

SYLLABUS for ANTH& 100

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Contacting your instructor

Instructor: Katharine Hunt

E-mail: Please use the mail (INBOX) tool in Canvas.

Only if Canvas is unavailable, use the following: katharine.hunt@bellevuecollege.edu

Phone: (425) 564-4189

Office hours: Monday – Friday, 9:30 – 10:20, starting on Wednesday, September 21

Note about the syllabus:

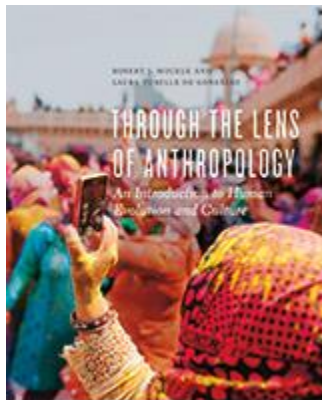
This syllabus contains a lot of important information about this course specifically and also information about general Bellevue College resources and policies. Please read it over carefully.

Although this is a long document, it cannot cover every possible contingency. Be aware that just because the syllabus doesn't explicitly say that you can't do something, that doesn't mean you can do it! Please check with me if you have any questions.

Required Textbook

Readings are an essential part of this course. While some readings will be available on the Canvas site or online, you will need to purchase the following textbook.

Through the Lens of Anthropology



Muckle, Robert J. and Laura Tubelle de González. University of Toronto Press, 2015.

ISBN 9781442608634.

The text is available through the Bellevue College Bookstore.

However, you should also check other online sites for used copies, such as amazon.com; half.com; chegg.com; barnesandnoble.com.

You can use an e-textbook or a physical copy.

Course 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).

Course Outcomes

After completing this class, students should be able to:

- 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.
- Recognize, identify, and employ the scientific method in anthropology, and to distinguish coherent arguments based on such principles from other claims.
- Identify critical components in anthropological thought, especially in regard to ethnocentrism and cultural relativism.
- Demonstrate knowledge of the range of human cultural and biological variation in the past and present from an evolutionary perspective.
- Convey the importance of language in culture and society.
- Explain the relevance of the anthropological perspective to global issues and cultural diversity.

How Outcomes will be met

- Course content will be presented through lectures, readings, videos, discussions and class activities.
- Outcomes will be assessed through quizzes, exams, assignments and discussions.

Course Structure and Use of Canvas

- Our course meets on campus daily.
- We will be using the course Canvas site as a repository for documents and information about readings. You will also turn in some written assignments on Canvas.
- During on campus class time there will be a mix of lecture, discussion, video and small group activities.
- In addition to the 5 hours of face-to-face time, you should expect to spend about 10 hours reading, working on assignments and studying each week.

Grading

- Quizzes and exams consist of multiple choice questions.
- I do not plan to assign extra credit in this course, except for completing course evaluations. Focus on the work which counts for regular credit.
- My policy about late work is provided later in the syllabus.

Grade distribution

Grades will be weighted as follows:

Assignments	Percentages
Discussions and assignments	40%
4 Unit Exams (40 points each, multiple choice)	40%
In-Class Activities/Participation	20%
TOTAL:	100%

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

Read the descriptions there carefully. Note that an A grade is only assigned to work that EXCEEDS expectations, so if you want to get an A in this course, you will need to work hard and go beyond the minimum asked for in assignments.

TENTATIVE Course Calendar

- The table below is a tentative course calendar, showing chapter readings, exam dates and days off.
- Any changes to the schedule will be announced in class.

