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**ANTH& 100 – SURVEY OF ANTHROPOLOGY ON-LINE (SECTION B)  
WINTER QUARTER – 2014 BELLEVUE COLLEGE  
ON-LINE SYLLABUS**

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**Welcome to Anthropology!!!** Anthropologists are scientists who study both cultural and biological characteristics of modern and ancient human beings. We travel far and wide and generations back in time in order to understand where we came from, where we are now, where we are going, and our impact on the planet. As a comparative science, anthropologists study the traditions and customs from around the globe as well as those from our own societies. This course will offer a new perspective of your cultural heritage(s) and a deeper understanding of human history and diversity, as it emphasizes global, historical, and sustainable perspectives.

**WHAT IS THIS COURSE ABOUT AND WHAT ARE ITS 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 the discipline through lectures, textbook readings, discussions, activities, and quizzes. This introductory course will explore the 4 subdisciplines (or fields) of anthropology: Archaeology, Biological Anthropology, Cultural Anthropology, and Linguistics. Numerous contemporary cultures, as studied by the ethnologist, will be discussed in a comparative fashion in the cultural anthropology section of this course. As biological anthropologists, we will explore the general topic of evolution and specifically how it applies to humans, and we will look at our primate relatives to analyze our similarities and differences with them. The viewpoint of archaeology will enhance your understanding of human pre-history and 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 COURSE CATALOG DESCRIPTION?**

An introductory course on the cultures and biology of humans, from scientific and humanistic perspectives. Explores all four fields of anthropology: archaeology (ancient cultures), cultural anthropology (contemporary cultures and cultural diversity), biological anthropology (primates, genetics, evolution, and human biological diversity), and linguistics (language and communication).

## WHAT IS THE COURSE OUTLINE?

The following topics will be covered throughout the quarter:

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|---|--|
| I. Introduction                             | IV. Archaeology                              |
| A. Anthropology as a Social Science         | A. Critical Concepts                         |
| B. Fields of Anthropology                   | B. Major Culture Evolutionary Shifts         |
| II. Scientific Method & Anthropology        | V. Biological Anthropology                   |
| A. Applications                             | A. Critical Concepts                         |
| B. Limitations                              | B. Genetics                                  |
| C. Humanistic Perspectives                  | C. Contemporary Human Variation & Adaptation |
| III. Culture                                | D. Human Evolution                           |
| A. Critical Concepts                        | E. Primates                                  |
| B. Contemporary Variation in World Cultures | VI. Language & Communication                 |

## WHO IS TEACHING THIS COURSE?

Hello! I'm Dr. Gonlin, also known as "Dr G". I have a Ph.D. in Anthropology from Penn State University and have been trained in all four fields of anthropology. I have taught for 26 years; 15 at BC, and at Eastern Washington University, The University of Georgia, Kennesaw State University, and Penn State. My fieldwork has been primarily in Latin America, but I have first-hand knowledge of dozens of different countries through my extensive travels around the globe. As a Registered Professional Archaeologist (RPA), I am an expert on the pre-Columbian Classic Maya civilization of Mexico and Central America. *Hablo Español*. My research focuses on households, gender and class, ritual and ideology, tropical adaptations, and cultural ecology. You can find some of my publications in BC's library. In this photo from El Salvador, I am determining the color of the soil in scientific terms. →

## HOW DO YOU CONTACT YOUR PROFESSOR?

Contact information: The best way to get in contact with me is through our CANVAS class mail. In an emergency, you can either call my office 425.564.2347 or send me an e-mail: [nan.gonlin@bellevuecollege.edu](mailto:nan.gonlin@bellevuecollege.edu). Be sure to provide your full name, course number & section, and contact information in such circumstances and the nature of your crisis. Please let me know how best to return your message.



## WHAT GENERAL EDUCATION REQUIREMENTS ARE FULFILLED BY THIS COURSE?

This course fulfills the general requirement of Cultural Diversity under "Connections."

