



ANTH& 100 HYA: Survey of Anthropology Fall Quarter 2014

Monday - Thursday 7:30am-8:20am Classroom D101

Instructor: Madeleine Aguilar, MA
E-mail: madeleine.aguilar@bellevuecollege.edu
Mailbox: D110 in the Social Science Division Office
Phone: (425) 564-4189
Office location: D200D (second floor in the tower next to the water fountain)
Office Hours: by appointment

WELCOME TO SURVEY OF ANTHROPOLOGY!

Anthropologists are scientists who study both biological and cultural characteristics of human beings, both modern and ancient. We travel far and wide and generations back in time in order to understand where we came from, where we are now, and where we are going. As a comparative science, anthropologists also study the traditions and customs of our own society. This course will offer a new perspective of your own culture, and a deeper understanding of human history and diversity, as it emphasizes global perspectives.

COURSE DESCRIPTION AND OBJECTIVES

Anthropology& 100 (Item# 5060, section HYA) is a 5-credit course that introduces you to the discipline of anthropology. You are exposed to the basic underlying principles, theories, and methods of anthropology through lectures, textbook readings, articles, discussions, and visual materials. This introductory course will explore the 4 subdisciplines of anthropology: cultural anthropology, linguistics, biological anthropology, and archaeology. Numerous contemporary cultures, as studied by the ethnologist, will be discussed in a comparative fashion. We will explore the general topic of evolution and specifically how it applies to humans. We will look at our primate relatives and come to understand our similarities and differences with them. The viewpoint of archaeology will enhance your understanding of human history, and an introduction to linguistics will provide you with the basics of studying human communication. We will also discuss how various types of anthropologists go about collecting their data, and the rewards and challenges of conducting fieldwork in anthropology.

WHAT IS THE RHYTHM OF THIS COURSE?

Zcx

READ THIS SECTION VERY CAREFULLY

IF YOU DO NOT HAVE FLEXIBILITY IN YOUR SCHEDULE TO SYNC IT WITH THE RHYTHM OF THIS CLASS, YOU WILL HAVE A VERY DIFFICULT TIME SUCCEEDING IN THIS COURSE. REGARDLESS OF YOUR SCHEDULE.

This hybrid class has a unique flow due to the fact that it is mainly on campus with only 1 hour online a week. On-line courses do not take off time for weekends, summer vacation, or holidays and often times it takes more time, dedication, and discipline to succeed in an online course. This will apply to you for the online portion of this class. The major components of this course, being mainly on campus, are described in detail below. It is your responsibility to be aware of all deadlines and course updates. Use your own version of the online course calendar to mark important deadlines for

yourself. You will be required to attend class Monday through Thursday mornings and also required to complete about 1 hour online each week. Some weeks we may have less online and some weeks more, but it will average out to be about 1 hour a week.

BOOKS AND REQUIRED MATERIALS

- **REQUIRED TEXTBOOK**
WADSWORTH CENGAGE Learning, William A. Haviland 2013
The Essence of Anthropology (3rd Edition)
ISBN-13: 978-1-111-83344-2 or ISBN-10: 1-111-83344-3
- Additional Articles may be assigned throughout the quarter



IMPORTANT CLASS POLICIES

Make-up tests (including the final) are only offered at the discretion of the instructor and must be arranged at least one week before the originally scheduled test date.

If you are requesting a make-up test because you know in advance that you will not be able to complete the test during the allocated time, you must give a legitimate reason. You will need to e-mail *ahead of time* explaining why you need to miss the assessment, and you will be required to provide *appropriate documentation* to explain your absence. Vacation, attendance at social activities, sleeping in, work, picking up someone from the airport, forgetting etc. are not valid excuses for missing exams and you will not be able to make up exams for these reasons. Consideration for make-up exams is provided **ONLY** if you have contacted me **BEFORE** your absence and **IF** you have provided appropriate documentation. A make-up exam may be composed of essay questions under strict time constraints and must be taken as soon as possible. If you are ill during the time of a test you must notify your instructor immediately by email and meet with your instructor upon your return to discuss the possibility of a make-up.

