Everything you need to know to get started in this course is addressed in this syllabus. If you have ANY questions, please feel free to contact me. You are responsible for the information, dates, and deadlines found in this syllabus.

COURSE OVERVIEW AND INTRODUCTION:

GETTING STARTED: Please click on the “Start Here” button and review the various course components and learn how the course is organized. You will learn what’s expected of you in terms of hours expected to invest in this class, technical skills, etc. You will also learn what to expect from me in terms of interacting with you and how to reach me. You will find very useful information under the “Assignments” button which provides “netiquette” rules, grading policies, test-taking tips, and much more. Also, please click on the “Course Schedule” button and print out a summary of the required readings, assignments, and due dates.

PURPOSE OF THIS COURSE: This course is designed to teach students how to apply the sociological perspective and sociological theories in examining the relationship between features of society and social behavior. In other words, the purpose of this class is to teach students to view the world in which we live through the lens of the “sociological perspective” using the “sociological imagination” and to understand the theories and methods used by sociologists to understand and examine human behavior. This will be accomplished through the assigned readings, PowerPoints, and by visiting various websites. We will also explore policy and societal issues related to both simple and complex social behavior and social phenomenon. This will be accomplished through the assigned readings, writing assignments, chapter quizzes, and discussion boards. Discussion boards, assignments, quizzes, and exams will be used to measure learning objectives and a sociological perspective/theory paper will be required to demonstrate understanding of the sociological perspective and sociological theory as applied to a specific topic.

NETIQUETTE: It should go without saying that the same standards of behavior that you would follow in “real life” apply in an on-line course. Please review netiquette standards in “Assignments.” There is no tolerance for unacceptable behavior or cyber bullying. Class netiquette mandates that you do your best to act within the normal expectations of human interaction while interacting with your classmates on-line.

INSTRUCTOR AND STUDENT INTRODUCTION: You can learn about me, my teaching philosophy and credentials by clicking on the “Faculty Information” button. You will be asked to introduce yourself to the class and upload a picture of yourself during the first week of class.
REQUIRED TEXT: Please read carefully and follow instructions for purchasing the textbook.

Henslin, Essentials of Sociology: A Down-to-Earth Approach, 11/e; Plus access to Revel through Pearson website. You will need to purchase a textbook from either the UNC bookstore or directly through the Pearson website. **YOU CANNOT PURCHASE THE TEXTBOOK FROM AMAZON OR ANY OTHER SOURCE OTHER THE UNC BOOKSTORE OR PEARSON.** You will use this link to access REVEL which is the Pearson site that accompanies this textbook: https://console.pearson.com/enrollment/n6vfkt

YOU MUST REGISTER WITH PEARSON AND HAVE ACCESS TO REVEL TO PARTICIPATE IN THIS CLASS. If you choose to go directly through Pearson, you will have the option of using an e-textbook or having both an e-textbook and a paper copy of the book that will be shipped to you. Or you can simply purchase the paper copy from the UNC Bookstore. There will be required assignments that must be completed through REVEL (Pearson’s accompany website to the textbook).

COURSE LEARNING OBJECTIVES:
After completing course students will be able to:
- Define and apply core sociological concepts.
- Examine, discuss, and critique human behavior and social structure from a sociological perspective.
- Apply sociological theoretical perspectives to current social issues.
- Develop effective communications of sociology through both written and oral work.

SUMMARY OF COURSE REQUIREMENTS:

1. **Participation:** Reading assigned readings, viewing PowerPoints, viewing videos and/or visiting assigned websites prior to participating in discussion boards. In each learning unit there will be a course material discussion board. Each discussion board will require that you answer a question and discuss a new topic by posting a new thread and replying to a classmate’s posting. There is also an introduction discussion board in the first unit to participate in. Discussion board participation will be worth 10 points each learning unit—70 points available to earn.

2. **Chapter Quizzes:** Throughout the course you will be required to take chapter quizzes through the REVEL website. Chapter quizzes will typically be due mid-way through the learning and at the end of each learning unit. Chapter quizzes are worth 5 points each—50 points available to earn.

3. **Learning Unit Writing Assignments:** There will be various types of written assignments to complete; specific instructions will be included with each assignment. There will one assignment in each learning unit. Each assignment will be worth 20 points—120 points available to earn.

4. **Sociological Perspective/Theory Paper:** For this paper, you will be required to write a 4-5 page, college level quality paper in which you will analyze human behavior and social structure using the sociological perspective and also apply one of the three major theories discussed in class to the assigned topic of your paper. This paper is worth 100 points.

