

Contents

Introduction to Sociology.....	1
SOC& 101 K (5510) SPRING 2017 daily 1:30-2:20 in D102.....	1
Course Information ▪ Course Overview	1
▪ GRADING	3
▪ CALENDAR	3
▪ BOOKS AND MATERIALS REQUIRED	3
CLASSROOM LEARNING ATMOSPHERE.....	4
IMPORTANT LINKS ▪ BELLEVUE COLLEGE E-MAIL AND ACCESS TO MYBC.....	6
PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION	8

Introduction to Sociology

SOC& 101 K (5510)
SPRING 2017
daily 1:30-2:20 in D102

Instructor: Sue Cox
E-mail: sue.cox@bellevuecollege.edu
Phone: (425) 564-6167
Office location: D200F
Office Hours: daily 10:30-11:20

“By the fact of living [each person] contributes, however minutely, to the shaping of this society and to the course of its history, even as [each person] is made by society and by its historical push and shove.” ~C. Wright Mills

Course Information

▪ Course Overview

Sociology is the scientific study of human interactions and groups. The aim of this class is for you to learn the basics of the science of sociology - for you to gain a working familiarity with the basic concepts and principles of sociology and to have a good understanding of how sociologists do research. You will achieve this through the application of sociology to various aspects of life and through interactions with your classmates and the instructor.

Sociology is like learning a new language, although you are probably familiar with some of the concepts and issues that are central to the discipline. Because your familiarity may be based on your own subjective experience, this course offers you a special challenge which requires that you learn to analyze the same concepts and issues objectively and scientifically, sometimes

abandoning long-standing beliefs about social life that are not based on logic, critical thought and evidence.

Sociology is everywhere. It applies directly to your own life and relationships and it will provide you with a new perspective on many aspects of life and culture (assuming that you keep an open mind).

Class exercises and applications—an interactive class, with your questions, comments and participation—are not only fun, they are productive. Active learning challenges you to get involved in the learning process, to enjoy learning for its own sake, to abandon the traditional passive student role, and to help teach each other. Your input, questions and comments will improve all of our learning. Get involved!!

▪ Course Outcomes

By the end of this course you should:

- Describe fundamental sociological concepts, theories, and theorists, and apply them to real-life situations
- Identify the ways in which cultural and social institutions shape the everyday experiences of individuals, groups and communities.
- Critically examine the social landscape in which you live and how life experiences differ according to race, class, gender and sexuality.

Be aware that the General Education Ratings for this class are:

3 in Critical Thinking and Cultural Diversity

2 in Reading, Ethics, and Historical and Intellectual Perspective

WRITTEN WORK

- All written work, with the exception of work done in class, **must be typed and stapled** with your name, the date, and the assignment title at the top.
- Reading roles also need the role next to the name and date.
- All sources must be cited in APA format. Any information gathered from outside sources, and this includes the text books, must be cited and referenced. For information on citations and references see the writing lab online at <http://bellevuecollege.edu/asc/writing/essays-guides/default.asp> or in person in D-204D.
- Since this is a social science class, written work should consist of analysis rather than opinion. This means connection the information, whether it is from a movie, a text or a speaker, to sociological concepts and themes presented in class. This does not mean you cannot connect things to your own life and experiences, but it does mean the sociological context needs to be there as well and that your ideas are backed up by the appropriate source(s).
- Since this is a college class, do not use slang or profanity in your writing, and do not use Wikipedia as a primary source.
- While I do not grade specifically on grammar, grades will be lowered for distracting errors such as misspellings and lack of capitalization.

- Keep all work returned to you until after final grades for the quarter are posted. You will be using some of the assignments in the portfolio at the end of the quarter and this will also provide you with documentation should there be a discrepancy in the grade received and the grade recorded for a particular assignment.
- Any grade appeals (beyond a recording mistake) must be submitted in writing.

KEYS TO SUCCESS (it is virtually impossible to fail if you do these three things)

1. Turn in all assignments on time. (*this means keeping track of the calendar in Canvas*)
2. Attend class regularly
3. Communicate with the instructor when needed.

▪ **Grading**

Grades are calculated on percentages. If assignments are shifted around, the percentage base will remain the same. You can keep track of your grade in Canvas.

<u>ITEM</u>	<u>NUMBER</u>	<u>POINTS</u>	<u>TOTAL</u>
APA guide to plagiarism	1	20	20
syllabus quiz	1	10	10
reading quizzes	13	20	260
reading roles	9	50	400 (lowest dropped)
norm assignment	1	50	50
final project	1	100	100
final exam	1	100	100
portfolio:			
assignment assessments	3	10	30
final assessment	1	20	20
attendance/participation	n/a	based on %	100

▪ **Calendar**

You will find the course calendar in Canvas (link to the far left of page).

▪ **Books and Materials Required**

OpenStax College, [Introduction to Sociology 2e](https://cnx.org/contents/AgQDEnLI@7.11:TrIRM88K@5/Introduction-to-Sociology). OpenStax CNX. Oct 21, 2015
<https://cnx.org/contents/AgQDEnLI@7.11:TrIRM88K@5/Introduction-to-Sociology>

Note: This book is (free) online. The link to this book is also in the course Canvas site.

Schneider, L. & Silverman, A. (2013) *Global sociology: Introducing five contemporary societies* (6th ed.) New York, NY: McGraw Hill.

(isbn#: 978-0-07-802670-6)(often referred to as “GS”)

Note: You can find Global Sociology (print or e-book) in many places. Here are a few to check:

- [Bellevue College Bookstore](#)
- [VitalSource](#)
- [Amazon](#)
- [knetbooks](#)
- [ecampus](#)
- [textbooks.com](#)

There are also links to other introductory sociology text books in Canvas.