Make-up Discussions: There are 3 discussions (20 points each) and there are no make-ups for these. Dates for the discussions will be announced in class several days prior. Homework will be assigned such as an article and questions to respond to so that you come in prepared for our class discussion. A discussion can not be re-created. Once it has passed – no make up is possible.

Submission Process: Assignments will be turned in on Canvas at the appropriate assignment submission board or I will ask that you bring your paper to class.

Attendance: In order to earn the online attendance points –you must log in to our course 1 day a week, each week. In order to earn your attendance points for in-class you must be present.

COURSE REQUIREMENTS

The Syllabus: You are required to review this syllabus, including the Procedures and Guidelines of the Social Science Division. Enrollment in the course constitutes an agreement to abide by the policies set forth in these items. A syllabus quiz will be assigned the first week of class on Canvas.

Attendance – Online and In-class: Attendance is required for success in this class. Both online and in-class. You may earn up to 10 points a week (2 points for online attendance and 8 points in-class attendance – for a quarter total of 110 points). You must be present to earn the in-class participation points. It is well worth your time to “attend” class regularly and constructively participate. Ideally, you should log in every Thursday to check for assignments and announcements. Participation is easily monitored by yourself and the instructor. You are expected to keep abreast of due dates and any

schedule changes. Check the announcements for class updates and reminders every time you log on. It is not the instructor's responsibility to remind you when assignments are due. Please record your own due dates. It is important that you check frequently as new information or directions may be posted at any time. As the instructor I can see what course elements you are looking at and how long you are looking at them. Attendance/Participation points are an all or nothing case per week. If you log in one day during a week you will get the 2 points for that week, if not, you will not get the points. These points will not appear in the grade book until the end of the quarter.

Read the textbook: There is a textbook for this course, listed above. It will be nearly impossible to master content without reading the textbook chapters. It is your responsibility to purchase the textbook in time for the beginning of class. It is up to you to decide the best time to complete each section's assigned readings. Please ask if you need clarification of materials.

Active Participation: Active Participation will be expected of each of you. You should read all material for each class ahead of time in preparation for constructive participation. Participation figures importantly in borderline final grades.

Discussions: To enhance your learning, the class will participate in class discussions. These will vary in format; you may be required to read a designated article, watch a film in class, do online research or read a specific section of our textbook. You are expected to provide thoughtful, respectful comments that are based on your educated opinion from course materials. For each discussion, you have questions to research, writing to complete and input to contribute to the class. This process is critical for furthering your knowledge, engaging in the class, and for excelling on tests.

If you miss a discussion, you cannot make it up since the moment will have passed (a discussion cannot be re-created). Late discussions are not accepted for any reason.

There are 3 steps to the discussion:

- a. Research: A bit of research will be involved in the form of either reading an article, a passage in the textbook or searching the internet. When there is an article that is the focus of the discussion, read it first, think about the material, and relate it to the textbook. When the discussion involves internet research, be sure to adhere to best practices in choosing websites or articles for information.
- b. Writing: Each student will write an initial commentary (i.e., your informed scientific analysis about the material in response to the questions provided). Each commentary should be well written, proofread for grammatical and spelling errors, substantive in content and printed on paper to be turned into your instructor after the discussion is completed. An initial commentary of about 300 words is expected. All sources must be cited, whether from the textbook, assigned article, internet website, fellow student, lecture, etc. Please use the APA citation style: <http://www.apastyle.org/>. Be sure to thoroughly answer each part of the discussion to earn full credit.
- c. In-class Peer Responses: It is informative to hear your classmates responses to the discussion questions. Please respect that we will have different opinions, experiences and perspectives to share and that it can be a little intimidating to share ones thoughts in class. Lets make it a great learning experience for all!

