McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRODUCTION TO SOCIOLOGY

SOCI 1301 – 89

Meeting on our class Brightspace Page

WILLIAM H. "BILL" LOCKHART, Ph.D

NOTE: This is a 16-week course.
NOTE: This is an Online 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.

.AN EQUAL OPPORTUNITY INSTITUTION SPRING SEMESTER 2022

INTRODUCTION TO SOCIOLOGY

SOCI 1301-89 (ONLINE SECTION)

Course Description:

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Prerequisites and/or Corequisites: None.

Course Notes and Instructor Recommendations:

I teach this class because I want you to have your best life possible and I think learning sociology can help you with that. Sociology can teach you an awareness of yourself, other people and how groups and organizations, cultures, technologies and societies impact you, and – believe it or not -- how you can impact them.

This is a college course, which means that you are responsible for your own learning. I provide guidance and encouragement, and explanation and application as needed, but you need to act so you can learn. To do well in this class you need to have the college level abilities to:

1. work steadily and seriously desire to master the course material;
2. read and comprehend a textbook;
3. write paragraphs and short papers using a computer's word processor;
4. consistently access Brightspace, and do online assignments

Internet Course: Many students choose to take internet courses for the convenience of not having to commute to a physical classroom during set hours each week. It also feels "freer" with opportunities to take care of other responsibilities and perhaps to even travel. ***However because you don't have to "show up" at a set time and place, you really need to be organized and self-disciplined to do well in online courses.*** However if you are disciplined and work hard—and have a good computer and reliable quality internet access -- you will experience a new perspective on life around you and enjoy many new things about our social world, as well as gain successful college credit.

Our classroom:

Consider the class Brightspace page to be the "classroom" in which we meet. It will be the prime place for us to interact, via discussion boards, messages, lessons and instructions. I will also make additional readings and instructional material available via Brightspace. If you do not know how to access Brightspace, contact the instructor or MCC technical staff. Brightspace will be an essential element in this course and all online courses. To find out more about Brightspace at MCC, go to http://www.mclennan.edu/brightspace-students/.

D2L | Brightspace

Instructor Information:

Instructor Name: **Bill Lockhart**
MCC E-mail: **wlockhart@mclennan.edu** **(or use the email link ✉ in Brightspace)**

Office Phone Number: **254-299-8930*** ☎
Office Location: **MAC 232** (on the second floor of the Michaelis Academic Center where the MCC Bookstore is located. See the adjacent photo)
Office/Teacher Conference Hours:

- **Mondays from 2:30-5 PM,**
- **Wednesdays from 2:30-5 PM,**
- **and by appointment.** (I'm around other times, so stop by my office and if I'm not there, email me for an appointment.)

Zoom address: https://mclennan.zoom.us/my/lockhart2998930 contact me for access instructions
Other Instruction Information: ***Instructor is hearing impaired, so it is best to contact him in person or via email. If you contact him by phone☎, be sure to speak clearly and slowly and be ready to repeat.**

Required Text & Materials:

Good news: ***your textbook for this class is available for free online***! Go to https://openstax.org/details/books/introduction-sociology-3e. You can access it there for free in "Web View" or download (or any of its chapters) as a PDF document open with the free Adobe Reader software (probably already on your computer and maybe your tablet or phone). There is also now a free app for your phone or tablet [go to https://openstax.org/general/download-openstax-se-app.] If you prefer, you can also get a print version at a very low cost. If you want to get a print version of the book you can purchase or rent a copy at the MCC Bookstore or purchase one from the seller "OpenStax" on Amazon.com. This third edition is brand new and may not be available yet at the bookstore, however, for this semester you can go ahead and use a copy of the 2nd (yellow cover) edition. I don't care which one you use this semester.

