

## Contents

Introduction to Sociology.....	1
SOC& 101 HYC (5502) fall 2019 daily 8:30-9:20 in R302.....	1
Course Information Course Overview.....	2
Course Outcomes.....	2
WRITTEN WORK.....	3
KEYS TO SUCCESS.....	3
GRADING.....	3
CALENDAR.....	4
BOOKS AND MATERIALS REQUIRED.....	4
CLASSROOM LEARNING ATMOSPHERE.....	5
Expect of me:.....	5
I expect of you:.....	5
Ground Rules:.....	7
Accessibility.....	7
Affirmation of Inclusion.....	7
Reasons of Faith and Conscience.....	7
Annual Notice Non-Discrimination.....	8
Confidentiality and Mandatory Reporting.....	8
END OF THE QUARTER DATES.....	8
STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY.....	9
STUDENT SERVICES AND RESOURCES.....	9
PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION.....	9

## Introduction to Sociology

SOC& 101 HYC (5502)  
fall 2019  
daily 8:30-9:20 in R302

Instructor: Sue Cox  
E-mail: [sue.cox@bellevuecollege.edu](mailto:sue.cox@bellevuecollege.edu)  
Phone: (425) 564-6167  
Office location: A 100A  
Drop-in hours: 10:30 – 11:20 M-Th

*“By the fact of living [each person] contributes, however minutely, to the shaping of this society and to the course of its history, even as [each person] is made by society and by its historical push and shove.” ~C. Wright Mills*

## Course Information

### Course Overview

Sociology is the scientific study of human interactions and groups. The aim of this class is for you to learn the basics of the science of sociology - for you to gain a working familiarity with the basic concepts and principles of sociology and to have a good understanding of how sociologists do research. You will achieve this through the application of sociology to various aspects of life and through interactions with your classmates and the instructor.

Sociology is like learning a new language, although you are probably familiar with some of the concepts and issues that are central to the discipline. Because your familiarity may be based on your own subjective experience, this course offers you a special challenge which requires that you learn to analyze the same concepts and issues objectively and scientifically, sometimes abandoning long-standing beliefs about social life that are not based on logic, critical thought and evidence.

Sociology is everywhere. It applies directly to your own life and relationships and it will provide you with a new perspective on many aspects of life and culture (assuming that you keep an open mind).

Class exercises and applications—an interactive class, with your questions, comments and participation—are not only fun, they are productive. Active learning challenges you to get involved in the learning process, to enjoy learning for its own sake, to abandon the traditional passive student role, and to help teach each other. Your input, questions and comments will improve all of our learning. Get involved!!

### Course Outcomes

By the end of this course you should:

- Describe fundamental sociological concepts, theories, and theorists, and apply them to real-life situations
- Identify the ways in which cultural and social institutions shape the everyday experiences of individuals, groups and communities.
- Critically examine the social landscape in which you live and how life experiences differ according to race, class, gender and sexuality.

**Be aware that the General Education Ratings for this class are:**

**3** in Critical Thinking and Cultural Diversity

**2** in Reading, Ethics, and Historical and Intellectual Perspective

## Written work

- All written work, with the exception of work done in class, **must be typed and stapled** with your name, the date, and the assignment title at the top.
- Reading roles also need the role next to the name and date.
- All sources must be cited in APA format. Any information gathered from outside sources, and this includes the text books, must be cited and referenced. For information on citations and references see the writing lab online at <http://bellevuecollege.edu/asc/writing/essays-guides/default.asp> or in person in D-204D.
- Since this is a social science class, written work should consist of analysis rather than opinion. This means connection the information, whether it is from a movie, a text or a speaker, to sociological concepts and themes presented in class. This does not mean you cannot connect things to your own life and experiences, but it does mean the sociological context needs to be there as well and that your ideas are backed up by the appropriate source(s).
- Since this is a college class, do not use slang or profanity in your writing, and do not use Wikipedia as a primary source.
- While I do not grade specifically on grammar, grades will be lowered for distracting errors such as misspellings and lack of capitalization.
- Keep all work returned to you until after final grades for the quarter are posted. You will be using some of the assignments in the portfolio at the end of the quarter and this will also provide you with documentation should there be a discrepancy in the grade received and the grade recorded for a particular assignment.
- Any grade appeals (beyond a recording mistake) must be submitted in writing.