5. **Exams:** Two multiple choice exams over material from assigned readings, PowerPoints, videos, websites, and discussion boards—100 points per exam for a total or 200 points.
LEARNING UNIT OBJECTIVES: To meet the learning objectives of the course, each learning unit in this course will typically cover one to two chapters of the required readings, will require you complete an assignment, participate in a discussion board, complete chapter quizzes in REVEL, and complete a combination of any of the following activities: view a PowerPoint presentation of the material, watch a video, and/or visit and peruse a website. Points are awarded for discussion board participation, chapter quiz completion, and assignment completion in each learning unit. Once a learning unit has concluded, participation for that unit CANNOT be made up. Please print out and refer to the course schedule under the “Course Schedule” button for specific learning objectives for each learning unit and due dates.

MEETING THE LEARNING OBJECTIVES: The following explains how to complete the course requirements thereby meeting the learning objectives.

PARTICIPATION: Reading the assigned material and viewing PowerPoints are important requirements of this course. Also, there will also be occasions where websites must be visited and perused and videos must be watched. Completing the activities is essential to learning and takes the place of the activities in a traditional face to face class. These requirements must be completed at the beginning of each learning unit to facilitate accurate and meaningful online participation in discussion boards. One critical aspect of participation is participating in the discussion boards. Regular and consistent participation in the discussion boards is crucial to your success in this course. This is an on-line course, you do not have to attend a class, so your participation with the discussion boards is equivalent to attendance in class.

OTHER ASSIGNMENTS:

Chapter Quizzes:

In each learning unit there will be either one or two chapter quizzes to complete on REVEL. Chapter quizzes may seem minimal as they are only worth 5 points each but the chapter quizzes account for 7% of your overall grade and are required to assure that you are reading the material and staying on schedule. Please make sure to complete each chapter quiz before the due date; once the due date has passed you will not be able to complete the quiz.

Learning Unit Writing Assignments:

Each learning unit will have a writing assignment to complete. Assignments vary from researching websites on a particular topic to practicing applying the sociological perspective or a theory to an assigned topic. Detailed instructions for each assignment will be in the “Assignments” folder.

The unit writing assignments are designed for me to be able to assess how you meet the learning objective of being able to develop effective communication of sociology, particularly in the area of applying the sociological perspective and sociological theory.

Sociological Perspective/Theory Paper:

This is a minimum four page college level quality paper in which you will analyze human behavior and social structure using the sociological perspective and also apply one of the three major theories discussed in class to the assigned topic of your paper. This paper is worth 100 points. Detailed instructions for this assignment will be in the “Assignments” folder.
The Sociological Perspective/Theory paper is designed for me to be able to assess how you meet the learning objective of being able discuss and critique human behavior and sociological structure from the sociological perspective. Detailed instructions for this assignment will be in the “Assignments” folder.

This paper must be submitted through Blackboard. **Only assignments submitted through Blackboard will be graded—no emailed assignments are accepted.**

**NOTE:** Blackboard will process your submitted paper through “SafeAssign” which automatically scans your paper for plagiarism and archives a copy of your paper for UNC. You can write your assignment in another program and then attach your word document into the proper link. It is important to remember to hit the submit button when the assignment is finished. It is also strongly recommended you keep a copy of your assignment in case it is not transmitted properly. This may help prevent you from having to re-write the assignment. This paper is worth 100 points.

**Exams:**

There will be two exams worth 100 points each. These will cover material from reading assignments, PowerPoint presentations, videos, websites, and discussion boards. Tests will consist of multiple choice questions. Each exam will be available from 9:00am until 11:00pm the exam day and will have a specific time limit in which to complete it. It is very important that you complete and submit the exam before the time limit has expired. The time limits are posted with each exam. **NOTE:** The exams will be challenging so be sure you know the material well for the exams. **No make-up exams will be given without documentation of a university accepted excuse for missing exam**—200 points available to earn.

Please view test takings tips available under “Assignments” and also view the “online test taking tips” under “Academic Resources” in Blackboard Support.

**GRADING:**

Your grade will be based on the following:

- **13% Discussion Boards:** 70 points, 10 points each board (5 possible for new thread, 5 possible for reply).
- **10% Chapter Quizzes:** 50 points; 5 points per chapter
- **21% Learning Unit Writing Assignments:** 120 points, 20 point each assignment
- **18% Sociological Perspective/Theory Paper:** 100 points
- **38% Exams:** 200 points

**Total: 560 points—unless any changes are deemed necessary by instructor.**

A = 90%--100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% or lower

I do not use a plus/minus grading system.

