SOC 231 970/900: Introduction to Sociological Practice (3 credits)- Online  
University of Northern Colorado  
Summer 2015 (May 18-June 26)

Instructor: Sandra Harmon  
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Instructor Office Hours:  
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T and R 12:30 to 1:30 pm

COURSE DESCRIPTION
This online lecture course fulfills three required credits for the Bachelor of Arts in Sociology. In this course, students explore how to apply sociology to current or future career interests. Students will also cover the components of the sociology major requirements, including preparation for the senior seminar research project. As work becomes an increasingly important part of our lives and identities, it is essential to pursue a career that you are passionate about. With a Bachelor’s degree in sociology, numerous career paths, both academic and non-academic, are open to graduates. This course explores how students can create careers that fit their talents, skills, training, and interests.

COURSE LEARNING OUTCOMES
At the end of the semester students should be able to:
1. Examine and discuss career exploration from a sociological perspective. (See Program Learning Outcome # 1) Students will fulfill this outcome through:
   - Exploring a variety of careers for graduates with a Bachelor’s Degree in Sociology in four broad categories: private/for-profit sector, nonprofit/foundations, public sector (city, county, state, and federal government), and academia (including graduate school).
   - Investigating careers through readings, discussions, and interviews with professionals in various careers.
   - Producing a Professional Portfolio
2. Define and apply sociological concepts, analyze, synthesize, and critique scholarly literature, and apply rigorous research methods techniques to a current social issue. (See Program Learning Outcomes # 2-5)  
   - Students will fulfill this outcome by completing a literature review on a relevant social issue.
3. Develop effective communication skills through both written and oral words. (See Program Learning Outcome # 6)  
   - Students will fulfill this outcome through several class discussions, presentations, writing samples, and term project.

TEXTBOOKS AND READINGS
The following books are required for this course and can be found at the UNCO bookstore and on reserve at Michener Library:


Other Required Readings can be found on Blackboard

Optional (especially if you are applying to graduate school): Asher, Donald. 2012. Graduate Admissions Essays, Fourth Edition: Write Your Way into the Graduate School of Your Choice  
COURSE REQUIREMENTS

Career Exploration Wiki Project: 120 points or 24% of final grade. This class is designed to help students explore sociological career options. Throughout the semester, students will present their findings from a sociological career exploration in 4 parts in a Blog (see due dates on course schedule). Part 1: A Proposal for your career exploration (25 points), where in the first week, students write a 250 word blog on a possible career choice after completing their sociology degree. Then in Part 2 (25 points), students will use Bureau of Labor and Statistics data to complete a 750-100 word occupational analysis on their chosen career. This will prepare students for part 3 (50 points), where they will prepare a PowerPoint Presentation of their occupational analysis data, interviews, and (if possible) observations for 1 professional in careers of interest. In Part 4 (20 points), students will complete an interactive discussion on the blog presentations for the last week of the course.

Portfolio Assignments: 140 points or 28% of final grade. Part of this course is for students to not only explore career options, but to prepare some of the documents needed once they are on the job market and/or are ready to apply for graduate school. Students will develop 4 professional portfolio assignments. Students can then use the 4 documents when planning future career/job decisions.

Portfolio Assignment #1: Resume and List of References (30 points)
Portfolio Assignment #2: Graduate School Plan (40 points)
Portfolio Assignment #3: Statement of Purpose (40 points)
Portfolio Assignment #4: 5 year plan (30 points)

Literature Review: 200 points or 40% of final grade. Throughout the semester, students will learn how to complete a 6-8 page literature review on 1 of 5 assigned topics (see below). These literature reviews will help students prepare for their senior seminar project and other upper level courses. Students will complete a topic statement (10 points), annotated bibliography (worth 50 points), introduction (worth 15 points) and literature review rough draft (worth 25 points). Then at the end of the semester students will turn in a final draft (worth 100 points). Possible topics to choose for Literature Review Papers

- Education: How does a person’s biographical background influence her/his educational attainment?
- Race: How does race/racism impact a person’s chances on the job market?
- Sport and Gender: How does sport participation affect performances of masculinity and femininity?
- Religion and Health: How does religion affect a person’s health?
- Family and Parenthood: How is contemporary motherhood related to psychological well-being?

Students should plan to use 8-12 academic, peer-reviewed resources no older than 10 years unless approved by the instructor.

Discussions: 40 points or 8% of final grade. The purpose of discussions in this course is for students to apply the course material, communicate ideas and thoughts with other students and the instructor, and critically analyze issues pertinent to practicing sociology. Students will answer one discussion prompt per week for the first 5 weeks, and then during Week 6, students will complete an interactive occupation Q and A Blog discussion instead of a normal discussion (see Section “Career Exploration” Above). To benefit the most from the discussions, it is important that you keep the following guidelines in mind:

- Participate regularly in the class discussions
- Take time to organize your thoughts before posting
• Engage directly with the ideas of other participants
• Discussion Posts must offer more than “I agree;” you must add something substantive to the conversation.

