

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**US HISTORY I**

**HIST - 1301 - D004**

**DONALD KELTNER**

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

**NOTE: This is a Face-to-Face course.**

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).

**Instructor Information:**

**Instructor Name:** Donald Keltner

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

**Office Phone Number:** 299-8934 (I have one class on campus; it would be best to email)

**Office Location:** MAC 314

**Office/Teacher Conference Hours:** Tuesday-Thursday, 9:30am to 11:00am. I will regularly check my email between the hours of 7:30am and 4:00pm during weekdays (*core hours*); 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.

**Other Instruction Information:** I reserve the right to use Zoom for communication purposes, though I have no plans to utilize that technology at this time. I will NOT be using Zoom for instructional purposes.

**Required Text & Materials:**

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

Author: Eric Foner, Kathleen DuVal, Lisa McGirr

Edition: 7th Edition-Brief

Publisher: W.W. Norton

ISBN: 978-1-324-04162-7

Title: *Narrative of the Life of Frederick Douglass*

Author: Frederick Douglass

Edition: Thrift

Publisher: Dover

ISBN: 0-486-28499-9

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

**Read the following sections of the Instructor Plan about recommendations and student expectations carefully. If you cannot adapt to the expected behaviors in this course or follow the instructor's recommendations, there is little point in reading about grading and schedules.**

**Why You Need This Course:**

- It is part of the degree you want to earn (AA, AS, BA, BS, etc.), whether you plan to be an educator or not. To earn your degree, you must attain a level of competence in this subject.
- This course makes you a more valuable employee. Employees who only have knowledge of their precise function are of limited utility and can be easily replaced or laid off.
- The course makes you a good representative of any organization you belong to. You want to make your employer appear to be an organization of informed or educated people.
- This course will help you understand human nature and the world you must live and work in.

**Student Behavioral Expectations / Conduct Policy:**

- **This is a *College Class*.** You will receive the grade you earn—and this grade will be a permanent entry on your college transcript.
- **Attitude and conduct are part of *your* grade.** Pay attention, stay awake and make an effort to absorb the class material. Sleeping in class equals an absence.
- **Ask for help if you need it.** You can understand anything if it is explained to you properly.
- **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.
- 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.
- ***Cheating*** in any form will result in a zero (0) for that grade item. This includes use of Artificial Intelligence. Additional disciplinary action may be taken according to the policy outlined by the college conduct code. Zeros (0) resulting from cheating offenses *cannot* be dropped.
- Students are prohibited from eating in the classroom; this is division policy.

**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 material. 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.

### **Class Lectures are Copyrighted©**

The copyright for class lectures is retained by the instructor and recordings thereof are prohibited. Recording lectures or slideshows violates the retained copyright as outlined in Chapters 1-8 and Chapters 10-12 of Title 17 of the United States Code. Consequently, any device *capable* of recording or broadcasting is thus prohibited from use in the classroom. Recording devices *not capable of broadcasting* will only be allowed with an accommodation granted by the ADA office of the college. In such case, the instructor will designate a reasonable location for the device. Violations of the policy will incur a 10-point deduction from the Final Exam for *each* infraction and the student will be counted absent that day. These will be denoted as **demerits** in the online gradebook. Note the Final Exam grade cannot be dropped. If the number of infractions make the Final Exam grade zero, or the total incurred absences violates the course and college attendance policy, the student will be dropped from the course for cause. The use of podcasts provided by the instructor is licensed to only registered students in the course for the duration of the semester the course is taken; these are prohibited from being reproduced or disseminated beyond students in the course, again, as detailed in Chapters 1-8 and Chapters 10-12 of Title 17 of the United States Code. Penalties for doing so apply under the law.

