

**ANTH 208: LANGUAGE, CULTURE AND SOCIETY -
HYBRID**

Welcome to Anthropology 208! The goal of this course is to increase your understanding of human language and the role it plays in our lives. By the end of the course I hope you will have an appreciation of both the diversity and similarity of languages around the world, an ability to observe and analyze the way language is used, and the skills to think critically about the links connecting language, culture and social identity.

Instructor: Katharine Hunt

E-mail: khunt@bellevuecollege.edu

Classroom: D101

Class Hours: Tuesday/Thursday, 10:30 a.m. – 12:20 p.m.

Phone: (425) 564-4189

Office location: D 200D (Upstairs in the D-tower, next to the fountain.)

Office Hours: Tuesdays, 12:30- 1:20; other times by appointment.

- Course is worth 5 credits (Humanities)

Course Description

This course explores the role of language in culture and society. The course addresses the nature of language and the tools used for analyzing languages, looking at cross-cultural and cross-linguistic variation. There is a focus on cultural and social issues, such as attitudes toward regional and social dialects, correlations between social groupings and language behavior, the influence of language on thought, and the life and death of languages.

Course Outcomes

- Recognize and give examples of the ways in which language and culture are integrated.
- Critically assess claims about the effect of language on perception and thought, in relation to the Sapir-Whorf hypothesis.
- Demonstrate basic understanding of the different levels of language structure exhibited by languages around the globe.
- Apply a holistic ethnographic approach to describing language use in different cultural situations.
- Describe how languages evolve over time, and how social and regional dialects may arise.
- Recognize ethnocentric statements about language and be able to explain the value of taking a comparative, relativistic approach to the study of language

You will also have a chance to learn and apply specific skills useful to linguistic anthropologists:

- Collecting and analyzing linguistic data from other languages
- Observing and analyzing linguistic features of social interactions
- Observing and describing cultural linguistic norms
- Planning and carrying out ethnographic linguistic research through interviews with subjects

How outcomes will be met

- Outcomes will be addressed through lectures, readings, and class activities.
- Outcomes will be assessed through exams, class activities, online discussions and projects.

General Education Ratings

- This course is rated “3” in the areas “Critical Thinking” and “Cultural Diversity” and “2” in the area of “Lifelong learning”.

Course Overview

The course is divided into 4 units.

- **Unit 1, “The Nature of Language”**, introduces you to the subject of linguistic anthropology and deals with the question of how human languages, both spoken and signed, are similar to or different from other kinds of communication.
- **Unit 2, “Linguists’ Toolkit”**, introduces you to the tools linguists use to describe and analyze the structure of languages around the world.
- **Unit 3, “Language and Culture”**, looks at how language acquisition and use varies from culture to culture, and how the language we speak may reflect our culture and affect how we view the world.
- **Unit 4, “Language and Society”**, addresses the relationship between language and social identity, looking at factors such as age, gender and ethnic group.

Email Policy

Bellevue College has a new policy this quarter regarding email accounts for students. You are required to set up a BC email account, and all communications from the college will be sent to that account. That includes emails that I may send out. The goal of this policy is to protect the privacy of communication regarding your education. If you have not yet set up your account, please do so as soon as possible – instructions are at the following site:

<http://bellevuecollege.edu/students/email/>

This site also provides instructions on setting up email forwarding.

Books and Materials Required

- I. Ottenheimer, Harriet. *The Anthropology of Language: An Introduction to Linguistic Anthropology* by Harriet Ottenheimer. Thomson, Wadsworth. 2nd edition, 2009.
ISBN10: 0-495-50884-5, ISBN13: 978-0-495-50884-7
The book is/will be available through the BC bookstore. However, you can also check these sites to see if cheaper used copies are available.
Jibsheet.com; amazon.com; half.com; chegg.com; barnesandnoble.com
****BE SURE TO BUY THE SECOND EDITION!****
- II. **Custom Reading Packet**, available from "University Readers"
(<https://students.universityreaders.com/store/>). Instructions for ordering are given below.

To purchase the course pack, please follow the instructions below:

Step 1: Log on to <https://students.universityreaders.com/store/>

Step 2: Create an account or log in if you have an existing account to purchase.

Step 3: Easy-to-follow instructions will guide you through the rest of the ordering process. Payment can be made by all major credit cards or with an electronic check. Cost is \$38.84 + shipping.

Step 4: After purchasing, you can access your partial digital pack (FREE 20% PDF) by logging into your account and clicking My Digital Materials to get started on your readings right away.

