

# Survey of Anthropology



**Welcome to ANTH& 100 Online - Survey of Anthropology!**

## **SYLLABUS**

**Winter 2017 - Bellevue College**

### **COURSE INFORMATION:**

ANTH& 100 - Survey of Anthropology - Section A - Item #5042 and Section B - Item #5043

ANTH& 100 is worth 5 Social Science Credits.

All of our learning is completed online (there is no need to come to campus).

### **WHO IS TEACHING THIS COURSE?**



Hello! And welcome to ANTH& 100! I'm Dr. Nancy Gonlin and I look forward to teaching you this quarter. I'm a Registered Professional Archaeologist (RPA) who is trained in all 4 fields of Anthropology: Archaeology, Biological Anthropology, Cultural Anthropology, and Linguistics. It's rewarding to be able to teach about all the major subdisciplines of anthropology in this introductory course.

Please feel free to contact me through Canvas messaging, or post a general question in the Discussion Board titled "Course Questions."

## **WHAT IS THIS COURSE ALL ABOUT?**

Anthropology 100 is a 5-credit course that introduces you to the academic discipline of anthropology. You are exposed to the basic underlying principles, theories, and methods of the discipline through lectures, textbook readings, media, assignments, and quizzes. This introductory course will explore the 4 subdisciplines (or fields) of anthropology: Archaeology, Biological Anthropology, Cultural Anthropology, and Linguistics.

Numerous facets of contemporary cultures, as analyzed 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 (apes, monkeys, prosimians) 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.

## **HOW IS THIS COURSE ORGANIZED?**

There are 10 modules with course content (Weeks 1 - 10) and a Start Here module with course information. Each week, we'll cover a number of major topics in anthropology that complement each other.

During the 11th week, you'll have time to study for the comprehensive final exam which will be due on the first day of the final exam period.

You should expect to commit at least 5 hours per week for IN-CLASS (meaning online) assignments and tests. Please allow yourself at least another 5 hours per week for reading the textbook, other assigned readings, and viewing media.

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

If all components of this course are successfully completed, you 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.

## **WHAT IS THE COURSE CATALOG DESCRIPTION for ANTH& 100?**

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 for ANTH& 100?**

The following topics will be covered throughout the quarter:

### **I. Introduction**

#### **A. Anthropology as a Social Science**

#### **B. Fields of Anthropology**

## II. Scientific Method & Anthropology

- A. Applications

- B. Limitations

- C. Humanistic Perspective

## III. Culture

- A. Critical Concepts

- B. Contemporary Variation in World Cultures

## IV. Archaeology

- A. Critical Concepts

- B. Major Culture Evolutionary Shifts

## V. Biological Anthropology

- A. Critical Concepts

- B. Genetics

- C. Contemporary Human Variation & Adaptation

- D. Human Evolution

- E. Primates

## VI. Language & Communication

## **WHAT TEXTBOOK AND OTHER MATERIALS DO I NEED 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 DAY OF CLASSES & EVERY WEEK.

Lavenda, Robert H., and Emily A. Schultz (3<sup>rd</sup> Ed.) 2015. *Anthropology: What Does it Mean to be Human?* Oxford University Press, New York.

Hard copy ISBN: 978-0-19-021084-7 (Third edition only)

This textbook is ideally suited for a short introductory course. It is student-friendly, well written, and concise, has a free website with student resources, and is relatively inexpensive.

### **2. REQUIRED STUDY GUIDE/ONLINE TEXTBOOK COMPANION WEBSITE**

<http://global.oup.com/us/companion.websites/9780190210847/stud/> (Links to an external site.)

This URL will bring up the companion website for the third edition of Lavenda and Schultz. Choose the chapter you want to study. Access material on ‘Helpful Links,’ ‘Flashcards,’ ‘Self-Quiz,’ and ‘Further Reading’ for each chapter.

### **3. 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. As a student, you can download Microsoft Office for free on your home laptop – please contact the Help Desk.

### **4. 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 college’s eLearning Website (<http://www.bellevuecollege.edu/elearning/> (Links to an external site.)). Please use Firefox.

## **5. HELP WITH CANVAS**

If you are unfamiliar with Canvas, please sign up for free training classes that are offered on campus this summer or take the online Canvas tutorial at this link:

<http://www.bellevuecollege.edu/servicedesk/canvas/>

If you have technical difficulties, please contact the Help Desk:

<http://depts.bellevuecollege.edu/helpdesk/students/>

## **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 FINAL.***

***Only ON-TIME ASSIGNMENTS ARE 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' for Weeks 1 - 10 begins on a Thursday morning at 12:01 AM and runs until a Wednesday night at 11:59 PM when topics for that week are concluded and all assignments must be completed.

Here are the major components to the course: 1) reading the textbook; 2) viewing the PowerPoint slides which are not narrated; 3) viewing various media; 4) discussions; 5) quizzes; 6) course evaluation; and 7) a comprehensive final 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, but they should be completed before other assignments are due in the same week.

