

Contents

| | |
|---|---|
| SOC& 101 Online fall 2019 item# 5518..... | 1 |
| Course Information | 1 |
| OVERVIEW | 2 |
| GRADING | 2 |
| BOOKS AND MATERIALS REQUIRED | 3 |
| Classroom Learning Atmosphere | 4 |
| ACCESSIBILITY | 4 |
| REASONS OF FAITH AND CONSCIENCE..... | 4 |
| ANNUAL NOTICE NON-DISCRIMINATION | 5 |
| CONFIDENTIALITY AND MANDATORY REPORTING..... | 5 |
| STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY | 5 |
| Important Links Bellevue College E-mail and access to MyBC..... | 6 |
| HELP WITH CANVAS..... | 6 |
| DISABILITY RESOURCE CENTER (DRC) | 6 |
| PUBLIC SAFETY | 7 |
| ACADEMIC CALENDAR | 7 |
| COURSE CALENDAR | 7 |
| PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION | 8 |

SOC& 101 Online fall 2019 item# 5518

Instructor: Sue Cox

E-mail: Use Canvas inbox *or* sue.cox@bellevuecollege.edu

Phone: 425-564-6167

Office location: A 100A

Office drop-in time: 10:30am – 11:20am M-Th

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 (2017) *Introduction to sociology* 2e. Retrieved from
<http://cnx.org/contents/02040312-72c8-441e-a685-20e9333f3e1d@7.11>

Note: This book is online. You will find a link to it in the 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](#)

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

Classroom Learning Atmosphere

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.

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.

[Affirmation of Inclusion](https://www.bellevuecollege.edu/inclusion/) (<https://www.bellevuecollege.edu/inclusion/>)

Reasons of Faith and Conscience

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](https://www.bellevuecollege.edu/policies/id2950/) (<https://www.bellevuecollege.edu/policies/id2950/>)). 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](https://www.bellevuecollege.edu/policies/id-1440p/) (<https://www.bellevuecollege.edu/policies/id-1440p/>).

Annual Notice Non-Discrimination

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.

Reports of gender and sex-based discrimination, sexual misconduct, or retaliation by a student should be raised with the Title IX office (see 1440P2 for contact information). In cases where the impacted party is a student and the responding party is a college employee, the Title IX coordinator will direct the matter to the Office of Human Resources (HR). All other reports, including all reports where the impacted party is an employee, should be raised with the HR. If a report is against personnel in the Title IX office or HR, it should be submitted to the president's office for referral to an alternate designee.

Equal Opportunity (<http://www.bellevuecollege.edu/equal/>)

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. relationship 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 (<http://www.bellevuecollege.edu/titleix/>).

If you have any concerns, you may report to: Report Concerns (<https://www.bellevuecollege.edu/reportconcerns/>).

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 (<https://www.bellevuecollege.edu/policies/id-2050/>)

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 Service Desk](#)

Help with Canvas

If you want help with Canvas check these links:

- [How to: Get Started with Canvas](#)
- [Canvas Video-Series for Students](#)
- [Where can students get help with Canvas?](#)

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 [Neurodiversity Navigators](#). Email and phone number is on the web page. They are 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.

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](#) provides information about holidays, closures and important enrollment 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.*