Grades can be checked from your “My Grades” button on blackboard. When checking your grades, you should find a numerical score. A circle looking symbol in the gradebook indicates that the assignment or test has not yet been graded. All grades will be posted as soon as possible. If you have any difficulty in submitting an assignment, you will need to email me for instructions on what needs to be done so that a grade can be given for the assignment or exam.
Late work: I do not normally accept late work unless you have a university approved reason for missing a deadline such as a death in the family, severe illness, etc. However, if I do accept your work past the deadline, you will be docked 10% of the total points per day late.

WHAT I EXPECT FROM YOU:
I expect that you will begin each learning unit in a timely manner, read the required materials, visit websites when included, view any PowerPoints, all prior to completing assignments, completing chapter quizzes, and participating in discussion boards. I expect that you will participate fully in the course material discussion boards. Please click on the “Assignments” button to view the grading rubrics that will help you understand how to meet the learning objectives and how you will be graded on meeting the learning objectives.

EXPECTED TIME COMMITMENT:
This course is conducted entirely online but is not a self-paced course. There are deadlines and due dates in each learning unit and once discussion boards, chapter exams, and assignments are closed, they will not be re-opened. This course proceeds quite quickly and because it is entirely online, you must be able to work hard on your own and be self-disciplined. Do not just complete the readings; study and learn the material so you can discuss specific issues, findings, and concepts on the discussion boards and in assignments. Remember that in a traditional face-to-face course you attend class three hours per week and an additional six hours per week outside of class for reading and assignments. So, just as in a face-to-face class, schedule your time wisely and schedule time to "attend" this online class and spend the same amount of time as you would in a traditional face to face class.

REQUIRED TECHNICAL SKILLS:
It is expected the student will have an understanding of: navigating within blackboard, opening assignments in blackboard, submitting assignments in blackboard, viewing web links in blackboard, navigating within REVEL, and taking exams in blackboard. Blackboard has information about how to make sure your computer is compatible for the course. Please click on the “Blackboard Support” link under “Academic Resources.” It is also recommended that you go the blackboard “Help” at the very top of the screen, click on student to find answers to most blackboard questions.

COMPUTER COMPATIBILITY AND OTHER TECHNICAL ISSUES:
Blackboard has information about how to make sure your computer is compatible for the course. Please click on the “Blackboard Support” link under “Academic Resources.” I am not an IT technician. I cannot help you upload assignments, tell you what’s wrong with your computer, or give you an extension because of any computer related problems. You are in an online class, so you are solely responsible for figuring out how your computer is compatible with Blackboard and ensuring that you see confirmation that your assignments are uploaded successfully before they are due. Contact an IT technician IMMEDIATELY at 970-351-HELP if you have problems. I CANNOT accept any email attachments as your submitted assignments.
UNIVERSITY OF NORTHERN COLORADO POLICIES

Plagiarism
Plagiarism or any form of cheating will not be tolerated. Please visit this link to understand what consists of plagiarism and UNC’s policy regarding such behavior.
http://www.unco.edu/dos/academicIntegrity/students/definingPlagiarism.html

UNC’s Policies
UNC’s Policies – UNC’s policies and recommendations for academic misconduct will be followed. For additional information, please see the Dean of Student’s website, Student Handbook link
http://www.unco.edu/dos/handbook/index.html

Honor Code
All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community’s academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

Students with disabilities:
Any student requesting disability accommodation for this class must inform the instructor giving appropriate notice. Students are encouraged to contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner.

Library Services for Distance Education and Off-Campus Students: Obtaining Materials from UNC Libraries
Off-campus students residing within 50 miles of the UNC campus are required to come to the library and borrow materials in person. Students residing more than 50 miles from campus may request that materials be delivered to them. All requests must include complete citations. We will supply materials from the UNC Libraries, as well as materials from other libraries obtained via Interlibrary Loan. Articles will be delivered via email. Books will be mailed first class. Delivery time by U.S. postal service is approximately 1 week. It is the responsibility of the student to return books by the date due. UNC does not pay return postage on books. For information on document delivery, call (970) 351-1446.
Requests for materials may be made through the following methods:
Online: http://www.unco.edu/library/forms/distanceresquest.htm
By email: library.ocp@unco.edu
By fax: (970) 351-2540

I realize this is a tremendous amount of information. I am here to answer any questions you may have, please do not hesitate to ask. I want you to succeed in this course, and more importantly, I want you to LEARN.