Orders are typically processed within 24 hours and the shipping time will depend on the selected shipping method and day it is shipped (orders are not shipped on Sundays or holidays). If you experience any difficulties, please email orders@universityreaders.com or call 800.200.3908, ext. 503.

NOTE: Course reader is the same as for Winter quarter.

PLUS: additional readings as assigned. (A complete list will be provided in a separate document.)

*We are also fortunate to have access to a pre-publication copy of a new textbook by Laura Ahearn: **Living Language: An Introduction to Linguistic Anthropology**. You will be reading some extracts from this book, which will be posted on-line. Since this material has not yet been published, you may not cite or forward the material to anyone.*

You will also need:

- Two packets of Scantrons for quizzes and exams
- A binder to keep track of handouts
- A notebook or paper to take notes
- Easy online access to MyBC and other websites

Course Resources

• **Textbook website**

The Ottenheimer textbook has an associated [website](#) which will be useful to you. You can get to it by clicking on the above link, if you are looking at the syllabus online, or by doing a web search such as "companion site Ottenheimer language". At this site, you will find resources for each chapter, such as glossaries, flash cards, weblinks, etc. Simply select the chapter you want to review and then choose from the list of resources on the menu on the left.

• **Readings on reserve in the library and on the web.**

Most assigned readings will be from the textbooks. However, some readings will be accessed online. Readings are listed on the course reading list, and will also be announced in class.

- **Course website**

I will post electronic copies of most class handouts and PowerPoints on the course website, accessible via MyBC.

Grading

Grades will be calculated using points. Overall, 300 points will be awarded during the quarter, distributed as follows:

4 exams	120 points
3 projects	100 points
On-line discussions	40 points
In-class reading quizzes (about 15)	30 points
Attendance and participation	<u>10 points</u>
TOTAL:	300 points

Extra credit:

- Up to 6 points of extra credit may be earned by meeting with learning communities outside of class. Further details will be provided in class.
- Two points of extra credit to everyone who comes to talk to me during my office hours during the quarter. An additional two points of extra credit to anyone who sends me an email during the first two weeks of class.
- Any other extra credit opportunities which may arise during the quarter will be announced in class.

Grading scale

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

95-100%	A	285 - 300 points
90-94%	A-	270 - 284 points
85-89%	B+	255 - 269 points
80-84%	B	240 - 254 points
75-79%	B-	225 - 239 points
70-74%	C+	210 - 224 points
65-69%	C	195 - 209 points
60-64%	C-	180 - 194 points
55-59%	D+	165 - 179 points
50-54%	D	150 - 164 points
below 50%	F	below 150 points

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

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

Dates of exams:

Exam 1: Thursday, April 21

Exam 2: Tuesday, May 10

Exam 3: Thursday, May 26

Exam 4: Thursday, June 16: 9:30-11:20 a.m. (Note earlier time, as assigned in the final exam schedule. Full final exam schedule is at:

<http://bellevuecollege.edu/classes/exams/#Spring2011>)

Components of course assessment

Exams:

- Each exam will consist of multiple choice and true/false questions, so you will need to bring a scantron and a number 2 pencil to each exam. Scantrons are available from the cashier at the BC Bookstore.
- The last exam will NOT be comprehensive, but will cover only material not covered in previous exams.
- I will post a review sheet before each exam, summarizing the topics to be covered.
- All exams are closed book, so you may not consult any other sources during the exam.
- All electronic devices must be turned off before the start of the exam. This includes MP3 players, computers, electronic dictionaries and cell phones.

Projects:

Each student will complete three course projects – one related to each unit. Several options will be offered, and in some cases students will also be able to suggest their own topics. Details will be posted on the course website when announced in class.

Discussions:

As this is a hybrid class, I will make use of the MyBC course site to host on-line discussions.

Graded discussions: The graded discussions are designed to help you think critically about the material covered in the course and to come to a deeper understanding of it. Participating actively in the discussions will make the class more enjoyable and more meaningful for you, and it will also help you get a better grade in the course. For all of these reasons, it is important that you both post to the discussion board and read the contributions of others. Active participation in the discussion board will also count in your favor in the calculation of borderline grades at the end of the quarter.

Guidelines will be given for each discussion. However, unless otherwise stated, contributions to discussions should be at least 100 words in length and should cite specific ideas/information from the readings, by giving author/page numbers. In many cases, you will be asked to draw connections between concepts from the readings and experiences from your own life.