Title: Introduction to Sociology 3e [or 2e]
Author: OpenStax
Edition: Third
Publisher: OpenStax
Publish Date: Jun 03, 2021
Web Version Last Updated: Jul 20, 2021
Hardcover: ISBN-13: 978-1-711493-98-5
Paperback: ISBN-13: 978-1-711493-97-8
Digital: ISBN-13: 978-1-951693-36-7

MCC Bookstore Website:

http://www.mclennan.edu/bookstore/

Note: the MCC Bookstore Website says that this text is "recommended". What is recommended *by the bookstore* is that you purchase a printed copy, what is *required by the instructor* is that you read the textbook at least weekly, either in an online or printed version. So, be sure to get access to this textbook.

In addition to your textbook, you'll need:

- Good, consistent access to **MCC's email system and its Brightspace webpages.**
- Use of a word processing software. MCC provides Microsoft Office 365 to all students: http://www.mclennan.edu/tech-support/software. [Note: I can only open Word (.doc and .docx) and Rich Text Format (.rtf) documents; if you use another word processor, you'll need to save your documents in one of these formats

to submit it to me online on Brightspace. You can also print off papers and turn them in, but that is not required.

Methods of Teaching and Learning:

As described below under Course Grading Information, this course requires four different types of assignments and the failure to complete any one of them will cause you to fail this course. These four include: participating in class discussions (online); taking online quizzes; taking online and one "in-class" exams; and writing three "doing sociology" short sociological research papers which will each give you the "hands on" opportunity to try out a sociological research method. You will also learn from reading the textbook and viewing PowerPoints and other online materials.

Course Objectives and/or Competencies:

As part of the MCC Core Curriculum, this course seeks to develop the following core competencies:

Core Objectives for Social & Behavioral Sciences:

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behaviors and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.

- **Critical Thinking (CT) --** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communications Skill (COM) --** to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical & Quantitative Skills (EQS) --** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Social Responsibility (SR)** -- to include intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities

Student Learning Outcomes

As a transferable course within the state of Texas, this course covers the introductory basics of the science of Sociology. Students successfully completing this course will be able to meet each of these sociology student learning objectives: (Letters in parentheses refer to the related core objectives for social and behavioral sciences.)

1. **Compare and contrast the basic theoretical perspectives of sociology. (CT & COM)**
   Taught through lectures, assigned reading, and class discussions
   Assessed by objective quizzes and exams and writing assignments
2. **Identify the various methodological approaches to the collection and analysis of data in sociology. (EQS)**
   Taught through lectures, assigned reading, and class discussions
   Assessed by objective exams and/or written assignments
3. **Describe key concepts in sociology. (CT & COM)**
   Taught through lectures, assigned reading, and class discussions
   Assessed by objective exams, assigned papers, and/or presentation
4. **Describe the empirical findings of various subfields of sociology. (CT, COM & EQS)**
   Taught through lectures, assigned reading, and class discussions
   Assessed by objective exams, assigned papers, and/or assigned presentation
5. **Explain the complex links between individual experiences and broader institutional forces. (CT, COM & SR)**
   Taught through lectures, assigned reading, and class discussions
   Assessed by objective exams, assigned papers, and/or assigned presentation

Course Outline or Schedule:

PLAN AHEAD! During the regular long semester terms we cover about a chapter each week and have assignments due on Wednesdays and Sundays, with the "doing sociology" assignments due mostly on Sundays. Because student schedules vary, I am providing a short range of dates for the exams. The exams will all be online, but will have time limits and overtime penalties, so you'll need to study and be ready to take these exams when you start them.

Do try to keep up with the schedule for the sake of your classmates and your education. Due to technical difficulties, current events and other factors, ***all topics, dates and assignments are subject to change***. However this schedule provided below is normally very accurate. Our Brightspace class website will have the latest information and you will be informed of changes by looking at the appropriate pages of that website.

If you have any questions about assignments or due dates, check Brightspace first, and then contact me at wlockhart@mclennan.edu.

Unit 1: Thinking and Researching Sociologically

What is this thing called sociology? What's so scientific about it?

