

Survey of Anthropology ANTH& 100 ON-LINE

(Previously: Introduction to Anthropology – ANTH 100)

Winter Quarter 2010 Bellevue College

On-Line SYLLABUS

Welcome to Anthropology!!!

Anthropologists are scientists who study both biological and cultural characteristics of human beings, both modern and ancient. We travel far and wide and generations back in time in order to understand where we came from, where we are now, and where we are going. As a comparative science, anthropologists also study the traditions and customs of our own society. This course will offer a new perspective of your own culture, and a deeper understanding of human history and diversity, as it emphasizes global perspectives.

WHAT IS THIS COURSE ABOUT AND WHAT ARE ITS OBJECTIVES?

Anthropology 100 is a 5-credit course that introduces you to the discipline of anthropology. You are exposed to the basic underlying principles, theories, and methods of the discipline through lectures, textbook readings, discussions, and quizzes. This introductory course will explore the 4 subdisciplines of anthropology: archaeology, biological anthropology, cultural anthropology, and linguistics. Numerous contemporary cultures, as studied by the ethnologist, will be discussed in a comparative fashion. We will explore the general topic of evolution and specifically how it applies to humans. We will look at our primate relatives and come to understand our similarities and differences with them. The viewpoint of archaeology will enhance your understanding of human 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.

Here is a general outline of what Survey of Anthropology covers:

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| I. Introduction | IV. Archaeology |
| A. Anthropology as a Social Science | A. Critical Concepts |
| B. Fields of Anthropology | B. Major Culture Evolutionary Shifts |
| II. Scientific Method & Anthropology | V. Biological Anthropology |
| A. Applications | A. Critical Concepts |
| B. Limitations | B. Genetics |
| C. Humanistic Perspectives | C. Contemporary Human Variation & Adaptation |
| III. Culture | D. Human Evolution |
| A. Critical Concepts | E. Primates |
| B. Contemporary Variation in World Cultures | VI. Language & Communication |

WHO IS TEACHING THIS COURSE?

Hi! I'm Dr. Nancy Gonlin. I have a Ph.D. in Anthropology from Penn State University and have been trained in all four fields of anthropology. I have taught for 22 years; 12 at BC, and also at Eastern Washington University, The University of Georgia, Kennesaw State University, and Penn State. My fieldwork has been primarily in Latin America, but I have first-hand knowledge of more than 25 different countries through my extensive travels around the globe. As a Registered Professional Archaeologist, I am an expert on the prehistoric Classic Maya civilization of Mexico and Central America. *Hablo español*. My research focuses on households, gender and class, ritual and ideology, tropical adaptations, and cultural ecology. You can find some of my publications in BC's library. Here I am pictured in December 2008 along the Nile River in Aswan, Egypt, the site of the Aswan Dam which supplies electricity to millions of people, though it covered thousands of ancient ruins.



Contact information: The best way to get in contact with me is through our Blackboard class mail. In an emergency, you can either call my office 425.564.2347 or send me an e-mail: nan.gonlin@bellevuecollege.edu. Be sure to provide your contact information in such circumstances.

WHAT ACCOMMODATIONS FOR DISABILITY DOES THE COLLEGE HAVE?

If you require accommodations based on a documented disability, have emergency medical information to share, or need assistance in case of emergency evacuation please let me know by Vista mail as soon as possible. I will require a notification from the Disability Resource Center in order to provide you with appropriate accommodation. If you would like to inquire about becoming a DRC student, please call 425-564-2498, or visit the DRC office in B132. Please let me know how I can help you; I'll be glad to do so.

WHAT TEXTBOOK & MATERIALS ARE NEEDED FOR THIS COURSE?

1. REQUIRED TEXTBOOK

Scupin, Raymond and Christopher R. DeCorse

2008 *Anthropology: A Global Perspective*, 6th edition. Pearson Prentice Hall, Upper Saddle River, New Jersey.

ISBN: 978-0-13-238151-2

This textbook is the best on the market for an introductory course because it is student-friendly, well written, easily understandable, comprehensive, and has a student companion website. Since it is widely used, you should be able to obtain a used copy at a cheaper rate than a new textbook.