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**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 that 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 and the minimum grade required is achieved, the missed attendance will be adjusted accordingly.*

**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. ***This also means turning in assignments on time.***

**Course Academic Integrity Statement:**

All students who enroll in this course are subject to a **zero-tolerance standard** for cheating and plagiarism. 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 includes giving or receiving help on in-class exams or quizzes and

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turning in assignments that are significantly similar to that of other students. ***Cheating*** includes use of Artificial Intelligence (AI) in writing assignments. **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. Plagiarism does not apply to general facts; for example, that the Battle of Chancellorsville took place in 1863. These definitions (*Cheating & Plagiarism*) are not mutually exclusive for the purposes of this policy. Findings of cheating and/or plagiarism will result in a grade of zero (0) for the grade item and can make you subject to all additional penalties listed in MCC's guidelines as detailed on the college website, provided alternate corrective action is not offered by the instructor.

Use of the **TurnItIn** Artificial Intelligence will determine the occurrence of plagiarism or use of AI and chatbots, and the findings in that instance will be final and the matter closed. TurnItIn is an AI, it can catch them quite easily. You can review the Turnitin report for plagiarism and AI use in the written assignments of the course. A colored/percentage indicator that links to TurnItIn will provide students a means to review their work compared with the TurnItIn AI's repository. Students should review the report following the submission of each assignment. Appeals are between Turnitin and the appellant;<sup>1</sup> the instructor will not and cannot intervene as an interested party in the proceedings. The instructor will abide by the findings in the appeal. Furthermore, appeals can only proceed in instances of cheating or plagiarism that are a matter of record.

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 student must answer for and defend your actions *alone*. Remaining in the course implies consent to this policy, withdrawing from the course will constitute final remedy to all disputes arising from this policy.

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who miss 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with

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<sup>1</sup> <https://help.turnitin.com/feedback-studio/turnitin-website/student/submitting-a-paper/trouble-submitting-your-paper.htm>. You may have to re-submit the assignment in question and then appeal the findings to Turnitin.

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a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

**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>Douglass</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>Webster</i> Quiz Final Exam Class Participation Quizzes

**Course Grading Information:**

Assessment	Details	% of Course Grade
<i>All Assessments (exams, quizzes, etc., will be taken or submitted online)</i>		
Exam 1	▪ 52 Objective Questions taken from the study guide for Foner, <i>Give Me Liberty</i> , chapters 1-5	30%
Exam 2	▪ 52 Objective Questions taken from the study guide for Foner, <i>Give Me Liberty</i> , chapters 6-8 & 10	30%
Reading Quizzes (2)	▪ Reading Quiz 1 covers <i>only</i> Douglass, <i>Narrative</i> ▪ Reading Quiz 2 covers <i>only</i> Webster, <i>Compromise of 1850 Speech</i> ▪ Each quiz comprises 20 objective questions taken from the respective study guide ▪ These two grades will be <b>averaged</b> and count as <b>one exam grade</b>	30% (15% each)

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	<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>-30%</b>
<b>Final Exam</b>	<ul style="list-style-type: none"><li>▪ 52 Objective Questions taken from the study guide</li><li>▪ Content: Foner, <i>Give Me Liberty</i>, chapters 11-14; portions of 4 &amp; 10</li></ul>	<b>30%</b>
<b>Extra Credit</b>	<i>Any Extra Credit earned will be applied to the grades retained from Exam 1, Exam 2, the Reading Quiz Average or the Final Exam up to a full 90% of the final course grade, those being 90 points of the final average.</i>	Points added to retained grades
<b>Exams, Quizzes and Extra Credit</b>		<b>90%</b>
<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.</li><li>▪ Extra Credit <b>CANNOT</b> be applied to Class Participation</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>Book 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 1 & 2 and the reading quizzes—not Class Participation.* One extra credit grade will be dropped for *each* demerit earned for violating the copyright policy.

**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.*



**Incomplete Grades**

Lacking several grade items will not qualify a student for the grade of Incomplete. Neither will lack of initiative and inattention to the course schedule. The grade of Incomplete (I) will be granted only in very limited circumstances. This would be an instance where the Final Exam cannot be completed before the end of the calendar month at the end of the semester (either May or December) due to certain unique circumstances that would qualify as *force majeure* according to the instructor or institution as a matter of benevolence.

**[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.

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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 [www.mclennan.edu/disability](http://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) 2542998122 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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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 <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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 [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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 (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. 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 [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**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.