Week 1:

Getting Ready to learn at MCC this semester:

- 💻 If you are new to Brightspace (MCC's learning management system), log into Brightspace and review the **Brightspace Orientation**. You can learn more about Brightspace at MCC at https://www.mclennan.edu/brightspace-students/
- 📝 Complete the **COVID-19 assignment** in the Assignments area of our class Brightspace page by doing the MCC COVID-19 training found in the Brightspace Orientation, https://brightspace.mclennan.edu/d2l/le/content/33381/Home. Earn the certificate of completion and save a digital copy of it and post it in the Assignments area..

Chapter 1: Introducing Sociology (and this course)

- 💻 Access the OpenStax textbook at https://openstax.org/details/books/introduction-sociology-3e
- 📖 Read the first chapter.
- 🕒 Take the chapter 1 quiz on Brightspace
  - *These quizzes help in gaining the student learning outcomes (SLOs) 1 & 3 about the sociological perspectives and the key concepts in sociology.*

- 💬 Post on **Introductions Discussion**: read instructions on my Brightspace discussion post introduce yourself and apply the sociological imagination. More details on Brightspace. *[All DB posts relate to critical thinking, reading, communications and cultural and social understanding as well as key concepts in sociology, SLO 3.]*

Week 2

Chapter 2: Sociological Research *[Now we focus on SLO 2: research methods]*

- 📖 Read chapter 2
- 🕒 Take the chapter quizzes
- 💻 Review the Doing Sociology Project assignments on Brightspace
- 💬 Post on the "Me, A Researcher?" discussion board on Brightspace

Week 3

Chapter 3: Culture [Here we really begin to work on the Student Learning Outcomes ("SLOs" from page 4 of the syllabus) for the course, and we'll continue to work on these during the rest of the course.]

- 📖 Read Chapter 3 on Culture

- Take the chapter quiz
- Post on the "Culture Shock" discussion board

Week 4

Chapter 4: Social Structure and Social Interaction

- Read Chapter 4 on Social Structure and Social Interaction
- Take the Chapter 4 quizzes
- Review the material for the first Unit Exam
- ***Unit 1 exam taken online between Thursday and Sunday*** *(Used to measure learning outcomes 1 & 2 on sociological perspectives and empirical evidence.)*

Unit 2: You and Others: Socialization, the Self, and Groups

Why doesn't everyone see things the way I do?

Groups don't affect me, do they?

Week 5

Chapter 5: Socialization and the Life Course (ongoing learning of how to be you!)

- Read Chapter 5
- Take the chapter quiz
- post on the Socialization discussion board
- **Sunday of Week 5: "Doing Sociology 1" paper due** – interview someone from another generation or culture. Complete instructions are on Brightspace. *[Emphasis on SLO 2 & 5]*

Week 6

Chapter 6: Social Groups and Organizations

- Read Chapter 6 & take the chapter 6 quizzes
- Post on the "Who's my leader?" discussion board

Week 7

Chapter 7: Deviance, Crime and Social Control

- Read chapter 7 and take the chapter 7 quizzes
- Post on the "True Crimes" discussion board
- **Unit 2 Exam** to be taken online at student choice sometime from **Wednesday to Sunday (tentative):** (used to measure SLO 4 on empirical findings of sociology subfields)

Unit 3: People, Places and Work: Change & Social Institutions

The more things change … the more they stay the same -- or do they?

Does it really matter where you live or what you do?

Week 8

Chapter 14: Marriage and The Family: changing over the generations

- Read Chapter 14 & take the chapter 14 quiz
- Post on the "Marriage and Family" discussion board

Weeks 9 and 10

Chapter 20: Population, Urbanization and the Environment: why so many people?