Documentary Quiz: These are assigned along with the assigned documentary. The documentary will be available either on Youtube or On Demand from the Library Media Center or shown in class. Each quiz is worth up to 15 points and must be completed on Canvas after you have viewed the documentary. Each quiz will be found during that weeks assignment page on Canvas.

Online Tests: A major part of your course grade will be derived from bi-weekly tests, each of which is on a different material. Each of the 6 tests are worth up to 40 points (up to 240 points total). Questions are derived from our textbook, any other assigned reading, lecture slides, discussions, films, class exercises, handouts and any other instructional material presented to this class. Cheating and plagiarism will not be tolerated (see below). Test conduct will comply with the College policy for academic honesty. An exam may consist of multiple choice, true/false, fill in the blank, term definitions and/or short answer essay questions. There may be up to 40 questions on each exam (each question worth 1 point or more) and you will have 30-60 minutes to complete each test depending on the test. The 6th test is during the last week of class (finals week).

Exams will open on Friday at 8:00am and will close Sunday at 9:00pm. To take the test online, you will need to be familiar with Canvas. Be sure you know how to successfully submit your answers when completed. Be sure to have a secure internet connection and a reliable computer. In order to submit the test on time, it needs to be started at least 90 minutes prior to the due date/time. No late tests are accepted for any reason. It is recommended, not to wait until the last 2 hours – in order to avoid any possible internet or computer issues that may arise.

If the test is given in class on campus – you will need to bring a scantron, pencil and eraser.

Extra Credit: May be offered. Take advantage of extra credit opportunities that may be offered as they arise. These will most likely be offered at the beginning of the quarter.

NON-SCHEDULED CANCELATIONS

The possibility is always there that class will be cancelled unexpectedly. In the case that class is cancelled, I will post information on Canvas. This could include lecture material, assignments and handouts. It is your responsibility to check this in a timely manner and before the next class session

GRADING

Class Requirement	Point Value	Final Grade	Point Value
In-class and online Participation/Attendance	110	A = 95-100%	567-600 (points)
Documentary Summaries (6 x 15 points)	90	A- = 90-94%	537-566 (points)
Documentary Quiz online (6 x 15)	90	B+ = 87-89%	519-536 (points)
Tests (6 x 40 points each)	240	B = 83-86%	495-518 (points)
Discussions (3 x 20)	60	B- = 80-82%	477-494 (points)
Syllabus Quiz	10	C+ = 76-79%	453-476 (points)
TOTAL POINTS	600	C = 73-75%	435-452 (points)
		C- = 70-72%	417-434 (points)
		D+ = 65-69%	387-416 (points)
		D = 50-64%	297-386 (points)
		F = <50%	< 297 (points)

TENTATIVE Course Calendar

*The instructor reserves the right to modify any part of the course or syllabus as the classroom situation demands. **You can expect this schedule to be changing.** Class on campus is scheduled for Monday - Thursday. The remainder of hours must be completed online with a total of **1 hour a week.**