2. REQUIRED STUDY GUIDE/ONLINE BOOK COMPANION WEBSITE

<http://prenhall.com/scupin/> (click on our textbook cover, then look at the menu running across the top to select a chapter)

You will find chapter overviews and objectives, multiple choice quizzes, key terms, essay questions, internet exercises, and the college *New York Times*. You can set up your own profile to keep track of your progress and use of the site.

3. REQUIRED RING-BINDER NOTEBOOK

You may find it difficult and expensive to continuously work online. You will find the course a great deal easier if you print the syllabus, calendar, each week's assignment page, and various other supporting documents. To keep them organized, you should place them in a 3-ring binder notebook. Even better, buy a set of 12-tab section dividers, with one divider for each week's assignments.

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 cannot be read by Word and 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/)

WHAT ARE THE REQUIREMENTS FOR THIS COURSE? (details on page 5)

The 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 set forth in these items.

Discussions: In order to mimic the on-campus classroom environment, this course will involve discussion of various points to ponder (PtPs) with your classmates. Each week, you will have a few PtPs to consider. Posting of your own PtPs and responding to others is critical for classroom participation, and for excelling on weekly quizzes.

Quizzes: A major part of your course grade will be derived from several 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 week's deadline.

Mid-Term: About half-way through the quarter, a mid-term will be administered, consisting of 100 multiple choice questions.

Final Exam: A comprehensive final exam will be administered at the end of the quarter.

WHAT OTHER COURSES IN ANTHROPOLOGY ARE OFFERED AT BC?

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). This course is the general introductory class (Survey of Anthropology) which highlights all four subdisciplines. Check BC's Course Catalogue for a full description of each course. 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 Dr. Gonlin to learn more about majoring in anthropology.

WOULD YOU LIKE TO JOIN THE WEIRD ANTHROPOLOGY CLUB?

Anthropologists can 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 discuss topics from Bigfoot to indigenous hunting techniques and everything in between. Please contact Anthropology Prof. Tony Tessandori (tony.tessandori@bellevuecollege.edu) if you are interested in joining other weird anthropologists in their pursuit of understanding humanity.

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)

ANTH 208 – Language, Culture, & Society (5 credits)

ANTH& 206 – Cultural Anthropology (5 credits)

ANTH& 215 – Bioanthropology with Lab (5 credits)

WHAT MATERIALS ARE COVERED ON EACH QUIZ AND WHEN IS EACH DUE?

QUIZ	DATE	MATERIALS
#1	Sunday, Jan 10 No later than midnight (end of Week 1)	Ch 1 Ch 10 (pp. 247-256) Handouts Discussion
#2	Sunday, Jan 17 No later than midnight (end of Week 2)	Ch 3 Ch 6 Handouts Discussion
#3	Sunday, Jan 24 No later than midnight (end of Week 3)	Ch 2 Ch 4 Ch 5 Handouts Discussion
#4	Sunday, Jan 31 No later than midnight (end of Week 4)	Ch 7 Ch 15 Discussion
#5	Sunday, Feb 7 No later than midnight (end of Week 5)	Ch 8 Ch 9 Discussion
MID-TERM	Sunday, Feb 14 No later than midnight (end of Week 6)	Chs 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 (pp. 247-256), 15 Handouts Discussions
#6	Sunday, Feb 21 No later than midnight (end of Week 7)	Ch 10 (read this chapter from 2-8 to 2-14) Ch 11 (read this chapter from 2-8 to 2-14) Ch 12 Ch 14 Discussions from last week & this week
#7	Sunday, Feb 28 No later than midnight (end of Week 8)	Ch 14 (all sections through <i>Economics</i>) Ch 15 (all sections through <i>Economics</i>) Ch 16 (all sections through <i>Economics</i>) Ch 17 (all sections through <i>Economics</i>) Ch 18 (all sections through <i>Economics</i>) Discussion
#8	Sunday, March 7 No later than midnight (end of Week 9)	Ch 14 (all sections after <i>Economics</i>) Ch 15 (all sections after <i>Economics</i>) Ch 16 (all sections after <i>Economics</i>) Ch 17 (all sections after <i>Economics</i>) Ch 18 (all sections after <i>Economics</i>) Discussion
#9	Sunday, March 14 No later than midnight (end of Week 10)	Ch 20 Ch 21 Ch 22 Ch 23
FINAL EXAM	MONDAY, MARCH 22 No later than midnight	All chapters, handouts, discussions, etc.