GRADING POLICY
Career Exploration Assign. (4 total) 120 points 24%
Portfolio Assign. (4 total) 130 points 26%
Literature Review Assign. (5 total) 200 points 40%
Discussions (5 total) 50 points 10%
500 points 100%

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

*Detailed Rubrics for all assignments will be provided online in Blackboard

CLASS POLICIES
This course is conducted entirely online, but it is NOT an independent study: You are expected to participate on at two different days each week in the discussions and adhere to the due dates in the Course Schedule. For face-to-face 3 credit courses, typically you would be expected to spend 3 hours in class and an additional 6 hours each week outside of class for readings and assignments (for a total of 9 hours per week). Since this course is given in a 6 week format you should plan on spending around 7 hours each week online, interacting with the Blackboard course and another 15 hours reading, preparing for discussions, and completing assignments. Please consider this when planning your course load. Just as in a face-to-face class, schedule a time for yourself when you will “attend” the online course. You are more likely to be successful and not have an overload towards the end if you follow a routine.

Attendance and Participation: Since this is an online class, it is not possible to take attendance. Therefore, you will be graded on your participation in group discussions and the group project. If you do not participate in your groups by the due dates, you will earn a 0 on the assignment.

Late Assignments: I do not accept late assignments, discussions, exams, or projects for full credit in this course. If your assignments, discussions, exams, or projects are late, then I will deduct 30% off the final grade. In this case, the highest grade that you can earn is 70% on late assignments, discussions, exams, or projects.

Discussion Forum Conduct: Some topics we discuss will challenge certain assumptions you hold about the social world. While I and the rest of the class will respect personal opinions, the course requires that you develop the ability to think objectively. You, of course, do not have to adopt this perspective but you will be expected to demonstrate your ability to use it. Please be warned that in this class, there is no room for immature, irrelevant, and ignorant comments. Please make sure that you stay objective and always use your sociological imagination when you complete any task in this class.

In this course, you are expected to use appropriate netiquette behavior; you can see a list of netiquette behavior under the “Resources” tab in Blackboard. Here is a short list of netiquette behaviors to keep in mind as you prepare your discussion forums and blog posts and replies:
1. Read and edit everything you post online
2. Do not use abbreviations like OMG, LOL or TTFN
3. Please do not use ALL CAPS in your posts; this is perceived as shouting online
4. If someone writes something offensive (to you or others) in an online discussion or blog, do not start a war of words; tell the instructor, and she will mediate the situation.
5. Cite other people’s ideas and work; do not take credit for others’ work.

**If you feel your learning environment is being spoiled, please inform me IMMEDIATELY, in person or by email.

The University has a clear code of student conduct. Please go to: http://www.unco.edu/dos/communityStandards/student_code_conduct/index.html for more details.

Email and Blackboard Announcements: Please check your UNCO Bearmail and Blackboard announcements frequently in this class. I regularly communicate by email and announcements each week about upcoming material, assignments, and course procedures. Furthermore, I check my email throughout the day during the weekdays (Monday–Friday). If you need to discuss any questions or concerns about the class, please email me if you cannot visit me during office hours. I will return your email within 24 hours, unless it is the weekend. Please allow for a 48-hour response on the weekend.

**Please make sure that your email communication with the instructor or other students includes a subject line and states your purpose and/or question(s) clearly. Keep in mind proper netiquette rules: proofread your email, stay concise, and watch your tone.

**Blackboard:** This online class will utilize the university provided online learning management, Blackboard. The syllabus, rubrics, course assignments’ guidelines, supplemental readings, grades, online discussions, and class calendar can be accessed at this site. You can access Blackboard by typing http://www.unco.edu/blackboard into your web browser. Then type in your Bear username and password and choose the course, SOC-231(900) Spring 2015, to access this course’s Blackboard Page.

Blackboard has information about how to make sure your computer is compatible for the course, so go to the blackboard home page for this information (http://www.unco.edu/blackboard). If you have difficulties or questions about the technology, please call the helpline shown below. Students are responsible for making sure that their computers are compatible with the Blackboard system. I recommend that each student who is not taking the course on UNC campus computers contact our helpline before class begins, to discuss compatibility with a technician. Please make sure yours is compatible, because computer crashes, etc. will not be an acceptable reason for late or missed work. The helpline number is (970) 351-4357.

You should have Microsoft Word, or Word-convertible WordPerfect, in order to upload projects that I can download and open. If you don't have MS Word, be sure to save anything you send with either an .rtf or .doc file extension, as some other programs will download this way. Please don't use Microsoft Works for word processing as it will not open on my computer (this program comes with new PCs as a free program), and don’t upload documents that have been saved in any of the Web formats either. Our UNC computers now have MS 2007 installed, so I can open Microsoft Word 2007, as well as earlier versions of Word.

PowerPoint is not required but will make some of the course material run better. If you have MS Office but are not sure about PowerPoint, check your program files, because it might be there! PowerPoint documents that I’ve uploaded to course units will mostly be in PDF format, which just about any browser
can open (although it may take a minute or so). If you don’t already have Adobe PDF Acrobat reader on your computer, it is most likely that your computer will launch a download when you go to open your first presentation. If it does not, “Google” to find Acrobat Reader and it will give you the site for the free download.

