is your responsibility to ask.
- During class/on-line discussions, it is imperative that students with differing opinions be respected even if you disagree with those opinions.
- A college classroom (including an on-line classroom) should be a safe forum for expressing ideas and concepts that may be out of the mainstream.
- Foul or obscene language, flaming, personal attacks, lack of consideration for diversity, racist, sexist, ageist, or other unacceptable language will not be tolerated during discussions or at any other time. Students who engage in such behavior will be locked out.
- Plagiarizing—copying the work of another and passing it off as your own—is prohibited, unethical, and, in some cases, illegal.
- Plagiarizing (in whole or in part), collusion (in whole or in part), and/or cheating on a test will result in:
  - A grade of zero for that assignment.
  - A failing grade for the course.
A notice placed in your academic file and on your transcript. Every effort I can bring to bear to have you expelled from the college.

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 four exams as listed in the course calendar, and discussion assignments. The total number of points received will be divided by 400 to determine your final grade. No late work will be accepted.

• Quiz 1 – 25 points
• Quiz 2 – 25 points
• Quiz 3 – 25 points
• Quiz 4 – 25 points
• Quiz 5 – 25 points
• Quiz 6 – 25 points
• Quiz 7 – 25 points
• Quiz 8 – 25 points
• Discussion Questions – 25 points each (total 400 points)

Final grade = your total amount of points earned/ 600 total points

Grading Scale
90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60 = F

Final Grade of “FX”

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of “FX” at the end of the semester. Students who stop attending classes will receive a grade of “FX”, compared to an
earned grade of “F” which is due to poor performance. Logging into an online course without active participation is seen as non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of “FX” is treated exactly the same as a grade of “F” in terms of GPA, probation, suspension, and satisfactory academic progress.

**HCC Policy Statement: ADA, Academic Honesty, Student attendance, 3-peater, Withdrawal Deadline**

Access Student Services Policies on their Web site:

https://www.hccs.edu/resources-for/current-students/student-handbook/

**HCC Policy Statement: Accommodations due to a Qualified Disability**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to https://www.hccs.edu/support-services/disability-services/

**HCC Policy Statement: Basic Needs**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Student Success for support. Furthermore, please notify the professor if you are comfortable in doing so.

**HCC Policy Statement: Campus Carry**

At HCC, the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at https://www.hccs.edu/departments/police/campus-carry/

**HCC Policy Statement: Sexual Misconduct**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex
discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. If you require an accommodation due to pregnancy, please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to: David Cross Director EEO/Compliance Office of Institutional Equity & Diversity 3100 Main (713) 718-8271 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

HCC Online and/or Continuing Education Policies

Access HCC Online Policies on their Web site: All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook, click on the link below or go to the HCC Online page on the HCC website. The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link: https://www.hccs.edu/resources-for/current-students/student-handbook/

HCC Student Course Grade Appeal Procedure

Any student who takes issue with the course or how it is taught should first express his or her specific concerns to the instructor. Any challenges to the final course grade are governed by the HCC Student Course Grade Appeal Procedure. The following statements are excerpts from the Procedure: (http://www.hccs.edu/hccs/current-students/student-rights-policies-procedures)

- “A student has a right to appeal a grade that the student believes was contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.”
- “Faculty members have a right to have the grades they assign upheld unless it is clearly demonstrated that a grade was contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.”
• “The student has the burden of proof. The student must present clear evidence that a grade was contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.”

**EGLS₃ -- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

**Internet Outage Policy**

If your professor experiences an Internet service outage or a power outage that significantly affects the timing of an exam, distributing assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately. If there is any official notification from HCCS concerning downtime of the HCC Online Course server that would affect the timing of an exam, distributing assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately. This policy pertains only to professor’s INTERNET SERVICE or to HCCS’s Internet course servers, not the students' computers or Internet access. No one at HCCS can monitor or verify outages at student sites and student access is not the responsibility of HCCS. Students are responsible for making sure that they have continuous, reliable Internet access in order to complete this course.

**Technical Compliance Notice and How to Handle Technology Problems**

This class is an online class using HCC Online (Canvas) for notes, linked slides, and assignments and assessments. Each student must maintain Internet access throughout this course -- from start to finish. Additionally, students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Eagle Online. The instructor will not give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues, including loss of computer or battery failure. Any student who cannot keep up with the coursework owing to a lack of computer or Internet access must drop the course. Any student found to have quit logging in (1 week) and whom the instructor is unable to contact is
subject to being dropped without further warning, resulting in either a "W" or a "FX" grade, depending upon the time of the term at which the behavior is noted.

You must contact the HCC Online technicians when you have technology problems by going to https://online-03.hccs.edu/eo2help/

General technical support is also available at: http://www.hccs.edu/online/technical-support/

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