



ANTH& 100: Survey of Anthropology Fall Quarter 2013

Monday and Wednesday 8:30am-10:20am Room D101

Instructor: Dr. Jaime Holthuysen
E-mail: j.holthuysen@bellevuecollege.edu
Office location: D200D (second floor in the tower next to the water fountain)
Office Hours: by appointment (please email to set up a meeting time)

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 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 cultural anthropologists 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.

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: Survey of Anthropology

This course fulfills the General Education requirement of "Connections".

Books and Materials Required

- **REQUIRED TEXTBOOK**

McGraw Hill, Conrad Phillip Kottak

2012 ***Window on Humanity*** (5th Edition) ISBN -13:978-0-07-803489-3 or ISBN-10: 0-07-803489-2

- **Additional Articles may be assigned throughout the quarter**

Course Requirements: This is an intensive course. Be prepared to do all readings and meet deadlines!

The Syllabus: You are required to review this entire syllabus and 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. You are required to complete the Course Agreement/Syllabus Quiz as soon as possible.

Attendance: Attendance is required for success in the class. You must be present to earn participation points and complete in class activities. Regular attendance throughout the quarter is expected for full points. If you are absent for any class, it is your responsibility to communicate with your instructor and to obtain class material for that day. There are in class activities that cannot be made up, therefore you need to be there.

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 does not just mean speaking, it means listening to others views and being respectful. Participation figures importantly in borderline final grades. I strongly feel that students should take responsibility for their own learning. Therefore, at the end of the quarter there will be a self-evaluation of what you think your level of participation was for this class. You will assign yourself a number out of 10, converted to a percentage out of five. Although you are scoring yourself, as the instructor I will have the final say in assuring that both of our perceptions are in line.

In Class Activities and Discussions: To enhance your learning, the class will participate in discussions. These will vary in format; some will require you to read a designated article (available on MyBC) or complete an assignment before class and others will require your response to questions about an in-class film, while others may simply be an in class activity. You are expected to provide thoughtful, respectful comments that are based on your educated opinion from course materials. There are no make-ups for these aspects of class. **You MUST be present to do in class activities, therefore you CANNOT make them up!** In class activities work with material we are covering to help enhance understanding. They are graded for effort, understanding of material and evidence of critical thinking.

Online Discussions: As this is a hybrid class, two online discussions will be required during the quarter. These are for you to summarize your individual thoughts and ideas on the topic discussed in class and to help you further process your understanding of the material. It is also a chance for you to learn about other people's perspectives and respond respectfully. These discussions are graded for effort, understanding of material, evidence of critical thinking, and appropriate, respectful responses. The exact instructions will be given to you in class.

Four Tests: A major part of your course grade will be derived from four closed book tests. Each test has 50 questions. Please show up prepared and on time. **You must bring a pencil and a scantron.** Questions are derived from class lectures, discussions, films, assigned readings, exercises, handouts and any other instructional material presented in class. Cheating and plagiarism will not be tolerated (see below). Test conduct will comply with the College policy for academic honesty.

Two Reflection Papers: Instead of one long research paper, there will be two short (3-4 page) Reflection Papers. These papers will pose a question requiring an original answer based on your critical reflection of course materials. While there is no outside research component, your response should be based on **evidence** presented in the text or class materials. Exact instructions will be given in class.

Grading

Participation (Self Evaluation)	(5%)
In Class Activities	(15%)
Reflection Papers	(25%)
Online Discussion	(15%)
Tests (4)	(40%)

Grading scale

Final grades will be calculated based on the following grading scale:

95-100%	A
90-94%	A-
85-89%	B+
80-84%	B
75-79%	B-
70-74%	C+
65-69%	C
60-64%	C-
55-59%	D+
50-54%	D
below 50%	F

Details of the Bellevue College grading policy can be found at:

http://bellevuecollege.edu/policies/3/3000_grading.asp

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. Please be respectful in your comments and questions but also keep an open mind. 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, come and speak with me in private or send me an email.

Non-scheduled class cancellations:

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

Bellevue College E-mail and access to MyBC

- This is a hybrid course. You will **need** access to MYBC and your BC email. Your student 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 MyBC. To create your account, go to: <https://bellevuecollege.edu/sam>
- Class materials, and important updates will be posted on MyBC.

IMPORTANT CLASS POLICIES

***Make-up tests (including the final)** are only offered due to extenuating circumstances at the discretion of the instructor and must be arranged at least one week **before** the originally scheduled test date. In the case of a conflicting final exam schedule, you must notify your instructor at least 2 weeks prior to the exam.

If you are requesting a make-up test because you know in advance that you will have to be absent, 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. If you are ill on the day of a test you must notify your instructor immediately and meet with instructor upon your return to discuss the possibility of a make-up.

***Late work:** **DON'T HAND IN WORK LATE.** It is unfair to other students who hand in work on time. However, I know that life can present unexpected challenges, and I am willing to take these into account in accepting late work. If you feel that you have an exceptionally valid reason for needing to submit work late, you may write an email requesting that I make an exception. You should always do this as soon as possible, normally **BEFORE** the due date. In your email you should state why your assignment is/will be late, and provide **evidence** you can to support your claim. I will consider these requests on a case by case basis. Vacations are not a valid excuse. If you will be out of town on due dates, you should complete the work before you leave. If you do not have a valid excuse, as outlined above, I may accept late work for up to two days following the deadline, deducted at 25% off per day late. Any work handed in later than two days past deadlines will not be accepted.

Classroom Learning Atmosphere: General Class Conduct and Discussions

It is important to make sure that the classroom environment is as conducive to scholarship as possible, and also a safe environment for all students. 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. Class discussions and group work, while enriching, can also be challenging. This is a college level class, I expect a mature level of behavior and mutual respect. 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.

Please raise your hand if you would like to speak, and I will recognize you so as to allow everyone in the room to have a chance to speak. Comments made while others are speaking including the instructor as disrespectful

and a distraction. They 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. Some form of attendance will be taken every class (handing in a response to a question, an in class activity etc.). 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. Please **be on time** for class. Coming in late distracts your peers.

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.** Although you may think you are being discreet, instructors know when you are texting.

Classroom Learning Atmosphere: Cheating and Plagiarism

Cheating or plagiarism is legitimate grounds for failing the course and dismissal from class.

Tests:

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.

Written Work:

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.

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 at the Academic Success/Tutoring Center or Writing Lab.

Classroom Learning Atmosphere: Quiz-Taking and Testing Expectations

Once the testing period has begun, you may not converse with your fellow students. Cheating and plagiarism will not be tolerated, per the regulations of this syllabus and the Social Science Division. All tests are closed book and closed notes. You may not use any sources when taking a test, including pocket dictionaries or electronic devices.

Student Code

"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 professor or classmates. The professor 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

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:** all assigned chapters in the textbook (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.
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. Appropriate participation is both speaking and listening respectfully.
5. **STUDY FOR TESTS.** Prepare for exams by reading the text ahead of time and reviewing class notes.
6. **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.
7. **ABSENCES:** If you know you will be absent for in-class assignments or quizzes, email me in advance.
8. **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.
9. **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. Phone: 425-564-2498 (Voice) TTY: 425-564-4110." I will be glad to help you.

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 student with a documented autism spectrum disorder, there is a program of support available to you. 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. 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

Public Safety

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION FALL 2013

- http://bellevuecollege.edu/socsci/student_policies.asp
- **Cheating, Stealing and Plagiarizing^[1]**
- 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 Center (DRC) office located in D125 inside the library (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 Center, 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.

- *[1] 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.*