

**McLennan**  
C O M M U N I T Y  
**C O L L E G E**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**U.S. HISTORY I**

**HIST - 1301 – 23**

**DONALD R. KELTNER**

**NOTE: This is a 16-week course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Any portion of this Instructor Plan document is subject to change. Any changes will be posted as addenda on Brightspace in the Announcements and the Instructor Plan sections.

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**Course Description:**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

**Prerequisites and/or Corequisites:**

Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 lec).

**Course Notes and Instructor Recommendations:**

**Exams**

- 1) Read the textbook assignments and the relevant study questions / terms from Brightspace before class. The exam questions will be similar to the study questions.
- 2) Take notes. The sooner you learn, the easier your time in college will be. If you do not know how to take notes, there are guides on Brightspace to help you learn. The PowerPoint presentations are not notes, they are *only* a very basic outline.
- 3) After class, answer the study questions and define the terms using your notes and the textbook readings.
- 4) Start studying for exams at least three days before. Use the weekend before the exam to do the bulk of your studying so you do not have to cram at the last minute.
- 5) If something is not clear, if you are unsure of your preparation, *ask for help*.

**Reading Quizzes**

- 1) Give yourself adequate time to read the book. Do not read too far ahead because you may forget some of the material. Do not plan to skim the book the night before.
- 2) Use the study questions from Brightspace as you read through the book and take notes
- 3) The quiz questions will be similar to the study questions, just like the exams.
- 4) If something is not clear, if you are unsure of your preparation, *ask for help*.

**Class Participation**

- 1) Pay attention in class and to the Podcasts, 10% of your course grade depends on it.
- 2) Take lecture notes and use the Study Guides, you may use them on the class participation quizzes.
- 3) Class participation quizzes will be administered online, in the latter half of the week and will be located in the section modules. The quizzes might also cover the online podcasts.

**Tutorial Meetings:**

To take maximum advantage of Brightspace and online testing, there will be tutorial class meetings for questions and clarifications over the course material prior to the major course exams. **Tutorial meetings are *optional*, if you are comfortable with the material and have no questions or concerns, you are not required to attend.**

**Course Quarantine Policy:**

All students will comply to the McLennan Community College quarantine policy *completely and without exception*. As stated in the policy, students will return to class / campus the day **after** their quarantine period ends—not the day it ends. Any violation of quarantine will result in 5 points being deducted from the Final Exam Grade for each violation. Additionally, students who return from quarantine without being released will be counted absent on that day due to breaking quarantine. The only appeal for this penalty is documented proof from the college quarantine coordinator (*not* your personal physician) that the student was officially released from quarantine on the day of the infraction. ***This is a zero-fail obligation for students in this course. There will be no warnings, the policy will be enforced without exception starting from the first day of class.***

**Class Participation Standard & Attendance:**

*Any* student who does not have a minimum of 2 exam grades or 1 exam & 2 book quiz grades by week 15 of the course is subject to be dropped for not meeting the minimum participation requirement. Pursuant to this policy, completion of the exam or book quiz for the week it is scheduled will constitute attendance for the entire week (*2 class meetings*). Simply being present in class and not participating in assessments (exams & quizzes) is not an option in this course. If an exam or book quiz is later made up, the missed attendance will be adjusted accordingly.

**Face to Face Class Meeting Cancellation:**

**Be sure to check the Brightspace *Announcements* section each day you meet are scheduled to meet face to face to see if has been necessary to cancel class that day because of a public health (i.e. COVID-19) related event.** If, to mitigate personal health risks that would endanger continuity of instruction, or, because of unnecessary public health risk to the students or the instructor, the instructor reserves the right to cancel scheduled face-to-face class meetings via a timely Announcement on Brightspace. **If there is no Announcement, then class will meet as scheduled.**

**Course Force Majeure:**

If (1) the instructor cannot hold pass the MCC Daily Health Assessment (2) because of one or more involuntary quarantines of the instructor, or (3) under mandate by an administrative authority other than the instructor, then the recorded podcasts will stand as a good faith substitute for face to face class meetings. Continued enrollment in this class will constitute acceptance of this contingency and that the instructor and MCC will be held harmless in the occurrence without remedy. Withdrawal from the course will constitute acceptance of the same.

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**Instructor Information:**

**Instructor Name:** Donald Keltner

**MCC E-mail:** dkeltner@mclennan.edu

**Office Phone Number:** 299-8934

**Office Location:** MAC 314

**Office/Teacher Conference Hours:** These will be posted on Brightspace on the first week of the semester. I will be glad to speak to you before or after class as well.

**Other Instruction Information:**

- I will regularly check my email between the hours of 7:30am and 4:00pm during weekdays (*core hours*); I will be in class during some of those times, so be patient. I will respond within 24 hours, likely sooner. It may take up to 48 hours on weekends.
- I will of course be very lenient with issues I become aware of after business hours should they be of a time-sensitive nature.
- I reserve the right to use Zoom for communication purposes this semester, though I have no plans to utilize that technology at this time. I will NOT be using Zoom for instructional purposes.