- Read Chapter 20 & take the chapter 20 quizzes
- Review the "Not So Random Numbers" and take the quiz on them
- Post on the "So Many People!" discussion board
- Post on the "Environment/Urbanization" discussion board
- **Sunday of week 10:** "**Doing Sociology 2" paper due** – field observation of group behavior or deviance. *(Used to develop SLO 2 on research methods.)*

Week 11

Chapter 18: Work and the Economy, plus portions of other chapters on social change

- Read Chapter 18 & take the chapter 18 quizzes (you can do this earlier if you'd like)
- **Unit 3 Exam** to be taken between **Wednesday and Sunday of Week 11** (used to measure SLO 4 on the empirical findings of sociology subfields and SLO 5 on the complex links between individuals and social forces)

Unit 4: Social Inequality

Why do some people get more of the good things of life than others?

Week 12 and 13

Chapter 9: Social Stratification: The Structure of Inequality

Chapter 10: Global Stratification

- Read Chapters 9 & 10 and take the chapter 9/10 quiz
- Post on the "Poverty in our world" discussion board

Week 14:

Chapter 11: Inequalities of Race and Ethnicity: Lived Experience

- Read Chapter 11 & take the chapter 11 quizzes
- Post on the "Race" discussion board
- **Sunday of Week 14: "Doing Sociology" paper 3 due:** census data and social change (Used to measure CC 1 on critical thinking and SSLO 2 on research methods)

Week 15 – last week of classes

Chapter 12: Inequalities of Gender and Sexuality

- Read Chapter 12 & take the chapter 12 quiz
- Post on the "Gender" discussion board

Final Exams Week:

- **Monday through Wednesday of Finals Week: Final exam to be taken online.**
  - **Graduating students will need to take this exam by Tuesday of this week.**
- Post on the "Saying Goodbye" discussion board. (I won't look at these posts until after I turn in grades, but it is a nice way to close the class.)

Course Grading Information:

Although I use points, your course grade is based on a percentage basis, with each assignment contributing to your final grade. You cannot pass the class if you fail all the exams or do not complete the papers. You must average a passing grade for each element of the course. Your grade will be calculated according to the following standard percentage scale:

100 - 90% = A

89 - 80% = B	69 - 60% = D
79 - 70% = C	59 - 0% = F

Learning Units:

As the course calendar demonstrates, there are four main units in this course:

Unit 1: Thinking and Researching Sociologically (chapters 1, 2, 3 and 4)
Unit 2: You and Others: Socialization, the Self, and Groups (chapters 5, 6, and 7)
Unit 3: People, Places and Work: Change & Stability (chapters 14, 20 and 18, and sections of other chapters)
Unit 4: The Structure of Inequality (chapters 9, 10, 11 and 12)

Each unit consists of three to four chapters from the textbook and related assignments, including reading quiz(zes) and a unit exam. Each chapter will have at least one on-line self-administered quiz or problem set. In addition we will have class discussions and some class activities to help us better understand and apply the chapter material.

There will also be three "Doing Sociology" reports due for this course which give you an opportunity to experience what sociologists do as they do their research as well as see real world applications of sociological concepts. These short papers will be tied to the appropriate unit(s). They will not require library research, but "hands on" research in the real world, including interviews, field observations, and census data.

Basic Paper, Discussion, and Presentation Grading Rubric – see specifics for each assignment on Brightspace

Criteria	Outstanding "A"	Proficient "B"	Basic "C"	Below Expectations "D" or "F"
Critical Thinking	***Rich*** in content; thoughtful & insightful	substantial information; thought, insight, and analysis has taken place	generally competent; information is thin and commonplace	rudimentary and superficial; no analysis or insight is displayed
Communication & Connections	**Clear** connections to content and to real-life situations clear accurate connections to course terms and concepts	connections are made; not really clear or too obvious	limited, if any connections; vague generalities	no connections are made; off topic
Mechanics	Very few grammatical or stylistic errors	several grammatical or stylistic errors	obvious grammatical or stylistic errors; errors interfere with content	obvious grammatical or stylistic errors; makes understanding impossible

Gaining understanding of the material:

Reading the Textbook 🕮 and reading assessments

The technical terms and formal concepts of an academic discipline are at the heart of an introductory course. The textbook and the instructor's additional materials are your primary resource for learning these. Do not be a passive reader. Question the ideas and concepts you are reading, and post these questions on the relevant discussion forum or email your instructor. (You'll get participation points for these!) Review the questions on essential ideas and concepts

of the chapter and consider how the material might affect your own interests and ideas, noting those items with which you agree and those items about which you disagree or are unsure.

