

Glendale Community College
SOCIOLOGY 101
Online Course Syllabus
Fall 2009 Section 59600

WELCOME EVERYONE!!!



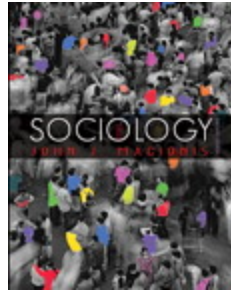
Professor: Ms. Barbara L. Romero, M.A.Ed.
Email: Barbara.Romero@estrellamountain.edu
Office Hours: Virtual
Availability: Best way to reach me is email – I will respond within 24 Hours – usually sooner ☺

E-mails are always encouraged!

Class Schedule

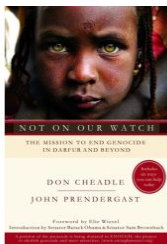
- ONLINE COURSE ASSIGNMENTS WILL **OPEN UP EVERY MONDAY AT 9 AM** FOR THE WEEK. (EXCEPT FOR WEEK 1 WHICH WILL OPEN ON SATURDAY AUGUST 22ND.)
- ALL ASSIGNMENTS ARE DUE THE **FOLLOWING MONDAY AT MIDNIGHT! Please note that responses to your classmates Discussion Boards are due two days later, Wednesdays at Midnight.**
- PLEASE SCHEDULE YOUR TIME TO BEST FIT YOUR PERSONAL SCHEDULE!
- PLEASE **DO NOT** DO ASSIGNMENTS IN ADVANCE OF THE WEEK. THEY MAY CHANGE. ALWAYS WAIT FOR MONDAY AT 9 AM TO SEE THE ASSIGNMENTS FOR THE WEEK.
- ONCE THE ASSIGNMENTS ARE SUBMITTED BY THE DEADLINE, GRADING WILL BE COMPLETED WITHIN A WEEK.

Required Text: **Sociology**
John J. Macionis
2008, 12th Edition
Prentice Hall



2. NOT ON OUR WATCH

Don Cheadle and John Prendergast
2007
Hyperion Publishing
ISBN 1-4013-0335-8



Order your books from the Bookstore at GCC

3. Java software-if you don't have the software, you will see a window open up asking you to install it when you open a voice email and/or voice announcement.

4. Microsoft Powerpoint software

5. Microsoft Excel software

**6. One Zip Disk or One USB Mobile Drive (storage stick)
(recommended)**

Course Description

As described in the course catalog, this course focuses on the fundamental concepts of social organization, culture, socialization, social institutions and social change.

Course material includes information which may be considered controversial and sensitive. Some of the film, readings, topics and

discussions may be considered graphic, disturbing and possibly depressing. Films which may be defined as graphic by some audiences may be shown in this course. You are still responsible for the assignments connected to the course material and films even if they are considered sensitive and graphic. There are no "alternate" assignments. Every student has the same assignments to complete in this course. If this concerns you, you must speak with me.

Even though social issues/problems may be negative, upsetting and disturbing at times, we will make every attempt to discuss positive aspects of social change and possible solutions which provide hope for society.

Learning Outcome(s)

What can the student be expected to do after this course?

1. Understand the social science research process
2. Understand the significance of research
3. Understand the sociological perspective
4. Develop a sociological imagination, in other words, critical thinking of social issues
5. Become more socially aware of the world
6. Become more interested in social activism, in other words, being involved in the global community
7. Be interested in learning more about social issues in everyday life
8. Be able to communicate ideas about social issues through writing

Course Competencies

We will cover the Maricopa County Community College Official Course Competencies as described below. This information was taken from the MCCCD website-Maricopa Community Colleges

MCCD Official Course Competencies: Introduction to Sociology

Define sociology and explain how it differs from other social sciences. (I)

Explain the sociological imagination and how it operates in everyday life. (I)

Describe the basic theoretical perspectives sociologists use to analyze social phenomena. (II)

Name and briefly describe the importance of selected major theorists to the field of sociology. (II)

List and explain the stages in a basic research design. (III)

Describe and differentiate between qualitative and quantitative research methods. (III)

Define the basic sociological concepts: culture, society, socialization, social

structure, groups, and institutions. (IV)

Describe values and norms, including mores, folkways, and laws. (IV)

Describe societal and structural factors that can influence individual behavior. (V)

Describe sociological/psychological theories as they relate to the development of the self.(V)

Describe the influence of selected institutions on society and the individual. (VI)

Describe the effect of race/ethnicity, sex/gender, and age on social inequality. (VII)

Explain major sociological perspectives on social class. (VII)

Explain how conflict, functionalist, and symbolic interactionist theoretical perspectives view deviance and conformity. (VIII)

Describe and explain social change, including the influence of collective behavior, social movements, and demographic factors. (IX)

Participation Policy

Participation in an online course is defined as consistent engagement with course activities throughout the entire semester.

