

SYLLABUS: Anthropology 208: Language, Culture and Society

Fall 2019 Hybrid Course: Section HYA, Item Number 5065

Welcome! I hope this syllabus will help you get off to a good start in the class. It provides important information about this course as well as general information about Bellevue College policies and resources. Please read it over carefully.

Although this is a long document, it cannot cover every possible contingency. Please check with me if you have any questions.

Kathy Hunt

Contacting your instructor

Instructor: Katharine Hunt

E-mail: Please use the mail (INBOX) tool in Canvas.

Only if Canvas is unavailable, use the following: katharine.hunt@bellevuecollege.edu

Office: D200D

Phone: (425) 564-2399 to leave a voicemail message

On campus office hours: Tuesdays and Thursdays 9:00 – 10:00 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 pm. We can talk via Canvas chat/conferences or Skype during these times or by appointment.

Course Information

Two Required 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.

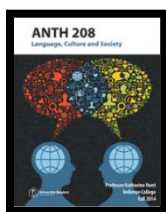
1. A Concise Introduction to Linguistics, 4th edition (or 3rd edition).

Rowe, Bruce M. and Diane P. Levine.



You can use an e-textbook or a physical copy. To save money, try to find a used copy. A few used copies of this book may be available through the BC bookstore. However, you should also check other online sites, such as amazon.com; half.com; chegg.com; barnesandnoble.com. You can also use the 3rd edition.

2. Custom Anthology: wait to purchase until after the first day of class!



This required set of readings and exercises is available for purchase only from the Cognella website. Cost will be \$12.95 (+tax and shipping) for a paper copy and \$11.00 (+tax) for an ebook.

Course Outcomes

Listed below are the course outcomes for ANTH 208.

- 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.

How Outcomes will be met

- Course content will be presented through lectures, readings, videos, discussions and class activities.
- Outcomes will be assessed through quizzes, exams, assignments, project, classroom activities and discussions.

General Education Ratings

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

This course meets the Diversity requirement:

- Facilitate academic inquiry, critical thinking and a deeper understanding of past and present issues related to social stratification, power differences, and inequity.
- Inspire an awareness and recognition of self—including an inventory of one’s own biases—as necessary prerequisites for understanding the ethnic and cultural commonalities that we share with others in society.
- Develop the ability of students to authentically interact and inter-culturally communicate with people from backgrounds different than their own.

Course Structure and Use of Canvas

- We meet in person on Tuesdays and Thursdays from 10:30 – 12:20 in D103
- During class time there will be a mix of lecture, discussion, video and activities.
- Our course is a hybrid course, meaning that some of your learning will take place outside of class, via the Canvas site.
- On the Canvas site you will complete some readings, quizzes, assignments and discussions. The site will also serve as a repository for course documents.
- In addition to the 4 hours of face-to-face time, you should expect to spend about 10 hours reading, working on assignments and studying each week.

Help with Canvas

Since this is a hybrid course, it is important for students to understand how to use Canvas, the Learning Management System for classes at Bellevue College. Students can find help with Canvas by going to [Student Canvas Guide](#). There are also many links to technology help in the Getting Started module on our Canvas site.

Tentative Course Calendar

- A tentative schedule of topics and important dates are on the following calendar

WEEKS	TUESDAY	THURSDAY
Week 1	September 17 <ul style="list-style-type: none"> ❖ Course introduction ❖ What is Anthropology? ❖ Nature of language; properties of language 	September 19 <ul style="list-style-type: none"> ❖ Introduction to research project ❖ Language and nonverbal communication
Week 2	September 24 <ul style="list-style-type: none"> ❖ Introduction to language variation/language and identity: age and class ❖ Research Methods 	September 26 <ul style="list-style-type: none"> ❖ Introduction to the IRB ❖ Language variation and Identity continued ❖ Language and gender ❖ Reading discussion: "Dude"
Week 3	October 1 <ul style="list-style-type: none"> ❖ EXAM 1 ❖ Surveys: Regional Dialects 	October 3 <ul style="list-style-type: none"> ❖ Language and Ethnicity ❖ Ethnography of communication
Week 4	October 8 <ul style="list-style-type: none"> ❖ Pragmatics ❖ Reading discussion: "Greetings in the Desert" 	October 10 <ul style="list-style-type: none"> ❖ Language, culture and thought
Week 5	October 15 <ul style="list-style-type: none"> ❖ Language, culture and thought 	October 17 <ul style="list-style-type: none"> ❖ EXAM 2 ❖ Language Death (film)
Week 6	October 22 NO CLASSES	October 24 <ul style="list-style-type: none"> ❖ Language Acquisition
Week 7	October 29 <ul style="list-style-type: none"> ❖ Historical language change 	October 31 <ul style="list-style-type: none"> ❖ Sign Language
Week 8	November 5 <ul style="list-style-type: none"> ❖ Chimps and language 	November 7 <ul style="list-style-type: none"> ❖ EXAM 3 ❖ Project and poster group work
Week 9	November 12 <ul style="list-style-type: none"> ❖ Phonetics 	November 14 <ul style="list-style-type: none"> ❖ Phonology
Week 10	November 19 <ul style="list-style-type: none"> ❖ Morphology 	November 21 <ul style="list-style-type: none"> ❖ Syntax
Week 11	November 26 <ul style="list-style-type: none"> ❖ POSTER PRESENTATIONS 	November 28: THANKSGIVING NO CLASSES
Final Exam Week	December 3 NO CLASSES: Student Success Day	DECEMBER 5: <ul style="list-style-type: none"> ❖ EXAM 4 @ 9:30 am

