SYLLABUS: Anthropology 208: Language, Culture and Society (Section 5063)

Bellevue College, Spring 2017: ONLINE

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Contacting your instructor

Instructor: Katharine Hunt
E-mail: Please use the mail (INBOX) tool in Canvas.
Only if Canvas is unavailable, use the following Bellevue College email address:
katharine.hunt@bellevuecollege.edu
Phone: (425) 564-2399 to leave a voicemail message.
On campus office hours: Mondays: 11:30 – 12:00, Tuesdays: 9:30 – 10:30 and Wednesdays 10:30 – 12:00 in my shared campus office, D200D. You can come by the office or call me during those hours.
Online Office Hours (tentative times): Wednesday: 8:00 – 9:00 am; 8:00 – 9:00 pm. We can talk via chat or Skype during these times.


Textbooks

Readings are an essential part of this course. While many of the readings will be available on-line, you will need to purchase the following **TWO** textbooks. A copy of the books will also be on reserve in the library.

1. ***A Concise Introduction to Linguistics**, EITHER 3rd edition OR 4th edition.*
   Rowe, Bruce M. and Diane P. Levine, (Various publishers, depending on which edition you choose.)
   A few used copies of this book may be available through the BC bookstore.
   However, you should also check other online sites for used copies, such as amazon.com; half.com; chegg.com; barnesandnoble.com.
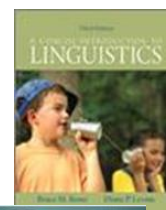
2. ***Custom Anthology,*** available for purchase only from "University Readers" website*.*
   https://students.universityreaders.com/store/
   - You can purchase a hard copy or an online copy (or both). (Instructions about ordering are below.)
   - This anthology contains material which is copyright and not available on the web. Most of the cost comes from the copyright permissions.
   - **Cost**: Print Only: $24:89 (plus tax and shipping); Digital*: $22:40 (plus tax); Bundle including digital* and print version: $31.11 (plus tax and shipping). More information about the digital version is below.
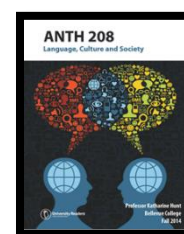
Anthology Cover

To purchase the anthology, please follow the instructions below.
Step 1: Log on to https://students.universityreaders.com/store/
Step 2: Choose the correct course pack, select a format, and proceed with the checkout process.
Step 3: After purchasing, you can access a digital copy of the first few chapters (if you selected a print format) or all chapters (if you selected a digital format*) by logging into your account and clicking "**My Digital Materials**" to get started on your reading right away.

If you experience any difficulties with your order or with accessing the materials, please email orders@universityreaders.com or call 800.200.3908 ext. 503.

* **Digital access**: If you select a digital format, you will need an Adobe ID and the free Adobe Digital Editions (ADE) software installed on your computer. Visit https://students.universityreaders.com/store/digital_adobe for easy instructions and a video walkthrough of the process. Once you download the digital pack you can access it online or offline

at any time on your computer, tablet or smart phone. You can also annotate, highlight, and search the content. Please note that the digital course pack expires after six months.

Print orders are typically processed within 24 hours; 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 order the print version, <u>you will have immediate digital access to the first 30% of the course readings.</u>

Course Outcomes

Listed below are the course outcomes for ANTH 208.   Outcomes will be assessed through exams, discussions and projects.

- Demonstrate basic understanding of the different levels of language structure exhibited by languages around the globe.
- 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.
- Apply a holistic ethnographic approach to describing language use in different social and 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.

General Education Ratings

- This course supports the general education goals of "Creative and Critical Thinking" and "Connections".

Course Organization and Time Commitment

- This online course is divided into 4 topic units, and each unit will be divided into weekly modules.
- You should expect to spend at least 12 hours per week reading, working on assignments and studying.
- Each unit will be assessed with quizzes, discussions and an exam. The exam will be due on the last day of the module.   You will also complete one project.
  - **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.

