

Joella Robinson
Houston Community College
Distance Education
History 1301
Summer 2012

Course Syllabus

History 1301

CRN# 84603 & 83216

Office Hours: Anytime by appointment.

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Use Eagle Online Moodle for all correspondence during regular semester.

Books

Text: http://www.digitalhistory.uh.edu/database/hyper_titles.cfm

This is your free, online, digital textbook. No other books are required for the course; all materials will be available online.

Course Content

The American nation from the English colonization to the close of the Civil War through Reconstruction. Credit: 3 (3 lecture)

Core Curriculum Course.

Course Goals

To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.

To examine social institutions and processes across a range of historical periods, social structures, and cultures.

To use and critique alternative explanatory systems or theories.

To develop and communicate alternative explanations or solutions for contemporary social issues.

To analyze the effects of historical, social, political, economic, cultural and global forces on the subject of study.

To comprehend the origins and evolution of U.S. political systems, with a focus on the growth of political institutions, the constitutions of the U.S. federalism, civil liberties and civil and human rights.

To understand the evolution and current role of the U.S. in the world.

To differentiate and analyze historical evidence (documentary and statistical) and differing points of view. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.

To analyze, critically assess, and develop creative solutions to public policy problems.

To recognize and assume responsibility as a citizen in a democratic society by learning to think independently, by engaging in public discourse, and gathering information through the news media and other appropriate sources about politics and public policy.

To identify and understand differences and commonalities of diverse cultures

Understand the importance of immigration in establishing the United States.

Understand the reasons for immigrating to the New World, and its impact on the environment and culture.

Explain why and how the North won the Civil War, considering major battles, foreign policy, morale, economics, and domestic politics.

Students will be able to create an argument through the use of historical evidence.

Students will be able to analyze and interpret primary and secondary sources.

Students will be able to analyze the effects of historical, social, political, economic, and cultural forces on this period of U.S. history.

Course Structure

HCC Course Withdrawal Policy

To help you avoid having to withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

HOW TO DROP

If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their [HCC Student Center](#).

HCC and/or professors may withdraw students for excessive absences without notification (see Class Attendance below).

Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines. Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

CLASS ATTENDANCE

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Blackboard, and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into their Blackboard class before the Official Day of Record will be automatically dropped for non-attendance. Completing the DE online orientation does not count as attendance.

Special Notice: Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor / counselor about opportunities for tutoring / other assistance prior to considering course withdrawal or if you are not receiving passing grades.

Evaluation/Exams

Evaluation: There will be three tests and a final this semester. We will utilize **online testing for all exams**. The tests will be multiple choice. Each test will cover assigned readings, lectures, discussions, and other activities covered in that particular unit of the course. Your lowest exam grade, (excluding the final), will be dropped at the end of the semester. If you miss one of the first three exams, you will receive a zero, and that will be the lowest grade dropped during grade tabulation. **NO MAKE-UP EXAMS WILL BE GIVEN**. These exams will count for 75% of your grade. In the event that all exams are taken and your lowest exam grade is the final, all exams are averaged together for 75% of your grade. **The final exam is mandatory. Failure to take the final will likely result in a failing grade for the course.**

Virtual Classroom Conduct

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 your professor 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 even removal from the class.

SEXUAL HARASSMENT

It is a violation of HCC policy for an employee, agent, or student of the College to engage in sexual harassment as defined in the Equal Employment Opportunity Commission (EEOC) guidelines. Any student who has a complaint concerning this policy has the opportunity to seek resolution of such a complaint in accordance with procedures set forth in the Student Handbook. Report any complaints immediately to College Administration or call the Institutional Equity & Compliance Office 713.718.8271.

Your Class Grade

The standard college policy is followed for all grades:

A (90-100), B (80-89), C (70-79), D (60-69), F (below 60).

Please note that cheating, plagiarism, and collusion will result in a failing grade for the course.

This policy will be enforced for all examinations, discussions, and assignments. (See the student handbook for further details on H.C.C. policy.)

Final Grade Breakdown

Tests 75%

Quizzes 25%

STUDENTS WITH DISABILITIES

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Support Services Office at the beginning of each semester. Professors are authorized to provide only the accommodations requested by the [Disability Support Services Office](#).