Grading

- Assignments and discussions will be graded using a rubric which will show how points are assigned.
- Quizzes and exams consist of multiple choice questions.
- Students will complete one quarter long research project, which will have various graded components, including different steps during the research process, a poster and a reflection.
- Students who are not present in class will not be able to get credit for work completed during class, unless they have contacted the instructor **in advance** to explain why they cannot attend. Valid reasons for absence are illness, religious observance, accident or family emergency.
- I do not plan to assign extra credit in this course, except for completing course evaluations. Focus on the work which counts for regular credit.
- My guidelines about [due dates and late work](#) are provided later in the syllabus.

Grade distribution

Grades will be weighted as follows:

Assignments	Percentages
Online reading quizzes	10%
In-class and online discussions, assignments, class activities and participation	20%
4 Exams	35%
Quarter Long Research Project	35%
TOTAL:	100%

Grading scale

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

95-100%	A
90-94%	A-
87-89%	B+
83-86%	B
80-82%	B-
76-79%	C+
65-75%	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.

General grading rubric for written work

Here is my general rubric for written work of different grade levels:

A grade characteristics:

- Consistent use of critical thinking
- Original ideas
- Relevant evidence to support any claims
- Ideas are connected in interesting and creative ways
- Response shows deep understanding of readings, and technical terms are used appropriately
- Thoughtful and insightful response to questions
- Meets or exceeds word count, use of technical terms, etc.
- Ideas are very clearly expressed
- Assignment instructions are followed

B grade characteristics:

- Some use of critical thinking
- Some original ideas
- Relevant evidence to support most claims
- Ideas are connected, but in more obvious ways
- Response shows general understanding of readings, and most technical terms are used appropriately
- Thoughtful response to questions posed
- Meets requirements for word count, use of technical terms, etc.
- Ideas are clearly expressed
- Assignment instructions are followed

C grade characteristics:

- Limited evidence of critical thinking
- Few original ideas
- Limited or superficial evidence to support claims
- Few connections between ideas
- Some misunderstandings of readings or concepts are shown and some technical terms may be misused
- Somewhat superficial responses to questions
- May not meet requirements for word count, use of technical terms, etc.
- Some ideas are not clearly expressed
- Most assignment instructions are followed

D or F grade characteristics

- Very limited or no evidence of critical thinking
- Very limited or no original ideas
- Very limited or no evidence for claims
- Very limited or no connections between ideas
- Multiple misunderstandings of readings and concepts, so that it is unclear that student has completed or understood the readings; technical terms are not used or are misused
- Responses to questions are weak or absent, so that it is unclear whether the student read or understood the questions
- Does not meet requirements for word count or technical terms
- Ideas are difficult for the reader to understand
- Assignment instructions are not followed

Times for online submissions

- In-class discussion preparation assignments will be due online at 10:25 am on the due date. (i.e. before class starts.)
- All other Canvas submissions are due at 11:59 p.m. on the due date.
- If you have a problem with Canvas as you are submitting a document (e.g. course project) and the file upload will not work, 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. You will not be penalized if work is submitted this way on time. However, online work will not be graded until it is submitted to Canvas, so talk to me about how to solve the problem.

Late work – and how to avoid it

- 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.
- In general, I do not like to accept late work, as it seems unfair to students who submit on time. However, I know from experience that life can present unexpected challenges which prevent you from completing work on time. I also know that many of you have very busy and stressful lives. If you miss a deadline, please read the following guidelines and contact me to ask about submitting work late if you feel that you meet the guidelines. My aim is to treat students in an equitable manner.
- Reasons such as vacations, being busy, attending weddings, forgetting the deadline, work or assignment due dates in other classes, etc. are **not** a valid excuse for late work or extended deadlines. You need to plan around foreseeable events and keep track of the regular deadlines in this course.
- Serious, unforeseeable issues such as accidents, illness, bereavement, mental health, etc. are valid reasons for requesting an extension. In these cases you should always contact me as soon as possible. If your request comes in after the due date, you will need to have a good reason.
- If after reading over the above information you feel that you have a valid reason for needing to submit work late, please send me an Inbox message asking me to accept your late work. In your message you should state why you are requesting an extension, and provide any evidence you can to support your claim. I will consider these requests on a case by case basis. I will usually want to meet with you in person or talk with you by phone to work out details.
- If you want to ask for an extension, but your reason does not quite fit any of the guidelines listed above, please contact me to check. In some cases I may accept late work with a grade penalty.
- 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.