- A tentative reading list and a schedule of topics and due dates are provided as separate documents in the Getting Started Module and under the "Syllabus" tab. I suggest you print these out and keep them accessible, so that you always know what is coming up in the course, even if you do not have web access at some point.
- Assignments and due dates will also be included in the overview at the start of each weekly module. Any changes to the reading list or due dates will be announced on the course site.

Grading

- Projects and discussions will be graded using a rubric which will show how points will be assigned. Comments will explain your grade for each section.
- Quizzes and exams consist of multiple choice questions.
- I do not plan to assign extra credit in this course, except for completion of course evaluations at the end of the quarter. Focus on the work which counts for regular credit.
- Policy about late work is later in the syllabus. Click here to jump to that section.

Grade distribution

Grades will be weighted as follows:

Assignment	Percentage of your grade
Getting Started assignments	5%
3 Reading Discussions (30 points each; 4 available; 3 highest scores will count)	35%
4 Unit Exams (40 points each, multiple choice)	35%
One Project Choose from several options.	15%
Reading quizzes and surveys (These are practice quizzes that you can take as often as you wish. Total earned in the quizzes will be weighted to be worth 10% of your grade.)	10%
TOTAL:	100%

Grading scale

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

95-100%	A
90-94%	A-
85-89%	B+
80-84%	B
75-79%	B-
70-74%	C+
65-69%	C
60-64%	C-
55-59%	D+
50-54%	D
below 50%	F

Details of the Bellevue College grading policy can be found at:
http://bellevuecollege.edu/policies/3/3000_grading.asp

Read the descriptions there carefully. Note that an A grade is only assigned to work that EXCEEDS expectations.

Course Assessments

After the special work completed in the Getting Started module, assessed work in this class will consist of discussions, exams, reading quizzes and a project.   Here is some information about each of these.

i.   Discussions:

The reading discussions are designed to help you think about the course topics, use technical terms from the readings, see connections between the course content and other aspects of your life experience, apply what you have learned and learn from each other by sharing your ideas.

You will contribute to three discussions. In each discussion, you will be required to post an initial posting about the topic and then reply to other students. Postings will be due on Sundays, with replies due on Mondays. The two due dates are to ensure that you have time to read postings from other students before you have to post replies.   You will be graded on the quality of your posting and replies, including evidence of critical thinking, and your engagement in the discussion. Guidelines about my expectations will be provided in the discussion prompt. Each discussion will contain specific questions for you to answer. Organize your posting into sections according to the questions posted in the discussion prompt.   Include a word count at the end of your posting.   Where possible or relevant, refer to the readings and use technical terminology (in bold) from the course content.

ii.   Exams

All quizzes and exams in this online course are open-book.

There are four major unit exams. Each exam consists of 40 multiple choice questions. You will have an hour to complete each exam. The last exam is not comprehensive. It will just cover the content in Unit 4 of the class.

iii.   Reading Quizzes

There are many smaller reading quizzes, which are also multiple choice.   These mini quizzes count for very few points. They are designed to help you assess your understanding of the readings.   These quizzes can be taken as often as you wish and you can also use them to help you review for the exams – as long as you complete them by the due date.

iv.   Project

Each student will complete ONE project during the quarter. I will offer several different options for you to choose from, related to different parts of the course, and with different due dates.   If you choose to do more than one project, I will count the highest grade. It is your responsibility to alert me if you complete more than one project, so that I know to discount your lower grade.

Course Due Dates

Due dates are given in the course calendar, but here is a brief overview of due dates:

1. **Getting Started Assignments (Day 1)**
   Due Tuesday, April 4, but accepted any time through the first week.

2. **Reading quizzes**
   Reading quizzes will be due **every** Monday.

3. **Project due dates (choose ONE project for the whole quarter):**
   EITHER: Unit 1 project: due Monday, April 24
   OR: Unit 2 project: due Monday, May 8
   OR Unit 3 project: due Monday, May 29.