To receive full credit for a discussion, your posting should:

- be relevant to the topic
- contain original ideas, and not just repeat what others have said
- show understanding of the topic
- refer explicitly to the readings (page number and author)
- meet or exceed minimum word length
- refer to prior postings, unless you are the first to post

In some cases I will also specifically ask you to respond to postings by other students. Even if you are not asked to respond, you are always welcome to post (polite, reasoned) responses to what other students have written.

Open discussion: There is a “Questions and Announcements” category on the discussion board which is always open. You are free to post there if you want help (from your classmates or from me), or if you want to share something related to the topics covered in the course, such as a news item or an event.

Reading Review: quizzes

In order to get the most out of this class, you need to keep up with the reading. To motivate you to complete the readings, I have assigned a portion of your grade to reading quizzes. Quizzes will be based on the questions in the reading guides I provide. If you complete the reading guide, you will be well-prepared for the quiz, and you can have your reading guide (but not the reading itself) available while you take the quiz. Reading guides will be posted on the MyBC site. Quizzes will occur on most days except exam days, starting in week 2.

Attendance/Participation

It is very important that you attend class regularly and participate actively. I will take attendance every day. Attendance counts towards a portion of your final grade and exams will focus on material covered in class so that your grade will suffer if you do not attend class regularly. However, please do not come to class if you are sick. Email me to let me know if you are ill, so that I can help you catch up when you are well enough to return to school. In general, if you cannot attend class, you can avoid missing credit by emailing me to let me know why you are absent.

Learning Communities

All students in class are encouraged to join learning communities. These are small groups of about 4-6 students who will meet outside of class to review class material, especially before exams. Extra credit (up to 6 points) will be assigned for attending group meetings outside of class. More details are provided in a separate document.

Emergency Preparedness

If you have medical information to share with me in the event of an emergency, please contact me via email or come to see me during office hours. Emergency preparedness is important.

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 attend class regularly, and do the assigned readings and assignments on time, so that you do not fall behind. 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. To help you get over any reluctance to contact me, I will offer **two points of extra credit** to everyone who comes to talk to me during my office hours during the quarter. An **additional two points of extra credit** will go to anyone who sends me an email during the first two weeks of class. Your email can be a question or comment about anything related to the class.

2. Attendance

To do well in this class it is very important that you attend class regularly. Attendance counts towards a portion of your final grade. In addition, exams will focus on material covered in class, and in-class activities are designed to help make the material meaningful and memorable. However, please do not come to class if you are sick. Most class materials will be posted on-line, and I am happy to help you catch up work if you have an absence due to sickness. Always email me as soon as possible to let me know if you need to miss class. Absences due to sickness will not count against you.

3. Participation in a learning community

Research has shown that participating in a learning community outside of class will help you be more successful in your classes. Details about learning communities for this class are given in a separate document.

4. Participation in class

Participating actively in class will help you learn. Ask questions when you do not understand, and join in class or small group discussions. Participation figures in borderline grades.

5. Preparation

- Come to class well-prepared, with your notebook or binder, paper, pens and pencils. You will not need to bring the Ottenheimer textbook to class, but you will need to bring the course reader on some days.
- Do readings when they are assigned, and come to class prepared to discuss them. There will be regular quizzes/questions related to the readings.
- **For every hour you spend in class, expect to spend about 2 hours at home studying, reading or working on projects.**

6. Reading

- Reading is a very important part of learning in this course. If you find that you are having trouble understanding or completing the assigned readings, ask me for extra help. Remember that material in the assigned readings which is not covered in class is fair game for testing. Use the reading questions I have posted in each unit. These are designed to help you focus on what I consider the important aspects of each reading. Often these questions will also tell you that you can skip certain pages, which will reduce your reading load!
- Look over the "Tips for better reading" document posted on the website
- Email me to ask questions about any of the readings if you find them difficult.

7. 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 do not know that you need help. To be successful, you must be an active participant in your own learning. Remember that there are tutoring services available on campus to help students succeed academically. Visit the following website - <http://bellevuecollege.edu/academicsuccess/> - for more information about

what services are available to students. Among the free services available are tutoring and assistance with reading and writing.

Class Expectations

1. Social Science Division Guidelines and Procedures

You are responsible for reading the guidelines and procedures of the Social Science Division which are given at the end of this syllabus, and which apply to students in this class. Note especially the policies on cheating and plagiarism. If you have any questions about the meaning of these policies, please ask me.