Classroom Learning Atmosphere

▪ Instructor's Expectation

Expect of me:

- *A sincere effort to help you learn the course material.* Since my ultimate goal is to help you succeed, I intend to spend enough time and effort on class preparation to make the material as understandable and as interesting as I possibly can.
- *Accessibility.* I am available to you outside of class should you desire help. I encourage you to contact me, via email, on the phone, or by stopping by my office, whenever you have a question or concern. I am more than happy to help.
- *Learning.* You can expect me to be a learner with you. While I know sociology and it is my job and my goal to teach you the subject matter, you bring things to the class (perspective and experience) that I don't which contribute to the learning for us all.

I expect of you:

- *Preparation:* You should come to class having done the assigned readings and homework, and you should always bring the proper supplies with you. That includes the readings (textbooks) and supplies for note taking.

Note that the BC guideline for homework is two hours outside of class for each hour spent in class.

Late assignments will not be accepted. You can find the due dates in three places: in the modules (menu to left of page in Canvas), in the calendar (menu on the far left in Canvas), and in the syllabus (menu to left of page in Canvas). Use whichever source makes the most sense to you.

The lowest reading role score will be dropped from your overall score. Many assignments will be turned in online (through Canvas). For those requiring a hard copy to be turned in, if you know you cannot make it to class on the due date, you may email assignments to me or turn them in to my mailbox in D110. Emailed assignments must be in my inbox before the start of class and you must bring a hard copy with you upon your return to class. Turning in a reading role ahead of time (before class begins) will earn 75% credit since you will not be in class to contribute to the discussion. If there is a true emergency (computer problems do not qualify as emergencies) and you cannot get an assignment in, call or email to let me know the situation as soon as possible. Doing this,

along with providing relevant documentation, will allow me to work out a reasonable accommodation with you.

- *Currency:* It is your responsibility to keep current in class. This means attending class sessions and taking notes. If you have to miss class for any reason you must find out what was done and get notes from a classmate. You can find the calendar, assignments, and handouts on the Canvas site.
- *Respect:* We will have many discussions in which you are expected to participate by asking questions, answering questions, and making relevant comments and observations. During a discussion (planned or spontaneous) it is important that we all respect each other's right to participate and use manners and language appropriate for a college classroom. That means no side talking, no interrupting, no monopolizing the conversation, and no offensive language (swearing, crude language, racial/ethnic/gender slurs). Disagreement is fine, healthy, and makes life more interesting, but be sure that when you disagree you are disagreeing with the ideas and not the other person. People who are disrespectful, either to fellow students or to the instructor, will be asked to leave the class. Serious violations will be reported to the Dean of Student Services. Note that timeliness (being on time to class) is also needed to demonstrate respect towards your classmates.
- *Honesty:* If you cheat, you fail. No excuses will be taken into account. Your work must be your own, except when asked to work with other students. Furthermore, you are required to acknowledge in your papers if you have borrowed any ideas, terms, or phrases, even if you have borrowed from a classmate. Working together is fine and even encouraged. Just be sure to turn in work that is clearly original. Be careful to cite your sources properly as plagiarism will result in a score of zero for the assignment, and possibly an F for the class depending on the severity of the offense. If you would like information on how to avoid plagiarism, the writing lab (<http://bellevuecollege.edu/asc/writing/links/> or go to D204) is an excellent resource online and in person.
- *Communication:* If an issue arises that will impact your class work, let me know as soon as possible so that we can work out a solution together. After assignments have been missed may be too late. If you don't understand a concept or the expectations of an assignment, please ask. I want you to succeed in this class. 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 in B132. Phone: 425-564-2498 (Voice) TTY: 425-564-4110.
- *Willingness to listen:* Essential to a liberal arts education is an open-minded acceptance of ideas and modes of expression which might conflict with one's personal ideas and/or values. By being exposed to such ideas and expressions, you are not expected to endorse or adopt them but rather understand that they are part of the free flow of information upon which higher education depends.

▪ 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](#).

▪ Student Code of Conduct and Academic Integrity

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/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 Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code](#)

Important Links

▪ 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 MyBC. 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](#)

▪ **Disability Resource Center (DRC)**

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 our 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.

▪ **Public Safety**

Public Safety and Emergencies

Public Safety is located in D171 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](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

- 1) Take directions from those in charge of the response** -We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) In an emergency, call 911 first, then Public Safety.**

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

▪ **Final Exam Date**

Thursday, December 8, 2016 @ 9:30am

▪ **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 2012

Cheating, Stealing and Plagiarizing*

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services.

Incomplete

If a student fails to complete all the required work for a course, an instructor may assign the grade of Incomplete ("I"). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an "F").

F Grade

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

Final Examination Schedule

The Social Science Division will adhere to the final examination schedule as stated in the BC Schedule. Final examinations will be held at the end of each quarter at fixed times. Instructors will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

Withdrawal From Class

College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

Hardship Withdrawal

Instructors may assign the grade of "HW" (hardship withdrawal) at their discretion in the event that a student cannot complete the coursework due to extreme and exceptional circumstances. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

Students Who Require Disability Accommodations:

Students with disabilities who have accommodation needs are encouraged to meet with the Disability Resource Centre (DRC) office located in B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class should review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Resource Centre, and review those needs with the instructor as well.

Distribution of Grades

Grades will not be posted in the Social Science Division or in faculty offices, and secretaries will not give out grades. Students should access their grades through the BC 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.

**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.*