4. **Exam dates:**
   Exam 1: due Monday, April 17
   Exam 2: due Monday, May 8
   Exam 3: due Monday, May 29
   Exam 4: due Thursday, June 16

5. **Reading Discussion due dates:**

   Discussion 1: Posting due Sunday, April 16; Replies due Monday, April 17
   Discussion 2: Posting due Sunday, April 30; Replies due Monday, May 1
   Discussion 3: Posting due Sunday, May 21; Replies due Monday, May 22
   Discussion 4: Posting due Sunday, June 11; Replies due Monday, June 12

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 be sure you are keeping up with the readings and assignments. The following advice may help you be more successful.

1. Check the course site daily.

Make a habit of logging on to the course site every day, so that you see any announcements or messages, and are regularly reminded of what work needs to be done each week.

2. Contact me if you have any questions or concerns.

I welcome your messages 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.

3. Participate in class

Participating actively in class will help you learn and make the class more enjoyable. Be a regular participant in the discussions.

4. Keep up with the reading

Reading is a very important part of learning in this course. There is a HEAVY reading load. If you find that you are having trouble understanding or completing the assigned readings, I suggest you try the following:

i.   Look at the review questions at the end of each chapter in the textbook, and the answers at the back of the textbook. Use the glossary at the back of the textbook to help you understand any technical terminology.

ii. For readings which are not from the textbook, look at the reading guide I provide for each reading.   The questions in the reading guide will help you focus on the important aspects of the readings.

iii. Look over the "Tips for doing readings" document posted in "Getting Started".

iv. Email me to ask questions about any of the readings if you find them difficult. I welcome your questions.

v.   Ask a question in the reading discussion to get help from your classmates.

vi. Read all the postings in the reading discussions to see other students' comments about the readings.

vii. Complete the reading quizzes and redo them until you get 100%.

5. Set aside regular times to complete your work and allow enough time.

In an online class, it can be easy to get behind if you do not make a priority of completing the work. Schedule regular blocks of time when you plan to complete your work for this class. Allow at least 12 hours per week.   The weekly deadlines in the course are designed to help you stay up to date.

6. Have a technology plan

i.   Plan now for what you will do in case of problems with your computer or internet service. (E.g. a friend's house, Starbucks, library, campus, etc.)

ii.   Set your computer to back up your work regularly to a flashdrive and/or the cloud

iii.   Never write postings or assignments directly in Canvas, as it is easy to lose work. Compose offline and then upload.

Class Expectations

Syllabus and Social Science Division Guidelines and Procedures Review

You are required to review this syllabus and the Social Science Division Procedures and Guidelines (at the end of the syllabus), which apply to students in this class. Enrollment in the course constitutes an agreement to abide by the procedures and guidelines set forth in these two items. If you have any questions about the meaning of any of this material, please ask me.

My expectations of students:

- Be respectful towards other students
- Read instructions carefully and contact me whenever you have questions
- Follow instructions for assignments
- Turn work in on time
- Do not wait until the last minute to ask for help

What you can expect from me:

- Respectful responses to questions
- Responses within 24 hours to email. I will warn you ahead of time if this will not be possible for any reason. If you do not hear back from me, **please** email again after 24 hours, to be sure that I saw your message. I will not be annoyed by a repeat message!
- Work usually graded within a week. Again, I will warn you if I cannot meet this goal. Project grading is time-consuming, and may take longer than a week.

Submission times

- All course work must be submitted/posted/completed by 11:59 p.m. on the due date. Assignments and discussions will lock at that time, so it is in your interests to submit work early rather than at the last minute in case of computer problems.
- If you have a problem with Canvas as you are submitting an assignment and the file upload will not work before the deadline, please immediately submit your work to me by email (Khunt@bellevuecollege.edu) as evidence that the work was completed on time. Include a note explaining what happened. Note that work will not be graded unless it is submitted to Canvas, so be sure to stay in communication with me until the submission problem is solved.

Late work (and how to avoid it!)