**Other Instruction Information:** Most of my classes are off-campus this semester, so I will only be my office on Monday and Wednesday mornings. *I far prefer that you email me rather than call me because I will get the message much faster.*

**Course Notices & Communications:**

All correspondence between the instructor and the students will be through the **MCC email system**, via **Brightspace**, using *only* the student email addresses assigned by MCC. **All students should check their MCC email accounts at least a couple times a week.** All emails to me should be sent from your MCC student email address as the school servers often quarantine non-MCC email as spam. I check my email regularly and it is the best means to reach me if I am off campus.

**Required Text & Materials:**

Title: *Give Me Liberty!: An American History*

Author: Eric Foner

Edition: 6<sup>th</sup> Edition-Brief

Publisher: W.W. Norton

ISBN: 978-0-393-44595-4

Title: *Narrative of the Life of Frederick Douglass*

Author: Frederick Douglass

Edition: Thrift

Publisher: Dover

ISBN: 0-486-28499-9

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**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

A variety of methods will be used in teaching United States History I, including the use of lecture, discussion, written assignments and various projects. Student assessment will include objective exams, readings of primary and secondary sources, discussions, subjective and objective essays, projects and portfolios. These measures will assess critical thinking, communication, social responsibility and personal responsibility. A departmental rubric may be used to assess different aspects of the course objectives.

**Course Objectives and/or Competencies:**

**Critical Thinking:** Through lecture and a variety of objective strategies, students will be assessed on critical thinking ability. Objective examinations will specifically be used to assess critical thinking. Other assessment vehicles may include essays, portfolios, primary source objective exams, and presentations.

**Communication:** Measures such as objective tests, written assignments, discussions, portfolios and presentations may be used to measure the student's ability to communicate.

**Social Responsibility:** Because the teaching of history involves evoking examples of successes and failures in social responsibility, and the continual importance of this issue politically and personally today, social responsibility naturally is emphasized. Assessment measures may include readings, primary document exams, discussions, projects and essays.

**Personal Responsibility:** Because the teaching of history also involves evoking examples of successes and failures in personal responsibility, and the consequences that personal choices can have, personal responsibility is also naturally emphasized. Assessment measures may include participation, readings, primary document exams, discussions, projects and essays.

**Course Outline or Schedule:**

This is a general overview of the course. A semester-specific, date-specific detailed schedule will appear on Brightspace in the **Course Policies / Helpful Links** section under the **Content** tab.

Course Section	Content	Assignments / Exams
The Rights of Englishmen (Weeks 1-5)	Eric Foner, <i>Give Me Liberty</i> , Chapters 1-5	Exam 1 Class Participation Quizzes
A New Order in Time (Weeks 6-10)	Eric Foner, <i>Give Me Liberty</i> , Chapters 6-8; 10	<i>New Orleans</i> Book Quiz Exam 2 Class Participation Quizzes
Crisis and Civil War (Weeks 11-16; includes <i>Exam Week</i> )	Eric Foner, <i>Give Me Liberty</i> , Chapters 11-14	<i>Douglass</i> Book Quiz Final Exam Class Participation Quizzes

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**Course Grading Information:**

Assessment	Details	% of Course Grade
<i>All Assessments (exams, quizzes, etc., will be taken or submitted online)</i>		
<b>Exam 1</b>	<ul style="list-style-type: none"> <li>52 Objective Questions taken from the study guide</li> <li>Question types: multiple choice, true/false</li> <li>Content: Foner, <i>Give Me Liberty</i>, chapters 1-5</li> <li>See Course Schedule / Instructor Plan for exam date</li> </ul>	<b>90%</b>
<b>Exam 2</b>	<ul style="list-style-type: none"> <li>52 Objective Questions taken from the study guide</li> <li>Question types: multiple choice, true/false</li> <li>Content: Foner, <i>Give Me Liberty</i>, chapters 6-8, 10 (portion)</li> <li>See Course Schedule / Instructor Plan for exam date</li> </ul>	
<b>Reading Quizzes (2)</b>	<ul style="list-style-type: none"> <li>20 Objective Questions taken from the study guide</li> <li>Question types: multiple choice</li> <li>Reading Quiz 1 covers <i>only</i> Douglass, <i>Narrative</i></li> <li>Reading Quiz 2 covers <i>only</i> Webster, 1850 Compromise Speech</li> <li>See Course Schedule/Instructor Plan for quiz dates</li> <li>These two grades will be <b>averaged</b> and count as <b>one exam grade</b></li> </ul>	
	<ul style="list-style-type: none"> <li>The <b>lowest</b> grade of Exam 1, Exam 2 or the <b>Book Quiz Average</b> will be <b>dropped</b></li> <li>The remaining grades will be added to the final exam</li> <li>Extra Credit points will be added only to exams or quizzes</li> </ul>	
<b>Final Exam</b>	<ul style="list-style-type: none"> <li>52 Objective Questions taken from the study guide</li> <li>Question types: multiple choice, true/false</li> <li>Content: Foner, <i>Give Me Liberty</i>, chapters 11-14; portions of 4 &amp; 10</li> <li>See Course Schedule / Instructor Plan for exam date</li> </ul>	
<b>Class Participation</b>	<ul style="list-style-type: none"> <li>The number &amp; frequency of these quizzes are at the discretion of the instructor.</li> <li>The quizzes will be multiple choice and/or short answer in form and based on that day's lecture.</li> </ul>	<b>10%</b>
<b>Course Grade</b>	<ul style="list-style-type: none"> <li>2 <i>highest</i> grades of Exam 1, Exam 2 or the <b>Reading Quiz Average</b> will be added to the final exam and the class participation grade to calculate the course grade</li> </ul>	<b>100%</b>

