



## What are you expected to do in this course?

**Syllabus:** You are required to review this syllabus and the attached Procedures and Guidelines of the Social Science Division. Enrollment in the course constitutes an agreement to abide by the policies in this syllabus. Your first quiz will have questions pertaining to the syllabus,

**Attendance** is required and will be taken at every class. If you are absent for any class, it is your responsibility to obtain class material for that day. Attendance at *every* class is important and will be noted. You must be present at the time roll is taken. If you enter the classroom late, your presence will not be noted for that day. Students who come to class regularly have a more rewarding educational experience. On each day in which a lecture is given, students will receive 5 points for their attendance.

**Participation** will be expected of each of you. Discussion of textbook chapters will be an important part of class engagement. You should read all material for each class *ahead of time* in preparation for constructive participation. Students will be called on at random to discuss reading assignments. Participation figures importantly in borderline final grades.

**Team Reviews:** To enhance your learning and experience at BCC, the class will participate in team reviews immediately before each quiz, from 12:30 - 1:10 pm. Participation in each review is worth up to 10 points (total = 60 points). In order to productively contribute to your group, you must come prepared (e.g., on time, read ahead of time the textbook chapters, lecture notes, etc.). Your team members will evaluate your performance (see below).

**Team Peer Evaluation:** Each of you will be a member of a team that participates in quiz reviews and other in-class activities. You will have the opportunity to evaluate each other at the end of the quarter. (total = 50 points)

**In-Class Activities:** There will be four classroom exercises that relate to lectures and textbook chapters. Each team is responsible for active participation of all members. Each activity is worth up to 50 points (total = 200 points). Detailed instructions will be distributed on the day of the activity. You must be present in order to participate. No make-ups are possible for this portion of the class.

**Quizzes:** Part of your course grade will be derived from six quizzes, each worth 50 points (total = 300 points). Please show up prepared and on time. It is disruptive to enter the classroom once the testing period has begun. You will have 60 minutes to complete each quiz, from 1:15 - 2:15 p.m. Questions are derived from class activities, assigned readings, class lectures, videos, overheads, slides, handouts, discussions, and any other instructional material presented in class. Cheating and plagiarism will not be tolerated (see below). Conduct during exams will comply with the College policy for academic honesty. If you are caught cheating, you will be prosecuted.

## For what reasons should you contact the instructor and how do you do contact Dr. Gonlin?

Please contact Dr. Gonlin immediately if you cannot make it to class to take a quiz; participate in team reviews; participate in class activities; or to attend class. Call Dr. Gonlin's office (425-564-2347) or send an e-mail ([ngonlin@bellevuecollege.edu](mailto:ngonlin@bellevuecollege.edu), subject line: ANTH 210) and leave a message stating the nature of your absence. Provide a phone number or an e-mail address where you can be reached or where a message can be left so that arrangements can be made to make up class work *if applicable*.

## What material is covered on each quiz?

QUIZ	DATE	READING ASSIGNMENTS	VISUAL MATERIALS (videos, DVDs, overheads, handouts, activities, etc.)
#1	April 9 Thursday	Syllabus Chapters 1, 2, 13	Yes
#2	April 28 Tuesday	Chapters 3, 4	Yes Activity #1
#3	May 12 Tuesday	Chapters 5, 6	Yes Activity #2
#4	May 26 Tuesday	Chapters 7, 8	Yes Activity #3
#5	June 9 Tuesday	Chapters 9, 10	Yes Activity #4
#6 & Team Peer Eval	June 18 Thursday	Chapters 11, 12	Yes