Here are other general guidelines related to particular types of assignment:

- For online quizzes: You can ask for an extension ONCE with no penalty, but you must ask within the week when the quizzes were due. Otherwise, no extensions, barring documented emergencies. These count very minimally towards your overall grade. Online quizzes will always be due on Tuesday nights, so put a weekly reminder in your phone/calendar.
- For in-class discussions: No late work accepted. Discussion preparation will be due online before the start of class and this will count for part of your discussion grade. The in-class portion will take place on the due date in class, and so cannot be made up. [Religious observances](#) and documented emergencies are the only exception – see guidelines above.

- For exams: These must be taken in class on the day given in the course calendar. [Religious observances](#) and documented emergencies are the only exception – see above. Make-up exams, if granted, will involve essay questions in addition to multiple choice questions.

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 assigned readings and assignments. The following advice may help you be more successful.

1. 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. I encourage you to come to see me during my office hours. If you cannot make it to my regular office hours, contact me to set up a meeting at a different time.

2. Participation in class

Participating actively in class will help you learn the course content. In addition, there will be an activity or handout in class almost every day. Participating in and completing the activities or handouts counts towards your grade. If you miss class regularly, this will hurt your grade.

3. 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:

- 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.
- Look at the reading guides for non-textbook readings.
- Look over the “Tips for doing readings” document posted in the “Getting Started” module.
- Complete reading assignments on time.
- Email me to ask questions about any of the readings if you find them difficult.
- Participate actively in class discussions of the readings.
- Complete the online reading quizzes and redo them until you get 100%.

4. Have a technology plan

Since you will turn in some assignments online, you should develop a plan to deal with any technology emergencies and develop work habits to minimize problems:

- 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.)
- Set your computer to back up your work regularly to a flashdrive and/or the cloud
- Never write postings or assignments directly in Canvas, as it is easy to lose work. Compose offline and then upload.
- Download the instructions about getting help with Canvas from the course site, so that you know who to contact even if you do not have web access.

5. Get help from the Academic Success Center

If you are struggling with writing or course content, you can always ask me. However, as an alternative, you can also get free help through the [Academic Success Center](#).

6. Log into Canvas every day and set up your notifications

Logging into Canvas every day will ensure that you are aware of all the deadlines in the course, and that you see announcements and reminders. You should also regularly check your grades to make sure there are no errors. Set up your notifications so that you get text or email reminders. Some students like to use the Canvas app.

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.

My expectations of students:

- Be respectful to other students
- Read instructions carefully and contact me whenever you have questions
- Turn work in on time
- Do not wait until the last minute to ask for help
- In addition to in-class time, you should expect to spend at least 10 hours reading, working on your project and other assignments and studying each week.
- Come to class regularly and arrive on time.
 - I will take attendance regularly.
 - If you miss class, you will miss important content and it will have a negative effect on your grade. In-class discussions and activities cannot be made up except in exceptional circumstances.
 - If you need to come in late, please find a seat near the door so that you do not disrupt class.
 - Please send me a message if you have to miss class because of sickness or other emergency. If you let me know, I can try to help you get caught up with what you miss.

What you can expect from me:

- Respectful responses to questions.
 - I welcome your questions! Please let me know if you are confused about anything in Canvas or in class. If you have a question, most likely someone else does too.
- 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 within this timeframe, please email again after 24 hours, to be sure that your message got through. If your message is urgent, please note this in the subject line.
- One week between assigning significant work and due date.
 - I will assign any significant work such as readings, writing assignments, or discussions requiring preparation, at least one week in advance of the due date. Minor assignments, such as data observation, may have a shorter turnaround. Occasionally I make errors on Canvas, despite my best intentions. If you notice that I post an assignment and mark it as due the same day, don't panic, as that will be an error! Please just send me a message and I will correct it.
- 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.

Behavioral Expectations for Discussions

- Remember that you need to treat your classmates and instructor with respect. The on-line classroom and the on-campus classroom, must be safe and open for all participants, regardless of their age, sexual orientation, race, ethnicity, religion, gender, disability, or perspective. 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 they belong. You speak only for yourself.

Academic Honesty

- Students are expected to show academic honesty. This includes not cheating and not plagiarizing.
- Work you submit, including exams and assignments, must be your own work completed without assistance from any other person, and should not contain plagiarized content. (More details about plagiarism are below.)
- If you violate the norms of academic honesty, there are serious consequences determined by the college administration. (See the [Student Code](#) for details.)