WHAT GENERAL EDUCATION REQUIREMENTS ARE FULFILLED BY THIS COURSE?

Critical Thinking, Creativity, and Problem Solving = 3
Quantitative/Logical Reasoning = 2
Research/Information Literacy = 2
Historical & Intellectual Perspectives = 3

Cultural Diversity = 3
Nature of Science = 3
Reading = 2
Listening, Speaking = 2

WHAT ARE THE LEARNING OUTCOMES FOR SURVEY OF ANTHROPOLOGY?

Upon completion of this course, 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.

HOW WILL YOU KNOW ABOUT YOUR PERFORMANCE IN THIS COURSE?

About half way through the quarter in this class, each student will be informed of his/her class standing in terms of points accumulated so far. At this point in the quarter about half of one's grade will have been determined. This progress report will allow the student to evaluate his/her performance and make adjustments, if necessary, for the remainder of the quarter. The last day to withdraw from classes in person is Friday, February 19. Feel free to check your progress at any point during the quarter. You should keep all of your quiz grades and any other 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.

HOW MANY POINTS MAKE UP YOUR GRADE?

Assignment	Quantity	Value	% of Grade
Discussion	best 9 of 10 @ 20 points each	180 points	18%
Quizzes	best 8 of 9 @ 40 points each	320 points	32%
Mid-Term	1 @ 200 points	200 points	20%
Final Exam	1 @ 300 points	300 points	30%
TOTAL		1000 points	100 %

WHAT IS THE SCALE FOR FINAL GRADE CALCULATIONS IN THIS CLASS?

Course Grade	Decimal	Percentage Scale	Corresponding Point Value
A	4.0	92-100%	920-1000 points
A-	3.7	90-91%	900-919 points
B+	3.3	88-89%	880-899 points
B	3.0	82-87%	820-879 points
B-	2.7	80-81%	800-819 points
C+	2.3	78-79%	780-799 points
C	2.0	72-77%	720-779 points
C-	1.7	70-71%	700-719 points
D+	1.3	68-69%	680-699 points
D	1.0	50%-67%	500-679 points
F	0	<50%	0-499 points

WHEN AND WHERE CAN YOU GET YOUR 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 approximately one week after the quarter ends. There are several ways to learn your grades: 1. BC website: 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."

WHAT ARE THE DETAILS FOR COURSE ASSIGNMENTS AND MEANS OF ASSESSMENT?

In order to receive credit for the course, students must complete all of the following.

1. Discussion

Learning through discussion consists of three parts: posing of critical questions, student written responses, and subsequent written discussion. A set of critical thinking questions called "Points-to-Ponder" (PtPs) are posed every week on the Weekly Assignment Page. Early in each week, students will post a message in which they pose solutions to the questions. Initial responses to the questions and the ensuing discussion form the backbone of the learning community. Responses must be posted by the deadline specified in the weekly assignments so that everyone has an equal chance to read class responses and contribute to further discussion. Points may be subtracted -- at the instructor's discretion -- from commentaries that are posted late. (See *How to Compose and Post Discussion*) in the Course Information area. Students will read the initial responses and subsequent discussion of other members and post replies.

Discussion will be graded each week. For more information about how to do discussion, see the document *How to Compose and Post Discussion* in "Course Info" on the Homepage. To receive **full** credit for a week's discussion, a student must

1. Post **a comprehensive response** to **each** PtP posed in the week's assignment. This response is called a "commentary".
2. Post **at least five (5) different** subsequent discussion messages ("replies") on the Discussion Board by the stated deadline. Replies are usually responses to other's commentaries, but can also be counter replies to other people's replies to your commentary.