Each chapter will have reading assessments. These may include online quizzes on Brightspace. The sum total of these reading assessments will be 20% of your course grade.

Learning and interpreting the material:

Participation in online discussions and assignments on Brightspace

Participation on the web site discussions is considered to be an essential part of this course, akin to showing up to class in a face to face course and participating in the class discussions. Not only do you need to be involved in class discussions, but your presence is essential for developing a critical sociological perspective and to learn the material better. Quality posts are those in which a substantial point is made with references to the course and textbook materials. Lesser quality posts will receive fewer points. Some discussion boards involve linking to other internet sites for interactive activities. Responses to previous posts may be required for some discussion boards; additional responses are up to the students, but really add to the life of the class, so please get into the habit of doing this. I may not grade every discussion forum, but I will grade several and average your work for the semester up to 100 points or 10% of your final grade for this course.

Knowing the material:

Exams on Brightspace

We will have four approximately one hour to 1½ hour long Unit Exams on the glossary terms, key authors and key concepts found in each unit. Each exam will be worth from 100 to 125 points. All of them will be taken online on Brightspace.

[Let the instructor know if you have any disabilities that may affect your taking of an exam. Be sure to follow the instructions for the ADA requirements - -MCC's College requirements and processes may be different than you've experienced at other schools.]

The last Unit Exam will also be the final exam and may be worth additional points. Although it will focus on the last unit, this last exam will also include some cumulative material, as final exams should. *For some exams, I may have a "take home" part that can be completed and emailed back to me*.

The sum of these four exams will be totaled to equal 400 points or 40% of your final grade for this course. These tests may include multiple choice, fill in the blank, true/false and matching questions, and some short essays. Be sure to allow time for these exams, because once you start an exam, you can't quit, but must complete it. Technical problems have sometimes affected students. Be sure to update your web browser. Also review the technical advice found in the "technical help" sections of our class Brightspace© page and the materials available through the information technology people at MCC.

Applying and extending the material:

"Doing Sociology" Short Research Papers:

During this course you will have three opportunities to imitate a sociologist and do research. The details of these papers will be available under the "Assignments" section of our Brightspace© website (with links from the appropriate units). The first one involves interviewing someone who grew up in a different time period or culture than you; a second will investigate with a field observation how people really do behave in groups; and the third one involves analyzing at least two places using census data. As you may notice (and by the end of the course I hope you start noticing all sorts of things), these project start with one person, expand to

groups of people, then categories of people, and finally populations – thus you get a taste of researching all of the social world with some of the major methods used.

- ***Doing Sociology 1*** (interview on cultural change).
- ***Doing Sociology 2*** (field observation of group behavior or Garfinkle Experiment)
- ***Doing Sociology 3*** (comparative studies using census data) due right before the last week of classes.

Although these projects may seem a lot right now, they really are a positive highlight of the course for most students. Get started on these quickly -- for they are not papers that can be written overnight. The first one is an interview on cultural change, and it will take time to arrange this interview and then write your report. The following two projects will also take preparation time (but no library research). These reports will be due at 11:59 PM on the dates posted on the Brightspace calendar. Each project report will be worth 100 points or 10% of your final grade. College level writing skills are appropriate for these papers, for I will be taking points off for spelling, grammar and punctuation mistakes. Utilize the MCC Academic Support and Tutoring services (https://www.mclennan.edu/academic-support-and-tutoring/) either online or face-to-face as appropriate, as well as your word processor's spell checker.