WEEK	Monday	Tuesday	Wednesday	Thursday	Friday – Sunday Canvas Assignment
1 Ch 1	September 22 Class Introduction/Syllabus Review	September 23 Introduction to Four Fields of Anthropology	September 24 Anthropology: Humanistic and Scientific	September 25 Natural Selection/DNA	Sep 26th – 28th Watch Documentary: The Minds Big Bang 56 min Film questions online
2 Ch 3-4	September 29 Non-Human Primates	September 30 Non-Human Primates	October 1 Human Evolution	October 2 Watch Documentary: 53 min <i>Ape Genius</i>	October 3 – 5th Film questions online Week 1-2 Test Online
3 Ch 5-6	October 6 The Neolithic Revolution	October 7 Domestication	October 8 The Emergence of Cities and States	October 9 Archaeological and Physical Anthropological Methods	October 10 – 12 Documentary: Legacy - The Origins of Civilization - Episode 1: Iraq, the Cradle Of Civilization Film Quiz Online
4 Ch 7-8	October 13 Modern Human Diversity – Race and Racism	October 14 TBA	October 15 The Characteristics of Culture	October 16 Watch Film Online: 1:26 min. The Difference Between Us: Race—The Power of an Illusion Film Questions	October 17-19 Week 3-4 Test Online
5 Ch 10	October 20 Social Identity, Personality, and Gende	October 21 Gender	October 22 <i>No Class College Issues Day</i>	October 23 Possible Discussion	October 24 – 26 TBA
6 Ch 9	October 27th Language and Communication	October 28th Language and Communication	October 29th Language and Communication	October 30th Possible Discussion	October 31-Nov Week 5-6 Test Online
7 Ch 11	November 3 Subsistance and	November 4 Subsistance and	November 5 Subsistance and	November 6 Documentary:	November 7-9 TBA

	Exchange	Exchange	Exchange	TBA	
8 Ch 12	November 10 Sex, Marriage + Family	November 11 Veterans Day Holiday – No Class	November 12 Sex, Marriage + Family	November 13 Documentary: Mosuo	November 14-16 Week 7-8 Test Online
9 Ch 13	November 17 Possible Discussion	November 18 Kinship	November 19 Kinship	November 20 Kinship Activity	November 21-23 TBA
10 Ch 14	November 24 Politics	November 25 Politics	November 26 Week 9-10 Test	November 27 Thanksgiving Day Holiday- No Class	November 28-30 Holiday
11 Ch 15	November 31 Religion	December 1 Religion	December 2 Possible Discussion	December 3 Global Changes + Role of Anthropology	December 4-6 TBA
12 Ch 16	December 7 Global Changes + Role of Anthropology	December 8 Final Exam @ 7:30am On Campus			

A NOTE ABOUT COURSE CONTENT

Since anthropologists examine just about every aspect of the social world, we talk about provocative material. Please be advised that we will likely explore controversial topics, they will always be framed within an academic context. When we find ourselves in a space outside of our comfort zone, it provides a great example of our own cultural constructs and is a powerful opportunity for learning. If you have any questions or concerns about content or climate, feel free to speak with me about it right away.

BELLEVUE COLLEGE EMAIL AND ONLINE ACCESS

- For this course you will need access to Canvas and your BC email. Your student MyBC network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to *Canvas*. To create your account, go to: <https://www.bellevuecollege.edu/netid/>
- Class materials will be posted on Canvas.

LEARNING OUTCOMES FOR SURVEY OF ANTHROPOLOGY

Upon completion of this course, students will be able to:

1. Articulate an understanding of the breadth of anthropology, its main fields (archaeology, biological anthropology, cultural anthropology, linguistics) and their ties to the sciences and humanities.
2. Recognize, identify, and employ the scientific method in anthropology, and to distinguish coherent arguments based on such principles from other claims.
3. Identify critical components in anthropological thought, especially in regard to ethnocentrism and cultural relativism.
4. Demonstrate knowledge of the range of human cultural and biological variation in the past and present from an evolutionary perspective.

5. Convey the importance of language in culture and society.
6. Explain the relevance of the anthropological perspective to global issues and cultural diversity.

GENERAL EDUCATION RATINGS FOR ANTH& 100 HYA: SURVEY OF ANTHROPOLOGY

Survey of Anthropology (ANTH& 100) has the following General Education Ratings:

Critical Thinking, Creativity, and Problem Solving = 3

Cultural Diversity = 3

Quantitative/Logical Reasoning = 2

Nature of Science = 3

Research/Information Literacy = 2

Reading = 2

Historical & Intellectual Perspectives = 3

Listening, Speaking = 2

What do general education ratings mean?

0 = Course does not include instruction and assessment of this area.