## Keys to Success

**(it is virtually impossible to fail if you do these three things)**

1. Turn in all assignments on time. (*this means keeping track of the calendar in Canvas*)
2. Attend class regularly
3. Communicate with the instructor when needed.

## Grading

Grades are calculated on percentages. If assignments are shifted around, the percentage base will remain the same. You can keep track of your grade in Canvas.

<u>ITEM</u>	<u>NUMBER</u>	<u>POINTS</u>	<u>TOTAL</u>
APA guide to plagiarism quizzes	1	18	18
syllabus quiz	1	10	10
reading quizzes	13	20	240 (lowest dropped)
reading roles	9	50	400 (lowest dropped)
norm assignment	1	50	50
final project	1	50	50
final exam	1	100	100
portfolio:			
assignment assessments	3	10	30

final assessment	1	20	20
attendance/participation	n/a	based on %	100

Grade	Percentage
A	100 to 94
A-	<94 to 90
B+	<90 to 87
B	<87 to 84
B-	<84 to 80
C+	<80 to 77
C	<77 to 74
C-	<74 to 70
D+	<70 to 64
D	<64 to 60
F	<60

## Calendar

You will find the course calendar in Canvas (link to the far left of Canvas page).

## Assignment deadlines:

Because this is a hybrid class, much of the classwork will be done and/or turned in online. There are two types of deadlines to watch.

1. There are some due dates **during the week**. These assignment will be **due at the time class begins** on the days indicated. Some will be due in class, some will be due online, and some will be online quizzes. The assignment page will indicate when it is an online assignment submission.
2. Other assignments will be **due by 11:59pm on Friday**. This does not mean you should wait until Friday to do them. You should be working on them throughout the week in order to have them all finished by the end of the week. All of these will either be online quizzes, online discussions, or assignments to be submitted online.

## Books and Materials Required

OpenStax (2019) *Introduction to sociology 2e*. Retrieved from <https://cnx.org/contents/AgQDEnLI@13.14:TrIRM88K@9/Introduction-to-Sociology>

This book is (free) online. The link to this book is also in the course Canvas site.

Schneider, L. & Silverman, A. (2013) *Global sociology: Introducing five contemporary societies* (6<sup>th</sup> ed.) New York, NY: McGraw Hill.

(often referred to as “GS”)

## Notes:

You can find Global Sociology (print or e-book) in many places. Here are a few to check:

- [Bellevue College Bookstore](#)
- [VitalSource](#)
- [Amazon](#)
- [knetbooks](#)
- [ecampus](#)
- [textbooks.com](#)

There is a copy of *Global Sociology: Introducing Five Contemporary Societies* on reserve at the Bellevue College Library circulation desk. For more information on Bellevue College library reserve go to <https://www.bellevuecollege.edu/lmc/>.

There are also links to other introductory sociology text books in Canvas.

## ***Classroom Learning Atmosphere***

### **Expect of me:**

- *A sincere effort to help you learn the course material.* Since my ultimate goal is to help you succeed, I intend to spend enough time and effort on class preparation to make the material as understandable and as interesting as I possibly can.
- *Accessibility.* I am available to you outside of class should you desire help. I encourage you to contact me, via email, on the phone, or by stopping by my office, whenever you have a question or concern. I am more than happy to help.
- *Learning.* You can expect me to be a learner with you. While I know sociology and it is my job and my goal to teach you the subject matter, you bring things to the class (perspective and experience) that I don't which contribute to the learning for us all.

### **I expect of you:**

- *Preparation & Assignments:* You should come to class having done the assigned readings and homework, and you should always bring the proper supplies with you. That includes the readings (textbooks) and supplies for note taking.