In addition, taken as a whole, a student's discussion for the week must:

3. Clearly contribute information to further understanding of the concepts involved in the PtPs
4. Derive information only from the course text or other assigned and approved sources and properly cite source (author and title) and page, table or figure numbers if available
5. Exhibit a correct and comprehensive understanding of the issues (given that later messages can revise earlier ones)
6. Be courteous and "scientific" in attitude (see *Class Courtesy and Scientific Approach* in "Course Info" on the Homepage)

The purpose of discussion is to develop a deeper and more complete understanding of specific key concepts and problems in anthropology. **It is expected that you will receive full credit for discussion, provided you have adhered to the criteria above.** By fully participating in the week's discussion, you will be prepared for the two essay questions at the end of each week's quiz.

2. Quizzes

Quizzes are given at the end of each week. The quiz will be accessible from **Friday morning through midnight Sunday** of each week. Quizzes are timed and consist of 20 multiple-choice questions drawn from the week's reading and two essay questions that will be very similar to the PtPs for the week.

The purpose of the **multiple-choice part** of the quiz is to assess the degree to which students have achieved a broad acquaintance with all the week's materials and can define key terms.

The purpose of the **essay part** of the quiz is more specific. Grading of the one essay is based on the degree to which students have achieved a deeper and more comprehensive understanding of important concepts and questions in anthropology. It is explicitly understood that, as you post, read and respond to discussion messages, you will be building a prototypical "best answer" to each of the PtPs, a prototype that can be quickly modified to answer any similar question on the quiz or on the midterm exam. Successful students continually revise their best answers as the week goes on and **save** them in preparation for the essay portion of the week's quiz.

You may, and you should, simply cut and paste your answer to the essay question on the quiz from your prepared prototype, because you will be graded on the degree to which your answers are conceptually correct and appropriately detailed. You must cite sources -- including fellow students if your answer is derived from others in the class. Essay answers must also be spell-checked. The questions will not always be **exactly** like the discussion questions, but they will be close enough that all you need to do is minor editing or amplification. If you have a written answer already prepared, the essays will be a snap.

3. Mid-term

Given at the beginning of the sixth week, this exam covers materials from each of the previous five weeks. Timing and other particulars of the midterm exam will be given in the Week 6 Assignments page. There can be no makeup for this exam; it is the student's responsibility to complete the exam during the time it is available. Successful students will use the instructor's weekly review of discussion and the comments on their quiz essay answers to develop and save a set of prototype answers for the midterm exam. The mid-term is comprised of 100 multiple choice questions, each worth 2 points.

4. Final Exam

The final exam must be completed by midnight of the first day of the final exam period. It consists of 150 multiple choice questions, each worth 2 points. There can be no makeups for this exam; it is the student's responsibility to complete the exam during the time it is available.

WHAT IS THE EXPECTED BEHAVIOR WHEN YOU ENROLL IN THIS COURSE?

1. ASSUMPTIONS: All humans learn and all humans teach. Additionally, humans learn and teach in communities, and communities embody more knowledge than any one individual possesses. These characteristics have been fundamental first to human biological evolution, and then to the origin and evolution of cultures. Formal education takes place in a special community -- the learning community. The more cohesive the learning community and the more focused it is on shared goals, the more intense and rewarding is the learning experience.

In the best of learning communities, both "instructor" and "students" are learners. The instructor takes responsibility for the overall goals and direction of the course, the materials, pacing, lessons, and assessment. But students must take responsibility for their own learning. They must bring questions to the table, and act critically upon the materials of the course. Learning cannot be passive; it's hard work. Certainly it's useful and rewarding, but like long distance running, it hurts a lot while you are doing it and feels great when you stop. After two day's rest, you feel stronger and swifter than you were before. Online courses are in many ways more focused and intensive learning communities than those encountered in the classroom.

You will be reading a lot and writing a lot, and communicating intensively with your fellow class members. You will need to put in about 15 hours of study a week, and you should log into the classroom at least five times a week to receive the week's schedule, read your e-mail, post commentaries and other assignments, and read and discuss the work of others. It's assumed that we are all there to learn some anthropology, to develop and exercise critical thinking skills, and to stretch ourselves creatively in the exploration of ideas. But above all we are all there to discover the ways that the tools of anthropology can illuminate our daily lives and current problems of the human condition.

