

IOWA WESTERN COMMUNITY COLLEGE

COURSE SYLLABUS

[SOC-110-OL01: INTRODUCTION TO SOCIOLOGY]

TERM: WINTERIM 2017

Dates: December 18, 2017 – January 5, 2018 – Please see attached schedule of due dates

I. FACULTY INFORMATION:

| | |
|--|---|
| Instructor: Kitti M. John | Office: Lewis 120 |
| Office Phone: 712-325-3483 Mobile Phone: 402-917-5646 | Office Hours: By Appointment during the Winterim term |
| E-mail: kjohn@iwcc.edu | |

II. COURSE INFORMATION:

| Course Prefix/Number | Course Name | Credits | Lecture | Lab |
|----------------------|---------------------------|---------|---------|-----|
| SOC 110 | Introduction to Sociology | 3 | 3 | 0 |

COURSE DESCRIPTION:

As presented in catalog

PREREQUISITES:

As noted in catalog

COURSE MEETING TIMES: Weekly online course attendance, interaction, and activity are expected and will be verified through weekly course attendance reports.

COURSE LOCATION: REMOTE

REQUIRED TEXTBOOKS:

FERRIS, KERRY AND JILL STEIN. 2016. *THE REAL WORLD: AN INTRODUCTION TO SOCIOLOGY*". WW NORTON: NEW YORK.

WITH INQUIZITIVE ACCESS CARD.

ISBN: 9780393264302

SUGGESTED SUPPLEMENTAL TEXTBOOKS, REFERENCES:

Office 365 Suite is required for many online coursework assignments. To facilitate interaction between classmates, students can download the free version from their ROC Portal Page for use in their online courses.

MATERIALS AND SUPPLIES TO BE FURNISHED BY STUDENT:

Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools. IWCC students may consider *these free options*. Students are further responsible for working in their online courses within the IWCC Acceptable Use Policy and the Computer Ethics and Use Policy. (Both policies are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.)

COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:

The Learning Objectives for this course are (upon successful completion of this course, the student will be able to):

- A. Explain the science of Sociology
- B. Explain the relationship between the individual and society
- C. Explain the process of social differential and inequality
- D. Identify and explain the relationship between the different types of social institutions and society
- E. Explain the process by which culture and societies change

COURSE PRACTICES:

The syllabus serves as a contract between the faculty and the students.

PARTICIPATION REQUIREMENTS

Online courses require a clear pattern of participation for all students. The attendance standard for IWCC is that each student logs in and participates in some meaningful way, i.e. assignment completion, forum discussion, quiz completion, etc., inside of the online course—at a minimum—at least one time each week, as measured from Monday to Sunday. If this standard isn't met for any week in the semester [you surrender all potential points for that week's activities. Please see attached information on attendance standards for the Winterim semester.](#)

STANDARDS FOR WRITTEN WORK

Always use professional language, including correct grammar and spelling while working on materials for this course. See "Requirements for All Assignments" document, posted next to the syllabus in ROC.

LATE PAPERS AND ASSIGNMENTS

Absolutely no late papers or assignments will be accepted in this course without prior arrangement with the instructor.

MISSED EXAMS

Late work is not accepted in this course without explicit prior arrangement.

EXTRA CREDIT

Extra credit is not offered in this course. Any emails requesting grade changes or extra credit will not be returned and may be forwarded on to the dean and/or administration.

ONLINE CLASSROOM MANAGEMENT AND BEHAVIOR:

You have chosen to take a college level Sociology course. In doing so, you have agreed to think critically about (and to openly critique) the social environment in which we live and breathe. This will include major institutions in American society such as (but not limited to) the government, economics, capitalism, gender, race, family, religion, etc. This is not always easy but you are required to bring an open mind and be willing to address these aspects of American society in a critically meaningful way.

It is expected that all students in the online environment address classmates and the instructor cordially and professionally. While debate and discussion may be the norm in a college classroom, doing so respectfully is the class standard. (I will address you in a way that recognizes the respect and dignity you deserve as a scholar at this institution, and I expect the same from you to each member of the course. This standard applies to all of us even during moments of disagreement.) Any violation of this policy could result in a failing grade for the assignment(s) in question. All course work must be submitted through the ROC LMS. Emailed work will not be accepted.