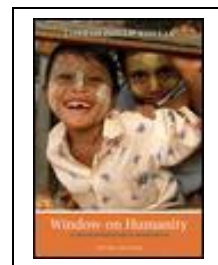
## **WHAT TEXTBOOK & MATERIALS ARE REQUIRED FOR THIS COURSE?**

**1. REQUIRED TEXTBOOK** (hard copy or e-copy) IT IS YOUR RESPONSIBILITY TO PURCHASE THE TEXTBOOK AS SOON AS POSSIBLE. IT WILL BE NEEDED FOR THE FIRST WEEK OF CLASSES & EVERY WEEK.

Kottak, Conrad Phillip (5<sup>th</sup> Ed.) Hardcover ISBN: 978-0-07-803489-3

2012 *Window on Humanity*, 5<sup>th</sup> edition. McGraw Hill, New York.

This textbook is ideally suited for a 10-week introductory course. It is student-friendly, well written, concise, and has a free student website.



**2. REQUIRED STUDY GUIDE/ONLINE BOOK COMPANION WEBSITE**

[http://highered.mcgraw-hill.com/sites/0078034892/student\\_view0/index.html](http://highered.mcgraw-hill.com/sites/0078034892/student_view0/index.html)

This URL will bring up the companion site. Choose the textbook we are using, then the 'Student Edition.' You can then select the chapters from the dropdown menu and then the exercises which include practice tests, outlines, objectives, key terms, etc...

**3. RING-BINDER NOTEBOOK (if you choose to print course materials. See Eco-Conduct statement below.)**

You may find it difficult to continuously work online. You may find the course a great deal easier if you print the syllabus, calendar, each week's Overview page, and various other supporting documents. Place them in a 3-ring binder and buy a set of section dividers, with one divider for each week's assignments. Alternatively, you may want to download course materials to a thumb drive or other device for quick reference. Print only what you feel is necessary.

### **4. SOFTWARE**

Word Processor: Microsoft Word is the only word processor supported at the college. You must use Microsoft Word to prepare any documents to be submitted. Documents submitted in any other format will not be accepted.

### **5. WEB BROWSER**

You must use a Web browser supported by Canvas and it must be properly "tuned." Information about supported browsers and how to tune them is posted on the Distance Education Website ([www.bellevuecollege.edu/distance/](http://www.bellevuecollege.edu/distance/)).

## **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. This classroom is a SafeSpace. Please check this website for further information: <http://bellevuecollege.edu/about/goals/inclusion.asP>

## WHAT IS THE RHYTHM OF THIS COURSE?

### **READ THIS SECTION VERY CAREFULLY**

***IF YOU CANNOT ADJUST YOUR SCHEDULE TO THE RHYTHM OF THE CLASS,  
YOU WILL HAVE DIFFICULTY SUCCEEDING IN THIS COURSE.***

***DEADLINES ARE NOT FLEXIBLE. LATE ASSIGNMENTS ARE NOT ACCEPTED.***

The on-line class has a very different rhythm from on-campus classes, and each on-line course is different from other on-line courses. In this class, the first day of the 'on-line week' begins on a Monday morning at 12:01 AM and runs until a Sunday night at 11:59 PM when all work for that week must be completed.

There are five major components to the course: 1) reading the textbook; 2) viewing the Lectures (PowerPoint slides which are not narrated); 3) discussions; 4) quizzes; and 5) a final comprehensive exam. An on-line course evaluation also must be completed during the latter half of the course.

1) Reading the Textbook: it will be extremely difficult to pass this course without reading the textbook. It is your responsibility to purchase the textbook. It is up to you to decide the best time to complete each week's assigned readings, but they should be completed before other assignments are due in the same week.

2) Viewing the PowerPoint Lectures: For each major section of the course, there are accompanying PowerPoint slides that you can download and/or print. Additional information and resources are contained in these lectures, which are similar to those given in the on-campus version of this course. The PowerPoint slides from the textbook publisher are also posted on our course site. These slides are not narrated so that you can proceed at your own pace.