2. Make-up exams

- Assessments such as exams are important, and should be a priority while you are a student. Since they count significantly towards your final grade, I aim to be fair to students who are unable to attend exams for valid reasons, while not allowing students to skip exams for trivial reasons and then make them up later. Please read the following guidelines carefully.
- Vacation, attendance at social activities, sleeping in, picking up someone from the airport, etc. are **not** valid excuses for missing exams and you will not be able to make up exams for these reasons.
- If you are requesting a make-up exam, because you know in advance that you will have to be absent on the day of the exam, you will need to write me a note or email ahead of time explaining why you need to miss class, and you will be required to provide appropriate documentation (e.g. medical or legal documents) to explain your absence.
- If you are too sick to come to campus on the day of an exam, be sure to contact me as soon as possible. Normally this should be **before** the time of the exam. I suggest you save my office phone number on your cell phone so that you can easily call me in case of emergency. If you wait until after the time of the exam, or until you are back in class to explain your absence or ask for a make-up test, I will be unable to accommodate your request.
- 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, and again this should usually be possible **BEFORE** the time of the exam. To request an accommodation, you will need to write me a letter stating why you were unable to attend class, including evidence to support your claim, and an explanation of why you think I should agree to your request.

3. Project due dates

- Projects must be handed in by the **beginning** of class on the due date. If you know that you will not be able to attend class on the due date, you can turn your project in early to one of the secretaries in the Social Science Division (D110).
- Since projects generally include notes and other hand-written components, they must be turned in as hard copies. Do not submit projects by email, except by special arrangement.
- Projects turned in at the end of class on the due date will be docked 5%. Projects turned in after the due date will be docked 10% per day.
- If you believe you have a valid reason for turning a project in late, you may write a letter requesting an exception to the grade deductions. In your letter you should state why your project is late, provide evidence to support your claim, and give an explanation of why you think it is fair that you should get no grade penalty or a reduced grade penalty. I will consider these requests on a case by case basis.

4. Technology in the classroom

Please turn off cell phones, MP3 players, 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. All students who must use a laptop will be seated in the front of the classroom.

5. Syllabus Review

You are required to review this syllabus and the attached Social Science Division Procedures and Guidelines. Enrollment in the course constitutes an agreement to abide by the procedures and guidelines set forth in these two items. You will need to sign an agreement that you have read and understood all the procedures and guidelines outlined here.

6. SNOW DAYS or other non-scheduled class cancellations

It is always possible that class may be cancelled unexpectedly. In this case, 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. Material provided in this way will be covered as a review in class but will not be lectured on in detail.

Student Behavioral Expectations

- My assumption is that each of you is here to learn, and I want to make the classroom environment as conducive to learning as possible. Side comments directed to fellow students during lecture or class discussion are distracting. Once a distracting student comes to my attention, I will ask him/her to refrain from talking. **If a student persists in distracting the class s/he will be asked to leave.**
- If a student in class is distracting you, and I do not notice, please let me know, so I can deal with the situation. I am not able to monitor everything going on in the classroom.
- During class discussions and group exercises, you may find that your fellow students hold beliefs and opinions that are very different from yours. This is an opportunity to exercise your listening skills, perfect your critical reasoning skills, and learn to examine claims based on supporting evidence. The classroom must be safe and open for all students regardless of their age, sexual orientation, race, ethnicity, religion, gender, disability, or perspective. We will observe the following guidelines for discussion. (Thanks to Dr. Nancy Gonlin for sharing these with me.)
 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 racial/ethnic, gender, class, etc. group to which he or she belongs. You speak only for yourself.

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>

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 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

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://bellevuecollege.edu/asc/writing/essays-guides/documents/plagiarism.pdf>

Anthropology at Bellevue College

WHAT COURSES IN ANTHROPOLOGY ARE OFFERED AT BC?

There is a general introductory class (Survey of Anthropology) which highlights all four sub-disciplines of anthropology. 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, or contact Anthropology Prof. Tony Tessandori (tony.tessandori@bellevuecollege.edu) to learn more about majoring in anthropology.

WHAT COURSES ARE WE OFFERING FOR THE Summer and Fall 2011 (Tentative Schedule)

Course	Summer		Fall	
	On campus	Online	On campus	Online
Anth& 100: Survey of Anthropology	x	x	x	X
Anth 106: Great Discoveries			x	
Anth 180: American Life and Culture		x	x	x
Anth& 204: Archaeology		x		
Anth 205: Biological Anthropology		X		
Anth& 206: Cultural Anthropology		x	x	x
Anth 208: Language and Culture	x	x	x	x
Anth& 215: Biological Anthropology Lab			x	x
Anth 220: Culture, Sex and Gender			x	
Anth 224: Ethnomusicology			x	
Anth& 234: Religion & Culture		x	x	x
Anth& 236: Forensic Anthropology			x	

Earn a Concentration in Anthropology

ARE YOU INTERESTED IN EARNING A CONCENTRATION IN ANTHROPOLOGY, ALONG WITH YOUR DEGREE?