Please Note: I am not responsible for making sure your computer is technologically compatible with Blackboard. It is your responsibility to practice using Blackboard, and submitting papers/assignments before the due date to make sure your technology is compatible. Should you encounter problems, DO NOT contact me. For help, contact technical.support@unco.edu or call 970-351-4357.

UNCO Policies

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.

University Policies Regarding Student Conduct: In order to encourage and foster academic excellence, the University expects students to conduct themselves in accordance with certain generally accepted norms of scholarship and professional behaviors. Because of this expectation, the University does not condone any form of academic misconduct. Academic misconduct includes but is not limited to plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating, or fabrication. Academic misconduct is an unacceptable activity in scholarship and is in conflict with academic and professional ethics and morals.

Consequently, students who are judged to have engaged in some form of academic misconduct may be subject to (1) a zero or an “F” on the work in question, (2) an “F” in the course, (3) other academic penalties as outlined in the professor’s course requirements and expectations, (4) disciplinary action as specified in the Sanctions for Misconduct section below, or (5) any combination thereof. Procedural due process, including the right to appeal, is to be followed in making a determination of whether academic misconduct has occurred.

Generally, a student’s intentions will not be the primary consideration in the determination of whether academic misconduct has occurred. A student’s intentions will usually be considered only during the process of deciding on the appropriate sanctions or penalties.

Plagiarism is the act of appropriating the written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of same and passing them off as the product of one’s own mind. Plagiarism includes not only the exact duplication of another’s work, but also the lifting of a substantial or essential portion thereof.

Regarding written work in particular, direct quotations, statements which are the result of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of indentation shall be used to indicate all direct quotations.

As long as a student adequately acknowledges his/her sources and as long as there is no reason to believe that the student has attempted to pose as the originator, the student will not be charged with plagiarism even though the form of the acknowledgment may be unacceptable. However, students should be aware
that most professors require certain forms of acknowledgment and some may evaluate a project on the basis of form.

Cheating is the act of using or attempting to use, in examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to: Using books, notes, or calculators or copying from or conversing with others during an examination (unless such external aids are permitted by the instructor); having someone else do research, write papers, or take examinations; doing research, writing papers, or taking examinations for someone else; submitting large portions of the same work as part of the academic work for more than one course (unless such submission is permitted by the instructor).

Fabrication is the invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to: inventing the data for a scientific experiment; inventing the title and author of a publication in order to use the invented publication as a source; or knowingly attributing material to an incorrect source.

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

Students with Other Needs: If you have other academic, evaluation, or testing needs please discuss them with me ASAP. In addition, Disability Services for Students (DSS) provides assistance to currently enrolled students with documented disabilities including physical, psychological, and those with Attention Deficit Hyperactivity Disorders (ADHD), traumatic head injuries, learning disabilities (LD) and other health concerns. All contacts with DSS personnel are held in strictest confidence and information is released only with the student’s permission. Students with disabilities should contact the appropriate coordinator to initiate receipt of services. It is the responsibility of the student to provide updated documentation regarding his/her disability from the diagnosing professional before services can be provided.

Please check http://www.unco.edu/dss/aboutDSS.html for more details.

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.

Cancellation of Courses: The Office of Extended Studies reserves the right to cancel or reschedule courses based upon enrollment. Enrolled students will be contacted with information of any change.

Student Satisfaction Evaluation
Participants will be asked to evaluate the workshop for instructors’ knowledge, interest and enthusiasm as well as providing additional information on classes or topics which you would like to see developed as a future offering from UNC.

Course Withdrawal Information In accordance with University and Colorado Department of Higher Education policy, if you drop this class after the course starts you will be assessed a drop fee. The drop
fee is pro-rated up to the half-way point in the class. You are legally responsible for payment of full tuition once 50% of this course has been concluded. In order to be eligible to receive any refund of tuition, you must contact the Office of Extended Studies (1-800-232-1749) to formally withdraw from your class. Your refund, if applicable, will be based on the date of contact with our office. Withdrawals received via telephone during non-business hours will be processed and dated on the next working day. Failure to notify us will result in UNC tuition being owed even though you do not attend or complete the coursework.

**Federal Policies:** Throughout the course of the semester (and especially at the end of the semester), you may be wondering what your grade is, what you scored on an exam, or paper, etc. I cannot legally e-mail you your grade without written consent. Therefore, when you send me an e-mail at any time, I cannot respond with grade information unless you give me hand-written consent, with a signature, first. All spreadsheets that contain grade information will be posted outside my office and updated constantly with your “current grade” in the course up to that point. It is your job to look at that posting and find your grade information. As always, you are welcome to make an appointment with me to review your grades in person, but I cannot release information without written consent via e-mail, over the telephone, or especially to a third party (except those listed below). Please see the description of FERPA below for further details.

**Family Educational Rights and Privacy Act (FERPA)** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.