Week	Dates	Textbook Chapters	Topics	Exam dates
1.	9/19 – 9/23	<i>Chapter 1</i>	Introduction to Anthropology	
2.	9/26 – 9/30	<i>Chapter 3</i> <i>Chapter 2</i>	Evolution Primates	
3.	10/4 – 10/7	<i>Chapter 4</i>	Human Evolution	
4.	10/10 – 10/14	<i>Chapters 5/6</i>	Cultural Evolution	EXAM 1: Monday, October 10
5.	10/17 – 10/21 No Class 10/18	<i>Chapter 7/8</i>	Archaeology Cultural research methods	
6.	10/24 – 10/28	<i>Chapter 9</i>	Language	EXAM 2: Monday, October 24
7.	10/31 – 11/4	<i>Chapter 9</i>	Language and culture	
8.	11/7 – 11/10 No class 11/11	<i>Chapter 10</i>	Food getting and Economics	
9.	11/14 – 11/18	<i>Chapter 11</i>	Marriage, family and gender	EXAM 3: Monday, November 14
10.	11/21 – 11/23 No classes: 11/24-25	<i>Chapter 12</i>	Politics	
11.	11/28 – 12/2	<i>Chapters 13/14</i>	Supernaturalism Anthropology and Sustainability	
12.	Finals Week	No classes		EXAM 4 Thursday, December 8 @ 7:30 am

What should you do to succeed in this class?

Since this is a survey course, we will be covering a lot of material. In order to be successful in the course, you will need to be sure you are keeping up with the assigned readings and assignments. The following advice may help you be more successful.

1. Contact me if you have any questions or concerns.

I welcome your emails and questions at any time. Often a problem can be easily solved if it is addressed immediately. Too often, though, students delay in letting me know about a problem until the end of the quarter when it may be too late to resolve it.

2. Participation in class

Participating actively in class will help you learn. Be a regular participant in the classroom.

3. Keep up with the reading

Reading is an important part of learning in this course. If you find that you are having trouble understanding or completing the assigned readings, I suggest you try the following:

- i. Look at the review questions and self-study questions on the textbook website: <http://www.lensofanthropology.com/chapter-guide.html> This website also includes other useful resources.
- ii. Look over the “Tips for doing readings” document posted in the “Getting Started” module.
- iii. Ask me about any of the readings if you find them difficult – by email or at my office hours.
- iv. Participate actively in class discussions of the readings.

4. Have a technology plan

Since you will turn in some assignments online, you should develop a plan to deal with any technology emergencies and develop work habits to minimize problems:

- i. Plan now for what you will do in case of problems with your computer or internet service. (E.g. a friend's house, Starbucks, library, campus, etc.)
- ii. Back up your work regularly to a flashdrive and/or the cloud.
- iii. Never write postings or assignments directly in Canvas, as it is easy to lose work. Compose offline and then upload.

Class Expectations

Syllabus and Social Science Division Guidelines and Procedures Review

You are required to review this syllabus and the Social Science Division Procedures and Guidelines (at the end of the syllabus), which apply to students in this class. Enrollment in the course constitutes an agreement to abide by the procedures and guidelines set forth in these two items. If you have any questions about the meaning of any of this material, please ask.

My expectations of students:

- Be respectful to other students
- Read instructions carefully and contact me whenever you have questions
- Turn work in on time
- Do not wait until the last minute to ask for help
- Put your phone away before class starts and do not use it during class – see technology policy below

- In addition to the 5 hours of face-to-face class time, you should expect to spend at least 10 hours reading, working on assignments and studying each week.
- Come to class regularly, aim to arrive on time and do not leave early.
 - If you miss class, you will miss important content and it will have a negative effect on your grade. In-class discussions and activities cannot be made up.
 - If you need to come in late, please find a seat near the door so that you do not disrupt class.

What you can expect from me:

- Respectful responses to questions
- Responses within 24 hours to email. I will warn you ahead of time if this will not be possible for any reason. If you do not hear back from me, please email again after 24 hours, to be sure that your message got through
- Work usually graded within a week. Again, I will warn you if I cannot meet this goal. Project grading is time-consuming, and may take longer than a week.

Due dates

- Canvas submissions are due at 11:59 p.m. on the due date.

Exams

- No makeup exams will be available without written documentation of a legitimate excuse (accident, hospitalization, illness, etc.). Just saying you were sick is not enough.

Reading discussions

On average once a week we will spend a class period discussing readings. You will need to prepare for this by completing the reading, and also typing up answers to some questions and in some cases preparing your own questions. This work must be completed before class. You will submit this work online to Canvas and you will also bring a hard copy to class. No late work will be accepted except in the case of legitimate excuses with written documentation.

