



## HOW DO YOU CONTACT THE PROFESSOR?

Contact information: The best way to get in contact with me is through our Blackboard Vista class mail. In an emergency, you can either call my office 425.564.2659 or send me an e-mail: [Christine.dixon@bellevuecollege.edu](mailto:Christine.dixon@bellevuecollege.edu). Be sure to provide your full name, course number & section, and contact information in such circumstances and the nature of your crisis.

## WHAT IS THE RHYTHM OF THIS CLASS?

***READ THIS SECTION VERY CAREFULLY. IF YOU CANNOT ADJUST YOUR SCHEDULE TO THE RHYTHM OF THE CLASS, YOU WILL HAVE A VERY DIFFICULT TIME SUCCEEDING IN THIS COURSE.***

***DEADLINES ARE NOT FLEXIBLE.***

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. (The exception is that our first week begins on at 8:00 am.)

There are six major components to the course: 1) reading the textbook; 2) 'attending' the PowerPoint lectures (these are not narrated); 3) discussions; 4) activities; 5) quizzes; and 6) a final comprehensive exam.

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. The textbook is available for a 2-hour in-library use at the college's Library Media Center (Building D on campus).

2) 'Attending' the PowerPoint lectures: For each major section of the course, there are accompanying PowerPoint lectures 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.

3) Discussions: There are three main parts to discussion. First, you must do an initial commentary (your analysis/research and scientific consideration about the discussion topic) by Friday morning, at 9:00 AM. Second, you need to read the postings of other students and will be required to read at least half of the initial commentaries 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' initial commentaries by the end of the on-line week by Sunday, by 11:59 PM. You are NOT allowed to comment on other students' postings before Friday morning at 9:00 AM, although you can certainly read them. Early replies will not count for points. All replies must be submitted between Friday 9:00 AM to Sunday 11:59 PM for credit. No late discussion commentaries or replies are accepted.

4) Activities: Each of the four major sections of the course (which correspond to the 4 fields of Anthropology) will have an associated activity, the times and due dates of which will be posted in the course calendar. No late activities are accepted.

5) 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. One hour is allotted to complete a quiz.

6) 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. Two hours are allotted to complete the final exam. No late final exams are accepted for any reason.

## 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.**

Haviland, William A., Harald E. L. Prins, Dana Walrath, and Bunny McBride

2013 *The Essence of Anthropology*, 3<sup>rd</sup> edition. Wadsworth, Cengage Learning, Belmont, CA.

Hardcopy ISBN: 978-1-111-83344-2 (You MUST use the 3<sup>rd</sup> edition. Do NOT use the international edition.)

This textbook is ideally suited for a 10-week introductory course because it is student-friendly, well written, easily understandable, concise, and offers a free student companion website.

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

<http://www.cengagebrain.com/> (Type in "Haviland" for author name; then click on the textbook cover.)

This will bring up the companion site and you can select the chapters from the dropdown menu and then the exercises.

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

You may find it difficult and expensive to continuously work online. You may find the course a great deal easier if you print the syllabus, calendar, each week's assignment 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 onto 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 by attachment. Documents submitted in any other format will not be accepted.

**5. WEB BROWSER**

You must use a Web browser supported by Blackboard 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/)).

## WHAT ARE THE REQUIREMENTS FOR THIS COURSE?

**The Syllabus and Course Materials:** You are required to review this syllabus, course materials, 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. By the end of the first week of the course, you should submit the Syllabus Agreement to your professor.

**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.

**'Attending' 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.

**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. Posting of your initial commentary, reading others' commentaries, and responding to others are critical for classroom participation and for excelling on quizzes. The first part of the discussion (initial commentary) is always due by Friday morning, 9 am.

**Activities:** Anthropologists are known for obtaining first-hand knowledge of humans. You will have the opportunity to do so as well through a series of activities. There is one activity for each of the four fields of anthropology.

**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.

**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 at 11:59 pm. You will have two hours to complete it; it is composed of multiple choice questions.