1 = Course includes instruction and practice of the gen-ed area, and performance/knowledge of this area is assessed

2 = Course includes instruction and practice in two or more of the outcomes of this gen-ed area, performance/knowledge is assessed, and 20% or more of the course focuses on it.

3 = Course includes instruction and practice in at least half of the outcomes of this gen-ed area, performance/knowledge is assessed, and 1/3 or more of the course focuses on it.

Please consult BC's Course Catalog for more information on General Education Ratings.

CLASSROOM LEARNING ATMOSPHERE: GENERAL CLASS CONDUCT

It is important to make sure that the classroom environment is as conducive to scholarship as possible. You are encouraged to participate in discussions of the theories and concepts that will be presented to the class, as long as they pertain to class material. You are also encouraged to learn the names of your fellow students and to be respectful of them. **However, side comments directed to fellow students contribute to distractions, not to learning, and will not be tolerated.** Please review BC's policy in the Student Handbook as well as the policies for this class. All infractions of policies will be reported to the Dean of Student Services, with the recommendation that the Dean take further action.

CLASSROOM LEARNING ATMOSPHERE: ATTENDANCE AND PUNCTUALITY

This class is based on the assumption that you will be attending regularly, participate fully, and support the learning environment for your fellow students. I will take attendance once at every class session at the beginning of the class. If you are absent, **you** are responsible for obtaining lecture notes from fellow students and to gain information regarding announcements or changes to the schedule that you may have missed. Studies have shown that the students who attend class regularly also achieve better grades and a greater comprehension of course content. Please **be on time** for class. If circumstances prevent you from arriving on time, please take a seat **closest to the door** to reduce the number of students who are distracted by your late arrival. Students sometimes encounter circumstances in which they have to leave before the end of class. Once again, this creates a distraction for others. If you should have to leave early, **please arrange to sit close to the door, inform the instructor of your need to leave early, and do not re-enter the room once you have left.**

CLASSROOM LEARNING ATMOSPHERE: TECHNOLOGY IN THE CLASSROOM

Electronic devices (cell phones, laptops, etc.) are a convenience, not a right. They create a distraction for your fellow students. **Cell phones are to be turned OFF while in a classroom. If you have a need to use a laptop computer for note-taking, please see me immediately.**

CLASSROOM LEARNING ATMOSPHERE: CHEATING AND PLAGIARISM

Cheating and plagiarism are concerns on every college campus. Cheating or plagiarism is legitimate grounds for failing the course and dismissal from class. Cheating behavior on tests includes, but is not limited to, looking at someone else's test, asking another student for answers, assisting another student with cheating, passing notes, writing on the desk, talking during the testing period or otherwise being disruptive, using sources for information, etc. If you quote from

sources, you must acknowledge those sources; otherwise you will fail this course. If you are unfamiliar with what constitutes plagiarism, please inquire. All course work, except team reviews, is to be performed by you without the assistance of others. Cheating or plagiarism will result in failure of the course. Information about Bellevue College's copyright guidelines can be found at: <http://bellevuecollege.edu/lmc/links/copyright.html>. A good resource for Plagiarism is the Writing Lab: <http://bellevuecollege.edu/writinglab/Plagiarism.html>

For all of your written work: Submit proofread work **only**. If you need help with your writing, please make use of the following student support services:

- Academic Success Center: <http://bellevuecollege.edu/academicsuccess/>
- Academic Tutoring Center: <http://bellevuecollege.edu/tutoring/>
- TRiO Student Support Services: <http://bellevuecollege.edu/TRiO/>
- Writing Lab @ BCC: <http://bellevuecollege.edu/writinglab/>

Preventing Plagiarism: Plagiarism is a form of academic dishonesty occurring when students use information or material from outside sources and do not properly cite those sources. This is grounds for disciplinary action. It is your responsibility to understand plagiarism and its consequences. Plagiarism occurs if:

- a. You do not cite quotations and/or attribute borrowed ideas.
- b. You fail to enclose borrowed language in quotation marks.
- c. You do not write summaries and paraphrases in his/her own words and/or doesn't document his/her source.
- d. You turn in work created by another person.
- e. You submit or use your own prior work for a current or past course, or work from one current course in another course *without express permission* from your instructors. This may also be considered academic dishonesty.
- f. Consequences: If it is determined that you have plagiarized or engaged in other forms of academic dishonesty, you will likely fail the assignment and possibly the course, despite points earned through other work. Acts of academic dishonesty are reviewed for disciplinary action.

