

## Contents

SOC& 101 Online Syllabus spring 2017 item# 5516 .....	1
Course Information .....	1
OVERVIEW .....	1
GRADING .....	2
BOOKS AND MATERIALS REQUIRED .....	3
HELP WITH CANVAS .....	4
Classroom Learning Atmosphere .....	4
AFFIRMATION OF INCLUSION.....	4
STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY .....	5
IMPORTANT LINKS BELLEVUE COLLEGE E-MAIL AND ACCESS TO MYBC .....	5
COURSE CALENDAR .....	7
PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION .....	8

### **SOC& 101 Online Syllabus spring 2017 item# 5516**

Instructor: Sue Cox  
E-mail: Use Canvas inbox *or* sue.cox@bellevuecollege.edu  
Phone: 425-564-6167  
Office location: D200F  
Office Hours: Friday 9:30-10:20  
Mailbox: D110

## **Course Information**

### ***Course Outcomes***

- 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.

### ***Overview***

This class is set up in modules.

All assignments, specific resources needed for the assignments, and due dates are in the

respective modules. The first module (getting started) is both an introduction to the class overall and an introduction to your classmates. The modules that follow are organized by the topics we will be covering this quarter.

This class consists primarily of reading, writing and responding.

For the first unit you will introduce yourself, read information on plagiarism, and respond to the introductions of your classmates. Every unit thereafter until the last one, you will be answering a question based on information in the readings. For some topics you will write an essay rough draft, post it on the discussion site, respond to at least three of your classmates' essays, and then turn a final copy of your essay in to me using the online submission box on the assignment page. For other topics you will answer a discussion question (in short essay format), post it to the discussion site and then respond to at least three of your classmates' postings. There are also a few other types of assignments throughout the quarter. For example, most units have quizzes on the readings, there is a small group work assignment, there are mini-analysis assignments most weeks, and the last assignment is a written self-assessment. You will find the assignments in several places in the class Canvas site: in the modules (menu to left of page), in the calendar (menu on the far left) and in the syllabus tab (menu to left of page).

### **Topics covered include:**

- Sociological imagination
- Culture
- Research
- Theory (functionalism, conflict, symbolic interactionism)
- Social structure & institutions
- Socialization
- Social change

### ***Grading***

This class has set due dates with no late assignments accepted.

You can find the due dates in three places: in the modules (menu to left of page), in the calendar (menu on the far left), and in the syllabus (menu to left of page). Use whichever source makes the most sense to you. This is important because late assignments are not accepted for credit. For discussion posts, be sure to post under the correct topic as assignments posted under the incorrect topic will not receive credit. Each assignment should add a bit more to your understanding of sociology and of the social world around you.

The link to the College Grading Policy is located on page 10 of the Course Catalog: [Grading Policy](#)

Grades are calculated on percentages. You can keep track of your grade in Canvas.

<u>ITEM</u>	<u>NUMBER</u>	<u>POINTS</u>	<u>TOTAL</u>
introduction discussion	1	35	35
using the sswg discussion	1	35	35
plagiarism assignment	1	10	10
Global Sociology quizzes	5	20	100
essay rough drafts & responses	3	40	120
essay final drafts	3	40	120
discussion posts & responses	6	60	360
mini-analyses	8	10	80
final assessment	1	50	50

**total points possible: 910**

#### **grading scale:**

- A 100% to 94%
- A- < 94% to 90%
- B+ < 90% to 87%
- B < 87% to 83%
- B- < 83% to 80%
- C+ < 80% to 77%
- C < 77% to 73%
- C- < 73% to 70%
- D+ < 70% to 64%
- D < 64% to 60%
- F < 60% to 0%

#### ***Books and Materials Required***

OpenStax College, [Introduction to Sociology 2e](https://cnx.org/contents/05PiVTCz@2.9:TrIRM88K@5/Introduction-to-Sociology) with Concept Coach. OpenStax CNX.  
Dec 16, 2016 <https://cnx.org/contents/05PiVTCz@2.9:TrIRM88K@5/Introduction-to-Sociology>

Note: This book is online. You will find it at the link provided.

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](#)

**You will find the relevant chapters and pages listed with each assignment.**

### ***Help with Canvas***

If you want help with Canvas check out this site for [Students](#) .

## **Classroom Learning Atmosphere**

### ***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.

### 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.

## ***Course Calendar***

You will find the course calendar in Canvas. The link is at the far left once you have accessed Canvas.

## **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.*