2. EXPECTED PARTICIPATION: It is understood that one of the main motivations for taking an online course is that other obligations make it difficult or impossible to attend scheduled, "on-the-ground" college classes. Therefore, the basic unit of time in the course is the week. Materials will be posted or otherwise turned in by specific deadlines, but you will always have at least a week's warning about exactly what is due on that date so that you can do it at any time during the week. It is best to log in at least once a day, if just to retrieve and print your e-mail. If you procrastinate and fail to log in for more than a few days, you will begin to get lost. Most people who drop out or fail online courses do so because they can't develop the habit of logging in daily to see what is going on and to keep in touch with the discussion.

3. STUDENTS RIGHTS & OBLIGATIONS

You have the right to expect that your instructor will:

- provide a comprehensive syllabus and course calendar
- display all due dates for readings, exercises, and exams
- grade or otherwise respond to all submitted materials within four days
- monitor your participation in weekly discussion and occasionally comment on it
- inform you of your current grade and relative class standing upon request
- respond to any e-mail and answer all appropriate questions in a timely manner
- behave professionally, respecting you as an individual of intelligence and sensitivity

As students, you have the responsibility to:

- behave to all others in the class in a professional manner, being especially careful in e-mail and other electronic communications to avoid personal attacks, harsh criticisms, and objectionable language
- keep up with the course work and submit your work in on time
- support your classmates to establish a genuine learning community.
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4. CLASSROOM ETHICS

Plagiarism

I define plagiarism as copying someone else's written work, ideas, or other materials without permission and without citing the source. The source may be a published article, book, Web site, or a lecture or other course material of an instructor, or the work of another student. In this instructional setting, plagiarism includes both unintentional but careless citation of sources and intentional submission of someone else's work whose authorship has been disguise by modifying the work.

Plagiarism does not include repeating "common knowledge," or expressing one's own experience, observations, insights, or conclusions drawn from sources, nor does it include commonly accepted facts of an academic field, the caveat being that students, who cannot distinguish what is commonly accepted from that which is the author's original work, should cite everything drawn from published materials.

All assignments submitted must be the student's own work and in the student's own words, except when explicitly referring to the work of others. Whenever you have occasion to use someone else's words, even if only a single phrase, you must indicate this fact by quotation marks and by a citation correctly giving the source. If you paraphrase a source, using your own words, you still must cite the source and page number directly after the paraphrase. If you simply repeat an idea expressed by another, even if you have used your own words, you must cite the source of the original idea. Somewhere in your document (be it a commentary, discussion message, or an exam), usually at the bottom, you must document **all** the sources, giving particulars of the source (such as the author's name, the publication date, the title of the article or book, the title of the

publication if it is an article, the publisher, and the full URL to the Web site if that is where you got the information), as appropriate to the assignment. If you borrow without acknowledging a source you are plagiarizing. Please do not try to pass off someone else's work as your own!

Here are the guidelines for this course:

It is plagiarism if, in any written documents you present as your own, in fulfillment of any course assignment (discussion, quiz, exam, exercise, project, etc.) you:

- copy even a few consecutive words from any source not your own and present it as your own work
- copy even a few consecutive words from any source not your own and "forget" to put quotes around it
- attempt to paraphrase by changing only a few words of a sentence or paragraph not your own
- falsely cite a source
- cite a correct source but do so in such a way as to make it ambiguous which are your own words and which are the words from your source
- copy from another student's work from this or previous quarters

Avoiding Plagiarism

How To Avoid Plagiarism? Simple. If in doubt, cite the source, including page number where you can. View the definition of plagiarism and information on how to avoid it at http://turnitin.com/research_site/e_home.html. Here are a few more links, provided by BCC faculty, to help you understand what plagiarism is and [how to avoid it](#).

Penalty for Plagiarism

Students who are found to have plagiarized will receive a score of zero (0.0) for the assignment in which the plagiarism occurred. If the plagiarism occurs in a quiz or discussion message, the zero will not count as a "lowest quiz or discussion score" of the quarter, so that it will always count as the loss of 20 and/or 40 points, as the case may be, from the final grade. Upon a second instance of plagiarism, a student will receive a course grade of F. In addition, documentation of the plagiarism will be submitted to and placed on record at the Office of the Dean of Student Services. Don't let something like this damage your career. If in doubt, cite; if still in doubt, ask.