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 work 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 some excellent sources you can use to help you learn how to avoid plagiarism:

1. [Avoiding Plagiarism](#)

<https://wts.indiana.edu/writing-guides/plagiarism.html>

2. [What is Plagiarism?](#)

http://lib.usm.edu/plagiarism_tutorial/whatis_plagiarism.html

3. [A Bellevue College handout about avoiding plagiarism and citing your sources correctly.](#)

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

Technology in the classroom

Unless specifically instructed otherwise or unless you have a documented accommodation, you need to turn off/mute and put away cell phones, computers etc. before class begins, as these may distract you and other students. If you have an accommodation for the use of a laptop, please come and talk to me. You can check your phones before class, during the break and after class!

Communication

According to Bellevue College policy, I am only allowed to communicate with students over official BC emails systems (Bellevue College Email or Canvas Inbox). To create your Bellevue College email 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.

Snow days or other non-scheduled class cancelations

It is possible that class will be cancelled unexpectedly. If class is cancelled, I will post information on the course Canvas site. This will include lecture material, assignments and handouts. It is your responsibility to check this in a timely manner before the next class session. Material provided in this way will be covered as a review in class but may not be lectured on in detail.

Campus Information

Accessibility

This course is 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 the use of Canvas. 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.

Students with Disabilities

The following is a message from the Disability Resource Center:

The Disability Resource Center serves students with disabilities. Common disabilities include physical, neurological (e.g. Autism, ADD/ADHD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access in your classes, programs, activities, and any other services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by the office at B132, calling our front desk phone number (425) 564-2498, emailing drc@bellevuecollege.edu. Deaf students can reach us by calling TTY: (425) 564-4110, or by Skype (account name **DRCatBC**). For more information about the services we offer, including our Initial Access Application, visit our website at [Disability Resource Center \(Links to an external site.\)](http://www.bellevuecollege.edu/drc) (<http://www.bellevuecollege.edu/drc>).

Service Animals are allowed in the classroom. Emotional Support Animals need to be approved through the DRC. All other animals will be asked to leave. If you believe you need your animal with you, please connect with the DRC and refrain from bringing your animal until a decision has been made.

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://www.bellevuecollege.edu/policies/id-2050/>

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.

[Policy 2950 Accommodations for Reasons of Faith or Conscience](#)

College Anti-Discrimination Statement

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity: [Equal Opportunity](#) For further information about Title IX, please consult the [Title IX page](#).

Confidentiality and Mandatory Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212.

- The Title IX Office can be contacted at 425-564-2641 and more information can be found at [Title IX](#).
- If you have any concerns, you may report to: [Report Concerns](#).

Safe Space

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

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](#)

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 start and end dates, and final exam dates.

Public Safety

Public Safety is located in the D building (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 [Emergency 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.

PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION

Fall 2019

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](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

The following conditions must be met for an incomplete (I) grade to be issued:

- Students must request an incomplete grade
- However, agreeing to issue an incomplete grade is at the discretion of the instructor
- Students must have completed 85% of the required coursework by the time the quarter ends
- Students must have earned at least a C average for all other completed coursework

F Grade

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

Hardship Withdrawal (HW) Option Eliminated:

- Faculty should assign the grade earned
- Students with extenuating circumstances may submit an appeal to Student Central to ask that a failing or poor grade be changed to an official withdrawal (W)
- Students with a medical situation may also qualify for a refund of tuition and fees

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.

The Disability Resource Center:

The DRC 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 asn@bellevuecollege.edu or (425) 564-2764. ASN is located in the Library Media Center in D125. www.bellevuecollege.edu/autismspectrumnavigators/. The DRC office is located in B 132 or you can call our reception desk at (425) 564-2498. Deaf students can reach us by video phone at (425) 440-2025 or by TTY at (425) 564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc/.

Religious Accommodations

Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College [Policy 2950](#)). In the event you feel you are being discriminated against based on faith or conscience, you may refer to the procedures outlined in the college's Discrimination, Harassment and Retaliation Policy ([1440P](#)).

Students will apply for accommodations through Office of the Associate Vice President of Student Affairs during the first two weeks of the quarter. (If a student asks you in the first week of class about missing days for faith and conscience, please refer them to this [Request Form](#) to document their request.)

In a manner similar to the DRC, the Student Affairs AVP will approve the accommodation and inform, support and work with the faculty member to accommodate the requested days. That may include an alternate test day, or extended deadlines/alternate assignments for work completed during class time. (Test make-ups can be scheduled in the testing center at no charge to the student.)

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.

College Grievance Policy

Procedure regarding grievances for discrimination, harassment and retaliation) can be found at <https://www.bellevuecollege.edu/policies/id-1440p/>

**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.*