3) Discussions: There are four discussions in this course and each discussion has three main parts. First, you must do an initial post (your analysis/research and scientific consideration about the discussion topic) before you post replies to your peers. Ideally, this post should be submitted by Friday morning. Second, you need to read the postings of other students and will be required to read at least half of the initial posts of others. As the professor, it is possible to see how many postings each student has viewed. Third, each student is to make a minimum of two (2) different replies on the postings of other students' posts by the end of the on-line week by Sunday, by 11:59 PM. Ideally, replies should be submitted after your initial post, and later in the week. No late discussions or replies are accepted for any reasons, so please do not ask the professor to make exceptions just for you.

4) Quizzes: Each quiz opens on a Thursday morning at 12:01 AM and closes on a Sunday night at 11:59 PM. There are 50 multiple choice questions. Sixty minutes is allotted to complete a quiz, the same amount of time for on campus quizzes. No late quizzes are accepted for any reason. In order to submit the quiz on time, it needs to be started at least 60 minutes before the due date/time.

5) Final Comprehensive Exam: The final exam is comprehensive and covers all course materials. It will consist of multiple choice questions. It will be due no later than the first official day of final exams by 11:59 pm. One hour is allotted to complete the final exam. No late final exams are accepted for any reason.

**PLEASE NOTE: THERE IS NO EXTRA-CREDIT OFFERED IN THIS COURSE. IF YOU NEED HELP, PLEASE ASK THE PROFESSOR OR UTILIZE THE FREE TUTORING SERVICES OF THE COLLEGE.**

### **WHAT ARE THE LEARNING OUTCOMES FOR SURVEY OF ANTHROPOLOGY?**

If all components of this course are successfully completed, students will be able to:

1. Articulate an understanding of the breadth of anthropology, its main fields (archaeology, biological anthropology, cultural anthropology, and 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.

### **HOW CAN STUDENTS BE ENVIRONMENTALLY-FRIENDLY?**

**Student Sustainability Guidelines:** “Students are expected to make decisions that have the smallest environmental impact while maximizing student learning. These decisions include:

- Think before printing documents for this class, adjust printable margins, print double-sided & reuse paper for scrap paper.
- Turn in papers electronically or when necessary turn in printed assignments double-sided, single-spaced and using narrow margins of at least .75 inches.
- Recycle all paper, bottles, and cans; compost food & materials from the cafeteria.
- Adjust the power settings on your personal computer so the monitor and CPU will sleep after 20 minutes of inactivity and unplug all personal electronic devices when not in use.”

## **WHAT ARE THE REQUIREMENTS FOR THIS COURSE?**

**Materials in the “Start Here” Module:** You are required to review all materials in the “Start Here” module, including this syllabus, course calendar, the Procedures and Guidelines of the Social Science Division, and all other documents in the module. Enrollment in the course constitutes an agreement to abide by the policies set forth in these items. By the end of the first week of the course, you should submit the Course Agreement to your professor to indicate you understand how the course works and how your performance will be assessed.

**Reading:** It is absolutely essential that you read the textbook and assigned articles. You are responsible for your own learning and should take a vested interest in doing the best you can. Yes, you need to buy the textbook! Questions? Please ask.

**Viewing PowerPoint Lectures:** Additional course information is available in a series of lectures that you can view on-line or print as you wish. These lectures are very similar to those provided on campus, but they are not narrated so that you can go through them at your own pace. The publisher has provided PowerPoints for each chapter that complement the textbook. These files are posted too.

**Discussions:** In order to mimic the on-campus classroom environment, this course will involve discussions with your classmates. For each discussion, you have questions to consider, postings to view, and two replies to contribute. Your initial post, reading others’ posts, and responding to others are critical for classroom participation and for excelling on quizzes. You should read at least half of the class’s postings for any discussion.