5. CLASSROOM COURTESY & SCIENTIFIC APPROACH: To develop a learning community, we all need to be courteous and respectful of each other's work. Abrasive, abusive, sarcastic, or intimidating messages directed to anyone in the class, including the instructor, will not be tolerated.

I expect you to limit the subject of your agreements and disagreements to assigned subjects and to support your opinions with liberal citations from the texts and other recommended course materials. I also expect your discussion to be courteous and constructive in tone. The kinds of contributions you should make in your "Commentaries" and in "Discussion" are spelled out in the two documents about those subjects in the Syllabus folder.

If any of you feel intimidated by someone else's communications, private or public, please report it to me, along with copies of anything sent to you. I will isolate or expel anyone who persistently indulges in intimidating behavior of any kind.

Anthropology is a social **science** course. What the texts (and I) will present is the current scientific understanding of biological evolution--especially human evolution--cultural evolution, the origin of language, human cognition, cultural organization, and the vast diversity of human cultures and values. **The course may challenge many of your deepest beliefs about human nature and the origins and meaning of life.** While the broad outlines of human biological and cultural evolution are agreed upon in the field, as in any science there are numerous technical issues, arguments and outstanding questions yet to be resolved--that is the very nature and essence of science. Nevertheless, what is presented in this introductory course represents a general consensus of anthropological thinking.

Your task, then, is to understand the anthropological concepts of human biological and cultural evolution, whether you endorse them or not.

If you hold religious beliefs that run contrary to this scientific consensus, please keep them to yourself and answer questions from a purely scientific perspective (see "Handout 1: Thinking Scientifically" in the Week 1 lesson). If you believe you may become upset by the subjects of the class or are obliged by your beliefs to actively repudiate the scientific explanation of human origins, please consider carefully whether you want to continue this course. Your purpose here is to learn and discuss what **anthropologists** think about humankind and human culture.

**ONLINE PROCEDURES AND GUIDELINES
OF THE SOCIAL SCIENCE DIVISION
Winter 2010**

Bellevue 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 BC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

The college's "Affirmation of Inclusion" is in line with the principle of free speech in a free society: we have the right to express unpopular ideas as long as we don't show disrespect for reasonable people who might believe otherwise. In an online course, you will be expressing ideas through the medium of the course site rather than face to face in the classroom. In that case, these expectations refer to the courtesy with which you communicate with one another through e-mails and e-discussions. Part of this respect involves professional behavior towards the instructor, colleagues, and the class itself.

Cheating, Stealing, and Plagiarizing* and Inappropriate Behavior

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: plagiarizing material from the Internet and posting rude or personal attacks in discussions. When you are in doubt about any behavior, please consult your instructor. In addition, you may wish to review the general applicable rules of cyberspace, such as in the [Core Rules of Netiquette](#). The instructor reserves the right to remove posted messages, and downgrade assessments as a result of these types of behaviors. 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, [link to Student Code](#).

Incomplete

If a student fails to complete all the required work for a course, an instructor may assign the grade of Incomplete ("I"). It is the student's responsibility for maintaining contact and adhering to the agreed-upon actions. Vista class sites, and material, may not be directly accessible after the end of the quarter so it is important to make arrangements before the quarter ends. The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an "F"). There is a standard form that instructors have access to in their instructor's grade briefcase.

F Grade

Students who fail a course will receive a letter grade of "F."

Final Examination Schedule

Final examinations may involve proctored on-campus arranged exams or may be administrated completely online at the discretion of the instructor and in keeping with the stated policies provided in the course syllabus. Please refer to the syllabus at the start of the quarter for additional details and contact the instructor directly for any clarifications. A student who is not in compliance with the scheduled format 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 in compliance with 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

Academic Year: 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.

Summer Quarter: College policy states that students must formally withdraw from a class by the end of the fifth week of the quarter (Registration Office, B125). After the sixth day and through the end of the fifth week of the quarter, the "W" grade will become part of the student's transcript record.