2) Viewing the PowerPoints: For each major section of the course, there are accompanying PowerPoint slides that you can download and/or print. The PowerPoint slides come from the textbook publisher and there are a few PowerPoints that your professor has posted. These slides are not narrated so that you can proceed at your own pace.

3) Viewing Media links: A number of short media presentations (YouTube, TedTalks, etc.) are incorporated into each week's materials. Please be sure to view the links before completing discussions and quizzes.

4) Discussions: There are ten discussions in this course. After preparing for each discussion by completing background research, each discussion has three main parts. First, you make an initial post (findings from your analysis/research and scientific consideration about the discussion topic) before you reply to your peers. This initial post should be submitted early in the online week. Second, you need to read at least 15 initial posts of other students in class. 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 different substantive replies on the initial posts of other students in the latter part of the week, up until 11:59 PM on Wednesday night when the discussion board closes. Replies should be submitted after your initial post has been made and after you have had a chance to read the posts of other students.

No late initial posts or replies are accepted for any reasons, so please do not ask the professor to make exceptions just for you. Deadlines are clearly marked.

5) Quizzes: A quiz can be taken any time during the online week, but it closes on a Wednesday night at 11:59 PM. There are 10 quizzes and each is worth 60 points. Sixty minutes is allotted to complete a quiz. 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. All quizzes must be submitted on time to count for credit. Please do not ask for extensions since they will not be granted.

6) Course Evaluation: Your feedback is highly valued. During the latter part of the course, you will receive an email from the college (at your college email address) that provides a link to complete the official course evaluation. The 'certificate of completion' must be uploaded to the correct assignments page in order to earn credit for your evaluation.

7) Final Exam: There is a comprehensive final exam that will be available during the end of the course. It must be submitted at the very latest by TUESDAY, MARCH 21. The final will focus on the textbook chapters and consist of 100 multiple choice questions, cumulatively worth 200 points.

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 GENERAL EDUCATION REQUIREMENTS ARE FULFILLED BY THIS COURSE?**

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

## **HOW CAN I BE ENVIRONMENTALLY-FRIENDLY AS A STUDENT?**

**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 schedule, 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. Before the end of the first online week of the course, you should submit the Course Form 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 PowerPoints: The publisher has provided PowerPoints for each chapter that complement the textbook. These lectures are not narrated so that you can go through them at your own pace. (If you have a documented need for narrated lectures, please let your professor know as soon as possible.)



Viewing Media: For each week of the course, media links are posted that complement course materials. This visual/oral information enhances course content.

Discussions: This course will involve discussions with your classmates. For each discussion, you have questions to consider, posts to view, and two replies to contribute. Your initial post, reading others' posts, and replies are critical for classroom participation and for excelling on quizzes. You should read at least 15 initial posts for any discussion before posting replies to others.

Quizzes: A major part of your course grade will be derived from ten quizzes. Questions come from assigned readings, PowerPoints, media viewings, 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 website for study materials:

[<http://global.oup.com/us/companion.websites/9780190210847/stud/> (Links to an external site.)]

Course Evaluation: The official course evaluation must be completed during the latter part of the course. A link will be provided through the college in your BC email.

Final Exam: A final exam will be administered at the end of the quarter. Please see the Finals Week Module on Canvas for more information.

## **WHAT ACCOMMODATIONS FOR DISABILITY DOES THE COLLEGE HAVE, SHOULD I NEED ONE?**

“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 [asn@bellevuecollege.edu](mailto:asn@bellevuecollege.edu) or (425) 564-2764. ASN is located in the Library Media Center in D 125.

<http://www.bellevuecollege.edu/autismspectrumnavigators/> (Links to an external site.)

The DRC office is located in B 132 or you can call our reception desk at (425) 564-2498. Deaf students can reach us by video phone at (425) 440-2025 or by TTY at (425) 564-4110. Please visit our website for application information into our program and other helpful links at <http://www.bellevuecollege.edu/drc/> (Links to an external site.).”

Please let Dr G know by CANVAS mail as soon as possible if you have an accommodation so she can help you. A notification from the Disability Resource Center is required 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. Dr G is happy to work with you and help you succeed!

## WHAT IS THE COLLEGE'S 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://www.bellevuecollege.edu/inclusion/> (Links to an external site.)

## HOW MANY POINTS COMPOSE MY GRADE?

Assessment	Quantity	Value	% of Grade
Quizzes	10 at 60 points each	600	56 %
Discussions	10 at 25 points each	250	24 %
Course Eval	1 at 10 points	10	<1 %
Final Exam	1 at 200 points	200	19 %
<b>TOTAL</b>		<b>1060</b>	<b>100 %</b>

You can easily check your grade in CANVAS at any time. From the Home Page, 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. I'm here to help you, so please ask.