Note that the BC guideline for homework is two hours outside of class for each hour spent in class. **Late assignments will not be accepted.** You can find the due dates in three places: in the modules (menu to left of page in Canvas), in the calendar (menu on the far left in Canvas), and in the syllabus (menu to left of page in Canvas). Use whichever source makes the most sense to you.

Many assignments will be turned in online (through Canvas). For those requiring a hard copy to be turned in, if you know you cannot make it to class on the due date, you may email assignments to me or turn them in to my mailbox in D110. Emailed assignments must be in my inbox before the start of class for credit.

If there is a true emergency (computer problems do not qualify as emergencies) and you cannot get an assignment in, call or email to let me know the situation as soon as

possible. Doing this, along with providing relevant documentation, will allow me to work out a reasonable accommodation with you.

*Notes on Reading Roles:*

1. The lowest reading role score will be dropped from your overall score.
  2. Turning in a reading role ahead of time (by the time class begins) will earn 75% credit since you will not be in class to contribute to the discussion.
  3. Coming to class more than 15 minutes late on a reading role day will also earn 75% credit since you will have missed a significant part of your group's discussion
  4. Coming to class late (less than 15 minutes) on a reading role day will reduce your reading role score by 5 points. It is incumbent on you to be on time to demonstrate respect for your groupmates' time and effort. (This means giving yourself plenty of time to print out your reading role before class.)
- *Currency:* It is your responsibility to keep current in class. This means attending class sessions and taking notes. If you have to miss class for any reason you must find out what was done and get notes from a classmate. You can find the calendar, assignments, and handouts on the Canvas site.
  - *Respect:* We will have many discussions in which you are expected to participate by asking questions, answering questions, and making relevant comments and observations. During a discussion (planned or spontaneous) it is important that we all respect each other's right to participate and use manners and language appropriate for a college classroom. That means no side talking, no interrupting, no monopolizing the conversation, and no offensive language (swearing, crude language, racial/ethnic/gender slurs). Disagreement is fine, healthy, and makes life more interesting, but be sure that when you disagree you are disagreeing with the ideas and not the other person. People who are disrespectful, either to fellow students or to the instructor, will be asked to leave the class. Serious violations will be reported to the Dean of Student Services. Note that timeliness (being on time to class) is also needed to demonstrate respect towards your classmates.
  - *Honesty:* If you cheat, you fail. No excuses will be taken into account. Your work must be your own, except when asked to work with other students. Furthermore, you are required to acknowledge in your papers if you have borrowed any ideas, terms, or phrases, even if you have borrowed from a classmate. Working together is fine and even encouraged. Just be sure to turn in work that is clearly original. Be careful to cite your sources properly as plagiarism will result in a score of zero for the assignment, and possibly an F for the class depending on the severity of the offense. If you would like information on how to avoid plagiarism, the writing lab (<http://bellevuecollege.edu/asc/writing/links/> or go to D204) is an excellent resource online and in person.
  - *Communication:* If an issue arises that will impact your class work, let me know as soon as possible so that we can work out a solution together. After assignments have been missed may be too late. If you don't understand a concept or the expectations of an assignment, please ask. I want you to succeed in this class. If you need course adaptations or special accommodations because of a disability, or if you have medical information that needs to be shared with me in the event that the building needs to be evacuated, please contact me during the first week of the quarter. If you require

accommodations due to a diagnosed disability, please contact the Disability Resource Center in B132. Phone: 425-564-2498 (Voice) TTY: 425-564-4110.

- *Communication part 2*: If you have concerns or complaints, please talk with me. Come during office hours or make an appointment. In the unlikely event that we cannot resolve the issue, you can then take it to the Sociology Department Chair, and if there is still no resolution, the Social Science Dean.
- *Willingness to listen*: Essential to a liberal arts education is an open-minded acceptance of ideas and modes of expression which might conflict with one's personal ideas and/or values. By being exposed to such ideas and expressions, you are not expected to endorse or adopt them but rather understand that they are part of the free flow of information upon which higher education depends.