CLASSROOM LEARNING ATMOSPHERE

Class discussions and team work, while enriching, can also be challenging and disturbing. You may find that your fellow students hold beliefs and opinions that conflict with your own. This is an opportunity to exercise your listening skills, perfect your critical reasoning skills, and learn to examine claims based on supporting evidence. **It is imperative that this learning environment be safe and open for all students regardless of age, sexual orientation, race, ethnicity, religion, gender, disability, or perspective.** Students who do not adhere to this code of conduct will be asked to leave the class. This behavior will be reported to the Dean of Student Services. Discussion guidelines:

1. We are not here to persuade others to our point of view; rather to examine the merits of each position, based on evidence.
2. We can respect the person even if we don't share his/her opinions.
3. We will give each participant his/her time to express their views without interruption, argumentation, or disrespectful gestures, laughter, or facial expressions, etc.
4. We will question the evidence or the claim; not the person.
5. We will remain open to corrective feedback as to our views and/or the impact of our communication style.
6. We will remain aware of the time and seek to not dominate the discussion. (No more than two comments/questions before yielding the time to others.)
7. We will avoid phrases such as: "People like that..." "That's a stupid question....idea....etc." "They always..."
8. No one should be understood to be 'representing' the **entire** racial/ethnic, gender, class, etc. group to which he or she belongs. You speak only for yourself.

HOW CAN YOU SUCCEED IN THIS CLASS?

1. **ATTEND CLASS:** Attending class helps you gain a better education and better grades.

- 2. TAKE NOTES:** Notes will highlight what the instructor has emphasized. Take notes that you can understand and use. Review your notes right after class and before the next class meeting to reinforce learning.
- 3. READ:** Read all assigned chapters in the textbook or assigned articles (keep up with the reading). Material that is not covered in class, but is found in the reading assignments, is fair game for testing. You are responsible for your own reading and comprehension of material. I recommend that you read each assigned chapter twice.
- 4. PARTICIPATE:** Be prepared for every class by reading the assignments *ahead of time*. This preparation will help you to more fully comprehend material presented in class and feel more confident participating in class discussions.
- 5. STUDY FOR TESTS.** Prepare for exams by reading the text ahead of time, reviewing class notes and online lectures or any other assigned material.
- 6. COMPLETE ALL ASSIGNMENTS:** Be prepared for your weekly assignments. Plan a set time each week to work on your assignments and schedule it on your calendar. Make sure to contact your instructor prior to working on your assignment if you have questions or need clarification.
- 7. APPROPRIATE BEHAVIOR:** Obtain a copy of the BC Student Handbook to familiarize yourself with policies and behaviors that are appropriate to the college environment. Lewd, abusive, disruptive, or harassing behavior will not be tolerated. Turn off all electronic devices before entering the classroom. Arrive to class on time.
- 8. ABSENCES:** If you know you will be absent for in-class assignments or quizzes, email me in advance.
- 9. COMPREHENSION:** **If you are not understanding course material, come and see me right away. I want you to do well in this course, but I cannot help you if I don't know you need help or want help. Student success is important to me, but you must be serious and an active participant in your own learning.**
- 10. ACCOMMODATION:** "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 office in B132. Phone: 425-564-2498 (Voice) TTY: 425-564-4110.
- 11. TUTORING:** If you are struggling with this class or any other class, there is help available on campus and on-line. You may contact the tutoring service on campus. Come and talk with me about how I can help you.
- 12. EXPLORE THE LMC!** The Library Media Center is at your fingertips! I *strongly* encourage you to visit the LMC, but you can also access it via the web. Talk to a Reference Librarian at the Library (D-126), by calling (425) 564-6161, or by email: reference@bellevuecollege.edu.