DE students who are requesting special testing accommodations may choose the most convenient DSS office for assistance each semester:

District ADA Coordinator – Donna Price – 713.718.5165

Central ADA Counselors – Jaime Torres & Martha Scribner – 713.718.6164

Northeast ADA Counselor- Kim Ingram – 713.718.8420

Northwest ADA Counselor – Mahnaz Kolaini – 713.718.5422

Southeast ADA Counselor – Jette Lott - 713.718.7218

Southwest ADA Counselor – Dr. Becky Hauri – 713.718.7910

Coleman ADA Counselor – Dr. Raj Gupta – 713.718.7631

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

Student Services

DISTANCE EDUCATION (DE) 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 affecting academic success.

ASKDECOUNSELING FORM

[AskDECounseling](#) is a student services online help form. This is the best and quickest way for students to get accurate assistance with DE registration, enrollment, advising, and counseling. The online help form is simple to fill out, convenient, and readily accessible through the internet. Students do not have to travel to campus sites, leave work, or wait in an office or lobby to receive assistance. Upon submission, student requests are answered in the order they are received.

EARLY ALERT

HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.

LIBRARY RESOURCES

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE

students will need to complete research. Visit [Library Resources](#) specifically for Distance Education students.

Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.

Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a “term paper” workshop; and online bibliographic search services.

ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. Look for Ask Online on your Blackboard log-in page. This directs students to the HCC [AskOnline](#) Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

Quizzes

To improve your historical knowledge base, you will be expected to read assigned articles and take quizzes based on the provided readings, textbook readings, and possible lecture notes. You will be expected to read assigned articles and take quizzes based on the reading. The readings can be found on the **quizzes link** and they will correspond with the topics you will cover in class. All quizzes will be taken through the Moodle quiz feature. Due dates can be found on the course calendar. The quizzes will constitute 25% of your final grade. **Acceptance of late work and penalization for late work is subject to the instructor's discretion.**

International Students

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration.

Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

Class Guidelines

Log In Information

Your Moodle ID is now the same as your HCC User ID which is used for Online Registration. [For example: W0034567]. If you don't know your HCC User ID, you can [retrieve it here](#). Your default Moodle password at the beginning of the term is: "distance". This password is independent of your Online Registration password or Blackboard Vista password. It is your responsibility to change your password. (you will be required to change it, the first time)

Eagle Online should be used with Firefox only, failure to use the browser can lead to problems with quizzes and exams.

If you do not have this program you can download it for free.

<http://www.mozilla.org/en-US/firefox/new/>

EARLY ALERT

HCC has instituted an Early Alert process by which your professor will “alert” you through Distance Education (DE) counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.

Syllabus

You viewed a copy of the above class syllabus, yet the class will always have it posted for you. You can access it by clicking on the course content link on the home page, or the link that appears on the blue sidebar to your left. You will see the title "Syllabus" click on this and you will see the class syllabus. The syllabus tells you how your class grade will be derived and general class policies.

Class Lectures

If you click on the course content page, you will see the title "Class Lectures", these units are your lectures for the course. You will see notes, graphs, pictures, and links to articles. If you simply print out the class unit sections be sure to see all links, graphics, and articles contained within the class unit. The units should be done in the order they are assigned over the course of the semester. Do not attempt to print out the entire course in one sitting!

I reserve the right to make needed changes up until three weeks prior to assignment.

Quizzes

You will find complete instructions on the quizzes by clicking on the title "Quizzes" on the course content page. Due dates will appear on your course calendar. **After the due date has passed the quizzes will no longer be available to take for class credit.** Quizzes are to be taken through the Eagle Online quiz feature. **You have two opportunities to take the quiz and the highest grade will be taken for the grade book. Answers for quizzes do not appear until all quizzes are completed for security reasons.**

Course Calendar

The course calendar feature maps out your assignments as we go through the semester. First, click on the title Course Resources, then "Course Calendar". You will see the title of the class lecture, the textbook assignment, and quiz, assigned for the week. You will see reviews for exams post one week prior to the exam dates.

Exams

As you hopefully have seen on your syllabus, you will have three tests and a final this semester. I am utilizing **online testing for all** exams. The exams will be multiple choice. I will present a review one week prior to the exam. **You are eligible to drop one of your first three exams, excluding the final.** Let this act as a curve rather than an exam you decide not to take. **Failure to take the required final will likely result in a failing grade for the course.** Students who live or work outside the HCC service area and **need to take paper exams** at another college or at one of our HCC testing locations **MUST** make arrangements prior.

I hope these notes help you with the class, e-mail or call me if you have additional questions!

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