

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**US HISTORY II  
HIST-1301-O085  
DONALD KELTNER**

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

**NOTE: This is an Online 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.

**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:**

*Insert and course notes or recommendations*

**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

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

**Instructor Information:**

**Instructor Name:** Donald Keltner

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

**Office Phone Number:** 299-8934 (I have only one class on campus, so it is better to email)

**Office Location:** MAC 314

**Office/Teacher Conference Hours:** 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.

**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:**

**Directions are directions.** Follow the directions in the assignments. If you need clarification, then ask.

**Deadlines are deadlines.** Do your work on time. Continuously missing deadlines is not acceptable and continual forgiveness is not fair to the other students. I am sympathetic to special circumstances and personal emergencies. Lack of initiative is neither.

**Professional Conduct is Required.** When sending emails to your instructor, write in a respectful, grammatically correct manner. In return, your instructor will treat you with similar respect. Similarly, papers are formal documents, not rants. Use professional language.

**Discussion Topics.** You will similarly write in a respectful, grammatically correct manner if you participate in the optional discussion boards.

**Course Notes and Instructor Recommendations:**

The design principle for this course is based on the Thayer Method of instruction used at the United States Military Academy at West Point and it is particularly effective in an online course. Under the Thayer Method, *students are responsible for their own learning*. Thus...

- **Goals, not Schedules.** You will be given a series of tasks to accomplish by a certain deadline. Finish those tasks in your own time and your own way—but meet the deadline.
- **Deadlines are deadlines.** This course starts on a fixed date and **ends** on a fixed date. You will be evaluated on your performance during that time span.
- **Self-discipline.** An online course is a guided self-study of the material and your ultimate success or failure in this course rests with **you**. The instructor is the *facilitator* of your self-study. Your results are indicative of your effort.
- **You will receive the grade you *earn*.** This is a *college class* and this grade will be a permanent entry on your college transcript. Make it the best one you can.

- **I am here to help you.** Contact me if you need help, the sooner the better. Circumstances do not improve on their own. If you wait until after the Chapter 10 Exam to ask for help, there is little that can be done at that point.
- **Use the resources provided.** Read and carefully review the *How to Study* documents and the Section *Goals* in each of the three course sections on Brightspace. These documents will guide you in studying the course material and preparing you for the exams and assignments.
- **Participation is required.** If you miss a certain number of assignments, you will be dropped from the course. I am sympathetic to special circumstances and personal emergencies. Lack of initiative and ignoring schedules does not qualify. See the **Class Attendance Policy**.
- **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. See below.

### **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 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. Using Artificial Intelligence (AI) on class assignments is cheating; and if the uses prohibited sources it will be cheating as well—a *double offense*.

Use of the **TurnItIn** Artificial Intelligence will determine the occurrence of plagiarism or use of Artificial Intelligence (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.

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

**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 misses 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 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 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 three 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.

**Course 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.

<b>Course Section</b>	<b>Content</b>	<b>Assignments / Exams</b>
The Rights of Englishmen (Weeks 1-5)	Eric Foner, <i>Give Me Liberty</i> , Chapters 1-5	5 Chapter Exams 1 Essay Exam
A New Order in Time (Weeks 6-10)	Eric Foner, <i>Give Me Liberty</i> , Chapters 6-8; 10	3 Chapter Exams 1 Essay Exam
Crisis and Civil War (Weeks 11-16)	Eric Foner, <i>Give Me Liberty</i> , Chapters 11-14	3 Chapter Exams 1 <i>Optional</i> Essay Exam

**Course Grading Information:**

This is a general overview of the grading system. A semester-specific, detailed grading system will appear on Brightspace in the **Course Policies / Helpful Links** section under the **Content** tab. You will notice that the chapter exam grades can exceed 100%. This allows you to miss a

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question or two without consequences and it also serves to build extra credit into the regular course assessments as well. **Note:** there are no extra credit assignments.

<b>Grading Component</b>	<b>% of Course Grade</b>
11 Chapter Exams (lowest grade will be dropped)	70% (7% each)
3 Essay Exams (lowest grade will be dropped)	30% (15% each)
<b>Course Grade</b>	<b>100%</b>

**Incomplete Grades**

Lacking several grade items will not qualify a student for the grade of Incomplete. The grade of Incomplete (I) will be granted only in very limited circumstances. This would be an instance where one grade item cannot be completed before the end of the calendar month at the end of the semester due to certain unique circumstances that would qualify as *force majeure* according to the instructor or institution as a matter of benevolence. Lack of initiative and inattention to the course schedule do not qualify as such.

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

All late grading components will incur a 10-point / 1 letter grade penalty for each day they are late. Once a section of the course closes, missing work from that section can only be made up at the discretion of the instructor upon request.

**[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.