In addition to earning an AAS degree, you can take 20 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. By next academic year, all of them will be offered 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 (5 credit of Lab Science)

WOULD YOU LIKE TO JOIN THE WEIRD ANTHROPOLOGY CLUB?

Anthropologists can and do study just about anything. In this class, you will learn about some of the usual topics...Join the club and find out about the other stuff. The Weird Anthropology Club's mission is to explore topics that other groups do not cover. You can expect to investigate topics from Bigfoot to indigenous hunting techniques and everything else in between. Please contact Anthropology Professor Tony Tessandori, club advisor, if you are interested in joining other weird anthropologists in their pursuit of understanding humanity.

(tony.tessandori@bellevuecollege.edu) →

Want to know how great you would look as a cavewoman or caveman?

Go to: www.humanorigins.si.edu/resources/multimedia/mobile-apps



Message from the chair (aka the caveman)

The Anthropology Department consists of a group of dedicated educators. We all want our students to learn and grow as they progress through their education. We all are passionate about our fields of study and believe that what we have to say is important. We all feel that it is important that you come to class and take part in the learning process. We also know that life happens outside of our classrooms and missing class is sometime unavoidable. In order for all of us to work together an open dialog between students and instructors is key. Most often an understanding can be reached when outside situation arise. If at any time during the quarter you find that you are having concerns with the way a situation is being handled there are some steps to be followed. First you should talk direct to the instructor ask for clarification or further explanation. If you feel you are not getting the results you require, contact me (Anthony Tessandori, Department Chair) at tony.tessandori@bellevuecollege.edu. I will do what I can to help resolve any issues. If I am unable to help alleviate your concerns, you should contact the Dean of Social Science (Sara Sutler-Cohen) at sara.sutlercohen@bellevuecollege.edu.

I look forward to the coming quarter and I hope to speak to each of you about the possibilities anthropology has to offer.

Have a great quarter!

Tony Tessandori

USEFUL COLLEGE LINKS

Below is a partial listing of information about services available to students. For complete information about these resources and others, check the BC website. Look particularly at: <http://bellevuecollege.edu/students/>

Disability Resource Center (DRC)

Students with Disabilities

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. Please visit the DRC if you have any questions about classroom accommodations, whether you are a student or a faculty member. If you are a student who has a disability or a 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 the DRC staff as soon as possible.

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: <http://bellevuecollege.edu/drc/>

If you have already been approved for special accommodations, please make an appointment to meet with me so that we can go over these together to ensure that you have a positive experience with this class.

Remember if you are someone who has either an apparent or non apparent disability and 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.

Other Campus Resources

Academic Assistance

If you need help with your academic work, please make use of the following student support services:

- Academic Success Center: <http://bellevuecollege.edu/asc/>
- TRiO Student Support Services: <http://bellevuecollege.edu/TRiO/>

Explore the LMC

The Library Media Center is at your fingertips. I strongly encourage you to visit the LMC regularly, 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>

Counseling Center

The Counseling Center supports your success by providing educational and career planning, academic counseling, and free short-term confidential personal counseling to any registered BC student. The Center also offers credit classes under the Human Development curriculum to help you identify goals and learn effective decision-making skills for college and life success. To find out more, visit their website (<http://bellevuecollege.edu/hdc/>), look for them on the 2nd floor of Student Services, or call them at 425-564-2212.

Bellevue College Computer Access

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 [Computing Services website](#).

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/>

Announcements of campus closures

- Receive email and text messages through the BC Alert System (sign up at <https://bellevuecollege.edu/alerts/Login.aspx>).
- Visit <http://www.schoolreport.org/> or subscribe to their emergency email and text message service.
- Call BC's emergency information line: (425) 401-6680.
- Check the BC home page (<http://bellevuecollege.edu/>) for a link to the BC emergency information website, OR access that page directly at <http://bellevuecollege.edu/publicsafety/>

Final Exam Schedule

Final exam for this class is: Thursday, June 16, 9:30-11:20 a.m.

Final exam schedule is at: <http://bellevuecollege.edu/classes/exams/#Spring2010>

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 –<http://bellevuecollege.edu/enrollment/calendar/deadlines/#Spring-2011>
On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - <http://bellevuecollege.edu/enrollment/calendar/holidays/1011.asp>
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

Revised Fall 2010

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.

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 secretaries will not give out grades. Students should access their grades through the BC website.

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.*