### **Ground Rules:**

- There shall be no phones visible while in small groups (even if the group is finished with the assigned task). If a phone is needed for retrieving information relevant to the group task, use the phone for that purpose, and then put it back away.
- There shall be no profanity when in small groups or when addressing the class as a whole. The goal is for everyone's perspective to be heard, and profanity makes some people uncomfortable and others stop listening. "In the short-term, swearing can elicit fear and hostility in others. In the long-term, it can even result in a loss of social status and a decrease in emotional support." (Vingerhoets, J. M., Bylsma, L. M., & de Vlam, C., 2013).

### **Accessibility**

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

### **Affirmation of Inclusion**

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

[Affirmation of Inclusion](https://www.bellevuecollege.edu/inclusion/) (<https://www.bellevuecollege.edu/inclusion/>)

### **Reasons of Faith and Conscience**

Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first

two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College Policy 2950 (<https://www.bellevuecollege.edu/policies/id2950/>)). In the event you feel you are being discriminated against based on faith or conscious, you may refer to the procedures outlined in the college's Discrimination, Harassment and Retaliation Policy 1440P (<https://www.bellevuecollege.edu/policies/id-1440p/>).

### **Annual Notice Non-Discrimination**

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Reports of gender and sex-based based discrimination, sexual misconduct, or retaliation by a student should be raised with the Title IX office (see 1440P2 for contact information). In cases where the impacted party is a student and the responding party is a college employee, the Title IX coordinator will direct the matter to the Office of Human Resources (HR). All other reports, including all reports where the impacted party is an employee, should be raised with the HR. If a report is against personnel in the Title IX office or HR, it should be submitted to the president's office for referral to an alternate designee.

Equal Opportunity (<http://www.bellevuecollege.edu/equal/>)

### **Confidentiality and Mandatory Reporting**

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. relationship violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2641 and more information can be found at Title IX (<http://www.bellevuecollege.edu/titleix/>).

If you have any concerns, you may report to: Report Concerns (<https://www.bellevuecollege.edu/reportconcerns/>).

### ***End of the Quarter Dates***

December 3, 2019: Student Success Day – no classes; instructors will be available for student questions

December 4-6, 2019: finals week – check the calendar in Canvas for the date of the final for this class.



## ***Student Code of Conduct and Academic Integrity***

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code](#)

## ***Student Services and Resources***

For more information on services and resources available to you as a students see: <https://www.bellevuecollege.edu/resources/> .

## **PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION Spring 2012**

### **Cheating, Stealing and Plagiarizing\***

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services.

### **Incomplete**

If a student fails to complete all the required work for a course, an instructor may assign the grade of Incomplete ("I"). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an "F").

### **F Grade**

Students who fail a course will receive a letter grade of "F."

### **Final Examination Schedule**

The Social Science Division will adhere to the final examination schedule as stated in the BC Schedule. Final examinations will be held at the end of each quarter at fixed times. Instructors will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

### **Withdrawal From Class**

College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

### **Hardship Withdrawal**

Instructors may assign the grade of "HW" (hardship withdrawal) at their discretion in the event that a student cannot complete the coursework due to extreme and exceptional circumstances. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

### **Students Who Require Disability Accommodations:**

Students with disabilities who have accommodation needs are encouraged to meet with the Disability Resource Centre (DRC) office located in B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class should review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Resource Centre, and review those needs with the instructor as well.

### **Distribution of Grades**

Grades will not be posted in the Social Science Division or in faculty offices, and secretaries will not give out grades. Students should access their grades through the BC Web site.

### **Return of Papers and Tests**

Paper and/or Scantron score sheet returns will be arranged in the following ways ONLY: by mail, if student supplies the instructor with stamped, self-addressed envelope (with appropriate postage); or by the instructor designating a time and place whereby the student may retrieve his/her papers. Unclaimed papers and/or Scantron score sheets must be kept by the instructor for a minimum of sixty (60) instructional days following the end of the quarter.

*\*If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110), the Dean of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.*