**WHAT IS THE CLASS SCHEDULE FOR NATIVE NORTH AMERICA - SPRING 2009?\***

MON.	TUESDAY	WED.	THURSDAY	FRI.
		APRIL 1	2 Welcome to ANTH 210! Introduction Contemporary Issues READ: Chapters 1 & 13, Syllabus	3
6	7 European Invasion & Conquest READ: Chapter 2 Speed Teaming - Interview potential teammates & form Teams	8	9 <b>Team Review #1</b> <b>QUIZ #1</b>	10
13	14 Native Peoples of the Arctic READ: Chapter 3	15	16 Native Peoples of the Subarctic READ: Chapter 4	17
20	21 <b>Activity #1</b>	22	23 <i>NO CLASSES</i>	24
27	28 <b>Team Review #2</b> <b>QUIZ #2</b>	29	30 Native Peoples of the Plateau READ: Chapter 5	MAY 1
4	5 <b>Activity #2</b>	6	7 Native Peoples of the Northwest Coast READ: Chapter 6	8 <i>NO CLASSES</i>
11	12 <b>Team Review #3</b> <b>QUIZ #3</b>	13	14 Native Peoples of the Great Basin READ: Chapter 7	15
18	19 <b>Activity #3</b>	20	21 Native Peoples of California READ: Chapter 8	22 <i>Last Day to Withdraw</i>
25 <i>NO CLASSES</i>	26 <b>Team Review #4</b> <b>QUIZ #4</b>	27	28 Native Peoples of the Southwest READ: Chapter 9	29
JUNE 1	2 Native Peoples of the Plains READ: Chapter 10s	3	4 <b>Activity #4</b>	5
8	9 <b>Team Review #5</b> <b>QUIZ #5</b>	10	11 Native Peoples of Eastern North America - Northeast & Southeast READ: Chapters 11 & 12	12
15	16 Final Exam Period (No ANTH 210 class)	17 Final Exam Period	18 11:30 am <b>Team Review #6</b> <b>QUIZ #6</b> <b>Team Peer Evaluation</b>	19

**\*Class Website:** Every class at BCC has a website. Go to MyBCC and click on your classes. Information, assignments, and announcements will be posted here. The above class schedule is subject to modification as the quarter progresses. If class is cancelled by the college due to inclement weather or for any other reason, assignments will be due or quizzes will be given on the very next class meeting. These announcements will be posted on the class website. Please check this information periodically. It is your responsibility to stay current.

*The instructor reserves the right to modify any part of the course or syllabus as the classroom situation demands.*

## What are the course Learning Outcomes for ANTH& 210?

Upon completion of this course, students will be able to:

1. Assess the vast cultural diversity of prehistoric indigenous American peoples of the USA and Canada.
2. Recognize, identify, and employ the scientific method in anthropology, and to distinguish coherent arguments based on such principles from other claims.
3. Describe how archaeological studies of North American Natives reveal characteristics of cultural behavior (technological, organizational, and ideological) and explain how those behaviors have changed through time.
4. Distinguish between several broad prehistoric adaptations made by North American Natives.
5. Explain the relevance of archaeology to global issues and cultural diversity.

## What are the General Education ratings for Archaeology?

This course fulfills the following General Education Requirements with a rating of "2" or "3".

\* Historical & Intellectual Perspectives

\* Cultural Diversity

\* Technology and Society

## How many points make up your grade?

Class Requirement	Value
Attendance	40 points
6 Team Reviews	60 points
Team Peer Evaluation	50 points
6 Quizzes	300 points
4 Activities	200 points
<b>TOTAL POINTS</b>	<b>650 points</b>

## What is the scale for final grade calculation in this class?

Final Grade & Corresponding Percentage	Corresponding Point Value
A = 92-100%	598-650 points
A- = 90-91%	585-597 points
B+ = 88-89%	572-584 points
B = 82-87%	533-571 points
B- = 80-81%	520-532 points
C+ = 78-79%	507-519 points
C = 72-77%	468-506 points
C- = 70-71%	455-467 points
D+ = 68-69%	442-454 points
D = 50%-67%	325-441 points
F = <50%	0-324 points

## Your Progress: How well are you doing in this course?

About half way through the quarter, about half of your grade will have been determined. A progress report will allow you to evaluate your performance and make adjustments, if necessary, for the remainder of the quarter. The last day to withdraw from classes is Friday, May 22. Please feel free to ask me at any point during the quarter how to calculate your class performance. You should keep all of your quizzes and assignments to ensure that you have a record of your performance. If there is any discrepancy, you will have the necessary materials to resolve it.