Timely completion of the required assignments is extremely important to your success. ***We recommend that you plan on working a minimum of three hours per credit hour, per week on homework assignments to ensure your success in this course.*** (For example: SOC 101 = 3 credits x 3 hours = 9 hours per week minimum).

All work must be submitted electronically from the Assignments area (View/Complete) or posted on the appropriate discussion board forum(or blog or wiki) on or before the Due Date. ***Non-participation or failing to submit 2 or more weekly assignments any time during the semester will cause you to be withdrawn from the class. If you stop participating during the semester, you will be withdrawn. Your participation is very important!***

If you find you cannot complete the course with a passing grade, be sure to file a withdrawal form to officially withdraw you from the course. If not, a failing grade will appear on your college record. ****No extensions are granted in Online Courses.***

I do not offer incompletes.

Communication Policy and E-mail Policy

As you know, EMCC now has google e-mail for students. Please go to google mail and forward your google e-mail to your preferred e-mail address. **YOU MUST DO THIS IN ORDER TO GET ALL ANNOUNCEMENTS AND INFORMATION FROM THE CAMPUS AS WELL AS COURSE INFORMATION FROM ME!**

PLEASE TAKE CARE OF THIS IMMEDIATELY!

If you go to <http://my.maricopa.edu/student-center/index.php> there is a link "google apps"

Click on the link, get into the e-mail and forward your e-mail to your preferred e-mail account.

Communication groups will be established the second week and be maintained throughout the semester. The purposes of communication groups are to get your questions answered and provide you with a support system.

Communication must comply with the following procedure:

- Select a partner within your communication group
- Contact your partner regarding any questions you may have
- If your partner is not sure of the answer or is unable to help you, contact the other members of your communication group
- If the other members of your communication group are unable to help you, post your question to the Frequently Asked Questions (FAQ) forum in the Discussion Board in Blackboard; each student is expected to monitor and respond to their classmates FAQ's.
- Your instructor will monitor the FAQ forum and provide clarification when necessary.

The purpose of this procedure is to work and learn together and not depend upon the instructor for housekeeping items. Very often you will find the needed information in the syllabus, or it will be posted in Blackboard.

Discussion boards will be used as communication vehicles as well as course requirements.

The purposes of the discussion board are:

- to ask and answer each other's questions about course information, assignments, and activities
- complete required assignments and activities
- give and receive feedback regarding assignments and activities

Email sent to the instructor must comply with the following procedure:

1. Course name must be written in the subject box: (Insert your course

- name **SOC101 GCC – weekly email**)
2. Include your first and last names after your email message
 3. Email that does not follow the communication policy and procedure will not receive a response.
 4. Email without (Insert your course name **SOC101 GCC – weekly email**) in the subject box will not be opened.
 5. Email without a first and last name will not receive a response.
 6. I will do my best to respond to your **weekly emails within 48 hours**

Emails with general questions will be answered within 24 hours Monday -Friday.

You are encouraged to contact your group members and FAQ(located in the discussion board menu item) in search of answers to your questions-especially if you are trying to get answers during the evenings and weekends. Please check FAQ on a regular basis and assist your classmates-especially if answers are requested during late hours and weekends.

Required Weekly E-mail Policy

Each student is required to e-mail me at **LEAST ONCE DURING THE WEEK**. In other words, from Monday 9 AM until Monday at Midnight of the following week, I must hear from you via e-mail. In other words, I must hear from you via e-mail during this time frame. **I must receive an e-mail during that time period-within one week from the date assignments open up to the class.**

In your email let me know how you are doing in the online environment. Each e-mail must be a minimum of three complete sentences. Each e-mail is worth 50 points. If I don't hear from you, you will not receive any points. This is similar to attendance points in a traditional course.