Each report should be completed with a word processor, saved (keeping a copy for yourself in case the one you give to me gets lost in cyberspace), and then posted in Brightspace at the appropriate spot. ***Remember that I can only open MS Word (".doc" or ".docx") or Rich Text Format (".rtf") documents. If you send me any others (such as Apple "pages", I will not be able to grade them and you will not get any credit for the assignment***. Get these papers in on time, because the late penalties severely hurt! See the late work policy below.

E. Special Assignments

MCC draws upon a diverse population of students. Upon the Instructor's wisdom, he may determine that some students may benefit from additional assignments or services and will require such assignments with various MCC services.

To summarize, the course grade is composed of the following:

Class Participation (including discussion boards)	10%
Quizzes on Brightspace	20
"Doing Sociology" very short active "research" papers (3@100 pts. each)	30
Unit Exams and Final Exam (4 @ 100 points each)	40
TOTAL	100%

Instructor's Academic Integrity Statement

Plagiarism and cheating: *Double Danger!*

Plagiarism is the unacknowledged borrowing of information, wording, organization, or ideas. Whether the original source is public (e.g., a newspaper, book, journal article, the Web) or private (e.g., a classmate's paper), you need to indicate your indebtedness to it. Where you repeat the exact language of your source, you must treat the borrowed material as a quotation and place it within quotation marks. However, by merely changing a few words or the word order or by paraphrasing, you do NOT avoid plagiarism; you should still credit your source.

In the case of plagiarism or cheating, the instructor has the right to give the student a "zero" for the assignment and an additional zero for an equivalent assignment or exam. So, instead of sneaking by, you may get double trouble!

Student Behavioral Expectations and Conduct Policy:

Students are expected to follow the General Conduct Policy in the Highlander Guide, and to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of this opportunity for education.

Respect for all

Every person comes from a different background and each is unique and special. Do respect other people and treat them as you would like to be treated. Some of us have physical or other biologically based differences that society has labeled "disabilities". America today seeks to provide "equality for all" which means sometimes we need to provide special accommodations to some. If you think you deserve some sort of accoomodation, consult the instructor or MCC's Accommodation Services website: https://www.mclennan.edu/disability/.

If you feel you are being unfairly treated by anyone at MCC for any reason, please check out our non-discrimination policies: https://www.mclennan.edu/titleix/non-discrimination.html

Dr. Lockhart's hearing disability: I've been hearing impaired since early childhood and I've learned to read lips and other clues to help me to understand people. If I ask you to repeat something or if I misinter pret what you say, please don't be embarrassed, for it is my hearing problem, not yours. Please say it again, perhaps a little more slowly and so I can see your lips. Don't shout, for when people shout they exaggerate their lips which makes things worst. In over ten years of teaching, this impairment has not caused any undue problem for me or for any student. I now have a cochlear implant and although it has helped me in some ways I am still adjusting to this device. Therefore, it is best to email me, rather than call. If you do leave a phone message, be sure to speak slowly and clearly and leave a local phone number. (I am not normally able to return long distance phone calls.) If you need to phone, I can talk on the phone but sometimes I have difficulty understanding people, particularly recorded phone messages. If you have to leave a phone message, please speak slowly and distinctly, particularly when giving names and phone numbers.

Class Discussion Ground Rules

Social and cultural issues are inevitably controversial. To provide full discussion of social problems, the following ground rules will be followed.

1) ***It has been said that "it takes a lot of work to get to disagreement."* To accurately disagree with someone, you need to understand where you agree – including facts, values and feelings -- so that where and how you disagree is clear**. The name calling seen on TV and social media does not create clear disagreement; instead there is more smoke and heat than light being generated.

2) Students (and the teacher) will behave respectfully toward each other; there will be no insults or put-downs. Although we can strongly disagree with people's ideas or values, people themselves should not be attacked. Let us focus on the facts of the matter and clarify the facts and values involved.
3) Each student will be given room to voice her or his own opinion. The teacher may ask each person to contribute at least one thought to each discussion.
4) Additional ground rules may be developed and enforced by the instructor.