## When and where can you get your final grade?

"Official grades are available about 1 week after the quarter ends. There are several ways to learn your grades:

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

## How can you do well in this class?

1. ATTEND class. Students who come to class get a better understanding of anthropology, a better education and better grades. There will be material covered in class that is not available elsewhere so attendance at every class is important.
2. NOTE-TAKING is an important part of college learning. Taking effective notes from lecture will enhance your understanding of the subject. Notes will highlight what the instructor has emphasized. Take notes that you can understand and use, and that are in your own words. Review your notes right after class and before the next class meeting to reinforce learning.
3. READ all assigned chapters in the textbook. Material that is not covered in class, but is found in the reading assignments, is fair game for testing. You are responsible for your own reading and comprehension of material. Most important: read to learn! This is a college course and the reading load is fast-paced. Do not get behind as this will impair your ability to fully understand the material, to participate in class, and to do well on quizzes. A standard ratio of 1 to 2 is usual for college courses, meaning that for every hour in class, you can expect to prepare 2 hours outside of class. *Figure in extra study time for quizzes.* It is helpful to make up a schedule which includes all of your classes and other obligations so that you know on a weekly basis how heavy your workload is.
4. PARTICIPATE during class discussions of textbook material. Be prepared for every class by reading the assignments *ahead of time*. This preparation will help you to more fully comprehend material presented in class. Constructive participation is expected and it is to your advantage. Offer to answer questions or contribute insights of your own. If you need suggestions on how to more fully participate, I will be glad to advise you.
5. STUDY FOR QUIZZES. Prepare for quizzes by reading textbook chapters ahead of time and reviewing class notes. You may use the outline of lecture contents and the glossary as guides for understanding text material. Create an optimum learning environment at home or college where you will not be distracted, so that you can enhance your comprehension. Test yourself on key concepts and terminology.
6. APPROPRIATE BEHAVIOR: Obtain a copy of the BCC Student Handbook to familiarize yourself with policies and behaviors that are appropriate to the college environment. Lewd, abusive, disruptive, or harassing behavior will not be tolerated. Turn off all electronic devices before entering the classroom and arrive on time.
7. ABSENCE: If you know you will be absent for in-class activities or quizzes, let the instructor know well in advance. If you suddenly become ill or cannot make it to class for other reasons, call the instructor (425-564-2347) and leave a message with a phone number where you can be reached. Consideration for make-up assignments will be given *only* if you have informed the instructor *ahead of time* and if your request is accompanied by the proper written verifiable documentation. Be prepared to produce such documentation, regardless of the reason for your absence.
8. 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 don't know you need help or want help. Student success is important to me, but you must be serious & an active participant in your own learning.
9. ACCOMMODATION: "If you need course adaptations or special accommodations because of a disability, or if you have medical information that needs to be shared with me in the event that the building needs to be evacuated, please contact me during the first week of the quarter. If you require accommodations due to a diagnosed disability, please contact the Disability Resource Center office in B132. Phone: 425-564-2498 (Voice) TTY: 425-564-4110." Please let me know if I may assist you in any way; I'll be glad to help you.
10. If you are struggling with this class or any other class, there is help available on campus and on-line. You may contact the tutoring service on campus. Come and talk with me about how I can help you.
11. If you are struggling with personal issues and need crisis intervention, please call 206-461-3222 immediately. For on-campus situations that require intervention, call Public Safety (425-564-2400).

## What are the class policies for this course?

Please review BCC's policy in the Student Handbook as well as the policies for this class. All infractions of policies will be reported to Student Services, with the recommendation that further action is taken.

### 1. General Comment on Class Conduct:

As each of you has paid dearly for the information that you need from this course, it is important to make sure that the classroom environment is as conducive to scholarship as possible. You are encouraged to participate in discussions of the theories and concepts that will be presented to the class, as long as they pertain to class material. You are also encouraged to learn the names of your fellow students and to be respectful of them. **However, side comments directed to fellow students contribute to distractions, not to learning, and will not be**

**tolerated.** Once the distracting student comes to my attention, we will all observe a moment of silence while we listen in on the conversation. **If students persist in distracting from the lecture, they will be asked to leave.**

## **2. Attendance and Punctuality:**

This class is based on the assumption that you will be attending regularly, participate fully, and support the learning environment for your fellow students. As adult students, you are expected to be able to manage your own time and priorities. I will take attendance once at every class session at the beginning of the class. If you are absent, **you** are responsible for obtaining lecture notes from fellow students and to gain information regarding announcements or changes to the schedule that you may have missed.