**Quizzes:** A major part of your course grade will be derived from four quizzes. Questions are derived from assigned readings, class ‘lectures’, handouts, discussions, activities, and any other instructional material presented in class. It is in your best interest to be prepared and to complete each quiz in the allotted time and by each deadline. No late quizzes are accepted for any reason. Access the textbook publisher’s website ([http://highered.mcgraw-hill.com/sites/0078034892/student\\_view0/index.html](http://highered.mcgraw-hill.com/sites/0078034892/student_view0/index.html)) for study material.

**Final Exam:** A comprehensive final exam will be administered at the end of the quarter. It is due no later than the first day of the final exam period by 11:59 pm. You will have an hour to complete it; it is composed of multiple choice questions. It must be started at least an hour before the due date/time in order to be properly submitted.

**Course Evaluation:** I value your feedback and seriously take into consideration comments you make on the course evaluation which will be available toward the end of the quarter.



## WHAT ACCOMMODATIONS FOR DISABILITY DOES THE COLLEGE HAVE?

“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 emergency situations, 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 D125 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](http://www.bellevuecollege.edu/drc).”

Please let me know by Canvas mail as soon as possible if you have an accommodation. I will require a notification from the Disability Resource Center in order to provide you with appropriate accommodation. It takes at least one quarter for accommodations to be granted. One cannot simply state that one needs accommodations; the DRC will request appropriate documentation and make the decision. Only DRC students can be accommodated. Please let me know how I can help you.

## HOW MANY POINTS MAKE UP YOUR GRADE?

Assessment	Quantity	Value	% of Grade
Quizzes	4 at 100 points each	400	66 %
Discussions	4 at 25 points each	100	17 %
Final Exam	1 at 100 points	100	17 %
<b>TOTAL</b>		<b>600</b>	<b>100 %</b>

You can easily check your grade in CANVAS at any time. Simply click on the ‘Grades’ tab on the left side of your screen.

If you need help, please let your professor know right away. You are responsible for monitoring your progress in class. Often times a problem can be resolved immediately and satisfactorily if it is addressed right away.

If you wait until the end of the quarter to ask for help because you are concerned about your performance, it will be too late.

## WHAT MATERIALS ARE COVERED ON QUIZZES AND WHEN ARE THEY DUE?

ASSESSMENT	DATES AVAILABLE	MATERIALS COVERED		
		MODULES*	CHAPTERS	DISCUSSIONS
<b>QUIZ #1</b> Introduction & Bio Anth-Part I	Thursday, January 16 through Sunday, January 19	'Start Here' Module (Syllabus and other course materials) Weeks 1 & 2	Textbook Chapters: 1, 2, 4, 5, 18, and pp. 40-50	Discussion #1
<b>QUIZ #2</b> Bio Anth-Part II & Archaeology	Thursday, February 6 through Sunday, February 9	Weeks 3, 4, & 5	Textbook Chapters: 6, 7, 8, 9, 17	Discussion #2
<b>QUIZ #3</b> Cult Anth-Parts I & II	Thursday, February 20 through Sunday, February 23	Weeks 6 & 7	Textbook Chapters: 11, 12, 13, 15 & pp. 50-64	Discussion #3
<b>QUIZ #4</b> Cult Anth-Part III and Linguistics	Thursday, March 13 through Sunday, March 16	Weeks 8, 9, & 10	Textbook Chapters: 10, 14, 16, 19	Discussion #4
<b>FINAL EXAM</b>	Monday, March 17 through Monday, March 24	All Modules	All Textbook Chapters	All Discussions

\*Includes all PowerPoint lectures, Textbook PowerPoints, links, articles, assignments, etc.

## ARE THERE MAKE-UP QUIZZES AND DISCUSSIONS IF I MISS A DEADLINE?

If you are requesting a make-up quiz or discussion, because you know in advance that you will not be able to complete an assessment on time for a legitimate reason, you will need to send an e-mail *ahead of time* explaining why you need to miss class, and you will be required to provide *appropriate legitimate* documentation to explain your absence (examples: surgery, extended court appearance, jury duty).