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

|  |                                    |                        |
|--|------------------------------------|------------------------|
| Critical Thinking/Creativity/Problem Solving = 3 | Quantitative/Logical Reasoning = 2 | Cultural Diversity = 3 |
| Nature of Science = 3                            | Research/Information Literacy = 2  | Reading = 2            |
| Historical & Intellectual Perspectives = 3       | Listening, Speaking = 2            |                        |

## 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, 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.

## 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 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 B132 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 Vista 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 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; and compost food and materials from the BC 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 MATERIALS ARE COVERED ON QUIZZES AND WHEN IS EACH DUE?

| ASSESSMENT  | DATES AVAILABLE  | MATERIALS COVERED ON QUIZ   |
|---|--|---|
| <b>QUIZ #1</b><br><b>Introduction and Bio Anth – Part I</b><br><b>(1 hour for 50 multiple choice questions)</b>   | Thursday, April 12, 12:01am<br>through Sunday, April 15, 11:59 pm<br><br><b>DUE: Sunday, April 15, by 11:59 pm</b>   | All lectures in the Introduction section<br>All lectures in the Bio Anth – Part I section<br>Textbook Chapters 1, 2, 3, 8<br>Syllabus & other Course Materials<br>Discussion #1 – Bio Anth<br>Activity #1 – Bio Anth  |
| <b>QUIZ #2</b><br><b>Bio Anth – Part II and Archaeology</b><br><b>(1 hour for 50 multiple choice questions)</b>   | Thursday, May 3, 12:01am<br>through Sunday, May 6, 11:59 pm<br><br><b>DUE: Sunday, May 6 by 11:59 pm</b>             | All lectures in the Bio Anth – Part II section<br>All lectures in the Archaeology section<br>Textbook Chapters 4, 5, 6, 7 & pp. 18-20, pp. 88-90<br>Article on Domestication<br>Article on Ancient Maya<br>Discussion #2 – Archaeology<br>Activity #2 – Archaeology |
| <b>QUIZ #3</b><br><b>Cult Anth – Parts I &amp; II</b><br><b>(1 hour for 50 multiple choice questions)</b>         | Thursday, May 17, 12:01am<br>through Sunday, May 20, 11:59 pm<br><br><b>DUE: Sunday, May 20 by 11:59 pm</b>          | All lectures in Cult Anth – Parts I and II sections<br>Textbook Chapters 11, 12, 13, 14, & pp. 21-25<br>Discussion #3 – Cult Anth<br>Activity #3 – Cult Anth  |
| <b>QUIZ #4</b><br><b>Cult Anth – Part III and Linguistics</b><br><b>(1 hour for 50 multiple choice questions)</b> | Thursday, June 7, 12:01am<br>through Sunday, June 10, 11:59 pm<br><br><b>DUE: Sunday, June 10 by 11:59 pm</b>        | All lectures in the Cult Anth – Part III section<br>All lectures in the Linguistics section<br>Textbook Chapters 9, 10, 15, 16<br>Articles on Linguistics<br>Discussion #4 – Linguistics<br>Activity #4 – Linguistics   |
| <b>FINAL EXAM</b><br><b>(2 hours for 100 multiple choice questions)</b>   | Saturday, June 9, 12:01 am<br>through Wednesday, June 13, 11:59 pm<br><br><b>DUE: Wednesday, June 13 by 11:59 pm</b> | All course materials<br>100 multiple choice questions   |

## HOW MANY POINTS MAKE UP YOUR GRADE?

| Assessment   | Quantity             | Value      | % of Grade   |
|--------------|----------------------|------------|--------------|
| Quizzes      | 4 at 100 points each | 400        | 50 %         |
| Discussions  | 4 at 25 points each  | 100        | 12.5%        |
| Activities   | 4 at 25 points each  | 100        | 12.5%        |
| Final Exam   | 1 at 200 points      | 200        | 25 %         |
| <b>TOTAL</b> |                      | <b>800</b> | <b>100 %</b> |

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

| Course Grade | Decimal | Percentage Scale | Corresponding Point Value |
|--------------|---------|------------------|---------------------------|
| A            | 4.0     | 92-100%          | 736-800 points            |
| A-           | 3.7     | 90-91%           | 720-735 points            |
| B+           | 3.3     | 88-89%           | 704-719 points            |
| B            | 3.0     | 82-87%           | 656-703 points            |
| B-           | 2.7     | 80-81%           | 640-655 points            |
| C+           | 2.3     | 78-79%           | 624-639 points            |
| C            | 2.0     | 72-77%           | 576-623 points            |
| C-           | 1.7     | 70-71%           | 560-575 points            |
| D+           | 1.3     | 68-69%           | 544-559 points            |
| D            | 1.0     | 60%-67%          | 480-543 points            |
| F            | 0       | <60%             | 0-479 points              |

## FINAL GRADES

“Official grades are available approximately one week after the quarter ends. There are several ways to learn your grades: 1. BC website: [www.bellevuecollege.edu/services/schedule.asp](http://www.bellevuecollege.edu/services/schedule.asp); 2. Kiosk in the Student Services Building or the Campus Information Center; 3. In person at the Student Service Center.”