Technology Policy

Microsoft Word must be used to complete all written assignments. Your document must be a DOC or DOCX. I cannot open WPS. If you submit a WPS document, you will receive a zero. **Please don't ask to resubmit the assignment – there are not any make up assignments.**

All assignments must be submitted online via the View/Complete link or posted on the appropriate discussion board forum (or blog or wiki).

Assignments submitted online via the View/Complete link must be turned in as an attached word document. Use the comment box to indicate the title of the assignment.

- Do not email assignments to your instructor.
- Do not submit assignments to the Digital Drop Box.

Assignments submitted via email to the instructor or the digital drop box will

not be accepted.

Please refer to the E-Learning page and Blackboard tutorials for technology assistance. These resources are found at <http://www.maricopa.edu/blackboard/Movies/menu.htm>

You are encouraged to review these tutorials as needed throughout the semester.

Your instructor is not the technology support staff. Questions and problems concerning technology, computers, Blackboard, software, etc. must be directed to the GCC General Help Line 1 888-994-4433.

A 24/7 Maricopa Blackboard help desk is available at <http://web.gccaz.edu/studenthelpdesk/> It is the student's responsibility to be proficient in using Blackboard, its required processes, and Microsoft programs to be successful in an online learning environment. Students need to be proactive in ensuring they are skilled in Blackboard's processes in order to complete all assignments on time. Technology excuses for late or incomplete assignments will not be accepted.

TIPS ON ASSIGNMENTS

1. Only attach WORD documents-doc or docx attachments.
2. Wps attachments will not be graded.
3. Your work is an attachment. Do not put your work in the comments box. Use the attachment feature.
4. The only time you write in a box are for the following assignments:
 - o Chapter reading responses
 - o Discussion board responses
 - o Or as otherwise directed in an assignment
5. When you submit an attachment, you should see an "!" point in the gradebook. **If you see a lock symbol, you did not submit successfully.** You will have to e-mail me so I can unlock the assignment and then you will have to submit again.
6. For discussion boards you should see your work in the tool once you submit it.
7. Be professional. Have respect for yourself, your classmates and the instructor. Think about what you write and how you present yourself in assignments and e-mails. This includes the manner in which you present yourself in the personal webpage.

Readings

You have two books for this course: A Sociology textbook (**Sociology**) and a recently written book on the genocide in Darfur (**Not On Our Watch**). Both books are available at the GCC bookstore.

We will have various assignments specific to the readings. For example, you

will have short answer responses to the textbook. You will have discussion boards and other assignments related to the genocide book. Please make sure you read the chapters with the assignments.

Assignment Policy

All assignments must be word processed. A clear writing style and correct grammar, mechanics, and spelling are expected. Points will be deducted for unclear and/or incorrect writing.

Assignments are posted in Blackboard under "Assignments" and must be submitted on or before the due date. On-line assignments must be posted by Monday at MIDNIGHT. Responses to classmates must be posted by Wednesday at MIDNIGHT. This includes responses to classmates in discussion boards, blogs and wikis. All other work is due Monday at MIDNIGHT. There are no exceptions. Please do not ask. ☺

All assignments must be submitted online via the View/Complete link or posted on the appropriate discussion board forum, blog or wiki.

Assignments submitted online via the View/Complete link must be turned in as an attached word document. Use the comment box to indicate the title of the assignment.

- Do not email assignments to your instructor.
- Do not submit assignments to the Digital Drop Box.

Assignments submitted via email to the instructor or the digital drop box will not be accepted. Late assignments will not be accepted. Failure to complete and/or submit any assignment on time will result in a "0" for that assignment. There are no exceptions. **Non-participation or failing to submit 2 or more weekly assignments will cause you to be withdrawn from the class.**

Stating that you lost an assignment and cannot resubmit is not an acceptable excuse. Print out assignments in addition to saving them on a computer and/or USB drive so that you are prepared to submit work by the correct deadline. Save all assignments and your scores in a folder.

Students are expected to adhere to assignment due dates. There are **NO LATE ASSIGNMENTS!** Responses to classmates must be posted by Wednesday at Midnight. This includes responses to classmates in discussion boards, blogs and wikis. All other work is due Monday at Midnight. There are no exceptions. It is your responsibility to get the assignment to me by **Mondays at Midnight**. It is your responsibility to submit the assignment correctly through Blackboard. It is your responsibility to know the assignments for the week and to submit the correct assignments!

