

# SYLLABUS SOCI 160

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## Course Title: SOCI 160 Sociology (8 Weeks)

Credit Hours: 3

### Course Description

This class is fully online. However, proctored exams are required to be taken at a testing center or with an approved proctor.

The purpose of this course is to acquaint the undergraduate student with the basic concepts used by sociologists, to ensure an understanding of how sociologists carry out research and to review previous theories and research on which present sociological thought is based. Most importantly, students will learn how to apply those theories and hopefully look at their own lives through a different lens.

### Prerequisite

None.

### Textbook Information

1. Required textbook:

ISBN#978-0-205-99984-2

Henslin, J. (2015). *Sociology: A down-to-earth approach. Core concepts.*  
Boston, MA: Pearson Publishing.

2. Other Required Materials:

None.

3. Optional:

None

### Course Objectives

The purpose of this course is to acquaint the undergraduate student with the basic concepts used by sociologists, to ensure an understanding of how sociologists carry out research and to review previous theories and research on which present sociological thought is based. Most importantly, students will learn how to apply those theories and hopefully look at their own lives through a different lens.

Upon Completion of this course, you will be able to:

- Learn basic sociological concepts.
- Learn basic sociological theories.
- Develop the ability to draw sociological inferences from observations.
- Develop an informed appreciation of other cultures.
- Develop the ability to critically analyze social issues.

## Communication and Turnaround Time

### 1. Communication Types:

- Announcements will be posted by the instructor in the Announcement Page.
- Course Messages:
  - If you have specific, personal questions for the instructor, please send a message through Blackboard using the Course Messages link on the left.
- Discussion Boards: Questions and answers will be posted in the discussion board forums that you will want to read. Weekly discussion questions are posted for class interaction.
  - General Question Forum: If you have a general question regarding the course policies and procedures that have not been answered in the syllabus or course orientation materials, there is a discussion board forum labeled General Questions. Your question and the instructor's response will be available there to help others who may have had the same question.

### 2. Communication Turnaround Time:

You can expect all correspondence via discussion board or messaging to be responded to within 24 hours Monday through Friday. The instructor will notify the class if there will be longer periods of time where responses may be delayed.

## Grades and Feedback Turnaround time

It is imperative in an online class that you are aware of your grade status in the class at all times.

After you enter the course, the "My Grade" menu on the left-hand side of Blackboard is where you check to make sure your assignment was submitted correctly. If an assignment is submitted correctly, you should see an "!" in the assignment column. You

will also find your final score for each completed assessment (quizzes, papers, discussion boards). Click on the score for your paper or discussion board to view feedback.

After you are in the course, please refer to APA Guide, Grading Rubrics and feedback, and read "How to see feedback in Quizzes/Tests/Exams" to see when and how to see feedback of Quizzes/Tests/Exams.

Please refer to the link below to see how to check your grades and feedback:

- [How to check my grades written tutorial](#)  
[How to check my grades video tutorial](#)
- [How to check assignment grades written tutorial](#)  
[How to check assignment grades video tutorial](#)

Here are the expected turnaround times for each assignment type.

1. Discussion forums will be graded within 3 days after the due date.
2. Section homework grades are automatically posted within ConnectMath. The average of those section homework grades will be posted as the unit homework grade in Blackboard within 3 days after the unit testing has ended.
3. Chapter quiz grades are automatically posted within ConnectMath. The chapter quiz grade will be posted in Blackboard within 3 days of each due date.
4. Test grades are automatically posted within ConnectMath after the unit testing has ended. The test results will be checked within ConnectMath to determine if any partial points can be awarded. The updated test grade will then be posted in Blackboard within 5 days after the unit testing has ended.

## Grades

### Point Grade:

Quizzes = 10 @ 50 points = 500 points

Midterm = 100 points

Final Exam = 100 points

Discussion Board = 11 @ 15 points = 165 points

- 10 discussion boards for 10 chapters
- 1 check-in discussion board

Start Here Assignment = 35 points

- Start Here Discussion board = 15 points

- Start Here Quiz = 20 points

Paper = 50 points

- Rough Draft is 10 points.
- Final Paper is 40 points.