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 IS COVERED ON EACH QUIZ? WHAT IS THE DEADLINE FOR EACH QUIZ?**

Canvas	QUIZ	DUE DATE	MATERIALS COVERED		
Module			MODULES*	CHAPTERS	DISCUSSION
WEEK 1	QUIZ 1	Wednesday	‘Start Here’ Module Week 1	Textbook Module 3	Discussion 1
		January 11		Chapters 1, 8	
WEEK 2	QUIZ 2	Wednesday	Week 2	Textbook Module 1	Discussion 2
		January 18		Chapter 2	
WEEK 3	QUIZ 3	Wednesday	Week 3	Textbook Module 2	Discussion 3
		January 25		Chapters 3, 4	
WEEK 4	QUIZ 4	Wednesday	Week 4	Chapter 5	Discussion 4
		February 1			
WEEK 5	QUIZ 5	Wednesday	Week 5	Chapter 6	Discussion 5
		February 8			
WEEK 6	QUIZ 6	Wednesday	Week 6	Chapter 7	Discussion 6
		February 15			
WEEK 7	QUIZ 7	Wednesday	Week 7	Textbook Module 4	Discussion 7
		February 22		Chapters 9, 10	
WEEK 8	QUIZ 8	Wednesday	Week 8	Chapters 11, 12	Discussion 8
		March 1			
WEEK 9	QUIZ 9	Wednesday	Week 9	Chapters 13, 14	Discussion 9
		March 8			
WEEK 10	QUIZ 10	Wednesday	Week 10	Textbook Module 5	Discussion 10

	March 15		Chapters 15, 16	
Finals	FINAL EXAM	Tuesday	All	
	March 21		All Textbook Chapters and Textbook Modules	---
		Modules		

\*Includes CANVAS modules, textbook modules, all PowerPoints, media links, articles, discussions, 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 the deadline, 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, weddings, minor health issues, sleeping in, picking up someone from the airport, a flat tire, forgetting the deadline, etc. are not valid excuses for missing deadlines for 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 your professor BEFORE the deadline AND if 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 A QUIZ OR DISCUSSION IS DUE?**

If you are extremely sick or experience some other misfortune on the day of a quiz, you must contact the professor 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, your request will not be accommodated, regardless of your excuse. Documentation will be required (see above).

Any other kind of emergency request will be dealt with on a case-by-case basis. It is always important to contact your professor 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 your request should be granted. As difficult as it may be if your family unfortunately experiences a death, it will be necessary to provide appropriate documentation.

A make-up quiz is composed of several essay questions and must be taken as soon as possible after the quiz deadline has passed. 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 at a testing facility under monitored conditions.

## WHAT IS THE GRADING SCALE FOR FINAL GRADES?

<b>FINAL GRADES SCALE</b>			
<b>Total Points</b>	<b>Course Grade</b>	<b>Decimal</b>	<b>Percentage</b>
<b>975-1060 points</b>	<b>A</b>	<b>4.0</b>	<b>92-100%</b>
<b>954-974 points</b>	<b>A-</b>	<b>3.7</b>	<b>90-91%</b>
<b>932-953 points</b>	<b>B+</b>	<b>3.3</b>	<b>88-89%</b>
<b>869-931 points</b>	<b>B</b>	<b>3.0</b>	<b>82-87%</b>
<b>848-868 points</b>	<b>B-</b>	<b>2.7</b>	<b>80-81%</b>
<b>826-847 points</b>	<b>C+</b>	<b>2.3</b>	<b>78-79%</b>
<b>763-825 points</b>	<b>C</b>	<b>2.0</b>	<b>72-77%</b>
<b>636-762 points</b>	<b>C-</b>	<b>1.7</b>	<b>60-71%</b>
<b>583-635 points</b>	<b>D+</b>	<b>1.3</b>	<b>55-59%</b>
<b>530-582 points</b>	<b>D</b>	<b>1.0</b>	<b>50-54%</b>
<b>530&lt; points</b>	<b>F</b>	<b>0</b>	<b>&lt;50%</b>

## HOW DO I RECEIVE MY FINAL 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. Website: [www.bellevuecollege.edu](http://www.bellevuecollege.edu) (Links to an external site.)

2. Kiosk: Student Services Bldg. or Campus Information Center
3. Mail: leave an envelope (stamped, self-addressed) at the Student Service Center, with your Student ID #.
4. In person: Student Service Center.”

Once final grades are submitted, there are no changes to one’s grade.

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

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 Tuesday, February 21, 2017. 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 know 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) (Links to an external site.)

### **WHAT OTHER INFORMATION DO I NEED TO KNOW ABOUT THIS COURSE?**

Only basic course information is contained in this syllabus. There are other course materials which will assist you in understanding course and college policies. 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. Please let Dr G know if you have questions at any point during the quarter.