Note: You will not be able to work in advance. You will only have access to the current week we are working on; all other weeks will be locked.

All assignments must have a heading:

- a. your first name and last name
- b. name of the course including section number; for example, SOC 101 Section 59600
- c. title of assignment; for example, Writing Assignment-Week 14

DISCUSSION BOARD ETIQUETTE

Group discussion boards will be used as communication vehicles between classmates. These forums will be an integral part of your course work and requirements. The purpose of the forums is to involve all students equally in course discussions and the application of skills taught. Students are expected to write a specific number of sentences/ paragraph length entries which are thoughtful, original entries written in response to prompts as well as to satisfactorily write a number of responses to other students' entries. Responses to student entries must also be a minimum paragraph length. **Each specific assignment will indicate the minimum number of sentences and number of responses to classmates.** Take the time to think about what you are writing. You can disagree with someone. However, you are expected to give logical arguments to why you agree or disagree. Give clear, strong arguments which demonstrate your critical thinking skills and communication skills.

When you are addressing another student in Blackboard, you must give a standard reply by starting off with their first name. This is proper etiquette. After starting with the student's first name, respond and comment on their discussion board statement. **This is to be accomplished in a professional manner. Appropriate language must be used. Watch your word choices and sentence structure. We can make stronger arguments by being appropriate, not by being hostile, not by attacking and not by using inappropriate language. PLEASE DO NOT TYPE IN ALL CAPS – THIS IS CONSIDERED SHOUTING IN THE ONLINE ENVIRONMENT. ☺**

You are not to grade classmates via discussion boards, blogs, wikis. You are to give constructive feedback and professional feedback. ALL ASSIGNMENTS MUST BE DOUBLE SPACED, 10 OR 12 CPI FONT SIZE and BLACK INK.

LATE STARTING STUDENTS

If you enrolled late into the class, you cannot make up any assignments.

Deadlines are firm and there are no exceptions. If you enrolled late, work on all of your assignments from the day of enrollment. We have MANY assignments in this course which give you the opportunity to obtain points.

GRADING CRITERIA AND SCALE

Grading Criteria for All Assignments

Pretend you are a sociologist when writing your assignments. You will be graded on how critically you can think about and apply sociology.

1. Focus on sociology in your writing. Think sociologically by focusing social factors, society, and socialization.
2. Personal stories can be used as examples but should not be the focus. Do not take personal experience and then generalize. Focus less on opinion and more on sociology and the sociological imagination.
3. Use research from your text to support your ideas and for answers. Use sociological concepts.
4. Use critically thinking skills when writing. Implement strong, logical arguments, not weak justifications.

GRADING SCALE

90% - 100% = A
80% - 89.99% = B
70% - 79.99% = C
60% - 69.99% = D
0% - 59.99% = F

Points for all assignments will be added for a total grade score and a total grade percentage. Your total number of points is determined as a percentage score. Based on your percentage score, you will obtain a letter grade as stated in the chart above.

If you follow the syllabus, you can be successful in this course. Complete the assignments and attend class! There are many social factors which influence how we perform in a course. We are all impacted by circumstances in our lives. All of our lives are important. Unfortunately, we sometimes have social factors which we may impact our success in a course. For example, we may have a bad week due to personal or work situations. Do your best each week. This course has MANY assignments. If you miss a deadline, **MOVE FORWARD**. Attendance and late assignment policies are not

negotiable. Please do not ask for exceptions. As your instructor, I will not make the decision that your circumstances are more important than the circumstances of another student. This is a fair and caring environment which holds students accountable for their work. Focus on doing your best each week by attending class and meeting each weekly deadline for all of your assignments! I am here to support your learning. If you need assistance or have any question, please contact me. IF you need to inform me about any situation, please feel free to contact me. There are many resources on campus which may be able to provide assistance!

FINAL WEEK

We will have assignments due during final exam week. Please look for the posting at the end of the semester! **If you do not complete the assignments under final exam week, you will drop a letter grade-no exceptions.** The assignments during final week are very important!

Academic Integrity Policy

All students assume as part of their obligation to the college the responsibility to exhibit in their academic performance the qualities of honesty and integrity. All forms of student dishonesty are subject to disciplinary action. Academic misconduct includes but is not limited to misconduct associated with the classroom, laboratory, or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences. For more information, please refer to the Student Handbook.