Total: 950 points

## Letter Grades

After weighting, the grading scale is as follows:

- A = 90-100% = 855-950 points
- B = 80- 89% = 760-854 points
- C = 70-79% = 665-759 points
- D = 60-69% = 570-664 points
- 59% or less will result in failing the class = 569 points and below

## Assignment Types and Grading Policy (Including Proctored Exams)

List each assignment type with expectations, assignment policies, points and/or percentage associated with each

### 1. Discussions

There will be a discussion board for each chapter. They will be found under the Learning Unit for each chapter along with a link to the Discussion Board Forum. You may also click on the Discussion Board button found to the left of your screen to view the Discussion Board posts for the week. This is where you will post your Discussion Boards and respond to your classmates. Due dates can be found on the course schedule.

Each chapter has a discussion board. There are 10 chapters, and each chapter discussion board is worth 15 points. The purpose of the discussion forum is to encourage students to discuss what they are learning in the course with classmates. You will be required to post your assignment for the week and respond to at least 1 other student's post.

The check-in discussion board is not related to any particular chapter, but is counted as Discussion board (15 points) in Total Grades.

The Paper Rough Draft discussion board is actually part of Final paper. Although it is in "discussion board" form, it is counted as Final Paper (10 points, not 15 points) in Total points.

[Discussions Grading Rubrics](#)

## 2. The Start Here Assignments

The Start Here Discussion Board will offer you practice and insights into what the instructor is looking for in terms of your discussion boards. It must be completed by the due date or you will be dropped from the course.

The Start Here Quiz will give you a hands-on practice for taking an online quiz.

### **Guidelines and Etiquette for using the Discussion Board**

- Make a personal commitment to learning about, understanding, and supporting your peers.
- Assume the best of others in the class and expect the best from them.
- Acknowledge the impact of sexism, racism, ethnocentrism, classism, heterosexism, ageism, and ableism on the lives of class members.
- Recognize and value the experiences, abilities, and knowledge each person brings to class. Value the diversity of the class.
- Participate actively in the discussions, having completed the readings and thought about the issues.
- Pay close attention to what your classmates write in their online comments. Ask clarifying questions, when appropriate.
- Think through and re-read your comments before you post them.
- Never make derogatory comments toward another person in the class.
- Do not make sexist, racist, homophobic, or victim-blaming comments at all.
- Disagree with ideas, but do not make personal attacks.
- Be open to be challenged or confronted on your ideas or prejudices.

- Encourage others to develop and share their ideas.

### 3. Quizzes

The quizzes are directly tied to the course textbook. Each chapter will have a quiz associated with the material and may be found under the Learning Unit associated with the current week. **All quizzes are taken in Blackboard.** There are 25 questions for every chapter based on the reading and lectures. Each quiz will be worth 50 points and you will have one attempt to take the quiz. If you have technical difficulties, you may contact the instructor in Blackboard using the Messages button only. I will reset your quiz within 24 hours. **If you wait until the 24 hours before the quiz is due, you are not guaranteed a reset.**

You will have one week to take the quiz on Blackboard. The deadlines are listed on the calendar for the course. Once the deadline passes the link will go away. If you miss a quiz you will have the opportunity to make-up or redo one (1) quiz the last week of the semester, with instructor approval.

### 4. Midterm and Final Exam

You will also take a midterm and a final exam. Both exams contains multiple-choice questions.

***Failure to take the midterm will result in being dropped from the course.***

***Failure to take the final exam will result in a grade of "F" for the class, regardless of student grade prior to the final exam.***

**The midterm and final exam must both be taken in an approved campus testing center.**

#### **Taking the test.**

- Turn your cell phone completely off prior to entering the testing center.
- Bring ID to the testing center.
- Do not bring any other testing helps other than a pencil/pen.
- The testing center will provide scratch paper.
- Use Google Chrome or Mozilla Firefox browser. This is a must. If you use Internet Explorer, you will encounter issues.
- Click on the Learning Units, and click on the exam. You will be prompted for a password.
- The proctor will enter the password for you.