***Extra Credit Work:*** There will be opportunities to earn extra credit. The assignments and due dates are posted on Brightspace. *Extra credit only applies to exams and book quizzes, not Class Participation.*

**Late Work, Attendance, and Make Up Work Policies:**

Makeup exams and quizzes will be available for students who have missing grades on the dates posted in the course schedule. *Missed Class Participation Quizzes cannot be made up as they are directly tied to class attendance that day.*

**Student Behavioral Expectations or Conduct Policy:**

1. **This is a *College Class*.** You will receive the grade you earn—and this grade will be a permanent entry on your college transcript.
2. **Attitude and conduct are part of *your* grade.** If you cannot pay attention, stay awake and make an effort to absorb the class material, your chances of succeeding in this course are poor. Nothing on Facebook, Twitter or YouTube will be on the exams.
3. **Ask for help if you need it.** You can understand anything if it is explained to you properly.
4. **Attendance is required.** MCC policy requires you be removed from the class if you have more than seven (7) unexcused absences. There is also a participation threshold to meet regardless of attendance. Being late to class twice will count as an absence.
5. You will use your **MCC email account**. You are responsible for the contents of all class emails, announcements and all the content on the course Brightspace website.
6. **In Class Absences:** if students cannot disengage from Social Media or remain awake for the duration of class, the instructor reserves the right to count them absent for the day. This also applies to doing work for other classes. This will apply to the 8-absence limit allowed by MCC and could lead to being dropped from the course.
7. **Cheating** in any form will result in a zero (0) for that grade item; additional disciplinary action may be taken according to the policy outlined in the student handbook. Zeros (0) resulting from cheating offenses *cannot* be dropped.
8. Students are prohibited from eating in the classroom; this is division policy.

**Course Academic Integrity Statement:**

All students who enroll in this course are subject to a **zero-tolerance standard** for cheating and plagiarism. Remaining in the course implies consent to this policy. Consult the policy (<https://www.mclennan.edu/academic-integrity/>) to see what MCC defines as *cheating* and *plagiarism*. **It is your responsibility to know this policy and ignorance is not a defense.**

Cheating and/or plagiarism will result in a grade of zero (0) for the grade item and all additional penalties listed in MCC's guidelines will be implemented as detailed on the college website.

**Cheating** includes giving or receiving help on in-class exams or quizzes and turning in work that is significantly similar to that of another student. **Plagiarism** is defined as using specific information or material taken from published works and claiming it as one's own. This includes not citing sources or quotations. It does not apply to general facts; for example, that the Battle of Chancellorsville took place in 1863. Use of the **Turnitin** website will determine the occurrence of plagiarism and the findings in that instance will be final and the matter closed. Appeals are between Turnitin and the appellant; the instructor will cannot intervene as an interested party in the proceedings. The instructor will abide by the findings in the appeal. Zeros (0) resulting from cheating or plagiarism violations *cannot* be dropped from the grade calculations. Also, a FERPA release does not give others the ability to intervene or advocate on your behalf—you as the

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student must answer for and defend your actions *alone*. Finally, the instructor reserves the right, if the nature of the offense is egregious, to give the student or students involved a cumulative course grade of F. For Dual Credit Students, that will constitute a cumulative numerical grade of 10.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**<https://www.mclennan.edu/highlander-guide/policies.html>**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

**Course Attendance Policy**

This course will adhere to the MCC Attendance Policy as stated, with the following additions:

1. If you have to ***quarantine***, you will still be expected to keep up with your class work using the podcasts and PowerPoint PDFs. Allowances will be made for Class Participation Quizzes as needed. You will also be expected to complete exams and quizzes online by the dates posted in the schedule.
2. If you are actually ***ill and unable to do your course work***, allowances will be made for you to finish the course, even if that is after the end of the semester. The instructor and student will work out a plan based on the student's individual situation and the time remaining in the semester.



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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit <https://www.mclennan.edu/disability/>.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/>. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you

or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to <https://www.mclennan.edu/student-email/>.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.