If you are working on individual assignments, this must be your own work. Do not work with a partner or friend. If your assignments are similar, you will be accused of cheating. Please only work in groups when asked to work on group activities.

Disruptive conduct will result in action being taken. This includes e-mail and Blackboard. Any disruption of the learning environment will not be tolerated. The student handbook and GCC catalogue are excellent sources on policies regarding cheating, plagiarism and disruptive behavior. **This course is subject to the policies and procedures outlined in the Glendale Community College Students Rights and Responsibilities as outlined in the Student Handbook and GCC catalogue.**

Respect for Others

Familiarize yourself and follow good "Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and the informal "rules of the road" of cyberspace.

Civility Policy

In order for the instructor and students to have a successful academic semester, respect for self and others is mandatory and necessary. We will have an environment of mutual respect and responsibility. We all have the right to a safe environment which is civil in all aspects of human behavior. Our learning environment includes interaction on blackboard and e-mails.

Since this is an online environment, please apply the information to an online environment. **Please focus on the learning environment through technology-blackboard and e-mails.**

As your instructor, I prohibit any behavior and/or language which can be defined as harmful, obstructive, disruptive and/or interferes with the learning environment. The language and behaviors between students and instructors or among students meeting electronically or in person at GCC, shall maintain the level of formality appropriate to any college learning environment. Behaviors and language which are excessively informal, rude, or insulting will not be tolerated. Students who engage in such behaviors will be withdrawn from the course. Examples of such inappropriate behaviors are: 1. name calling during discussions 2. excluding a classmate from an activity 3. ***inappropriate language and disrespect on e-mail, discussion boards, blogs and wikis*** 4. arguing with the faculty member and/or students 5. dominating class discussion 6. threatening a classmate or faculty member in class or outside of class 7. harassing a faculty member or classmate through notes, emails 8. overt acts of violent directed at faculty member or student. If your learning environment is being affected, please speak with me. I am here to listen and to assist you!

Student Responsibility

When you enroll in a course, you have decided to be a responsible student and to follow the syllabus as well as the assignments. We all have choices and decisions which have to be made each day regarding our coursework, our jobs, our family, friends and other commitments. There are also many social factors which influence each day of our lives. We experience job stress, family stress, illnesses, tragedies, as well as celebrations in our lives. We are also faced with every day decisions in which we have to prioritize what to do with your time.

As your instructor, I understand that many social factors influence our progress in a course as well as whether we complete assignments or not. All social factors have significance to students; thus, I will not decide if one student's personal situation is more important than another student's personal situation. In order to be fair to everyone, there are no late assignments in this course. There are no exceptions to the policy. We have MANY assignments in this course so that if something happens and you miss an assignment, you can still do well in the course with the other assignments. PLEASE DO NOT ASK ME ABOUT EXCEPTIONS!

Disability Policy

The college will make reasonable accommodations for persons with documented disabilities, including learning disabilities. Students should notify The Disability Services and Resources Center located in TDS 118. Their phone number is 623-845-3080 as soon as possible of any special needs.

Disclaimer-Syllabus is a Contract

The student is responsible to know information in the syllabus and to ask questions about the syllabus. The student is responsible to know college policies as outlined in the GCC student handbook and GCC course catalogue.

All provisions in this syllabus are subject to revision by the instructor.

Such revisions, if any, will be placed in the announcement area in Blackboard. The student is responsible for making note of all such announcements concerning syllabus revisions and assignments. **Please check Blackboard announcements and e-mails on a regular basis for information.**

The detailed syllabus is a contract between you, the student, and me, the faculty member. If you have any questions about this syllabus, please discuss it with me!

If there are any errors on any assignments and/or class activities scores, please e-mail an explanation as soon as possible. Do not wait for the last minute! Do not wait for the week of finals for a grade given to you weeks before the final!

If you have concerns/problems/complaints with regards to this course, please see me. I am here to listen to you and take your concerns into consideration. Do not be uncomfortable about contacting with me!!!

Due to privacy laws, I cannot discuss your grades, progress, or concerns about this course with anyone other than yourself. Please contact me directly and I will be happy to speak with you regarding course material, grades and concerns. I cannot speak to your parents, friends, relatives or anyone else.
PLEASE SPEAK WITH ME!!!