- In general I do not accept late assignments, as it is unfair to students who submit on time. However, I know from personal experience that life can present unexpected challenges which prevent you from turning work in on time.   If you feel that you have a serious and valid reason for needing to submit work late, you may write an email asking me to accept your late work. In your email you should state why your assignment is/will be late, and provide any evidence you can to support your claim. If your work is complete, attach it to the message. I will consider these requests on a case by case basis.   You should always do this as soon

as possible. If your request comes in after the due date, you will need to have a good reason. Do not just submit work late with no explanation and hope that I will accept it!

- Vacations are not a valid excuse for late work. If you will be out of town without web access on due dates, you should complete the work before you leave.
- Quizzes are worth very few points, and I will not grant extensions for these. It is to your benefit to complete quizzes on time because then you can use them to review for the unit exams. If you have not completed them by the due date, you will not be able to review the quiz questions.
- If I agree to accept late work from you, it is your responsibility to let me know when the work is completed, and to check with me if it is not graded within two weeks after submission.

To avoid last-minute emergencies, try to complete all work well before the deadline. Some students like to mark deadlines on their calendars a day earlier than the actual due date, so that they will always have an extra day if a last-minute emergency arises. I also offer some choices for the projects, so you can choose a project that falls in a week when you expect to have more time to work on them.

Behavioral Expectations for Discussions

- Remember that you need to treat your classmates with respect.   The on-line classroom, just like the on-campus classroom, must be safe and open for all students regardless of their age, sexual orientation, race, ethnicity, religion, gender, disability, or perspective.   Even if you disagree with a classmate, you still need to treat that person with respect.
- Please abide by the following discussion guidelines:
  1. Treat your classmates with respect.
  2. Any opinions or arguments you express should be supported by evidence.
  3. If you disagree with a classmate, question the evidence or the claim; not the person.
  4. 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.

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 in the United States. You can avoid plagiarism by taking care in how you cite or paraphrase the sources you use in researching projects or papers.

The form of plagiarism I most frequently see in student assignments is the copying and pasting of material from the web. Please do not be tempted to do this. All projects you submit will be checked through plagiarism detection software. If plagiarism is found, your case will be referred to the Dean for investigation.

Here are two excellent sources you can use to help you learn how to avoid plagiarism:

1. Avoiding Plagiarism

   http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

2. What is Plagiarism?
   http://www.lib.usm.edu/legacy/plag/whatisplag.php

Information about Bellevue College's copyright guidelines can be found at: [College Copyright Policy](#)

Communication

According to Bellevue College policy, I am only allowed to communicate with students over official BC emails systems (Bellevue Email or Canvas). To create your account, go to: [Create Email](#) If you email me from your personal email I may not respond. I am also subject to FERPA law which states that I am not allowed to communicate with any person outside this institution about your academic performance without given and documented consent. This includes parents.

Students with Disabilities

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 [Autism Spectrum Navigators](#) Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in B132 or you can call the reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is **DRCatBC** (NOTE: There is no @ sign...it is actually **DRCatBC**). Please visit our website at [Disability Resource Center](#) for application information into our program and other helpful links.

Accessibility

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

Student Code

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication 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 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 Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: Student Code

http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

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.

Religious Holidays
Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair or Dean.

College Anti-Discrimination Statement (Title IX)
Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

For further information and contacts, please consult College Anti-Discrimination Statements.

Safe Space
This class is a Safe Space for all students, regardless of sexual orientation or gender identity.

Public Safety

Public Safety and Emergencies

Public Safety is located in Building D 171 and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to *My*BC. To create your account, go to: [Create Email](#)

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 [Technology Help Desk](#)

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](#) On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- [College Calendar](#) 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

Spring 2017

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 and at http://bellevuecollege.edu/policies/2/2050P_Student_Code_(Procedures).asp

Email Communication with instructors must be done through student email accounts only. Instructors cannot communicate with students about their course work or grades through student's personal email accounts.

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 program assistants or coordinators will not give out grades. Students should access their grades through the BC 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 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.