Vacation, work, attendance at social activities, minor health issues, sleeping in, picking up someone from the airport, etc. are not valid excuses for missing quizzes and/or



discussions and you will not be able to make up assessments for these reasons. Consideration for make-ups is provided ONLY if you have contacted me BEFORE your absence and you have provided legitimate documentation. It is in your best interest to make all deadlines since there is no guarantee that your circumstances warrant special consideration. Late work submitted without prior approval does not count for credit.

### **WHAT IF THERE IS A LAST MINUTE EMERGENCY WHEN AN ASSIGNMENT IS DUE?**

If you are extremely sick or experience an accident on the day of a quiz, you must contact me as soon as possible. If you wait until after the quiz or discussion was due to explain your absence or ask to make-up work, I will be unable to accommodate your request, regardless of your excuse.

Any other kind of emergency request will be dealt with on a case-by-case basis. It is always important to contact me as soon as possible. To request an accommodation, you will need to write a letter stating why you were unable to take the quiz or complete the discussion, evidence to support your claim, and an explanation of why you think I should agree to your request. A make-up quiz is composed of several essay questions and must be taken as soon as possible after the quiz was given in class. No notes, textbook, or other materials/resources are allowed as the make-up quiz is closed book. The professor may request that you take the quiz on campus under monitored circumstances.

### **WHAT IS THE SCALE FOR FINAL GRADE CALCULATION IN THIS COURSE?**

<b>Course Grade</b>	<b>Decimal</b>	<b>Percentage</b>	<b>Points</b>
A	4.0	92-100%	552-600 points
A-	3.7	90-91%	540-551 points
B+	3.3	88-89%	528-539 points
B	3.0	82-87%	492-527 points
B-	2.7	80-81%	480-491 points
C+	2.3	78-79%	468-479 points
C	2.0	65-77%	390-467 points
C-	1.7	60-64%	360-389 points
D+	1.3	55-59%	330-359 points
D	1.0	50-54%	300-329 points
F	0	<50%	300< points

## **HOW DO I RECEIVE MY FINAL COURSE GRADE?**

Students must complete all course requirements within the quarter in which the student enrolled before a final course grade will be issued. “Official grades are available about 1 week after the quarter ends. Several ways to obtain your grades are:

1. BCC website: [www.bellevuecollege.edu](http://www.bellevuecollege.edu)
2. Kiosk in the Student Services Building or the Campus Information Center
3. Mail: leave a self-addressed stamped envelope at the Student Service Center, with your Student ID #.
4. In person at the Student Service Center.” (Please bring appropriate identification.)

## **HOW DO I WITHDRAW FROM CLASS IF NEEDED?**

The professor cannot withdraw you from class – you must initiate this process. You can withdraw from class for any reason at any point UP UNTIL Sunday, February 23<sup>rd</sup>. After that date, it will not be possible to withdraw from class. Please be aware that non-attendance in a course does not constitute withdrawal and is reason for failing a course. Be sure to take note of the ramifications for withdrawing from a course. Please review the withdrawal procedures so that you are knowledgeable as to how this process works:

[http://www.bellevuecollege.edu/policies/2/2450P\\_Withdrawal\\_from\\_a\\_Course\\_\(Procedures\).asp](http://www.bellevuecollege.edu/policies/2/2450P_Withdrawal_from_a_Course_(Procedures).asp)

## **IS THERE OTHER INFORMATION I NEED TO KNOW ABOUT THIS COURSE?**

Only basic course information is contained in this syllabus. There are other course materials that are your obligation to read. Please go over all documents in the “Start Here” Module. It is your responsibility to understand all policies and procedures. Enrollment in the course constitutes an agreement to be aware of all policies and to abide by all policies.