Check [Enrollment Calendar Deadlines, Refunds/Withdrawals](#), for additional details. As with most enrollment deadlines, it is the student's responsibility to be aware of these dates and act accordingly.

Hardship Withdrawal (HW)

From page 9 of the current course catalog, [2008-2009 online catalog](#), HW indicates a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. The student must contact the instructor to request this withdrawal option, or the faculty member may initiate the contact. No points are calculated into the grade-point average. 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 contact the Disability Resource Centre (DRC) [link to DRC](#). The office is located in B132 (telephone 425.564.2498 or TTY 425.564.4110, email drc@bellevuecollege.edu). Students will need to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter or contact your online instructor directly by email. Students who require accommodation in a course should review the DRC accommodation letter with each instructor during the first week of the quarter.

Distribution of Grades

Students should access their grades through the BC Web site. Any returned material should be accessed prior to the end of the quarter. After the end of the quarter, Vista class sites may not be accessible by students. Individual instructors may use non-Vista tools for recording and maintaining the students' progress. Questions about grades assigned should be initially directed to your instructor.

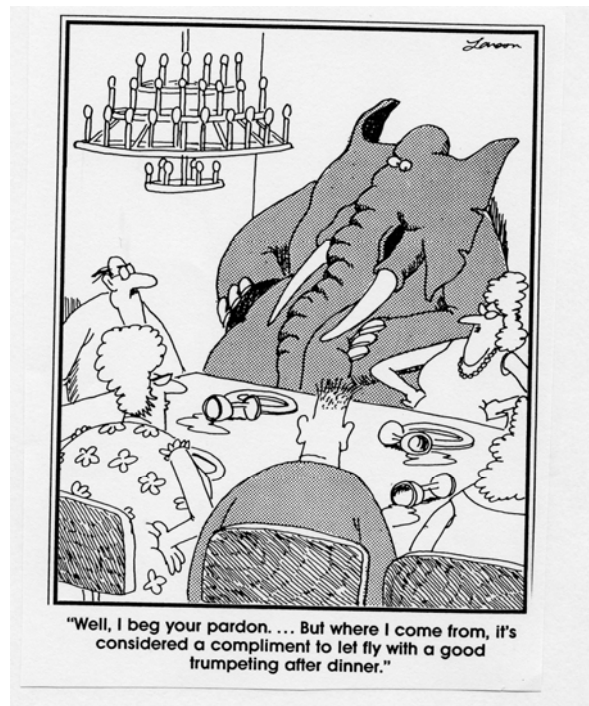
Submission and Returning of Papers, Assignments and Assessments:

Specific guidelines for taking exams and submitting assignments are published in the syllabus. Please contact instructor at the start of the quarter for any clarifications.

Technical Assistance

Vista-related or technical issues should be referred to Distance Education, [link to Distance Education web resources](#). You may also email them at landerso@bellevuecollege.edu or call 425-564-2438 (1-877-641-2712). Vista tutorial help and basic instructions can be found at <http://bellevuecollege.edu/distance/studentguide/>

**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 Vice President of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.*



Explain this comic using anthropological concepts.

ADDITIONAL INFORMATION:

1. If you need help with your writing, please make use of the following student support services:

- Academic Success Center: <http://bellevuecollege.edu/academicsuccess/>
- Academic Tutoring Center: <http://bellevuecollege.edu/tutoring/>
- TRiO Student Support Services: <http://bellevuecollege.edu/TRiO/>
- Writing Lab @ BCC: <http://bellevuecollege.edu/writinglab/>

2. STUDENTS WITH DISABILITIES: 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! If you need course modifications, adaptations, or accommodations because of a disability, I can refer you to our Disability Resource Center (DRC). If you prefer, you may contact them directly by going to B132 or by calling 425.564.2498 or TTY 425.564.4110. Information is also available on their website at <http://bellevuecollege.edu/drc/>

3. EXPLORE THE LMC! The Library Media Center is at your fingertips! I *strongly* encourage you to visit the LMC at least once a week, 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>

4. TO GET ANNOUNCEMENTS OF CAMPUS CLOSURES:

- Receive email and text messages through the BC Alert System (sign up at <http://bellevuecollege.edu/alerts>).
- Visit 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/>.