Late Work, Make Up Work, and Attendance Policies:

Part of the socialization of this course is to teach you to be a punctual worker. Thus **late work will be severely penalized, just as it would at a job**. So, plan ahead. Complete and submit your work on Brightspace before the last minute, just in case the computer crashes, the internet won't work, etc. Work is always accepted early! Be sure to keep track of deadlines by using the calendar on Brightspace. Each paper turned in late will be penalized 5% of its potential value for each business day it is late. Thus if it is worth 100 points and is due on Monday and you submit it on Wednesday (two days late), you will be penalized 10% (2 x 5%) – that is 10 points -- before I even look at it. 10% is a full letter grade lower – from a B+ to a C+. So, get your work in on time!

You are responsible for making sure all assignments get to me. On Brightspace in the Assignments area, you will see a notification in the competion column for each assignment you submit. If it states "not submitted" you need to resubmit it. Grading is not immediate, but in that same place you should see if the assignment has been graded and, if so, you'll see how to access your grade, the grading rubric and any comments I may have made.

Make Up Exams

Make-up tests will be granted only by the instructor's discretion and will be subject to the same late penalty, which means that you will lose 20 points on a 100-point test just for taking it 2 days late. If you know ahead of time that you will not be able to take an exam during the testing period due to an excuse that the instructor accepts, you may be able to make prior arrangements with the instructor to take the exam without the late penalty. ***Make-up final exams will not be allowed***.

Attendance/Absences and Drop Policies:

Even in online courses, learning involves more than just reading the book, writing papers and taking exams. Online class particfipation is necessary if you hope to achieve a satisfactory grade.

MCC is required by the Texas State legislature to take attendance at each class session. MCC has also developed an attendance/absences policy with requires student attendance for at least 75% of the class sessions. You can miss no more than 25% of the class sessions before you are either dropped or get an F for the course.

This means: You *can* be dropped after 4 weeks in a 16 week course. **Contact me to be sure that you have been dropped. If you have not contacted me by the official drop date, you may receive an F instead.** If you should desire to drop the class for any reason, please see me first. The last day to drop the class and receive a "W" [for Withdrawal] is posted on the MCC website [https://www.mclennan.edu/dates/index.html] in the Registration Dates Calendar.

"Six Drop" Rule:

The Texas State Legislature has required a "six drop" rule stating that students can drop no more than six courses during their undergraduate college career. More information about this policy and how it is being implemented at MCC is available in the Highlander Guide and at http://www.mclennan.edu/records/withdraw, but the following acts as a summary:

> Students who enroll at MCC as entering freshman or first-time college students during the fall 2007 semester or any subsequent semester may not drop more than six courses. The six-course limit does not apply to students who were enrolled in college courses prior to the fall 2007 semester. Students who have completed a baccalaureate degree at any accredited public or private institution are not subject to the six-course limit. The six-course limit includes courses taken at MCC *or any other Texas public institution of higher education*. If a seventh drop is attempted, the student and instructor will be informed that the student must remain in

the course and the student will receive a grade of A, B, C, D, F, or I and will not be able to receive a W or withdrawal grade and will not be due a refund of tuition and fees.

Combined with the attendance policy this means that if you do not participate sufficiently I will give you an F for the class if you have already dropped six other classes. So, make attendance of classes a high priority for your time. This may then impact your academic standing and financial aid possibilities. There are a few exceptions to this policy, such as for health reasons or for those who drop all of their courses for a semester. Contact the MCC registrar's office or the Highlander Guide for more details.

Click Here for the MCC Attendance/Absences Policy

(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.

McLennan COMMUNITY COLLEGE

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.

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

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 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 http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at 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. 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.

MCC Academic Integrity Statement:
Go to 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 (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.

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 for help.

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.

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.