You have 1.5 hours to complete the test although most likely will finish earlier

## 5. Final Paper

The purpose of the final paper is to encourage students to further explore the sociological perspectives in a written format.

The rough draft of the paper will be submitted under Learning Unit 9 and is due the week following midterms (see due date on course schedule). The Paper Rough Draft discussion board is actually part of Final paper. Although it is in “discussion board” form, it is counted as Final Paper (10 points, not 15 points) in Total points.

The final paper will be submitted under Learning Unit 15. Unit 15 is due a week prior to the final week in a 16-week format class, and during finals week in an 8-week format class (see due date on the course schedule.)

[Grading Rubrics for Final Paper](#)

## Proctored Exams

MCC Online students use SmarterProctoring to sign up for a time to take a proctored exam. Students may sign up to take the exam in one of the MCC testing centers or with another approved proctor. If SmarterProctoring does not offer a pre-approved proctor in the student’s area, the student may find another proctor with the approval of the instructor. Instructions on how to use SmarterProctoring are provided within the course itself.

Please note that if you are testing at one of the MCC locations you will be required to sign up for an available time slot at that testing center before arriving at the site. Even if you are a “walk-in” you will need to access SmarterProctoring to sign up prior to being allowed to take the test.

## Course Policies

### 1. Non-graded and Required Activities

None.

### 2. Non-graded and Optional Self-Check

Each chapter has a Self-check.

- It is recommended that you take this practice to assess whether you have mastered the contents of the chapter and ready for the chapter quiz.

- This practice is optional, and does not count any points to your grade.
- There are true/false questions, and matching questions in this non-grade practice.

### 3. Extra Credit

There is no extra credit in this course.

### 4. Expectations

It is expected that you will access this blackboard site at least three times per week. Daily access is encouraged.

This course has been designed to be delivered in as flexible a manner as possible, but this does not mean that you will be able to leave it alone for more than a day. This is a 3-credit-hour class taught in 8 weeks, which would meet for 6 hours a week and have approximately 12-18 hours of outside work and study. You should plan on spending about 18– 24 hours a week on this course with the online time, reading materials, and study time.

As this is an Internet course, you are expected to obtain necessary online access to a computer with the minimal requirements stated under “Getting Started and Key Info”. I encourage you to identify several alternatives for computer access prior to the start of class so that you will not be in limbo if you lose your primary source of access.

It is best practice to submit assignments well in advance of the due dates to eliminate any possibility of technology issues preventing you from submitting your work. We open the homework for the unit all at once to allow you to work ahead within a unit if/when you can. The individual homework assignments will be due at regular intervals.

There are multiple dates for each proctored test. Be sure to schedule testing as early in the testing timeframe as possible.

### 5. Attendance Policy

Since this course is online, your “attendance” in class is based on meeting assignment deadlines. You must submit work for the class to be considered attending the class. Federal Guidelines require you to login, participate, and submit assignments to be considered attending.

MCC regulations state that an instructor may withdraw a student from class after a consecutive absence equating to 15% of the total class time, or after total

absences equating to 33% of the total class time. If you fail to submit any work for one week of an 8-week course or two weeks of a 16-week course, you may be withdrawn. If you fail to turn in 33% of your work in the course, you may be withdrawn from the course. An instructor may choose to enforce a stricter attendance policy.

***Simply logging in to Blackboard does not count as attendance.***

## 6. Late Work

Due dates for assignments, exams, discussions and other work are posted on the course schedule or calendar. Late assignments will not be accepted.

## 7. Drop Policy

It is your responsibility to withdraw from the course if you decide to stop attending. If you choose to drop the course you must complete a drop form and submit it to the campus records office. Check myMCCCKC > Student Center for the specific dates, including the last date to drop your course without assessment (or grade posted) for the course

Before withdrawing, please contact an advisor to determine what if any impact this drop will have on your financial aid.

## 8. Code of Conduct

Students are required to follow the [Metropolitan Community College's Student Code of Conduct](#).

Because you have chosen to enroll in this course, you have explicitly contracted with the college to be accepted as a student at the Metropolitan Community College. This entails certain responsibilities. Obviously, you are responsible for many of the components of your education, e.g., attending class, reading texts, preparing for exams, etc. In addition, you are also obligated to meet the general guidelines of student conduct as set forth by the college, as well as specific requirements within this particular course.