Late policy for other assignments

- In general I do not like to accept late assignments, as it seems unfair to students who submit on time. However, I know that occasionally we all forget things so I will accept other written assignments with no questions asked up to one day late, but this late work will be subject to a 10% penalty. **This policy does NOT apply to class discussion preparation assignments, which must be ready before class on the day of the discussion.**
- If you feel that you have a valid, serious reason, such as illness or family emergency, for needing to submit work late, you may write an email asking me to accept your late work. In your email you should state why your assignment is/will be late, and provide any evidence you can to support your claim. I will consider these requests on a case by case basis. You should always do this as soon as possible. If your request comes in after the due date, you will need to have a good reason. Do not just submit work late with no explanation.
- Vacations and workload are not valid excuses for late work. If you will be out of town without web access on due dates, you should complete the work before you leave. You need to learn to balance work and school commitments.
- If I agree to accept late work from you, it is your responsibility to let me know when the work is completed, and to check with me if it is not graded within two weeks after submission.

- To avoid last-minute emergencies, try to complete all work well before the deadline. Some students like to mark deadlines on their calendars a day earlier than the actual due date, so that they will always have an extra day if a last minute emergency arises. I also offer lots of choices for the projects, so you can choose a major assignment that falls in a week when you expect to have more time to work on it.

Behavioral Expectations for Discussions

- Remember that you need to treat your classmates with respect. The classroom, must be safe and open for all students regardless of their age, sexual orientation, race, ethnicity, religion, gender, disability, or perspective. Even if you disagree with a classmate, you still need to treat that person with respect.
- Please abide by the following discussion guidelines:
 1. Treat your classmates with respect.
 2. Any opinions or arguments you express should be supported by evidence.
 3. If you disagree with a classmate, question the evidence or the claim, not the person.
 4. No one should be understood to be 'representing' the racial/ethnic, gender, class, etc. group to which he or she belongs. You speak only for yourself.

Avoiding Plagiarism

Plagiarism is "the uncredited use (both intentional and unintentional) of somebody else's words or ideas." (<http://owl.english.purdue.edu/owl/resource/589/01/>) It is considered a serious academic offense. You can avoid plagiarism by always citing the sources you use in researching projects or papers. Here are two excellent sources you can use to help you:

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>
<http://www.lib.usm.edu/legacy/plag/whatisplag.php>

Technology in the classroom

Unless specifically instructed otherwise, please turn off/mute and put away cell phones, computers etc. before class begins, as these may distract you and other students. If you have a medical need to use a laptop computer for note-taking, please come and talk to me.

Communication

According to Bellevue College policy, I am only allowed to communicate with students over official BC emails systems (Bellevue Email or Canvas). If you email me from your personal email I may not respond. I am also subject to FERPA law which states that I am not allowed to communicate with any person outside Bellevue College about your academic issues without documented consent.

Students with Disabilities

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 [Autism Spectrum Navigators](#) Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in B132 or you can call the reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is **DRCatBC** (NOTE: There is no @ sign...it is actually **DRCatBC**). Please visit our website at [Disability Resource Center](#) for application information into our program and other helpful links.

Accessibility

All elements of this course are intended 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 the college classroom or online course sites. 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.

Student Code

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 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](#)

http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

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.

Religious Holidays

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with

reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

College Anti-Discrimination Statement (Title IX)

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

For further information and contacts, please consult [College Anti-Discrimination Statements](#).

Safe Space

This class is a Safe Space for all students, regardless of sexual orientation or gender identity.

Public Safety

Public Safety and Emergencies

Public Safety is located in the D building (D171) and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

- 1) Take directions from those in charge of the response.** We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to).** Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) In an emergency, call 911 first, then Public Safety.**

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. 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: [Create Email](#)

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Technology Help Desk](#)

Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- [Enrollment Calendar](#) On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- [College Calendar](#) This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION

Fall 2016

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.

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**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.*