GRADING

- Chapter Readings and Online Quizzing (Inquisitive)
 - Students will complete Inquisitive chapter assignments online which incorporate and cover chapter readings (30% of final grade)
- Discussions
 - Covering the corresponding chapter, students will participate in class discussions which cover topics related to assigned readings and content, a minimum of one additional comment is always required (20% of final grade)
- Sociology Labs
 - Covering the corresponding chapter, students will complete an activity, project or assignment relating to assigned readings and content (30% of final grade)
- Tests
 - Covering the corresponding unit, students will complete 2 essay tests (20% of final grade)

VIEWING FINAL GRADES

- Students have the opportunity to earn a 100% on every Inquisitive by choosing to answer as many questions as it takes to build their grade. Answering questions correctly increases scores.

To calculate your final grade, take your (Inquisitive percentage x .3) + (Discussion percentage x .2) + (Lab percentage x .3) + (Test percentage x .2) = Final Percentage

FINAL GRADE SCALE (PERCENTS): 100.0-90.0: A / 89.9-80.0: B / 79.9-70.0: C / 69.9-60.0: D / 59.9—Below

Final grades are viewable on ROC the Tuesday after the end of the semester: Self-Services Menu, Students, and Academic Record.

IMPORTANT DATES

Please see the “Academic Calendar” in ROC.

(Specific dates are noted in the College Academic Calendar).

PROBLEM RESOLUTION

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this first with me. If we cannot resolve the difficulty, contact [Richard McFayden, Dean of Ag, Business, Computer Information and Social Sciences in Clark Hall 218, at rmcfayden@iwcc.edu or at 712-325-3371.](#)

NOTICE OF CAMPUS SITUATIONS/COURSE INTERRUPTIONS

1. Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage.
2. Course Interruption – Students will be notified in the unlikely event that the ROC system would not be accessible for an extended period of time.

COURSE TOPICAL OUTLINE AND SCHEDULE

The full course schedule concludes this document.

III. INFORMATION/COLLEGE POLICY

CYBER-LIBRARY

Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the Cyber-Library by clicking on the Cyber Library under Academics in ROC. Students can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page in ROC.

For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours posted on ROC.

ACADEMIC SUPPORT

FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-in basis. FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes.

For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841. A full tutoring schedule by subject area is posted on ROC.

DROPPING CLASSES

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and financial aid before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

PERSONAL ELECTRONIC DEVICES

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

HONOR CODE – ACADEMIC HONESTY

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

FERPA

Student rights concerning access to education records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their education (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices.

For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

DIVERSITY STATEMENT:

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

AMERICAN WITH DISABILITIES ACT STATEMENT:

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email disabilityservices@iwcc.edu or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations. Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

NON-DISCRIMINATION STATEMENT

It is the policy of Iowa Western Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Kim Henry, Dean of Student Life and Student Success, phone number, 712/325-3207 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Suite 1475, Chicago, IL 60661, phone number 312/730-1560 fax, 312/730-1576.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.

IV. COURSE TOPICAL OUTLINE AND SCHEDULE

- Student attendance is to be recorded in the ROC page attendance block by the instructor on each of the following dates: **12/20, 12/23, 12/26, 12/29, 1/1**. "Attendance" is defined as any student interactivity in the course shell.
- Grades for evaluated activities will be recorded in the ROC gradebook throughout the duration of the course.
- Students and instructor are expected to participate in the course (via ROC) 80% of the days (16/20 days).

Bold Dates mean that the corresponding activities are due on this day by 11:59PM CST. No late assignments are accepted in this course.

LIST OF DUE DATES

| Due Date | <u>Assignments Due</u> |
|---|---|
| 12/18 | Inquizitive How To, Chapters 1 and 2 Discussion 1 + 1 Comment |
| 12/19 12/20 12/21 12/22 | IQ Chapters 3-5 Sociology Labs 3-5 Discussion 2 + 1 Comment |
| 12/23 12/24 12/25 | IQ Chapters 6-7 Sociology Labs 6-7 Discussion 3 + 1 Comment |
| 12/26 12/27 12/28 | IQ Chapters 8-10 Sociology Labs 8-10 Discussion 4+ 1 Comment |
| 12/29 12/30 12/31 1/1 | IQ Chapters 11-13 Sociology Labs 11-13 Discussion 5 + 1 Comment |
| 1/2 1/3 1/4 | IQ Chapters 14-16 Sociology Labs 14-16 Discussion 6 + 1 Comment |