MCC has a zero tolerance level for any and all acts of aggression, violence, and disruption. This includes any abusive language or behavior toward faculty, staff, or other students. If you have any further questions regarding this matter, please consult your student handbook.

The Federal Rights and Privacy act (FERPA) protects your student records. Under the law I cannot, and will not, release your student ID, grades or other personal information to anyone but you without your written permission. This also means I cannot discuss or transmit your grades over any unsecured method of communication

## 9. Student Support

If you need technical support for Blackboard, MCC student email, tutoring services, Library services, advising or counselling services, please click on the “Student Resources” tab on top of blackboard after you logged in to Blackboard.

## 10. General Education Outcomes Assessment

As part of the Metropolitan Community College’s ongoing assessment of general education outcomes, some of your assignments will not only be evaluated for this course, but also for district wide assessment projects. The results of any coursework that is considered for general education assessment will be done only on the aggregate level. Individual student achievement will remain confidential.

## Netiquette

Netiquette: Information on appropriate online conduct can be found in [The Core Rules of Netiquette](#). You are expected to follow these rules and any other specific rules your instructor may require for interacting in the class.

## Satisfactory Academic Progress

In order to continue your eligibility for financial aid, you must make satisfactory academic progress toward your educational plan by maintaining a minimum grade point average and successfully completing a minimum number of courses throughout your enrollment at MCC, and completing your educational plan within a reasonable time. Your progress will be reviewed at the end of each semester. More information is available at [Satisfactory Academic Progress web site](#).

## ADA

Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of your online coursework, please contact the campus Disability Support Services (DSS) Coordinator or your choice. Phone numbers are listed at [mcckc.edu/disability](http://mcckc.edu/disability). The DSS Coordinator will work with you to determine what disability documentation/information is needed in order to provide accommodations. Accommodations are determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful. Students can identify themselves to DSS as a student with a disability and request accommodations anytime during their education. Please note that accommodations are not retroactive and may vary based on the nature and requirements of the class. More information is available at [mcckc.edu/disability](http://mcckc.edu/disability).

- [Blackboard Accessibility Information](#)
- [Smart Proctoring Accessibility Information](#)

## Academic Integrity

The Metropolitan Community College, as an academic community, expects all administrators, faculty, staff, and students to behave as responsible members of the college community and to be honest and ethical in their academic work. MCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and the values of the Academy.

The Metropolitan Community College expects all students to act according to the rules of academic honesty as outlined in the [Student Handbook](#). What this really means is that you are expected to turn in only your own work and that you will complete all quizzes and examinations unassisted. If you should violate this trust, then you will be treated the same as any traditional student that cheats.

Academic Dishonesty includes:

1. Plagiarism - the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses.
5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

Disciplinary action will be taken for those students suspected of academic dishonesty. At no point in this course is it acceptable for students to submit someone else's work as their own, or use the ideas of someone else as their own. It is also unacceptable for students to share their own work with another student.

Unilateral Instructor Action – If objective evidence exists indicating that a student has practiced academic dishonesty, the instructor may assign a grade of "F" on the paper, examination, or assignment or assign a grade of "F" for the course.

If the instructor feels that a more severe action is appropriate, the complaint may be referred to the division chair and the dean of instruction. The dean has the authority to recommend an action to the president, or the student may request a hearing.

## Guidelines for Student Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines or any other issues of academic integrity.
- Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations ONLY AS directed by the instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, test, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

## Grievance

Questions or concerns about any aspect of this course should be directed to the instructor so the student and the instructor can work together to resolve any problems that may exist. In the unlikely event that the problem cannot be resolved, then the next step is for the student to make contact the MCC Online Enrollment Manager at 816 604 4487.

Metropolitan Community College is strongly committed to providing workplaces and classrooms that are free of sexual harassment. MCC will not tolerate any behavior, whether verbal or physical, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature are prohibited. To file a complaint, contact the MCC Online Enrollment Manager at 816 604 4487.