**Be on time** for class. Late arrivals result in loss of important information and distract from students' opportunity to hear announcements and clarify information from previous classes. If circumstances prevent you from arriving on time, take a seat **closest to the door** to reduce the number of students who are distracted by your late arrival.

Once class has commenced, **do not leave before the end of the session.** Students sometimes encounter circumstances in which they have to leave before the end of class. Once again, this creates a distraction for others. If you should have to leave early, **please arrange to sit close to the door, inform the instructor of your need to leave early, and do not re-enter the room once you have left.** These are basic manners.

## **3. Technology in the Classroom:**

Electronic devices (cell phones, pagers, laptops, etc.) are a convenience, not a right. They create a distraction for your fellow students. **Cell phones and pagers are to be turned off while in a classroom. Students who neglect to turn off this technology before class will be excused from class for the day if their phones or pagers ring during class time. The only person who answers a cell phone or pager in this class is your instructor. Do not use iPods or other electronic devices in class.** Laptop computers serve to enhance note-taking but they may also be used to engage in other activities during class time. These activities are disruptive to the learning environment for all students. **If you have a medical need to use a laptop computer for note-taking, please see me immediately.** All students who must use a laptop will be seated in the front of the room.

## **4. Cheating and Plagiarism:**

Cheating and plagiarism are concerns on every college campus. All work handed in must be your own. Cheating or plagiarism is legitimate grounds for failing the course and dismissal from class. Cheating behavior on quizzes includes, but is not limited to, looking at someone else's quiz, asking another student for answers, assisting another student with cheating, passing notes, writing on the desk, talking during the testing period or otherwise being disruptive, using sources for information, etc. All quizzes are closed book and closed notes. For writing assignments, if you quote from sources, you must acknowledge those sources; otherwise you will fail this course. If you are unfamiliar with what constitutes plagiarism, please inquire. All course work, except teamwork, is to be performed by you without the assistance of others. Cheating or plagiarism will result in failure of the course.

## **5. Quiz-Taking Expectations:**

Team reviews of materials before each quiz will take place. Once the testing period has begun, you may not converse with your fellow students. If you enter late, you may not take the quiz once the testing period has begun. Cheating and plagiarism will not be tolerated, per the regulations of this syllabus and the Social Science Division. All quizzes are closed book and closed note. You may not use any sources when taking a quiz, including pocket dictionaries or electronic devices. You may not listen to any electronic device (e.g., iPod) while taking a quiz or while in attendance of any class. Once the testing period has begun, you may not leave the classroom. If you do so, you will have terminated your quiz. **Prior** approval to miss a quiz or other class assignments is necessary. All absences must be accompanied with appropriate documentation (i.e., medical or legal papers). Vacation, work, attendance at social activities, sleeping in, picking up someone from the airport, etc. are not valid excuses for missing class work and you will not be able to make up class assignments for those reasons. Make-up quizzes are given at the discretion of the instructor. Failure to turn in the make-up quiz at the agreed upon time will result in 0 points. Just because you missed a quiz or class assignment does not automatically entitle you to make it up. It is in your best interest to appear for all quizzes and class meetings, the timings of which are clearly marked on the schedule. Quizzes can be made up only if the student has proper documentation for an absence. If you miss a quiz, assignment, or activity, be prepared to provide a legitimate written record of your absence.

## **6. In-Class Exercises and Team Work Expectations:**

Class discussions and team work, while enriching, can also be challenging and disturbing. You may find that your fellow students hold beliefs and opinions that conflict with your own. This is an opportunity to exercise your listening skills, perfect your critical reasoning skills, and learn to examine claims based on supporting evidence. **It is imperative that this learning environment be safe and open for all students regardless of age, sexual**

**orientation, race, ethnicity, religion, gender, disability, or perspective.** Students who do not adhere to this code of conduct will be asked to leave the class. This behavior will be reported to the Vice President of Student Services.

## PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION Revised Spring 2009

### 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 Community 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 Community 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 BCC 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 BCC 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 Community 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.*