- **Main Library Media Center:** <http://bellevuecollege.edu/lmc/>
- **For the LMC online catalog:** <http://bellevuecollege.edu/lmc/catalogs.html>
- **For article databases:** <http://bellevuecollege.edu/lmc/periodicals.html>
- **For films on Demand:** [Films on Demand Login Link](#)

OTHER ANTHROPOLOGY COURSES OFFERED AT BELLEVUE COLLEGE

BC offers in-depth courses in Anthropology which I encourage you to take: archaeology (Great Discoveries in Archaeology; Archaeology; Ancient North America; Incas & Their Ancestors; Aztecs, Mayas, & Their Ancestors), biological anthropology (Biological Anthropology; Bioanthropology with Lab; Cross-cultural Medicine; Forensic Anthropology), cultural anthropology (Food, Drink, & Culture; American Life & Culture; Cultural Anthropology; Sex, Gender, & Culture; Environment & Culture; REEL Culture; Religion & Culture) and linguistics (Language, Culture, & Society). Check BC's Course Catalogue for a full description of each course. We will also be offering several special topics courses spanning the discipline. Topics may include Primatology, Experimental Archaeology, Anthropology of Immigration and Scandinavian Culture. There are no prerequisites for any of these courses and they fulfill degree requirements. Different formats (on campus, on-line, hybrid) are offered. Stop by and visit the Social Science Advisor, Deanne Eschbach, in Room D110, for free professional planning and advising.

CONCENTRATION IN ANTHROPOLOGY

In addition to earning an AAS degree, you can take 20 or 21 credits of required courses to earn a concentration in Anthropology. These four courses provide the basic foundation of Anthropology and represent the 4-field approach of American Anthropology. All of them are to be offered on campus and on-line.

ANTH& 204 – Archaeology (5 credits of Social Science)
ANTH 208 – Language, Culture, & Society (5 credits of Humanities or Social Science)
ANTH& 206 – Cultural Anthropology (5 credits of Social Science)
ANTH& 215 – Bioanthropology with Lab (6 credit of Lab Science) **or**
ANTH& 205 – Biological Anthropology (5 credit of natural science)

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. <http://bellevuecollege.edu/about/goals/inclusion.asp>

ACADEMIC CALENDAR

- Enrollment Calendar - <http://www.bellevuecollege.edu/enrollment/calendar/deadlines/>
- College Calendar - <http://www.bellevuecollege.edu/enrollment/calendar/holidays/1415.asp>

DISABILITY RESOURCE CENTER (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible. If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact asn@bellevuecollege.edu or (425) 564-2764. ASN is located in the Library Media Center in D 125. www.bellevuecollege.edu/autismspectrumnavigators/.

The DRC office is located in B 132 or you can call our reception desk at (425) 564-2498. Deaf students can reach us by video phone at (425) 440-2025 or by TTY at (425) 564-4110.

Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc/.

STUDENT CODE OF CONDUCT

“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 Vice President 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 Vice President of Student Services.” The Student Code, Policy 2050, in its entirety is located at: http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

FALL FINAL EXAM SCHEDULE

Fall quarter final exam schedule: <http://www.bellevuecollege.edu/courses/exams/>

PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION Fall 2014

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 and at [http://bellevuecollege.edu/policies/2/2050P_Student_Code_\(Procedures\).asp](http://bellevuecollege.edu/policies/2/2050P_Student_Code_(Procedures).asp)

Email Communication with instructors must be done through student email accounts only. Instructors cannot communicate with students about their course work or grades through student's personal email accounts.

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 program assistants or coordinators 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.*

